

Your Blueprint for Funding 2010/11

1. JTL's financial support package is agreed on an annual basis for the period 1st August to 31st July each year.
2. Between 1st August 2010 and 31st July 2011 and subject to receipt of sufficient funding from the Skills Funding Agency and Welsh Assembly Government, JTL will pay (according to the requirements of the relevant industry scheme) for the following:
 - (a) JTL Assessment
 - (b) Technical Certificate (or equivalent)
 - (c) Key/Functional Skills
 - (d) Examination Fees
 - (i) Only first time examination fees, and not re-sit tuition and examination fees, will be paid
 - (e) NVQ (or equivalent) Registration
 - (f) NVQ (or equivalent) Assessment
 - (g) Awarding organisation Registration Fees
3. Payment of annual tuition fees is subject to satisfactory completion of the previous year.
4. In the event that sufficient funding is not received by JTL from the Skills Funding Agency/Welsh Assembly Government, a financial contribution to the cost of training may be required from the employer.⁽ⁱ⁾
5. Employers are liable for all travel costs and accommodation costs.
6. JTL will provide JTL apprentices with a copy of the Technical Certificate reference books (JTL/Heinemann)⁽ⁱⁱ⁾ and portfolios for use throughout the period of training.
7. Subject to the defined conditions, JTL will pay grants to employers in respect of the following:



Electrotechnical Apprentices

(a) JTL will pay to employers of the first 1,000 apprentices recruited after 17/05/10, a grant of £1,000 on recruitment in England of an apprentice aged 16-18. This grant will be payable, provided that the apprentice remains on the scheme and, subject to employer preference, either:

- (i) In two instalments of £500 at the end of 3 and 12 months.
 - or
 - (ii) In four quarterly instalments of £250.
- (b) The cost, exclusive of VAT, of up to two attempts, by each apprentice participating in the JTL scheme, of the Achievement Measurement 2 (AM2) Test.
- (i) To qualify for the grant, the apprentice should have successfully completed the required Key/Functional Skills, Technical Certificate (or equivalent) and had his NVQ Level 3 portfolio (or equivalent) assessed as complete and satisfactory.
 - (ii) Furthermore, the AM2 test must be booked before the end of the fourth year of the JTL apprenticeship. This must be confirmed with JTL prior to entering apprentices for the test.

(c) For an electrician who has completed the full Advanced Apprenticeship Framework whilst under JTL's managing agency and subject to the defined conditions, JTL will pay a grant to employers in respect of the cost of the following:

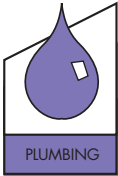
Up to a maximum total of £400 towards:

17th Edition IEE Wiring Regulations (C&G 2382 or approved equivalent)

and/or

Inspection, Testing and Certification of Electrical Installations (C&G 2391 or approved equivalent)

- (i) Grants will be exclusive of VAT.
- (ii) Grants will be payable upon receipt of a copy of the invoice(s) from the employer provided they are made within two years of the Advanced Apprenticeship completion.
- (iii) In order that eligibility can be confirmed, the intention to train for either or both qualifications must be registered with JTL before the training takes place.
- (iv) At the time of making the claim, the electrician for whom the training is intended must continue to work for the same Employer as at the time the Advanced Apprenticeship Framework was completed.
- (v) First time tuition and examination fees only will be met.



PLUMBING

PMES Apprentices

(a) A grant of up to a maximum of £800, exclusive of VAT, towards the cost of the external ACS assessment.

(b) To qualify for the grant, apprentices should have successfully completed either of the following criteria:

(i) Where it is a requirement of the apprentice's Individual Learning Plan:

(1) Apprentices should have successfully completed the required Key/Functional Skills, Technical Certificate (or equivalent) and had their NVQ Level 3 (or equivalent) portfolio assessed as complete and satisfactory.

(2) Furthermore, the ACS test must be booked before the end of the fourth year of the JTL apprenticeship. This must be confirmed with JTL prior to entering apprentices for the test.

(3) The ACS grant is a one-off payment and a receipt for all relevant elements must be received by JTL at the same time.

Or

(ii) Where employers have opted out of ACS (due to not being able to fulfil the HSE criteria at the apprenticeship stage)⁽ⁱⁱⁱ⁾ by signing form A or equivalent (Opt Out ACS Form):

(1) The apprentice must have successfully completed the apprenticeship framework under JTL's managing agency within two years of the application being made by the same employer. This must be confirmed with JTL prior to entering apprentices for the test.



HEAT & VENT

Heating & Ventilating Apprentices

(a) JTL will pay to employers a grant of £500 on recruitment of an apprentice aged 16-18. This grant will be payable after three months provided that the apprentice remains on the JTL scheme.

(b) JTL will pay to employers a grant of up to a maximum of £800 for any practical achievement test leading to framework completion subject to the following conditions:

(i) This reimbursement shall be exclusive of VAT

(ii) To qualify for the grant, apprentices should have successfully completed the required Key/Technical Skills, Technical Certificate (or equivalent) and had their NVQ Level 3 (or equivalent) portfolio assessed as complete and satisfactory.

(iii) Furthermore, the practical achievement test must be booked before the end of the fourth year of the JTL apprenticeship.

All Trades

8. JTL will provide the following services and support to the Employer free of charge:
 - a. Assistance with recruitment, including a JTL assessment and provision of names and addresses of successful applicants;
 - b. Monitoring, review and support of the apprentice both on-site and in the training centre throughout the period of training;
 - c. Copies of quarterly apprentice progress reviews throughout the period of training;
 - d. Training towards and assessment of the apprentice's portfolios as required by the relevant sector.
9. Employers placing an apprentice on JTL's scheme must not be in receipt of any grants for training funded from another source in respect of the named apprentice.
10. Apprentices shall not be required to contribute financially to the cost of learning. The employer will be required to meet employment costs including pre-employment medical and personal protective equipment in line with industry requirements and any travel to training venue costs. In addition to paying apprentice wages when working on-site (applicable to the stage/year reached by the apprentice), the employer is required to pay the normal day's pay for attendance at the training college.
11. Apprentices must have a contract of employment.
12. In the event that the Employer withdraws an apprentice from JTL's scheme without seeking the prior agreement of JTL, then the Employer will indemnify JTL against all further costs relating to the continuation and completion of the apprentice's training. This will be until such time as the apprentice returns to JTL's managing agency. The employer agrees also to reimburse to JTL all costs pro-rated that JTL may have, in good faith, contracted to pay to training centres relating to that apprentice.
13. JTL reserves the right to place a financial penalty of up to the Government's framework completion payment (currently £2,500) on an employer who allows their apprentice to cease training once attaining the NVQ Level 3 (or equivalent) without completing all other elements of the framework and which results in the apprentice not completing the full framework.

Adoption Grants

14. Adoption grants of a total of £1,500 in respect of JTL apprentices who are made redundant as a result of company liquidation and taken on by a new employer are available as follows:
 - a. The Adoption Grant will be paid in two instalments, provided all of the criteria have been fulfilled:
 - (i) £750 for the re-engagement of the redundant apprentice by a new employer.
 - (ii) a further £750 when the apprentice has completed 12 months employment with the same new employer.
15. To qualify for the grants, the following criteria apply:
 - a. The apprentice must have become unemployed as a result of the liquidation of a company.
 - b. The apprentice must have been placed under JTL's Managing Agency.
 - c. The new employer must undertake to complete the apprentice's contract of training.
16. Cases which do not fully meet the criteria laid down may be considered by the JTL Directors whose decision shall be final.

Adults

17. Adult apprenticeships are subject to different funding conditions. Please speak with the Regional Manager for further information.

Notes

- (i) Due to Government (Skills Funding Agency) funding restrictions and the expectation that employers contribute towards the funding of 19 year plus apprentices, JTL will limit the number of 19 year plus apprentices commencing on its scheme. Existing JTL employers with a successful history of training apprentices will be given priority for these places. All new places in England will require a financial contribution of £1,500 per year. This will be at JTL's discretion and its decision will be final. All contributions will be confirmed in a written commitment form signed by the employer and on behalf of JTL and must be paid in advance of the apprentice commencing/continuing his training each year.
- (ii) Excluding Heating and Ventilating and Engineering Maintenance.
- (iii) Access to undertake Gas ACS assessment is based on the entry requirements to the scheme as laid down to the HSE. To enable apprentices to access the ACS scheme, the employer must be able to provide direct supervision of the apprentice by a GAS SAFE registered operative and the apprentice must be able to provide relevant evidence of supervised on-the-job gas work. In circumstances where the employer cannot meet these requirements, the apprentice will complete the programme without undertaking ACS assessment by completing the Opt Out ACS form A or equivalent.

E&OE

Qualifications Credit Framework (QCF)

Changes to the existing qualifications structure are currently in development and are due to be introduced shortly. This may affect the 2010 and subsequent apprentice intakes but the exact date has not yet been announced. Further information will be made available as soon as it is known.

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DELIVERING SKILLS
FOR BUSINESS