



Now that you have signed up to the Covid-19 government grant incentive scheme and successfully hired your trainee or apprentice, we wanted to point you to all the information needed to claim the incentive offered to you.

TRAINEE INFORMATION

We are still waiting for the government to release full information on how to claim the £1000 payments for these learners. We are keeping a close eye on this and assure you it is a priority - as soon as the information is released we will send it across to you. The following link is where the government will be placing the information once it is released:

<https://www.gov.uk/government/publications/supporting-young-people-to-develop-the-skills-for-apprenticeships-and-sustainable-employment-framework-for-delivery>

APPRENTICE INFORMATION

The incentive payment can be used to support your organisation's costs, including facilities, uniforms or your apprentice's travel and salary. You're eligible for the first payment after the apprentice completes 90 days of their apprenticeship training and the second payment after 365 days on programme. We will provide the government with your apprentices' start date and then your payments will be calculated from that date.

If your apprentice started training on:

1 September 2020—the government will make the first payment on 14 January 2021

4 January 2021—the government will make the first payment on 17 May 2021

5 steps to claiming your incentive payment

1. **Create an account** or log into the government website [click here](#)
2. **'Start Now'**. Scroll down on the home page, under the heading **'Finances'** select **'Apply for the hire a new apprentice payment'**. Read details and select **'Start now'** and follow the on-screen instructions.
3. **Select your apprentice** - During the application process, you will be asked to select the apprentices you would like to claim the payments for from the list that appears. Please note you will only be able to claim if they are listed here.
4. **Set up your bank details** - You will need to set up your bank account details during this process, you will be prompted to do this. You will need several key details to complete this please find these [listed here](#).
5. **Submit** - You will receive a reference number and your application will be processed.

We hope this guidance is of help to you in the current climate and thoroughly appreciate the importance of how vital these funds are to you as employers.

If you need help with the application process please [click here](#) to view a full list of help articles on the government website. If you would like to discuss your apprentice please contact us directly. www.haddontraining.co.uk/contact-us