

Employer's Incentive Payment Form (Apprenticeships)

The Government's Apprenticeship Employer Incentive scheme for England currently provides a flat rate £1,000 incentive to employers who recruit an apprentice aged 16-18, and certain apprentices aged 19-24. In order for the college to be able to transfer the £1,000 incentive to the employer, the employer will need to provide the college with their bank details.

Criteria

- At the time of sign-up, Apprentices must be aged 16 to 18. Apprentices who are aged 19-24 who have previously been in care or have a current Education & Health Care Plan (EHCP) are also eligible.
- The Incentive is payable irrespective of the level of the apprenticeship or the size of the employer
- To qualify for the full payment the apprentices must be on programme for twelve months
- The £1,000 per apprentice incentive will be paid in two equal instalments after the qualifying periods, which are three months and twelve months

Company name	
Learner name(s)	

Bank details for payment

Name and address of bank			
Account name			
Account number		Account sort code	

You will receive the incentive payment in two equal instalments once all eligibility criteria have been confirmed and your apprentice(s) has/have been employed for the qualifying periods of time. The payments will be made direct to your bank account. Without the completion and return of this form the payments cannot be made

Employer to sign

Signature	Name	
	Date	

Please send this form directly to Herefordshire and Ludlow College Finance Department by either email or post.
 Email Address: finance@hlcollege.ac.uk or Post: Finance Department, Herefordshire & Ludlow College, FREEPOST RTKT-SLSZ-ACBL, Folly Lane, Hereford. HR1 1LS