



**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

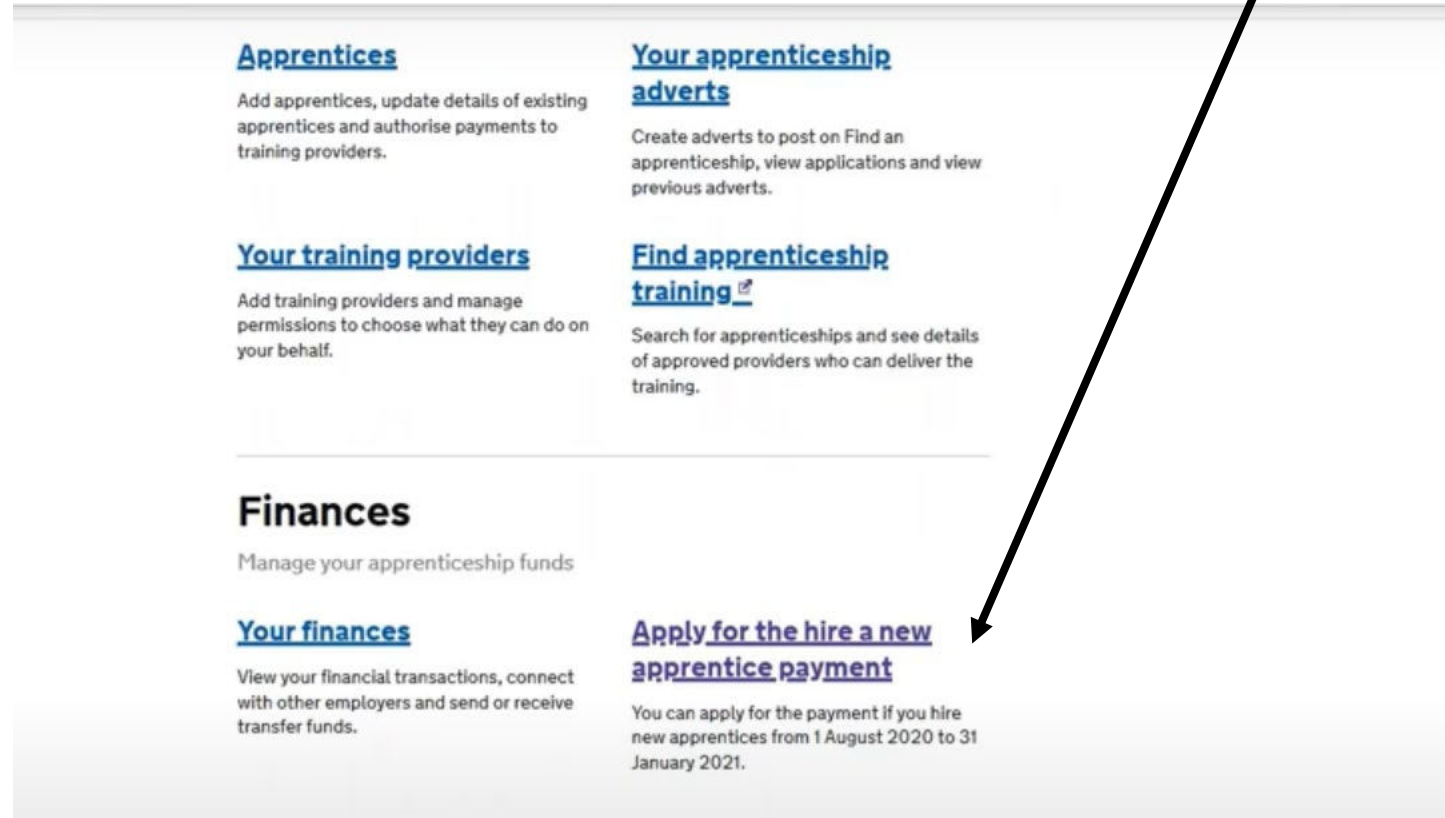
1. Login to your employer account
2. Before an application can be made please ensure your legal agreement with the ESFA is signed and your apprentice/s are added

The screenshot shows the 'Manage apprenticeships' dashboard on the GOV.UK website. At the top, there is a navigation bar with 'GOV.UK' and 'Manage apprenticeships'. Below this is a sub-header 'Your employer account' with links for 'Help', 'Settings', and 'Sign out'. A main navigation menu includes 'Home', 'Finance', 'Adverts', 'Apprentices', 'Your team', 'Your organisations and agreements', and 'More'. A prominent message box states: 'Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance.](#)' Below this, the account ID 'VRPDDJ' and the organization name 'ESFA LTD' are displayed, along with a 'View saved favourites' link. The main content area is titled 'Apprenticeships' and includes a description: 'Manage your apprentices, advertise apprenticeships and set training provider permissions'. A 'Tasks' box contains a 'Start adding apprentices now' button. The dashboard is divided into four sections: '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), 'Your training providers' (Add training providers and manage permissions to choose what they can do on your behalf), and 'Find apprenticeship training' (Search for apprenticeships and see details of approved providers who can deliver the...).



# How to apply

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



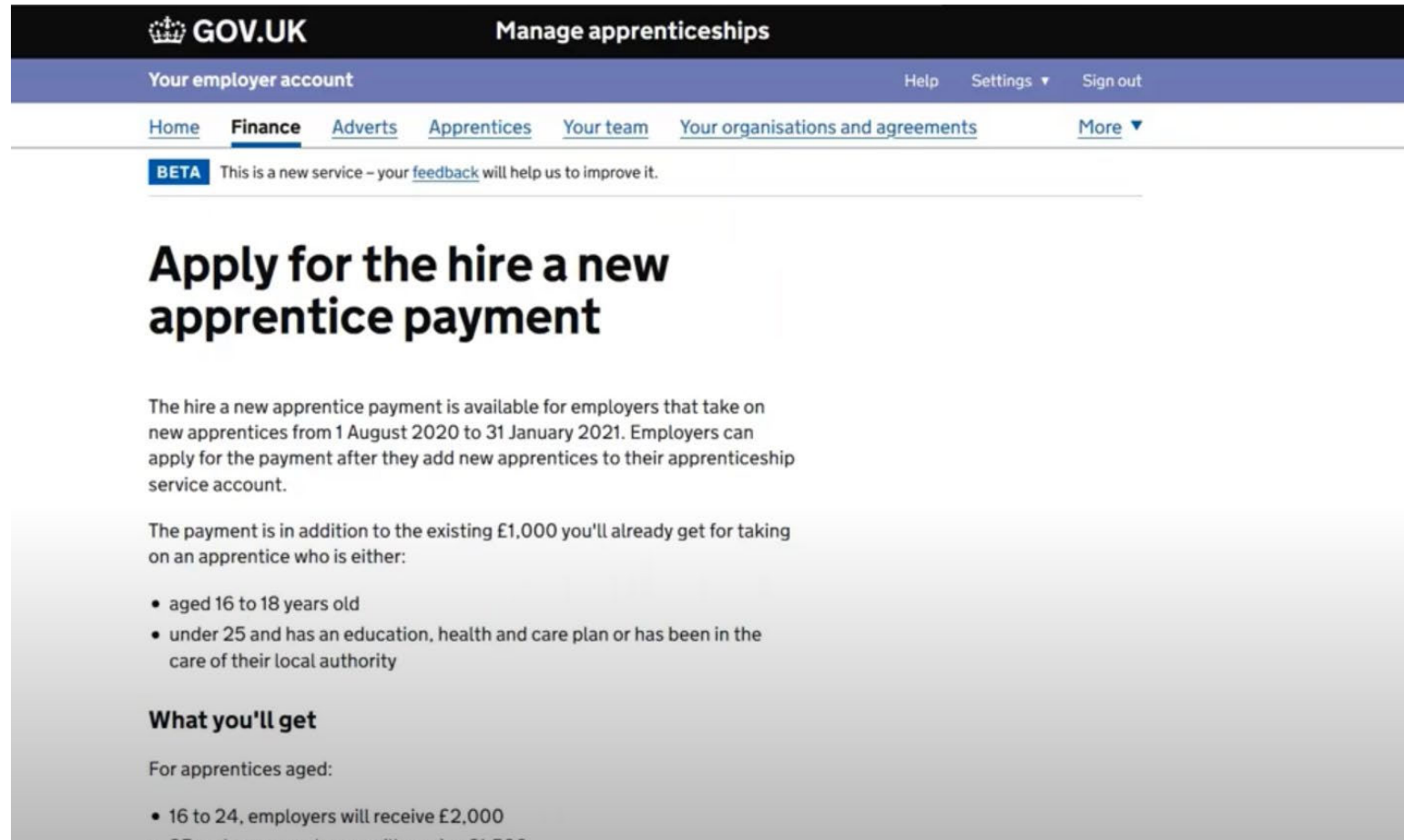
The screenshot shows a dashboard with several menu items:

- 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.
- Your training providers**: Add training providers and manage permissions to choose what they can do on your behalf.
- Find apprenticeship training**: Search for apprenticeships and see details of approved providers who can deliver the training.
- Finances**: Manage your apprenticeship funds.
- 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.

A black arrow points from the top right towards the 'Apply for the hire a new apprentice payment' link.

# How to apply

## 4. Scroll down and click 'start now'



The screenshot shows the GOV.UK 'Manage apprenticeships' interface. The main heading is 'Apply for the hire a new apprentice payment'. Below this, there is a paragraph explaining that the payment is available for employers taking on new apprentices from 1 August 2020 to 31 January 2021. A list of criteria for the apprentice is provided, including age (16-18) and education/health care status. A section titled 'What you'll get' lists the payment amounts for different age groups.

**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

The screenshot shows the 'Manage apprenticeships' page on the GOV.UK website. The page title is 'Manage apprenticeships' and the user is logged in as 'Your employer account'. The navigation menu includes 'Home', 'Finance', 'Adverts', 'Apprentices', 'Your team', 'Your organisations and agreements', and 'More'. A 'BETA' banner indicates that this is a new service and feedback is appreciated. The main heading is 'Select the apprentices you want to apply for'. Below this, there is a note: '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.' A grey box contains the instruction: 'You must only select apprentices who started their contract of employment with your organisation from 1 August 2020 to 31 January 2021.' Underneath, there is a section titled 'Select all that apply' with two checkboxes. The first checkbox is for 'Jon Eddyshaw, Software tester, Level: 4 (Standard)'. The second checkbox is for '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.

**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
<b>Total amount</b>		<b>£3,500</b>

**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

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### 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	<a href="#">Change</a>
Is this your organisation's legal name?	yes	<a href="#">Change</a>
Telephone number	01270786345	<a href="#">Change</a>
Does your organisation have a Companies house number?	yes	<a href="#">Change</a>
Companies house number	1234567	<a href="#">Change</a>
Is your organisation registered for VAT in the UK?	no	<a href="#">Change</a>
Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?	no	<a href="#">Change</a>

## 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](mailto:helpdesk@manage-apprenticeships.service.gov.uk)

or on 0800 150 600

