



How are the grant monies monitored and paid?

The monies are paid in two parts. For you to be eligible to receive the first payment, the apprentice must complete 90 days of their apprenticeship employed by you at your location of work. For the second payment, the apprentice must complete 365 days on the programme whilst still under your employment.

The apprentice **MUST** therefore be on your PAYE payroll on these two dates to confirm their employment with you.

Haddon Training provides your apprentices' start date to the government so that they can calculate when your payments are due. In addition, Haddon Training verifies to the Education and Skills Funding Agency critical evidence of the apprentice's active learning and progression every month to support your claim.

This incentive payment is a grant that can then be used to support your organisation's costs, including facilities, uniforms or your apprentice's travel and salary.

Steps to claiming your grant.

1. **Sign** in to the government website [click here](#).
2. 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. *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 an "**AF**" reference number and your application will be processed.

Please note:

Once your application and bank details have been added, it can take up to **80 days** for the Data Apprenticeship Service to verify your bank account details.

Payments are only made on the 14th working day each month.

To avoid delays, if you are adding further apprentices, it is strongly advised that you make a claim immediately after the funding is initially approved (*normally 4 working days after the apprentice is signed up*).

We have also created a detailed guide that you may find helpful in this process - [Click here](#)

We thoroughly appreciate the importance of how vital these funds are to you as employers and will do our best to support you wherever we can.

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 anything else in relation to the grants and your apprentice, then please contact Ali Hudd, our Customer Support Administrator on 07957 231304 or at alison.hudd@haddontraining.co.uk.
