

APPRENTICESHIPSNI / HIGHER LEVEL APPRENTICESHIPS

Return, Retain, Result Apprenticeship Incentive Scheme

Claim Form

1. Name of Employer

Name of Company:

Address:

Postcode:

Company / HMRC Registration Number:

2. Name of Training Contractor Contact Person(s)

Name:

Email:

Tel:

3. Apprentice Details

(Please complete for each Apprentice who has returned following furlough)

Apprentice No. 1

Name:

Date of Birth:

NI Number:

Name of Apprenticeship:

Was the Apprentice furloughed as part of the UK Government's
Coronavirus Job Retention Scheme**Yes****No****If "Yes" provide details of all periods of furlough and flexi-furlough**Duration of Apprenticeship Remaining: **months** Apprenticeship Registration No*:

Name of Training Contractor:

Is the Apprentice a participant in DfE's AppsNI or HLA Programmes:

Yes**No**

Which programme is the apprentice participating on:

AppsNI**HLA**

What Incentive are you claiming:

Return**Retain****Result****A separate application should be used to claim each individual element**

*For AppsNI programmes this is the Client ID. For HLA programmes this is the reference used by the Training Contractor

3. Apprentice Details (continued)

(Please complete for each Apprentice who has returned following furlough)

Apprentice No. 2

Name:

Date of Birth:

NI Number:

Name of Apprenticeship:

Was the Apprentice furloughed as part of the UK Government's
Coronavirus Job Retention Scheme**Yes****No****If "Yes" provide details of all periods of furlough and flexi-furlough**Duration of Apprenticeship Remaining: **months** Apprenticeship Registration No*:

Name of Training Contractor:

Is the Apprentice a participant in DfE's AppsNI or HLA Programmes:

Yes**No**

Which programme is the apprentice participating on:

AppsNI**HLA**

What Incentive are you claiming:

Return**Retain****Result****A separate application should be used to claim each individual element**

*For AppsNI programmes this is the Client ID. For HLA programmes this is the reference used by the Training Contractor

3. Apprentice Details (continued)

(Please complete for each Apprentice who has returned following furlough)

Apprentice No. 3

Name:

Date of Birth:

NI Number:

Name of Apprenticeship:

Was the Apprentice furloughed as part of the UK Government's
Coronavirus Job Retention Scheme**Yes****No****If "Yes" provide details of all periods of furlough and flexi-furlough**Duration of Apprenticeship Remaining: **months** Apprenticeship Registration No*:

Name of Training Contractor:

Is the Apprentice a participant in DfE's AppsNI or HLA Programmes:

Yes**No**

Which programme is the apprentice participating on:

AppsNI**HLA**

What Incentive are you claiming:

Return**Retain****Result****A separate application should be used to claim each individual element**

*For AppsNI programmes this is the Client ID. For HLA programmes this is the reference used by the Training Contractor

3. Apprentice Details (continued)

(Please complete for each Apprentice who has returned following furlough)

Apprentice No. 4

Name:

Date of Birth:

NI Number:

Name of Apprenticeship:

Was the Apprentice furloughed as part of the UK Government's
Coronavirus Job Retention Scheme**Yes****No****If "Yes" provide details of all periods of furlough and flexi-furlough**Duration of Apprenticeship Remaining: **months** Apprenticeship Registration No*:

Name of Training Contractor:

Is the Apprentice a participant in DfE's AppsNI or HLA Programmes:

Yes**No**

Which programme is the apprentice participating on:

AppsNI**HLA**

What Incentive are you claiming:

Return**Retain****Result****A separate application should be used to claim each individual element**

*For AppsNI programmes this is the Client ID. For HLA programmes this is the reference used by the Training Contractor

3. Apprentice Details (continued)

(Please complete for each Apprentice who has returned following furlough)

Apprentice No. 5

Name:

Date of Birth:

NI Number:

Name of Apprenticeship:

Was the Apprentice furloughed as part of the UK Government's
Coronavirus Job Retention Scheme**Yes****No****If "Yes" provide details of all periods of furlough and flexi-furlough**Duration of Apprenticeship Remaining: **months** Apprenticeship Registration No*:

Name of Training Contractor:

Is the Apprentice a participant in DfE's AppsNI or HLA Programmes:

Yes**No**

Which programme is the apprentice participating on:

AppsNI**HLA**

What Incentive are you claiming:

Return**Retain****Result****A separate application should be used to claim each individual element**

*For AppsNI programmes this is the Client ID. For HLA programmes this is the reference used by the Training Contractor

Return Section

Return month is the first full month of “return” between 1st November 2020 – 31st March 2022 e.g. 1st November – 30th November. For early returners i.e. those that returned to work before November; November still represents the return month.

Apprentice 1

From

To

Have you Previously Claimed the Return Element?

Yes

No

Were there any periods of furlough, flexi furlough or unpaid leave during this time?

Yes

No

If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period

Apprentice 2

From

To

Have you Previously Claimed the Return Element?

Yes

No

Were there any periods of furlough, flexi furlough or unpaid leave during this time?

Yes

No

If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period

NOTE:

It is the responsibility of the Employer to provide the necessary evidence (P11s) of paid employment to support their application for incentives under the ‘Return’ section. Failure to do so will result in a failed claim.

Return Section (continued)**Apprentice 3****From****To**

Have you Previously Claimed the Return Element?

Yes**No**

Were there any periods of furlough, flexi furlough or unpaid leave during this time?

Yes**No****If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period****Apprentice 4****From****To**

Have you Previously Claimed the Return Element?

Yes**No**

Were there any periods of furlough, flexi furlough or unpaid leave during this time?

Yes**No****If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period****NOTE:**

It is the responsibility of the Employer to provide the necessary evidence (P11s) of paid employment to support their application for incentives under the 'Return' section. Failure to do so will result in a failed claim.

Apprentice 5**From****To**

Have you Previously Claimed the Return Element?

Yes**No**

Were there any periods of furlough, flexi furlough or unpaid leave during this time?

Yes**No****If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period****NOTE:**

It is the responsibility of the Employer to provide the necessary evidence (P11s or payslips) of paid employment to support their application for incentives under the 'Retain' section. Failure to do so will result in a failed claim.

Retain Section

Please record details of employment **following return month** between 1st December 2020 – 31st March 2022.

EXAMPLE 1 – If your apprentice returned from furlough on 25 September 2020 and was employed continuously beyond the 31 March 2021 then:

Return claim period will be 1st November 2020 – 30th November 2020

Retain claim period will be 1st December 2020 – 31st March 2021

Example 2 – If your apprentice returned from furlough on 20 December 2020 and was employed until 24 March 2021 then:

Return claim period will be 20th December 2020 – 20th January 2021

Retain claim period will be 21st January 2020 – 24th March 2021

Example 3 – If your apprentice returned from furlough on 9th November 2020, was re-furloughed from 20th November and was then returned to work on the 3rd May then:

Return claim period will be 10th November 2020 – 20th November 2020 (2wks) + 3rd May 21 – 16th May 21 (2wks)

Retain claim period will be 17th May 2021 – 16th September 2021

NOTE:

If your apprentice completes their apprenticeship during the retain period but moves to an apprenticeship at a higher level you will have a choice to either:

- Continue receiving the “retain” element for the full 4 month period with “result” delayed until completion of the apprentices new level; or
- Receive the “Result” element at which time all “retain” payments will stop.

Retain Section (continued)**Apprentice 1**

From **To** (Maximum claim period is 4 months)

Did the apprentice complete their apprenticeship during period **Yes** **No**

If Yes would you prefer to: Continue claiming Retention Stop Retention and claim result

Were there any periods of furlough, flexi furlough or unpaid leave during this time? **Yes** **No**

If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period

Apprentice 2

From **To** (Maximum claim period is 4 months)

Did the apprentice complete their apprenticeship during period **Yes** **No**

If Yes would you prefer to: Continue claiming Retention Stop Retention and claim result

Were there any periods of furlough, flexi furlough or unpaid leave during this time? **Yes** **No**

If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period

Retain Section (continued)**Apprentice 3**

From **To** (Maximum claim period is 4 months)

Did the apprentice complete their apprenticeship during period **Yes** **No**

If Yes would you prefer to: Continue claiming Retention Stop Retention and claim result

Were there any periods of furlough, flexi furlough or unpaid leave during this time? **Yes** **No**

If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period

Apprentice 4

From **To** (Maximum claim period is 4 months)

Did the apprentice complete their apprenticeship during period **Yes** **No**

If Yes would you prefer to: Continue claiming Retention Stop Retention and claim result

Were there any periods of furlough, flexi furlough or unpaid leave during this time? **Yes** **No**

If Yes please provide full details of hours worked, hours furloughed and unpaid leave during the claim period

Result Section**Apprentice 1**

What date was apprenticeship completed

Apprenticeship Level completed

Is your apprentice continuing on to a higher level? **Yes** **No**

Do you intend to continue employing your apprentice? **Yes** **No**

Apprentice 2

What date was apprenticeship completed

Apprenticeship Level completed

Is your apprentice continuing on to a higher level? **Yes** **No**

Do you intend to continue employing your apprentice? **Yes** **No**

Apprentice 3

What date was apprenticeship completed

Apprenticeship Level completed

Is your apprentice continuing on to a higher level? **Yes** **No**

Do you intend to continue employing your apprentice? **Yes** **No**

Result Section (continued)**Apprentice 4**

What date was apprenticeship completed

Apprenticeship Level completed

Is your apprentice continuing on to a higher level? **Yes** **No**

Do you intend to continue employing your apprentice? **Yes** **No**

Apprentice 5

What date was apprenticeship completed

Apprenticeship Level completed

Is your apprentice continuing on to a higher level? **Yes** **No**

Do you intend to continue employing your apprentice? **Yes** **No**

NOTE:

It is the responsibility of the Employer to provide the necessary evidence of successful completion of the apprenticeship to support their application for incentives under the 'Result' section. Failure to do so will result in a failed claim.

Please contact ApprenticeshipsRecovery@economy-ni.gov.uk if you have any queries with regard to any aspect of your application

BANK ACCOUNT DETAILS

In order to progress your application we require you to provide a copy of your business's bank statement.

This bank statement should be for the account you want the Apprenticeship incentive to be received to. We need to be able to read the name of the account holder, the sort code and account number. You **must** redact all other information.

Please note that a pdf or scanned copy of the bank statement is preferable. A photograph of your statement can be provided in exceptional circumstances. We must be able to clearly read the details.

Your bank statement will be used to:

1. Verify the bank account belongs to an eligible business;
2. Check you have entered your bank account details correctly for payment;

Please note we cannot progress your application until this bank statement is received.

Where you do not have access to online banking systems or have a copy of your statement that matches the other bank statement requirements set out above, you should contact your bank to obtain a pdf copy of your statement. If you can only provide a paper copy, then a photograph of your statement can be provided as a last resort - you should note that the Department for the Economy reserves the right to ask for other corroborating evidence if required.

Please contact ApprenticeshipsRecovery@economy-ni.gov.uk if there is an exceptional circumstance which means you cannot provide a bank statement and the verification team will discuss options with you.

BANK ACCOUNT DETAILS

Sort Code

Account Number

STATE AID

De minimis Aid Declaration

Although the UK has left the European Union, the European Union State Aid rules still apply during the Transition Period. The New Apprenticeship Incentive Scheme you are applying for is being awarded on the basis of the European Union's *de minimis* rules - **Regulation (EC) No 1407/2013**. Before we can pay out this incentive, we must check your business will not exceed the *de minimis* ceiling of €200,000. This is the total amount of *de minimis* aid that may be granted to a single undertaking over any period of three fiscal years.

If DfE cannot pay your incentive on a *de minimis* basis, it will pay this on the basis of the UK's COVID-19 Temporary Framework for UK authorities (SA.56841). If this becomes necessary, DfE will contact you to request additional information and completion of relevant pro forma declaration.

If you have been offered any other *de minimis* funding by a GB or NI Government department, Invest NI, InterTradeIreland or a local council, in the current or two previous accounting years you must tell us now.

To allow us to confirm you are eligible for this incentive, please answer the questions below.

If your company is part of a UK group of companies, as the €200,000 *de minimis* ceiling applies to the combined group, please provide the total amount of *de minimis* aid **for all group companies**.

Please also note it is your responsibility to check whether the support you have received was classed as 'de minimis' aid. This will be on your letter of offer or other correspondence from the aid grantor. If in doubt, please check with whoever provided you with the support.

Has your company or any company within the Group (if applicable) received any other *de minimis* aid in the current or previous 2 fiscal (accounting) years?

Yes

No

If you answered yes to the question above, please provide the total amount of *de minimis* funding received in Sterling, excluding this application. Please note the Department may need to contact you for further information, please check your emails regularly for any correspondence.

NOTE:

If you do not complete this section your claim for an Apprenticeship incentive cannot be processed.

4. Declaration

I declare that:

- The person named above has re-commenced their paid apprenticeship with my Company following a period of Furlough.
- I have provided accurate information on all periods of furlough, flexi-furlough and unpaid leave.
- I have not submitted a claim to the New Apprenticeship Incentive Scheme in respect of the Apprentice(s) named above.
- The information provided in this application is accurate and correct and in compliance with the Return, Retain, Result Apprentice Incentive Scheme.
- I understand that the provision of false information to obtain payments under any element of the Retain Return Result Incentive scheme is regarded as a serious offence and I may be required to repay all monies received under the Scheme.

Signed:

Date:

Position in Company:

The following evidence has been submitted with my application:

Return Incentive (please tick if enclosed)

Apprentice(s) P11s or Payslips

Furlough Claim Form*

Bank statement

AppsNI Delivery Agreement or HLA Tripartite Agreement

Retain Incentive (please tick if enclosed)

Apprentice(s) P11s or Payslips for months claimed

Result Incentive (please tick if enclosed)

Completion Certificate

Apprentice(s) P11 or Payslip

NOTE:

Failure to submit the required evidence detailed for each element of the scheme will result in a failed claim

Please return the completed form with the required evidence to
ApprenticeshipsRecovery@economy-ni.gov.uk

*This can be obtained by logging on to the HMRC Coronavirus Job Retention Scheme portal. Required evidence should show claim number, amount, employer details and apprentice(s) names. All other details should be redacted