

FAQ's New update 21.08.20

**RECRUIT
RETAIN
REWARD**

Q: I am taking on a new member of staff and may look to put them on an apprenticeship programme in the future, can I do this and claim the grant?

A: RRR grants are designed to encourage employers to create new substantive apprenticeship roles after 1st August, not to convert existing employees to apprentices. The apprentices' employment must commence after 1st August 2020. Grants can be applied for and reserved up to a maximum of 6 weeks in advance of the apprenticeship start date.

Q: Why does RRR not include levy paying businesses?

A: The rationale behind the scheme is to create a package of support for Norfolk which complements the governments incentives; but gives additional focus to the areas hit hardest by Covid19. In Norfolk these areas are small to medium sized businesses and young people aged 16-24. An objective of the project is to engage with SMEs who traditionally have not considered an apprenticeship and for whom the costs of recruiting an apprentice may be disproportionate to their income levels. The government is providing incentives to levy paying organisations and over 25s. We understand that RRR not being available to levy payers might be disappointing, however we needed to create some qualifying criteria; we only have a limited pot of RRR funds, unlike the governments incentive fund which is unlimited.

Q: Can I send an application form without the apprentices' name or start date included?

A: No, please only send FULL and completed applications. Completed applications need to be sent from a business email address or the training providers email address please; due to the electronic signatures within the form.

Q: Are electronic signatures/typed signatures accepted?

A: Yes, due to the current situation we understand it may not be possible to complete the forms in person, so all forms can be completed electronically, including typed signatures.

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Q: I would really like to be contacted by Apprenticeships Norfolk/Apprenticeships Suffolk to keep up to date with events, apprenticeship updates and to take part in case studies. How can I arrange this?

A: If you would like to be contacted with updates and to participate in case studies, please **DO NOT** check the box at the bottom of page 5 of the application form (Part A). By leaving the box blank you will be consenting to be contacted.

Employer:

I consent to Apprenticeships Norfolk/Apprenticeships Suffolk contacting my organisation in the future to inform us of events, campaigns, apprenticeship updates and to request participation in case studies (please mark X to opt out)

- To agree (opt in)
 To disagree (opt out)

Q: Can I send my application from a personal email address?

A: No, we can only accept applications sent from a company email address. If this is not possible please send this via the Training Provider.

Q: Can I complete the application forms on a phone or tablet?

A: Our forms are not always compatible on mobile or tablet devices. Please complete all forms on a desktop computer or laptop.

Q: How do I apply for the grant?

A: Please complete the application form (Part A & B) in it's entirety and send to apprenticeships@norfolk.gov.uk or apprenticeships@suffolk.gov.uk depending on the location of your business. Your chosen Training Provider should have these forms, but please contact us if you require a copy.

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Q: What are the administration boundaries in which employers need to trade for eligibility?

A: Suffolk = West Suffolk Council, Ipswich Borough Council, Babergh & Mid Suffolk Council and East Suffolk Council.

Norfolk = Breckland, Broadland, Gt. Yarmouth, South Norfolk, Kings Lynn & West Norfolk, North Norfolk and Norwich.

Q: Are there any restrictions on what the employer can spend the grants on?

A: There are no restrictions, however, we make recommendations that the funds could be used to purchase equipment required by the apprentice, travel expenses for the apprentice or onboarding, recruitment and operational costs.

Q: Does the retain grant also apply to employers who haven't had an apprentice in the last 12 months, or any employer?

A: If the apprentice was made redundant by their previous employer due to COVID-19, there is no requirement for the employer to have not taken on an apprentice in the last 12 months.

Q: Will you be providing the forms that both employers and providers will have to complete as part of the application process?

A: Yes

Q: Once created, how will the support resources be accessed?

A: They will be freely accessible on the Apprenticeships Norfolk & Apprenticeships Suffolk website and social media pages

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Q: What is the size of the pot? How many businesses do you think this can support?

A: We will be able to support around 200 businesses across Norfolk & Suffolk

Q: How far will £1000 go when setting up an apprentice?

A: It depends on the type of apprenticeship. For example, it could kit out a construction apprentice out with a good selection of hand tools. For an office based apprentice, again, it could easily help purchase a laptop and contribute towards other necessary office equipment.

Q: If I apply for this incentive am I still able to apply for other government incentives?

A: Yes, the governments incentive of £2000 for a 16-24 year old apprentice (or £1500 for 25+), plus a £1000 Age Incentive Grant (16-18) are still available. Meaning total incentives of between £2500 and £4000 are available.

Q: Do you have an example of how much this could cost the employer in wages with the help of the incentives available?

Apprentice - Aged 16-18 - On NMW (1st Year)	
NMW	£4.15
Weekly cost (based on 30 hours)	£124.50
1st Year overall cost	£6,474.00
Age Incentive Grant (Existing)	£1,000.00
New Government Incentive (1st August - 31st Jan 2021)	£2,000.00
RRR (Subject to availability from 1st August 2020)	£1,000.00
Total Grants Available	£4,000.00
Cost to employer (Wages only)	£2,474.00 (£47.58 a week)

Apprentice - Aged 19-24 - On NMW (1st Year)	
NMW	£4.15
Weekly cost (based on 30 hours)	£124.50
1st Year overall cost	£6,474.00
Age Incentive Grant (Existing)	N/A
New Government Incentive (1st August - 31st Jan 2021)	£2,000.00
RRR (Subject to availability from 1st August 2020)	£1,000.00
Total Grants Available	£4,000.00
Cost to employer (Wages only)	£3,474.00 (£66.81 a week)

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Q: How is this being funded?

A: It is a use of repurposed funds from both Norfolk County Council & Suffolk County Council that were unspent in a previous similar project. We have also been sponsored by The East of England Apprenticeship Ambassador Network to help with marketing costs and video resources.

Q: Is there a marketing campaign planned to inform wider business communities?

A: Marketing is planned via press release, social media and our respective websites. Depending on uptake we will look to other sources.

Q: Does the timeline and process fit in with the government funding?

A: Yes, it starts on 1st August in line with the government incentive. There is not an unlimited pot of funds so the incentive will end when all available funds have been exhausted.

Q: Does the recruit grant only apply to new employees and what counts as a "new employee" if so?

A: Yes, this must be a brand new employee to the business and cannot be used for upskilling the existing workforce. The employer must not currently employ apprentices, and must not have done so within the last 12 months.

Q: We have some learners in the pipeline with new employers. I assume that these could be changed over?

A: RRR is intended to stimulate new interest and activity from 1st Aug onwards