



How to apply for Incentive payments for hiring a new apprentice

Government Incentive

The Government are supporting employers who hire new apprentices with an employment start date from 1st October 2021 to 31st January 2022. You can apply for the payment until 15th May 2022.

The payment is in addition to the £1,000 employers already receive for hiring an apprentice:

- aged 16 to 18 years old
- under 25 with an education, health and care plan or has been in the care of their local authority

What you'll get

Employers can apply for a payment of £3,000 for new apprentices of any age who have an employment start date of 1st October 2021 to 31st January 2022.

- They must have an apprenticeship start date from 1st October to 31st March 2022.

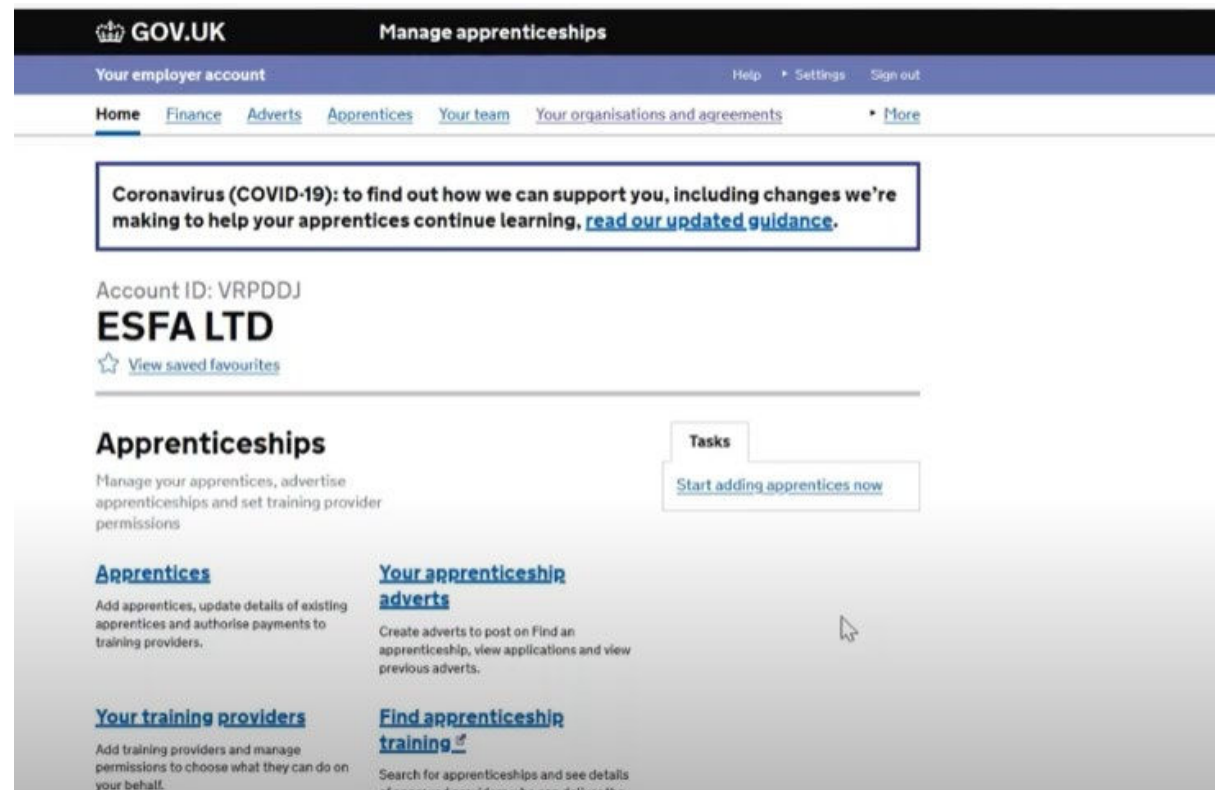
The .gov website will need your organisation's bank details, so that we can pay your organisation directly.

What you can use the payment for

The payment is different to apprenticeship levy funds, so you can spend it on anything to support your organisation's costs. For example, on uniforms, your apprentice's travel or their salary. You do not have to pay it back

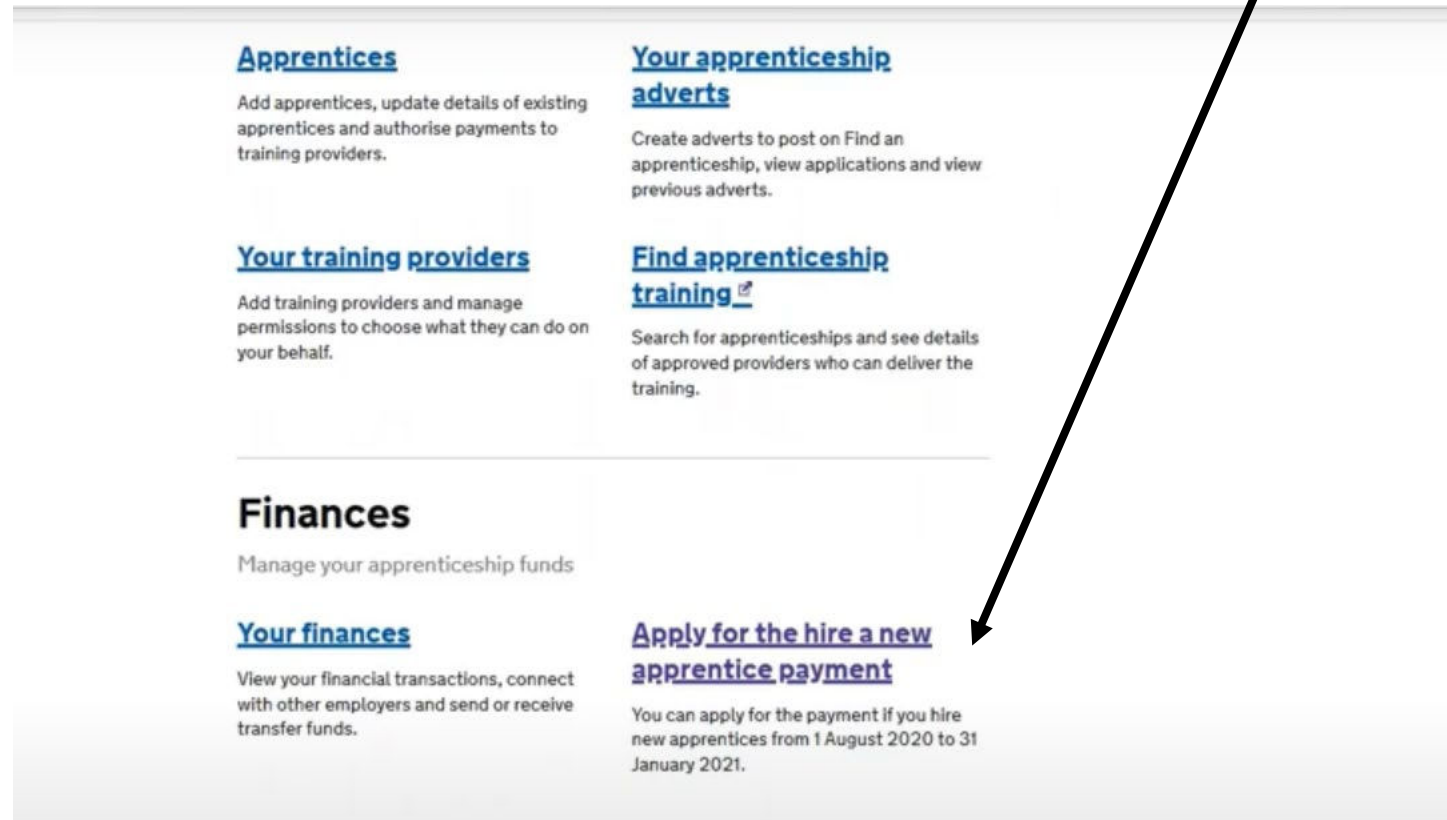
How to apply

1. Login to your employer account
2. Before an application can be made please ensure your legal agreement with the ESFA is signed and your apprentice/s are added



How to apply

3. Click 'apply for the hire a new apprentice payment'

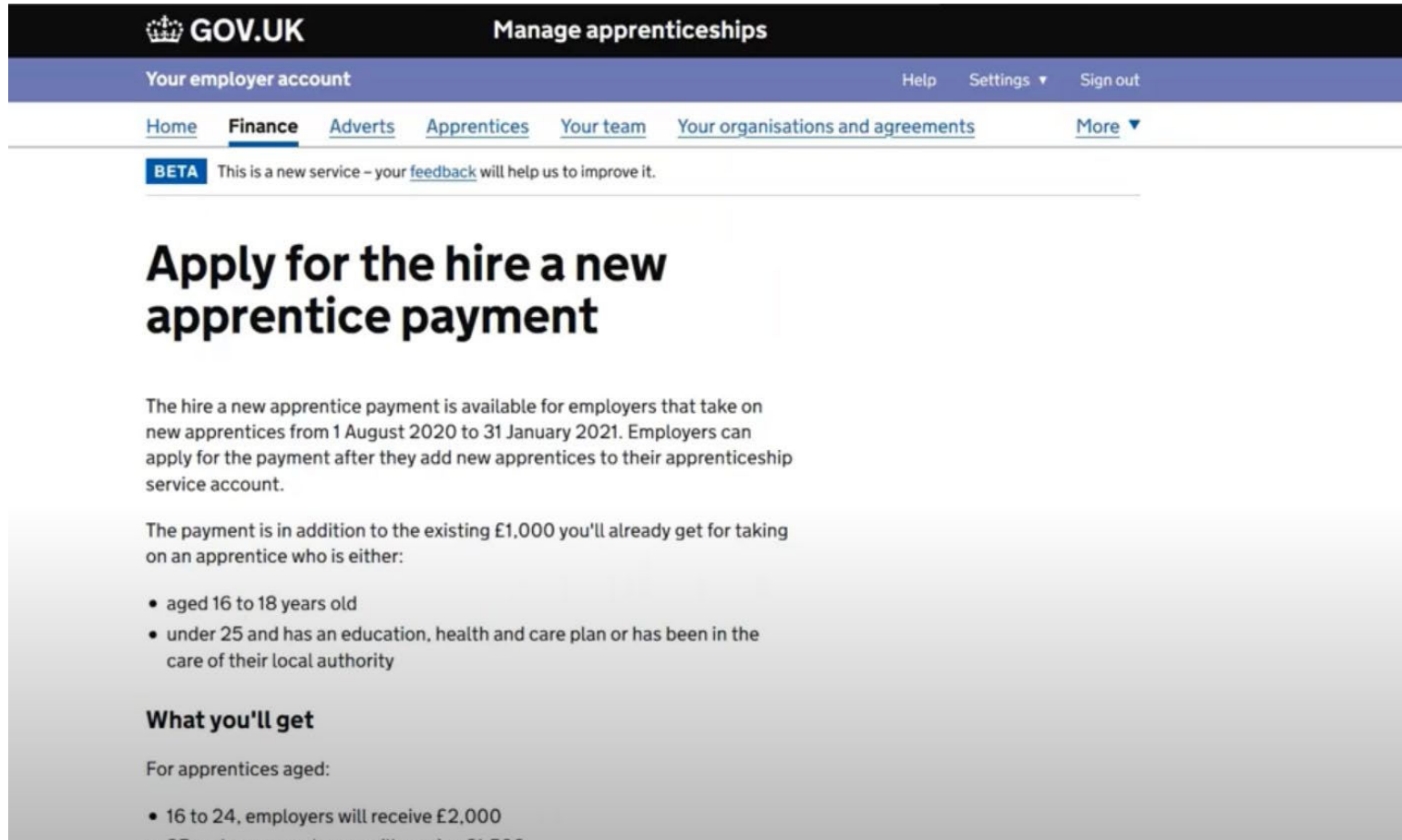


The screenshot shows a dashboard with several sections. A large black arrow points from the top right towards the 'Apply for the hire a new apprentice payment' link in the 'Finances' section.

| Section | Link | Description |
|-------------|---|---|
| Apprentices | Apprentices | Add apprentices, update details of existing apprentices and authorise payments to training providers. |
| | Your apprenticeship adverts | Create adverts to post on Find an apprenticeship, view applications and view previous adverts. |
| | Find apprenticeship training | Search for apprenticeships and see details of approved providers who can deliver the training. |
| Finances | Your finances | View your financial transactions, connect with other employers and send or receive transfer funds. |
| | Apply for the hire a new apprentice payment | You can apply for the payment if you hire new apprentices from 1 August 2020 to 31 January 2021. |

How to apply

4. Scroll down and click 'start now'



The screenshot shows the GOV.UK 'Manage apprenticeships' page. The header includes the GOV.UK logo and the title 'Manage apprenticeships'. Below the header is a navigation bar with links for 'Your employer account', 'Help', 'Settings', and 'Sign out'. A secondary navigation bar contains links for 'Home', 'Finance', 'Adverts', 'Apprentices', 'Your team', 'Your organisations and agreements', and 'More'. A 'BETA' badge is present with the text 'This is a new service – your feedback will help us to improve it.' The main content area features the heading 'Apply for the hire a new apprentice payment'. The text explains that the payment is available for employers taking on new apprentices from 1 August 2020 to 31 January 2021. It lists criteria for the apprentice: aged 16 to 18 years old, or under 25 with an education, health and care plan, or in the care of their local authority. A section titled 'What you'll get' states that for apprentices aged 16 to 24, employers will receive £2,000.

GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

Apply for the hire a new apprentice payment

The hire a new apprentice payment is available for employers that take on new apprentices from 1 August 2020 to 31 January 2021. Employers can apply for the payment after they add new apprentices to their apprenticeship service account.

The payment is in addition to the existing £1,000 you'll already get for taking on an apprentice who is either:

- aged 16 to 18 years old
- under 25 and has an education, health and care plan or has been in the care of their local authority

What you'll get

For apprentices aged:

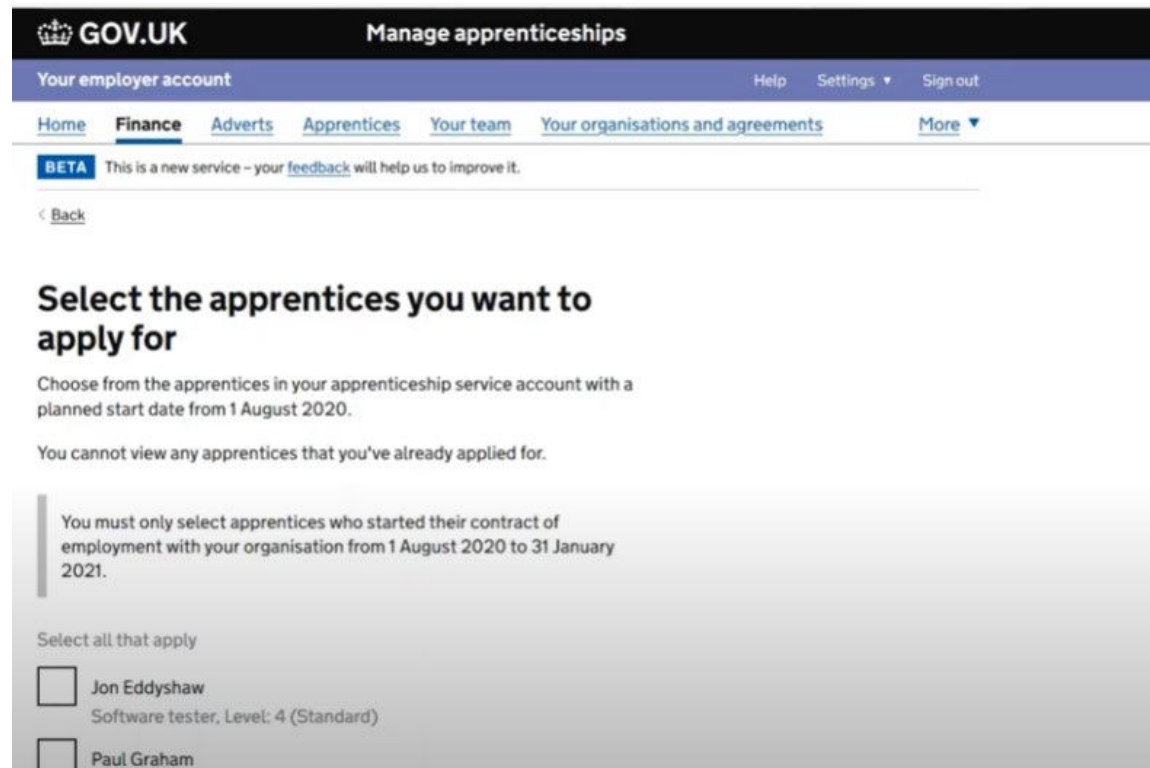
- 16 to 24, employers will receive £2,000
- 25 and over, employers will receive £1,500

How to apply

You should have already added your apprentices to your DAS

You must only select the eligible apprentices who's contract of employment started between the two dates.

5. Click continue once all relevant apprentices are selected



GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

Select the apprentices you want to apply for

Choose from the apprentices in your apprenticeship service account with a planned start date from 1 August 2020.

You cannot view any apprentices that you've already applied for.

You must only select apprentices who started their contract of employment with your organisation from 1 August 2020 to 31 January 2021.

Select all that apply

☐ Jon Eddyshaw
Software tester, Level: 4 (Standard)

☐ Paul Graham

How to apply

6. You will be then asked to confirm your apprentices and a brief summary of your payment amount will be shown and your declaration will need to be confirmed.

GOV.UK Manage apprenticeships

Your employer account [Help](#) [Settings](#) [Sign out](#)

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

[< Back](#)

Confirm your apprentices

Your payment amount may change if an apprentice has their 25th birthday before they start their apprenticeship.

| Name of apprentice | Course name | Payment amount |
|--------------------|--------------------------------------|----------------|
| Jon Eddyshaw | Software tester, Level: 4 (Standard) | £1,500 |
| Paul Graham | Software tester, Level: 4 (Standard) | £2,000 |
| Total amount | | £3,500 |

GOV.UK Manage apprenticeships

Your employer account [Help](#) [Settings](#) [Sign out](#)

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

BETA This is a new service – your [feedback](#) will help us to improve it.

Declaration

You are about to submit your application for the hire a new apprentice payment.

By submitting this application, you declare that:

- all the information in this application is correct
- all the apprentices in this application are new employees who started their contract of employment between 1 August 2020 and 31 January 2021
- you understand that your organisation must tell Education and Skills Funding Agency about any change to any of the information provided
- you have read and understood the agreement
- you understand that if you have provided any inaccurate or misleading information, you may have to repay any relevant hire a new apprentice payments

[Confirm and submit](#)

How to apply

7. You will need to provide your organisations bank details in order to receive your payment.

Your employer account Help Settings Sign out

Home **Finance** Adverts Apprentices Your team Your organisations and agreements More

BETA This is a new service – your [feedback](#) will help us to improve it.

We need your organisation's bank details

You must add your organisation's bank details, so that we can make the hire a new apprentice payment.

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

Can you add your organisation's bank details now?

If you do not have these details, someone else from your organisation can add them later.

☐ Yes ☐ No

Your employer account Help Settings Sign out

Home **Finance** Adverts Apprentices Your team Your organisations and agreements More

BETA This is a new service – your [feedback](#) will help us to improve it.

Add your organisation's bank account details

We need your organisation's bank account details, so that we can make your hire a new apprentice payment.

You can only add one bank account for your organisation. We'll use this account to make all of your payments.

Before you start

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

We may contact someone from your organisation to verify the information you provide.

How to apply

8. You will then be taken to a page where you will need to provide all your organisation details

Provide organisation details

Organisation name

ESFA Ltd ✓

Is this your organisation's legal name?

☒ Yes ☐ No ✓

Telephone number

01270786345 ✓

[Help with telephone number](#)

Does your organisation have a Companies house number?

☒ Yes ☐ No ✓

Companies house number

123456 ✓

Is your organisation registered for VAT in the UK?

☐ Yes ☐ No

[My organisation is registered for VAT overseas](#)

Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?

☐ Yes ☐ No

[Help with SMEs](#)

about your banking and payments to DfE

Introduction Organisation details **Non-banking information** Bank details
Form submitter details Summary

Address details

Do you have a UK address?

☒ Yes ☐ No ✓

Provide your organisation's registered address

Where your organisation is registered at Companies House enter your registered Companies House address.

Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1

Address line 2 (optional)

Town or city

Form submitter details

In order to submit this form to the DfE Standing Data team you will need to provide us with your personal details (used for reference only).

First name

John

Surname

Smith

Email address

J.I. ✓

[Help with email address](#)

Is this a generic email address?

☐ Yes ☐ No

[Help with generic email address](#)

Telephone number

How to apply

9. The summary page allows you to check over your details and change if necessary.

Organisation details

| | | |
|---|-------------|------------------------|
| Organisation name | ESFA Ltd | Change |
| Is this your organisation's legal name? | yes | Change |
| Telephone number | 01270786345 | Change |
| Does your organisation have a Companies house number? | yes | Change |
| Companies house number | 1234567 | Change |
| Is your organisation registered for VAT in the UK? | no | Change |
| Does your organisation meet the criteria for a small and medium-sized enterprise (SME)? | no | Change |

Now send your information

By submitting this form to the Department for Education (DfE) I acknowledge and understand the following:

Read our [privacy policy](#).

- ☒ I am completing this form with diligence and the information I am providing is accurate, and on behalf of the organisation I work for and/or myself ✓
- ☒ The DfE will retain the information provided in accordance with applicable Data Protection laws
- ☒ I understand that information submitted to intentionally deceive, mislead and/or commit acts of fraud can have legal and/or criminal ramifications, to which the DfE reserves the right to present evidence in a Court of Law.

Submit

11. Click submit and will receive a confirmation email

When you'll get paid

- The payment will be made in 2 equal instalments for each apprentice. The first payment is after an apprentice completes 90 days of their apprenticeship and the second is after 365 days.
- To receive the full payment, the apprenticeship must last for at least one year.
- The payment will be made by Bacs on the 14th working day of the month. It usually takes 3 working days to process.
- After you apply, you can track when your payments are due to be paid on your view applications page in your apprenticeship service account.

How to apply

Payments cannot be made until your organisation and finance details have been verified. This could take up to 80 days and someone from your organisation may be contacted.

If you have any queries in relation to the payments please contact us direct the Gov.uk site either by email -

helpdesk@manage-apprenticeships.service.gov.uk

or on 0800 150 600