



APPLICATION FOR ARK APPEAL APPRENTICESHIP SCHEME FUNDING

Please print in BLOCK CAPITALS



Name: _____

Company: _____

Description of business: _____

Address: _____

Phone: _____

Mobile: _____

Email: _____

Position in business:

Owner

MD

Company Secretary

HR Manager

Yard Manager

Other (please specify)



How many apprentices have you taken on in the past 3 years? _____

How many apprentices have you taken on prior to the past 3 years? _____

Total workforce number _____

Admin _____

Skilled/Technical _____

Age profile of skilled workforce (insert number currently employed):

16-24 _____ 25-34 _____ 35-44 _____ 45-54 _____ 55-64 _____ 65+ _____

Breakdown of skilled workforce (insert number currently employed):

Shipwright _____

Boat Builder _____

Marine Engineer _____

Marine Plumber _____

Marine Electrician _____

Marine Electronics _____

Painter (hand) _____

Painter (spray) _____

Laminator _____

Boat mover _____

Rigger _____

Other (please specify) _____





Details of person who is going to be in charge of the apprentice (ie yard manager, HR, company secretary etc):

Name: _____ Direct phone: _____

Email address: _____

Position: _____

Details of accountant or bookkeeper who is going to be keeping the apprenticeship accounts

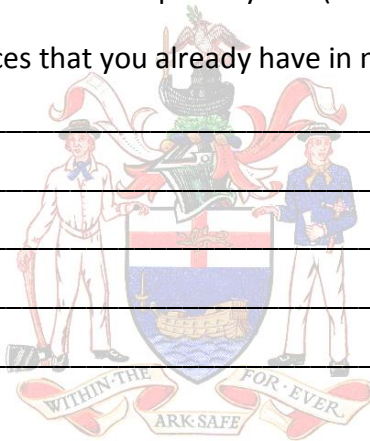
Name: _____ Direct phone: _____

Email address: _____

Position: _____

Please attach company report accounts for the past 2 years (or 3 years of audited accounts)

Name and address of any apprentices that you already have in mind for this scheme _____



Apprenticeship role

Shipwright Boat Builder Marine Engineer Marine Plumber

Marine Electrician Marine Electronics Painter (hand) Painter (spray)

Laminator Boat mover Rigger

Other (please specify) _____

Additional information which may be useful (ie why you want to employ an apprentice): _____



Funding Rules

- Funding can only be claimed against actual wages paid to apprentice.
- Funding, if agreed, will be either:
 - Full funding
 - Half funding
 - Half funding/ Half loan
 - Full funding loan
 - Variation of the above
- If the AGE grant* (or any other form of UK, Local or EU Government grant funding), is available to a company this will be deducted from the available Worshipful Company of Shipwrights funding.
- The current AGE grant* is front loaded and payable after 13 weeks of employment.
- Shipwright funding will normally be paid after any Government grant has been paid; in the case of the AGE grant*, payment tends to be paid between 8-12 weeks of employment. However, loan advances may be made in certain circumstances.
- The Apprentice Expansion Programme scheme year runs from September to August.
- Part funding is considered for applications outside the academic year.
- The scheme is intended to encourage SMEs not currently engaged in training, to employ and train marine apprentices in formal day-release marine-based courses over a three or four year period with a minimum achievement goal of City & Guilds Level 2 and NVQ Level 2 (intermediate apprenticeship) after year 1; in years 2,3&4 we expect the apprentices to move to advanced Level 3 (extended diploma, equivalent to A level).
- The Shipwright Grant will be subject to funds raised and applications received from eligible companies.
- Although all applications are encouraged in case a surfeit of funding is either available or circumstances merit special consideration.
- Application Forms are attached to this document and should be filled in and sent to the appropriate address at Berthon Boat Company Ltd who is the designated administrator, free of all charges.
- Berthon will provide advice, administration, contacts and mentoring throughout the funding and beyond.
- Successful applicants will submit monthly invoices for wages paid in arrears together with:
 - A copy of the relevant month's wage slip will be required,
 - Together with regular up-dates from the apprentice's college during the scheme year.
- Companies with apprentices with poor attendance at College may have funding withheld until attendance and reports are satisfactory.
- Funding for apprentices starting within the scheme year will be pro rata.
 - i.e. Funding will be paid for number of months remaining in the scheme year.



- Funding is for actual wages only capped @ £4.00 per hr for 40 hrs per week.
- No additional funding can be drawn against tools, clothing, additional training, travel, administration etc.
- Employers must at least pay national minimum apprentice wage currently £2.65 per hr. (Oct '12 – Sept '13)
- Employers may choose to pay different pay rates either;
 - below £4.00 pr hr (but with regard to minimum apprentice pay) or
 - over and above £4.00 per hr (at their own cost).
- Holiday Pay is included at 20 days per year plus 8 bank holidays. For Apprentices starting within the scheme year a pro rata accrual will be made.
- Sick Pay cannot be claimed.
- NI contributions currently commence at £144 per week and therefore would be charged at 13.8% for any wages above this rate. At £4 per hour the sum would be £2.21 per week; as such it is de-minimis and cannot be claimed as part of funding.
- Berthon Boat Company MD, Brian May and Yard Manager, Keith Longman in conjunction with the BMF, Government, and now the Worshipful Company of Shipwrights have since 2009 taken on or helped some twenty SMEs in the southern marine sector to take on and successfully nurture some 100 apprentices. So far, the graduation success rate is collectively some 97%.
- The switch to apprentice training as an alternative to a University education has encouraged many Colleges to take a growing number of first year students in full time training who have already been pre-assessed, interviewed and accepted on the basis of good GCSE or equivalent results (normally A,B,C grades). These full-time students are now waiting for marine SMEs to employ them.
- We look forward to your application

* The AGE grant is paid solely at the discretion of NAS and in no way forms part of the Worshipful Company of Shipwrights Scheme.

'NAS are pleased to announce that based on its success so far AGE 16 to 24 has been extended to support employers for a further 12 months, so will no longer end as originally planned after its first year in March 2013. Eligibility and claiming procedures remain the same so please continue to refer to the information and Fact Sheets available on their web site www.apprenticeships.org.uk '