

Employer Fact Sheet for Funding in England*

From 1st February 2022

(Small Employers with an annual paybill of less than £3 million)

Traineeships and Apprenticeships

Traineeships (1st August 2021 - 31st July 2022):

No payments (salary) made to learner by the employer but we encourage you to pay travel expenses and sustenance (e.g. lunch) for them.

£1000 government incentive paid to the employer.

The traineeship Incentive payment will be paid in full on successful completion of the planned work experience hours agreed at the start of the traineeship programme. For further information please see: <https://www.gov.uk/government/publications/traineeship-employer-incentive-registration-form>

Our traineeships are for 16-18 year olds, or for those up to 24 years old with an EHC plan, and typically last 6-16 weeks, but are tailored depending on you and the individual, taking the traineeship up to 1 year where required.

Apprenticeships:

Apprentice minimum wage to be paid to learner: <https://www.gov.uk/national-minimum-wage-rates>
Please note after the first year this can change dependant on the age of the apprentice.

Apprenticeships typically last 15-18 months for L2, and 18-21 months for L3 depending on prior experience, including End Point Assessment.

If you employ a 16-18 year old apprentice:

£1000 government incentive paid to the employer

This is split into two payments, so you would receive one half at approximately five months into the learner apprenticeship programme, and the remaining half at approximately fourteen months into the programme.

As a small employer if you employ less than 50 employees, the 16-18 year old apprentice is fully funded by the government, so all you are paying is the salary for the learner.

If you employ 50 or more employees then the apprentice is co-funded by the government, so you would pay 5% of the apprenticeship cost and you are also paying the salary for the learner.

If you employ a 19-24 year old apprentice:

As a small employer the 19-24 year old apprentice is co-funded by the government, so you would pay 5% of the apprenticeship cost and you are also paying the salary for the learner.

If you employ a 25 year old apprentice or someone older:

As a small employer the 25 year old apprentice (or someone older) is co-funded by the government, so you would pay 5% of the apprenticeship cost and you are also paying the salary for the learner.

*all incentive payments are subject to terms and conditions, including eligibility requirements