



The Digital Apprenticeship Service (DAS) portal for applications is now open!

If you have employed an apprentice between 1st October 2021 and 31st January 2022, you may be entitled to some funding under the current government COVID grant incentive scheme. **If this applies, you must ensure you have created a DAS account, reserved funding, and completed all relevant documentation before the closing date of 15th May 2022.**

All employers must also be a PAYE registered organisation to register on the DAS to claim the incentives. If you are unsure of how to do this or have questions surrounding this, please don't wait to get in touch. Please contact Ali Hudd (*contact details below*), our Customer Support Administrator who will be able to assist so that you don't miss out.

After these steps have been completed, you also need to remember to submit your application to claim the grant funding.

How is the grant funding monitored and paid?

The funding is paid in two parts. For you to be eligible to receive the first payment, the apprentice **must** complete 90 days of their apprenticeship employed by you at your location of work. For the second payment, the apprentice **must** complete 365 days and active learning (reviewed) on the programme whilst still under your employment.

The apprentice **MUST** therefore be on your PAYE payroll on these two dates to confirm their employment with you.

Haddon Training provides your apprentices' start date to the government so that they can calculate when your payments are due. In addition, Haddon Training verifies to the Education and Skills Funding Agency critical evidence of the apprentice's active learning and progression every month to support your claim.

This incentive payment is a grant that can then be used to support your organisation's costs, including facilities, uniforms or your apprentice's travel and salary.

Steps to claiming your grant.

1. **Sign** in to the government website [click here](#).
2. Scroll down on the home page, under the heading '**Finances**' select '**Apply for the hire a new apprentice payment**'. Read details and select '**Start now**' and follow the on-screen instructions.
3. **Select your apprentice** - During the application process, you will be asked to select the apprentices you would like to claim the payments for from the list that appears. *You will only be able to claim if they are listed here.*
4. **Set up your bank details** - You will need to set up your bank account details during this process, you will be prompted to do this. You will need several key details to complete this please find these [listed here](#).
5. **Submit** - You will receive an “**AF**” reference number and your application will be processed.

Please note:

Once your application and bank details have been added, it can take up to **80 days** for the Data Apprenticeship Service to verify your bank account details.

Payments are only made on the 14th working day each month.

To avoid delays, if you are adding further apprentices, it is strongly advised that you make a claim immediately after the funding is initially approved (*normally 4 working days after the apprentice is signed up*).

If you would like to discuss anything else in relation to the grants and your apprentice, then please contact Ali Hudd, our Customer Support Administrator on 07957 231304 or at alison.hudd@haddontraining.co.uk.

We have also created a simple detailed guide that you may find helpful in this process - [Click here](#).