**Upskilling bursary scheme Malvern hills District Council**

The council recognises that trainees may struggle to cover the cost of travel or equipment to access their work or training and that this may prevent them from applying for some jobs. A bursary scheme has thus been agreed to support trainees where they are earning less than the £10,000 a year and are Malvern Hills residents.

The bursary scheme administered by Worcestershire Apprenticeships but funded by Malvern Hills District Council will cover:

* Travel in the first year up to £500 and can contribute to driving lessons, the costs of a car or public transport.

And/or

* Up to £300 for tools, equipment or clothing necessary to do the job and which would be classified as work related by HMRC who administer taxation for the government.

The terms and conditions are:

1. The trainee must complete an application form on line for the grant themselves.
2. The claim must be supported by the employer who must state the reasons for them not supplying the tools or clothing for the job.
3. The payment will be a reimbursement after the expenditure has been incurred and will be paid asap on receipt of proof of expenditure which could be tickets, credit card statements or receipts.
4. Where petrol is claimed the registration number and ownership of the car must be submitted.
5. The claim must verified by the employer as well as the employee.
6. Worcestershire apprenticeship the right to recover all or part of the bursary it has provided if any information provided in the bursary application form or other correspondence is found to be substantially incorrect, misleading or incomplete.
7. A copy of the approved bursary application form will be submitted to Malvern Hills District Council for use in monitoring and contacting the trainee to further the bursary scheme and training in Worcestershire
8. Tick here if you agree to the terms and conditions.