Malvern Hills District Council has joined forces with Worcestershire Apprenticeships (WA) to help local businesses take on apprentices to fill the skills gap and create the workforce of the future.

Through our Apprenticeship Grant Scheme we provide funding of £1,000 to help with the cost of taking on an apprentice. Each business can claim up to two grants per year.

We prioritise applications from businesses operating in one or more of the following key sectors:

- Engineering and Manufacturing
- IT/Cyber
- Agriculture Technologies and Horticulture (Agri-tech)
- Construction
- Catering and Hospitality Advanced and Higher Apprenticeships

We will also consider applications where apprenticeship frameworks and standards fit within the description of Digital Media, Software and Hardware production, and Engineering.

To apply you must:

- Be based in the Malvern Hills district postcode area and employ fewer than 250 people
- Be providing an approved Apprenticeship
- Not had an Apprentice within the previous 12 months
- Pay at least the Minimum Wage to the apprentice
- Ensure the apprenticeship complies with National Apprenticeship service and Skills Sector Councils criteria
- Provide for the apprentice to acquire a recognised qualification
- Have a minimum 12 months signed contract with the apprentice

You will also need to provide the following evidence:

- Employer declaration signed by the employer and training provider organisation
- Copy of apprentice contract of employment
- Signed Grant Agreement between employer and Malvern Hills District Council
- Any additional evidence requested by Malvern Hills District Council
1. The employer will employ the apprentice/s named in the employer declaration for at least the time it takes to complete their apprenticeship programme, or a minimum of 12 months on the apprenticeship programme, whichever is greater (subject to satisfactory performance of the apprentice as an employee) unless the employee is in breach of their employment contract.

2. The Employer shall notify the Council as soon as possible of any changes to the status of the Employer, the Apprentice or the Apprenticeship, including a change in terms and conditions, which may affect the eligibility of the Employer to claim the Grant.

3. The Employer shall at all times endeavour to make a success of the Apprenticeship and shall support the aim that the Apprentice shall gain qualifications and valuable work experience.

4. The employer will pay the apprentice at least the National Minimum Wage appropriate for the apprentice's age, including time for off the job training throughout the duration of the apprentice.

5. The employer agrees to maintain a relationship with the council for a minimum of 12 months, enabling monitoring of outcomes from the grant scheme, and to participate in publicity and press opportunities to further promote the MHDC Apprenticeship Grant Scheme (subject to commercial sensitivities). This could include both the employer and the apprentice attending local events, featuring in press, publicity material and providing case studies where this is mutually beneficial to all parties.

Malvern Hills District Council reserves the right to recover all or part of the grant it has provided if:

- The applicant is found to have improperly tried to influence the decision of any officer or Elected Member of Malvern Hills District Council in the award of a grant
- The business relocates outside the boundaries of Malvern Hills district within a 12 month period from receipt of the grant
- Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete
- The apprenticeship is terminated by the employer prior to the end of the agreed duration through no fault of the apprentice, or without reasonable grounds.

6. If it is found that the applicant has any outstanding debts owed to Malvern Hills District Council, then Malvern Hills District Council reserves the right to withhold grant payment until such debts are cleared.

7. The Employer shall at all times comply with it’s obligations under the Equalities Act and shall not discriminate on the grounds of age, race, gender, marital status, religion, sexual orientation or disability.
Interested? For further information contact:

Kim Cook    kim@hwstpa.co.uk    07917 631342
Chris Butler    chris.butler@malvernhills.gov.uk    01684 862183

Grants issued on a first come firsts served basis and subject to the availability of funds. Malvern Hills District Council reserves the right to award or reject grants at the council’s discretion. Grants paid within 30 days of receipt of all requested evidence and a signed MHDC agreement. Turn over for full terms and conditions.