



Apprenticeships

**FIRE
IT UP**
Apprenticeships

Victoria Dixon

**What is an
Apprenticeship?**



- 
- 
- An Apprenticeship is a **genuine job**, with a complementing assessment & skills **development programme**
 - Mix of formal training and learning in the workplace
 - Available to everyone from 16 - there is **no upper age limit!**
 - They are suitable for both **new and existing staff** looking to develop their skills
 - You can be an Apprentice and ***keep your current job & salary***

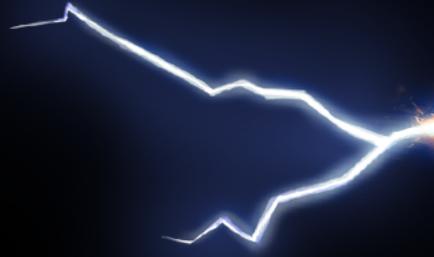
MANAGING QUALITY APPRENTICESHIPS

THE ROAD TO A QUALITY APPRENTICESHIP

Delivering quality is a journey from the start to the end of an apprenticeship and beyond.

So we have developed this document as a guide to what that journey looks like with key steps along the way.





**How are
Apprenticeships
Funded?**

The Apprenticeship Levy

Started on **6 April 2017**, at a rate of **0.5% of pay bill**, paid through PAYE

Applies to all **UK employers** in all sectors

Only **1.3% of employers** will pay the levy

The levy will be set at **0.5% of an employer's pay bill**. It will only be paid on any pay bill in excess of

£3m

Employers will have an allowance of **£15,000** to offset against their levy payment



What can levy funds be used for?

Can be used:

- ✓ For apprenticeship training and assessment
- ✓ against an approved standard
- ✓ with an approved training provider and assessment organisation
- ✓ To fund up to the maximum funding band for that apprenticeship

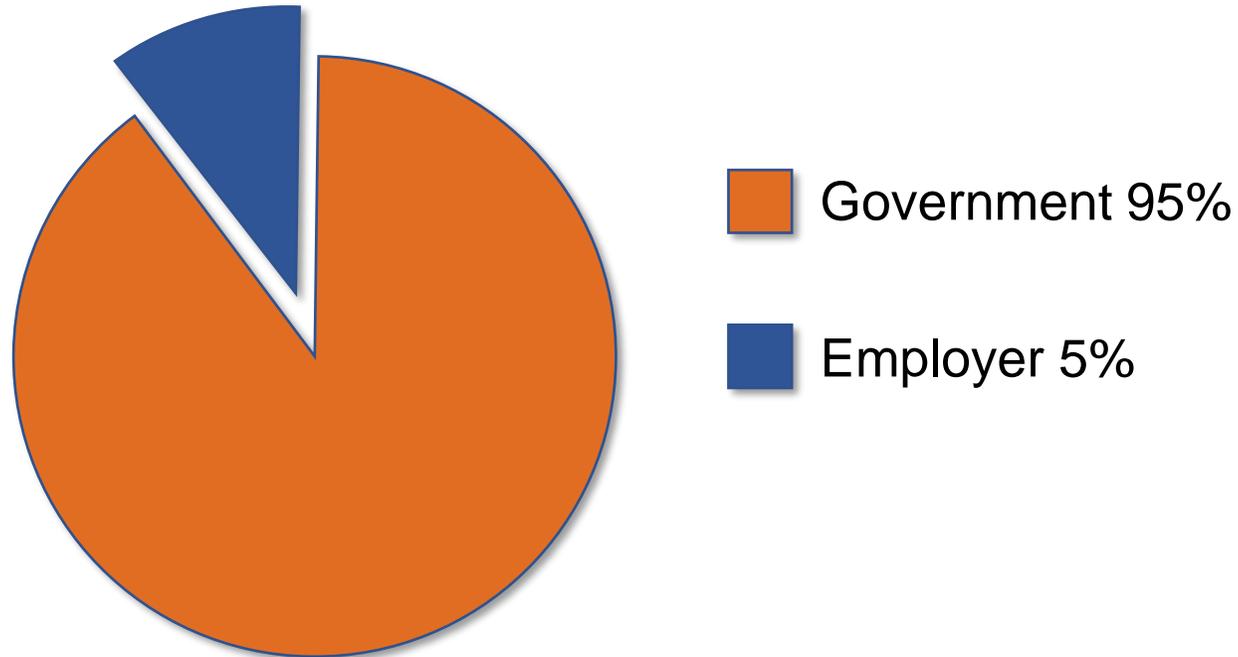
Can not be used for:

- apprentice wages
- travel and subsistence costs
- managerial costs
- traineeships
- work placement programmes
- recruitment costs

Co-Investment

Two types of employers:

1. Employers who do not pay the levy
2. A levy-paying employer with insufficient funds



Levy Transfers





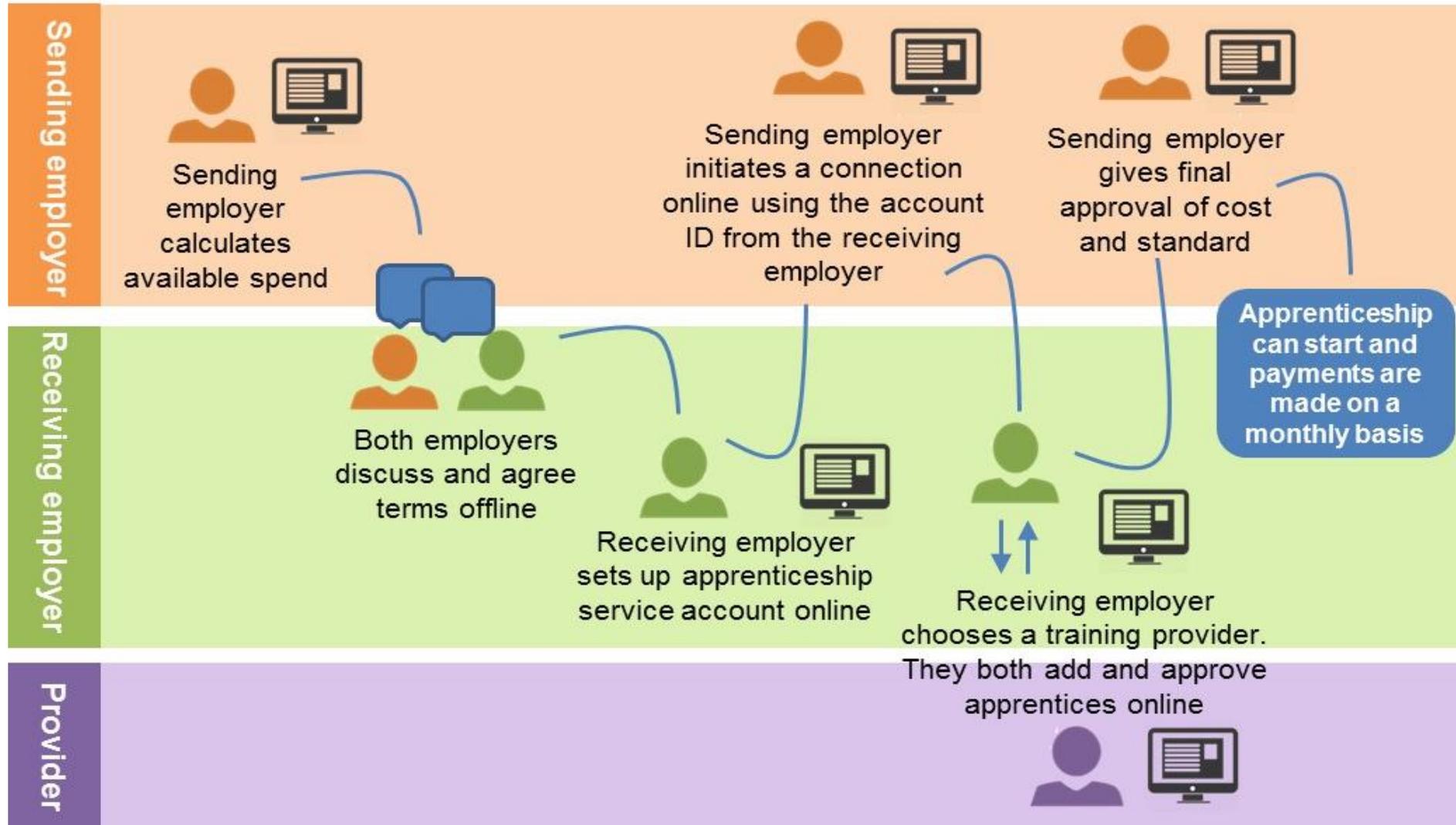
TRANSFERS ALLOWANCE

$$25\% \text{ of } \left(\text{TOTAL LEVY DECLARED APRIL - MAR} \times \text{ENGLISH PERCENTAGE} + \text{10\% GOVERNMENT TOP-UP} \right)$$

As an employer paying the apprenticeship levy you have an allowance, 25% of your annual apprenticeship funds, that can be transferred to other employers.

- **Only levy-paying employers can make a transfer**
- **Any employer can receive and use transferred funds**

How a Levy Transfer Works?



Off the Job Training



DELIVERING 20% OFF THE JOB

UPDATED GUIDANCE AND COLLATERAL

Updated: 13th September 2019

Version 3: Apprenticeship off-the-job training - Policy background and examples

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

Off-the-job training

Apprenticeships

MYTH VS FACT

<p>"My apprentice will spend a lot of time away from the workplace"</p>	<ul style="list-style-type: none"> Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. Off-the-job training must be away from the apprentice's normal working duties and must teach new knowledge, skills and behaviours relevant to their specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, one week out of five or as block release. You may already have existing training programmes or materials you can use to deliver elements of the apprentice's off-the-job training.
<p>"Off-the-job training must be delivered by a provider in a classroom, at an external location"</p>	<ul style="list-style-type: none"> This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice's usual place of work, or at an external location. It can include for example, the teaching of theory, practical training and writing assignments. Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.
<p>"I need to document all of the apprentice's off-the-job training"</p>	<p>A commitment statement must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the commitment statement.</p>
<p>"English and maths counts towards the 20% requirement for off-the-job training"</p>	<ul style="list-style-type: none"> This is not true: English and maths (at level 2 or below) does not count towards the 20% off-the-job training. Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level (level 2) of English and maths. Training for English and maths must be on top of the 20% off-the-job training requirement.
<p>"Off-the-job training can be done in the apprentice's own time"</p>	<p>An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's normal working hours*. If planned off-the-job training is unable to take place, it must be rearranged. Apprentices may choose to spend additional time training outside paid hours, but this must not be required to complete the apprenticeship.</p> <p><small>*excluding overtime</small></p>

Brought to you by National Apprenticeship Service
September 2019

Follow National Apprenticeship Service:
 @Apprenticeships / @FireUp_Apps
 National Apprenticeship Service
 Visit apprenticeships.gov.uk | 08000 150 600

Off-the-job training: steps to help you determine whether an activity counts as off-the-job training

Apprenticeships



Key facts

- Off-the-job training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.
- You can deliver off-the-job training in the apprentice's normal workplace or at an external location.
- Progress reviews and on-programme assessment do not count towards 20% off-the-job training.

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You can find further details about off-the-job training including best practice examples in the [apprenticeship funding rules 2019 to 2020](#), and the [apprenticeships: off-the-job training guidance](#) on GOV.UK

End Point Assessment



- **End Point Assessment** or **EPA**, is the Independent process of assessment, completed at the end of the Apprenticeship Process.
- EPA's are conducted only by **ESFA approved** End Point Assessment Organisations – EPAOs.
- The assessment process uses **Employer Designed** Assessment Methods and Processes.
- Independent assessors are used, with no **interest or bias** toward the outcome of the assessment.

Recruitment



RECRUITING YOUNG PEOPLE PROMOTING YOUR APPRENTICESHIP OPPORTUNITIES



Promoting your apprenticeship opportunities



The National Apprenticeship Service can help you promote your apprenticeship opportunities to thousands of individuals, parents and education establishments.

All the products listed are free and enable you to promote, not only your existing opportunities, but those apprenticeships you will be advertising in the future.

This is your chance to showcase your brand and opportunities to some of the very best apprentice candidates.

To get involved, or to find out more, email apprentice.engagement@education.gov.uk stating what opportunities you would like to take advantage of.

Advertising your Apprenticeship Vacancies

Through [Recruit an apprentice](#) you, or your training provider, can create, post and manage apprenticeships and traineeships vacancies.

Potential apprentices can then search by keyword (job role, occupation type or apprenticeship level) to find and apply for your vacancies through [find an apprenticeship](#) on GOV.UK. Candidates can create a secure online account so they can create applications, set up alerts and apply.

Advertising on [Recruit/Find an apprenticeship](#) provides you with a platform to get your vacancies in front of thousands of potential applicants. We have over 900,000 registered candidates and we actively promote [Find an apprenticeship](#) through our work in schools, on social media, attendance at events and through our national marketing campaigns.

All applications you receive are easy to manage in one place, and you have the ability to direct candidates to your own recruitment sites if you wish.

If you are a levy-paying employer, and have a digital account, you can upload your roles directly onto the site yourself. If you do not pay the levy you can ask the training provider to upload your vacancies. All employers will be able to upload and manage their vacancies online in the near future.

Brought to you by
National
Apprenticeship
Service

Promoting your apprenticeship opportunities

Higher and Degree Vacancy Listing

Each year we update our Higher and Degree Vacancy Listing, which is printed and readily available on GOV.UK.

It's open to all employers and gives you the opportunity to showcase your upcoming Higher and Degree (Level 4 and above) apprenticeships that are due to start the following year.

By placing your opportunities in the listing, you can promote your roles before they go live, meaning you can gather interest from high calibre individuals before applications open.

You can provide basic details on your future vacancies, letting individuals know when they can apply, the closing date and a link to find out more information.

The listing is emailed to over 200,000 UCAS registered students, as well as promoted through newsletters and on social media. On average we have over 20,000 views per month on GOV.UK.

Printed copies are taken to over 40 career events and are sent to thousands of schools and FE colleges, allowing you to get your information in front of your potential future workforce.

Disability Confident

The Disability Confident scheme supports employers like you to make the most of the talents disabled people can bring to your workplace.

When advertising through [Recruit an apprentice](#) you can select if you have signed up to the scheme.

By using the Disability Confident filter on [find an apprenticeship](#), candidates can easily identify those employers who are committed to equality in the workplace. For more information on scheme, including how to sign up, search for Disability Confident on GOV.UK.

Vacancy Snapshot

This online portal sits on the [Amazing Apprenticeship](#) website and is used in schools and promoted to parents

Amazing Apprenticeships is the approved communication channel, commissioned by the National Apprenticeship Service, to support the Apprenticeship Support & Knowledge for Schools (ASK) project.

[Vacancy Snapshot](#) lets you provide a 'snapshot' of your company apprenticeship recruitment processes, and inspires individuals to apply for your roles.

We will work with you to create your dedicated profile pages, allowing teachers, parents and students to see how your application process works, when you usually advertise your apprenticeships, what they can do to prepare for interview and to see what it is really like to work for you.

As well as information about your company and roles we include your logo and relevant company videos, allowing us to make the 'snapshot' engaging and for your business to stand out.

Live Broadcasts

Though [LearnLive](#) you could take part in our live information sessions that are broadcasted into schools across the country.

This is your chance to showcase your company and address potential applicants directly. Schools are able to dial in to the broadcast, where you can bring your business to life and show off your apprentices. There is also a feature that allows for a live Q&A session. All broadcasts are recorded so they can be downloaded and viewed at any time.

Last year we delivered over 40 broadcasts, engaging with 52,000 students. We have a limited number of opportunities so contact us as soon as possible to get involved.

Social media

Advertising your vacancies through social media enables you to gain a huge amount of exposure, and by mentioning one of our channels may help to increase your engagements.

Consider including [@apprenticeships](#), [@FireItUp_Apps](#) in your Tweets. We may be able to share your apprenticeships opportunities with our followers.

Follow National Apprenticeship Service:

@Apprenticeships / @FireItUp_Apps
 National Apprenticeship Service
Visit apprenticeships.gov.uk / 08000 150 600

RECRUITING YOUNG PEOPLE VACANCY SNAPSHOT



Amazing apprenticeships

HOME TIME TO APPLY SUPPORT

VACANCY SNAPSHOT

Click on the logos below to see a snapshot of apprenticeship vacancies coming up soon

Sort Employers

Employer Name

Alphabetical
A-Z
Z-A

Areas Of Interest

- Agriculture, environmental and animal care
- Business and administration
- Core services
- Catering and hospitality
- Construction
- Creative and design

amazon EMPLOYER FACTFILE

amazon.com launched in 1995 with the mission "to be Earth's most customer-centric company, where customers can find and discover anything they might want to buy online, at the lowest possible prices."

Our goal continues today. Amazon's customers are worldwide & have grown to include millions of Consumers, Sellers, Content Creators, Developers, & Partners. Each has different needs, which we always work to meet by inventing new solutions to make things easier, faster, better, & more cost-effective.

Our new head office is part of Amazon's long-term commitment to the UK. This office is helping us to create 5,000 new jobs in the UK to reach 24,000 permanent employees across the country.

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WHY WORK WITH US?

- Benefit from mentoring from leading experts and get the chance to work on specialist projects alongside other apprentice colleagues.
- At Amazon we pride ourselves on our unique culture. We honour and respect the differences that each Amazonian brings, and we seek to include those perspectives in our solutions for our global customer base.
- We wake up in the morning thinking about how we can improve our customers' experiences, and you see that in the innovations we've pioneered—from Kindle to Amazon Web Services (AWS) to Prime to Fulfillment by Amazon (FBA).
- Our benefits package includes private medical insurance, a company pension plan, life assurance, income protection, subsidised meals and an employee discount.

CONNECT WITH AMAZON

TIME TO APPLY

APPLICATION HINTS AND TIPS

YOU'RE THREE STEPS AWAY FROM YOUR FUTURE.

STEP 1 - GETTING TO KNOW YOU

Send your application and take our online tests.

UK's Strengths test
An ability test - either a combined numerical, inductive and deductive reasoning test OR a mechanical test for some engineering roles.

Prepare for this, think about the things you enjoy doing, the things you do well at, and how they'll be beneficial to the role you're applying for.

EXPLORE SITUATIONAL TESTING

Explore Situational Testing

STEP 3 - SHOW US YOUR STRENGTHS

Meet our team at an assessment day.

This is an opportunity for you to bring your strengths, motivations and passion to life. You'll take part in various activities, such as a group exercise, interview or presentation.

For more hints and tips on interviews and the assessment centre, watch the video below now.

HOW TO ACE YOUR ASSESSMENT CENTRE

How to ace your AC

Remember, we only accept one application per role, per year, so if you think carefully about all the options you're eligible for before submitting your application.

BEHIND THE SCENES

NOTES ABOUT APPRENTICESHIPS

Amazon is the right place for me because my personality can be confident than I have been in any other job and I believe that it is down to the Amazon culture. I feel like I belong and that I can achieve anything."

LARA EATON Learning Co-ordinator
AMAZON UK APPRENTICESHIP PROGRAMME

AMAZON FULFILMENT CENTRES

UK - Amazon Fulfillment Centres

TECHNOLOGY AT WORK

Technology at work

TIME TO APPLY

In addition to the vacancies below, there are up to 20,000 vacancies advertised at any one time on the GOV.UK website. Find an apprenticeship. Sign up to receive alerts!

EMPLOYER	APPRENTICESHIPS INCLUDE	LEVELS	LOCATION	HINTS & TIPS FOR APPLYING	MAIN APPLICATION WINDOWS	SEARCH LIVE VACANCIES
accenture	Technology - More information	Levels 3 or 4 & degree apprenticeships	London, Newcastle, Manchester & Warwick	VIEW NOW	Annually from January until positions filled. Rolling recruitment during application window.	SEARCH NOW
AIRBUS	Engineering, Digital, Finance, Craft, Business - More information	Post GCSE - Post A-Level	Nationwide	VIEW NOW	Annually from October - March	SEARCH NOW
ARMY RECRUITMENT	Arts and Culture teams, Investment Centre, Human Resources, Marketing and Communications, Finance, and IT - More information	Mainly entry level	London, Manchester, Birmingham, Bristol, Nottingham, Cambridge, Brighton, Newcastle and Leeds	VIEW NOW	We have vacancies on an ad-hoc basis year round.	SEARCH NOW
AstraZeneca	Science, Clinical Trials, IT, HR, Supply Chain, Manufacturing, Engineering, Quality - More information	Levels 3-7 (discipline dependent) School leavers - graduates.	Across North West, Luton and Cambridge	VIEW NOW	Main recruitment window between early February and March, with some rolling vacancies year round.	SEARCH NOW
BAE SYSTEMS	Over 25 programmes in Technical, Engineering, Business, Project Management, Cybersecurity, Finance and many more - More information	From degree, intermediate, advanced and higher.	Nationwide	VIEW NOW	Next round of applications opens November 19th 2019	SEARCH NOW
BARRATT	Blackworking, Carpentry/Joinery, Bedroom Fitting, Technical Engineering & Design, Commercial Quantity Surveying & Buying - More information	Intermediate (Level 2) & Advanced (Level 3)	Nationwide	VIEW NOW	March to 30th June 2019; however, vacancies will be filled on a rolling basis or extended as required.	SEARCH NOW

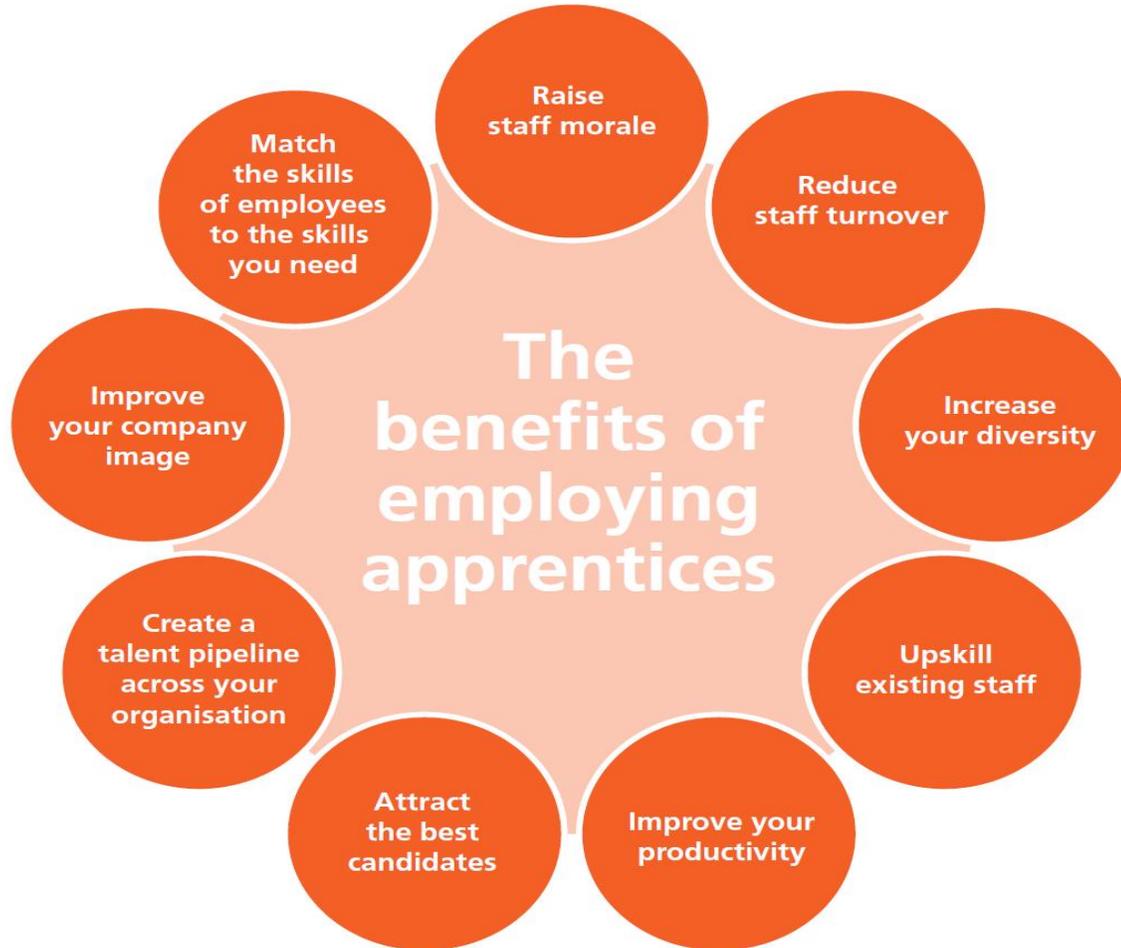
Further details at:

amazingapprenticeships.com/vacancies

The Benefits of the Apprenticeship Programme



The benefits that apprentices can bring to your business



What do employers say? ¹

96% of employers with apprentices have experienced at least one benefit from taking on apprentices, and most can count at least 8 benefits.

67% of employers say that employing apprentices improved their image in the sector.

25% of consumers are willing to pay more for products from a business that employs apprentices.²

69% of employers say that employing apprentices improved staff retention.
65% of apprentices stay working for the company that trained them when they complete their apprenticeship.

74% of employers say that apprentices improved products or service quality, and 78% say that they improved productivity. Apprentices become highly skilled even before they finish their training.

73% of employers say that staff morale is improved by having apprentices.

The average length of time an apprentice stays with Siemens is 26 years!

“There’s a real buzz in the office around apprentices as people increasingly see the benefits they can bring. Apprenticeships also give staff opportunities to supervise and mentor people – opportunities that they previously may not have had.”
Bond Dickinson, finalist at National Apprenticeship Awards 2016

“As a result of the speed of change in the technology industry, we knew we had to take action to address the digital skills gap. The combination of gaining high-level skills and full exposure to the industry proposed by degree apprenticeships seemed like the obvious solution.”
Capgemini, Apprenticeship Trailblazer

86% of employers said that apprentices helped to develop relevant skills for the organisation, and to fill the skills gap.

¹ Unless otherwise noted, figures are taken from N = 4004 employers. [gov.uk/government/uploads/system/uploads/attachment_data/file/659710/Apprenticeships_evaluation_2017_employers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/659710/Apprenticeships_evaluation_2017_employers.pdf)

² The Benefits of Apprenticeships to Business (2015), Centre for Economics and Business Research.

Attack the skills opportunity

A = Apprenticeships

T = T Levels

T = Traineeships

A = Academic route

C = Courses of high value

K = Kickstart from DWP



Education & Skills
Funding Agency



Apprenticeships

The Apprenticeship Incentive Package



Apprenticeships

The Chancellor announced that for the next six months, the Government will pay businesses to hire apprentices, with a new payment of £2,000 per apprentice for those under the age of 25 and £1,500 for those aged 25 and over.

This money is in addition to the existing £1,000 payment the Government already provides for new 16-18 year old apprentices and those aged under 25 with an Education, Health and Care plan.

The Apprenticeship Service (AS) can be used to claim incentive payments for hiring a new apprentice from 1 September 2020 (Apprenticeship start date must be between 1st August 2020 and 31st January 2021 inclusive)

Non-levy employers – can access the incentive payments via AS for any new apprentice they recruit with a start date from 1 August 2020. This is for both apprentices recruited and managed through the reservation process and by accessing transferred funds from a levy paying employer.

New apprentices cannot be existing employees but *can be existing apprentices* who have been made redundant by another employer – allowing access to a wider talent pool.

Employers can use the incentive funding to help meet any of the costs associated with supporting a new apprentice in their workplace: including facilities, uniforms, and apprentice travel.

It can also contribute towards meeting the costs of an apprentice's wages. Individual employers can choose how to spend the money to support their apprentices depending on their individual circumstances.

The money will be paid in instalments, with 50% of the total paid at roughly 90 days from the apprentice's start date, and the remaining 50% paid roughly 365 days from the apprentice's start date, subject to the apprentice still being in employment (with the same employer) and undertaking their apprenticeship at these times.

Only starts funded through the apprenticeship service will be eligible for this payment, so smaller employers who have previously accessed apprenticeship funding through legacy contracts will need to register for an account, and access funding through the reservation process, in order to benefit from it. We have recently streamlined the registration process to minimise the administrative burden for employers.

Regardless of their levy-paying status, all employers will be required to register their financial details in order to receive the two instalments directly. Further information on the registration process will be available in due course.

Employers will be able to make a claim from 1 September 2020, and once there is a contract of employment and apprenticeship agreement in place, as for any other funding support we currently offer.

There is no overall limit to the number of payments each employer can claim for apprentices eligible to receive funding, provided each apprentice meets the criteria, including being a new employee.



Supporting Redundant Apprentices



Supporting Redundant Apprentices

Service to support redundant apprentices launched on 1 August.

Three elements: advice and guidance, signposting to other services, and a vacancy sharing service.

We need the support of employers to make the vacancy sharing service work and for businesses to register vacancies.

Simple form to be completed.

Employer incentive applies to hiring redundant apprentices.

Job Retention Bonus

A Job Retention Bonus will be introduced to help firms keep furloughed workers. Employers will receive a one-off bonus of £1,000 for each furloughed employee who is still employed as of 31 January 2021.

Job Retention Bonus

2.2 The unprecedented Coronavirus Job Retention Scheme (CJRS) has so far supported over one million employers to protect over 9 million jobs. The scheme has been open since March, and will wind down flexibly and gradually, supporting businesses until October. It is important that people who have been furloughed are supported back to work. It is beneficial for everyone,

including the individual, to prevent skills from fading and to maintain strong employment relationships. Therefore, the government is introducing a new Job Retention Bonus to reward and incentivise employers who keep on their furloughed employees.

Policy decision

2.3 Job Retention Bonus – The government will introduce a one-off payment of £1,000 to UK employers for every furloughed employee who remains continuously employed through to the end of January 2021. Employees must earn above the Lower Earnings Limit (£520 per month) on average between the end of the Coronavirus Job Retention Scheme and the end of January 2021. Payments will be made from February 2021. Further detail about the scheme will be announced by the end of July.



Covid 19 Response



Version 6 changes (Monday 13th July)

Re-opening educational settings

From 13 July, in addition to the limited number of 16-19 apprentices attending on-site delivery, providers can now make arrangements for 19+ apprentices to return to onsite delivery, where this can be safely accommodated. From September there will be no limit on who can attend.

Universal credit for apprentices

Confirmation that where an apprentice has been made redundant, but is continuing their apprenticeship study, they can claim Universal Credit (UC) as long as they satisfy all eligibility criteria.

Support service for redundant apprentices

Announcement that we will be launching a service for redundant apprentices.

Level 2 suspension extension

The temporary flexibility suspending the funding rule requiring level 2 apprentices to study towards, and attempt, level 2 functional skills assessments has been extended until 31 December 2020

Frequently asked questions

We have added two new frequently asked questions to answer:

Whether apprentices who have been unable to return to England, due to the outbreak, but have been able to train and work remotely will still be eligible for support.

Whether apprentices who would, if not for the outbreak, have started with their new employer within 30 days of leaving their last, will still be eligible for funding when they start working for their new employer.

Version 7 changes (Thursday 30th

July)

Apprenticeship Certificates & EPA

- Updated guidance to include the temporary flexibility to allow apprenticeship certificates to be sent to an alternative address and the end point assessment (EPA) flexibilities that are extended until the end of the year.

<https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response>



Get Involved

<https://www.apprenticeships.gov.uk/real-stories/employer#>

<https://amazingapprenticeships.com/>

National Apprenticeship Service

Telephone : 0800015 0600

Monday to Friday, 8am to 8pm



Traineeships

Traineeships

The Government will provide an additional £111 million this year for Traineeships in England, to fund high-quality work placements and training for 16-24 year olds.

They will also improve provision and expand eligibility for Traineeships to those with Level 3 qualifications and below, to ensure that more young people have access to high-quality training.

We are upgrading the content of Find A Traineeship so that young people can search for Traineeships that best suit them.

More placements to be made available for 16-24 year olds who are not ready or able to secure an apprenticeship or job, but who are looking for a work-based rather than classroom-based offer. The new additional funding will pay for 30,000 Traineeship work placements in 2020/21

Greater flexibility for the programme for learners, providers and employers: Increased maximum programme duration increased from 6 to 12 months, allowing learners more time to achieve a full qualification (a minimum of 6 weeks on programme and expectation of a 6 month minimum Traineeship programme still in place)

Reduction in required work experience from 100 to 70 hours (where a provider is satisfied learner has gained sufficient work skills) therefore appealing for more employers to offer a placement. The work placement element of a traineeship will last between min 70 and max 240 hours over the course of the traineeship.

Prior attainment flexibility: Post September 2020, Young People who already have a Level 3 qualification are eligible for the programme if they require support to access apprenticeships or employment (this was previously set at prior attainment at Level 2)

Employer incentives: New or expanding employers can claim incentive payments of £1,000 for up to 10 learners to help with employer costs (such as administration, equipment, set up costs for example) The new incentive payment will only apply during the 2020/21 academic year.



Traineeships Useful Contacts

<https://www.gov.uk/guidance/traineeship-information-for-employers>

Contact the National Apprenticeship Service (NAS) on nationalhelpdesk@findapprenticeship.service.gov.uk or 0800 015 0600 for advice and support on traineeships.

The NAS can help you set up a traineeship and put it on [Find a traineeship](#).

You can [contact a local training provider](#) directly to design a traineeship. They will publicise the traineeship for you.

Kick Start



Kickstart Scheme

The Kickstart scheme is for those aged 16-24, claiming Universal Credit and at risk of long-term unemployment.

It will give hundreds of thousands of young people, in every region, the best possible chance of getting on and getting a job.

Funding available for each six month job placement will cover 100% of the National Minimum Wage for 25 hours a week and employers will be able to top this wage up.

Questions?

