

CONTRIBUTION TO WAGE COSTS BRIEFING NOTE FOR EMPLOYERS



We offer a contribution to wage costs for employers who have eligible employees taking part in approved training during their normal working hours. We will pay this contribution when your employees have achieved their approved qualification.

If you have any questions, or if you would like to read the full terms and conditions of this scheme – set out in the Employer Agreement (LSC–P–NAT–060446), please contact your Skills Broker.

WHO IS ELIGIBLE?

If you are an employer with less than 50 full-time employees or equivalent, you may be eligible for a contribution to wage costs for each employee who takes up a Train to Gain programme of learning and achieves their approved qualification. Employees should be working towards and achieve a full Level 2 qualification, a Basic Skills qualification and in some cases a Level 3 qualification.

HOW MUCH IS THE CONTRIBUTION?

You can choose to claim either £5 per hour or the actual net hourly rate for employees that are released for direct training with their training provider. You can claim up to a maximum of 70 hours in total.

Please note that we will only pay this contribution for employees who achieve their qualification.

HOW DO I REGISTER?

To register your details you will need to fill in the Employer Agreement (LSC–P–NAT–060446). Please contact your Skills Broker, who will also be able to give you more information about the scheme. You can also visit the Train to Gain website.

Please note that we cannot process applications for wage contributions if your employees have already achieved their qualification. So make sure you register for the contribution scheme during, or ideally before, their training course.

HOW DO I MAKE A CLAIM?

When your employees have completed their qualifications, you will need to complete your claim. Your training provider will give you details of the total number of contact hours each employee received face-to-face learning, and you will be asked to sign the claim form to confirm that you agree with this total number of contact hours.

Please submit your claim form to your Skills Broker (LSC–P–NAT–060443) with the contact hours evidence supplied by your training provider.

Please note that we only make payments once every three months.

For more information about Train to Gain visit www.traintogain.gov.uk