

HOW TO SUCCESSFULLY APPLY FOR AN INCENTIVE PAYMENT FOR HIRING A NEW APPRENTICE

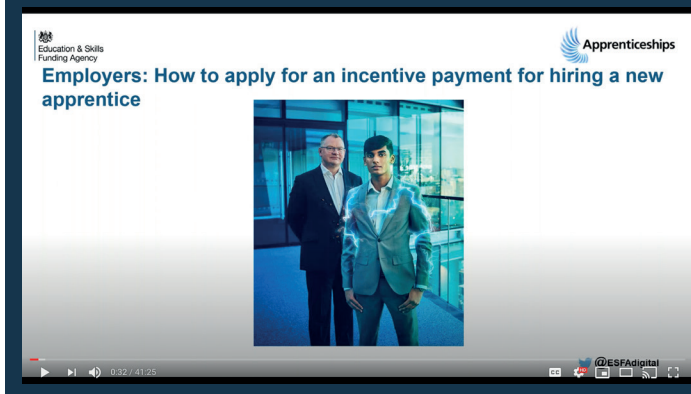
Before you start make sure you have:

- Recorded your Apprentice within your Apprenticeship Service Account, along with an estimated start date between August 2020 and March 2021.
- Signed the latest legal agreement with the ESFA ([Click here](#) if not).
- Your organisation's legal name, registered address, contact details, Companies House number (if you have one), VAT number (if you have one), remittance email address, Finance Director or finance lead's contact details and bank details to hand. Please note, bank details can be added at a later date if not available at present.

Steps

- Head to your [Apprenticeship Service Account](#).
- Click 'Apply for the 'Hire A New Apprentice' Payment' link (Located on the home page).
- Once you have read through this page and you're happy with the information, click 'Start Now' at the bottom of the page.
- Once you have confirmed that your Apprentice has started their contract of employment within the allocated time frame, click 'Continue'.
- On the next page, you select any Apprentices you wish to claim the incentive for and click 'Continue'.
 - At this point of the application you're able to see a summary of the Apprentices you wish to apply for and, if necessary, make any changes. Before you confirm your selection, you will see the incentive payment is shown against each Apprentice you're applying for. This is calculated against their date of birth.
- As you move throughout the page you will be required to confirm you're happy with 'Our Declaration' as highlighted on-screen. Once you're happy, click 'Confirm and Submit'.
- Over the next few pages you will need to provide your organisation's bank details, along with the other information requested within the 'before you start make sure you have' section of this flyer.
- Once your application has been completed you will receive key information on-screen regarding when you can expect to receive your Incentive payments.

Should you wish to follow these steps from a prerecorded video please [click here](#).



FAQ

What happens if my Apprentice leaves?

Should your Apprentice leave employment within the first 90 days of the Apprenticeship, you will not receive any incentive payments. Should your Apprentice leave employment between day 90 and 365 of the Apprenticeship, you will still receive the initial 50% payment, however, you will not receive the second payment.

Is the incentive payment available to both Apprenticeship Levy-paying and non-Levy paying Employers?

Yes, incentive payments are there for both Apprenticeship Levy-paying and non-Levy paying Employers to claim.

My Apprentices are funded via an Apprenticeship Levy transfer. Do we receive the incentive payment, or does the Employer who transferred us the funding?

Incentive payments are always paid to the Employer who is employing the Apprentice.

Can Qube Learning apply for Apprenticeship incentive payments on our behalf?

Training Providers cannot apply for the incentive payment on behalf of the Employer.

My Apprentice's programme is longer than 365 days. Will I still receive the incentive payments on day 90 and 365?

Yes, no matter how long the Apprenticeship duration is, you will still receive your payments on day 90 and 365.

You will receive your incentive payments in two 50% parts. The first payment will be made 90 days after the Apprenticeship start date and the second after one year of the Apprenticeship start date.