



## SHIPWRIGHTS' APPRENTICESHIP SCHEME APPLICATION FOR FUNDING

Please print in BLOCK CAPITALS

### COMPANY DETAILS

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Your position in business: Please tick

Owner. MD / CEO. Administrator / Office Manager. HR Manager. Yard / Production Manager.

Website: \_\_\_\_\_

Brief Description of business: \_\_\_\_\_

Marine Business Sector split: Leisure: \_\_\_\_\_ % Commercial: \_\_\_\_\_ %

### APPRENTICE HISTORY

*The Shipwrights' Apprenticeship Scheme is only available to those new to, or returning to, training apprentices.*

How many apprentices have started training with you in the past three years? \_\_\_\_\_

How many apprentices have started training with you in the five years before that? \_\_\_\_\_

What is the total workforce at your business? \_\_\_\_\_

How many are admin? \_\_\_\_\_ How many are skilled / technical? \_\_\_\_\_

Please divide the number of technical / skilled employees between the following trades. Where an employee has two trades, please put ½ for each:

Shipwright / Boat Builder: \_\_\_\_\_ Marine Engineer: \_\_\_\_\_ Marine Electrician: \_\_\_\_\_

Painter (hand or spray): \_\_\_\_\_ Laminator: \_\_\_\_\_ Other (Please specify): \_\_\_\_\_

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

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



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### **APPRENTICE DETAILS**

Details of person who is going to be in day to day charge of the apprentice:

Name: \_\_\_\_\_ Mobile or Direct phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Role in business: \_\_\_\_\_

Details of administrator who will keep the apprenticeship accounts and submit payslips to us:

Name: \_\_\_\_\_ Mobile or Direct phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Role in business: \_\_\_\_\_

Name and address of proposed apprentice, if known. Please leave blank if you have yet to recruit:

Name: \_\_\_\_\_ Mobile or Direct phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Details of College / Training Provider proposed for day or block release:

College Name: \_\_\_\_\_ City or Town: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Approximate distance from place of work: \_\_\_\_\_

Apprentice course proposed (please give full title and duration): \_\_\_\_\_

Is the proposed training provider:

On the Register of Apprenticeship Training Providers (RoTAP) – England & Wales: \_\_\_\_\_

Or an approved SQA Training Provider – Applicants from Scotland: \_\_\_\_\_

*Please note that the SA Scheme is available only for full apprenticeships involving 3 or 4 years' training. Further detail is contained in the Funding Rules below.*



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Apprenticeship role:

Shipwright	<input type="checkbox"/>	Boat Builder	<input type="checkbox"/>	Marine Engineer	<input type="checkbox"/>	Marine Plumber	<input type="checkbox"/>
Marine Electrician	<input type="checkbox"/>	Marine Electronics	<input type="checkbox"/>	Painter (hand)	<input type="checkbox"/>	Painter (spray)	<input type="checkbox"/>
Laminator	<input type="checkbox"/>	Boat mover	<input type="checkbox"/>	Rigger	<input type="checkbox"/>		
Other	<input type="checkbox"/>	_____					

### **BACKGROUND INFORMATION.**

(This will be passed to the SA Scheme Committee when considering approval of support).

1. Please provide two years of accounts for the business which will employ the apprentice, including balance sheet and profit and loss accounts. These will be treated in the strictest confidence, but the Livery needs to be sure within reason that the business can support an apprentice for the duration of the course.

2. Please tick if you are aware of, or have had dealings with:

The Shipwrights annual Queen's Silver Medal competition: \_\_\_\_\_

The Shipwrights' annual apprentice lecture programme: \_\_\_\_\_

3. Please provide a description of your business and the customers it serves, including details of typical work and of your reasons for training an apprentice. This section is VITAL to the small group who look at and approve grants so please provide as much detail as you can. The Scheme Manager will be happy to help and advise on this section. By all means attach a word document instead of writing on the form if this is easier.

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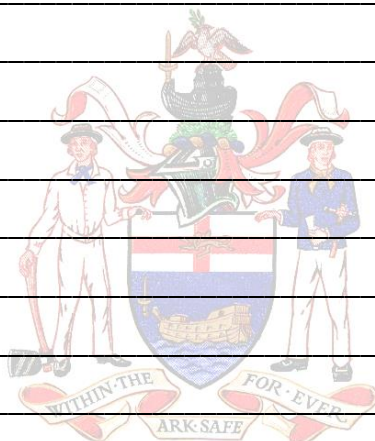
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Please email the following to: [sascheme@shipwrights.co.uk](mailto:sascheme@shipwrights.co.uk):-

- PDF or similar of this form when completed.
- PDF of two years of accounts, including balance sheet and profit and loss account.
- And, optionally, a PDF of recent management/draft accounts/business plan if the formal accounts are more than one year old.

Applications may also be sent by post to SA Scheme Manager, The Worshipful Company of Shipwrights, Ironmongers Hall, Shaftesbury Place, London. EC2Y 8AA.

We expect to respond within ten days of receipt.



## THE SHIPWRIGHTS' APPRENTICESHIP SCHEME – FUNDING RULES

**Background.** The Worshipful Company of Shipwrights is committed to promoting the growth of marine apprenticeships in order to sustain the level of competency in marine skills through the generations. The recruitment of apprentices can be of enormous benefit to employers, bringing renewed enthusiasm and a growing skilled labour force trained to their specific needs.

The growing popularity of 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 and C grades). In addition to school leavers, these full-time students are now working for small businesses<sup>1</sup> in the marine and maritime sector.

The Shipwrights' Apprenticeship Scheme (SA Scheme) is able to assist Small businesses to recruit and train apprentices from any starting point.

1. The SA Scheme is intended to encourage Small businesses not currently engaged in training, to employ and train marine apprentices in formal day, or block-release, marine-based courses over a three or four year period with a minimum achievement goal of Level 2 (intermediate apprenticeship) after year 1 (England and Wales) and gathering evidence towards a minimum number of three SVQ units (Scotland); in years 2, 3 & 4 we expect the apprentices to move to advanced Level 3 (England and Wales) and SVQ 6 (Scotland). These equate to an extended diploma, equivalent to A level.
2. The SA Scheme Administrator will provide advice, administration, contacts and mentoring throughout the funding process, and beyond, at no cost.
3. The SA Scheme Administrator will provide Small businesses with assistance in finding suitable training providers and with advertising for, and, where practicable, interviewing, candidates at no cost.
4. The SA Scheme year runs from September to August, the Academic Year, and funding is awarded for all or part of the year, the final payment being for the month of August.
5. Funding can only be claimed against the actual salary paid to each apprentice for their first year's wages, currently capped at £4.50 per hour for 40 hrs per week.
6. Funding, if agreed, will be either:
  - a. Full funding
  - b. Half funding
  - c. Half funding / Half loan
  - d. Fully funded loan
  - e. A variation of the above

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<sup>1</sup> Small Businesses are defined as Small Medium Enterprises (SMEs).



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7. The final decision on applications for SA Scheme funding will be made by the appropriate Shipwrights' Company committee with advice and recommendations from the SA Scheme Administrator.
8. Part funding will be considered for applications that fall outside the academic year.
9. All applications are actively encouraged. However, SA Scheme grants are dependent on funds raised and may vary with the number of successful applications received from eligible companies.
10. Successful small business applicants will be required to submit monthly invoices for wages paid in arrears to their apprentices together with:
  - a. A copy of the relevant month's wage slip, which must include the employees' NI number;
  - b. Regular up-dates from the apprentice's college or training provider throughout the SA Scheme year.
11. The final cut-off date for the submission of wage slips will be 3 months following the end of the funding period, after which no payments will be made.
12. When employers take on a 16 to 18 year old or a 19 to 24 year old who has previously been in care, or who has a Local Authority Education, Health and Care plan, on an apprenticeship framework or standard, they will receive an additional £1,000 from the Government to help meet the extra costs associated with this. This will be paid to employers in two equal instalments at 3 months and 12 months. Initially, these payments will be made to employers via their training provider, who will pass the money on. Where this (or any other form of UK, Local or EU Government grant funding, private funding or other financial support), is available to a company this will be deducted from the available Worshipful Company of Shipwrights funding.
13. Companies with apprentices with poor attendance at College may have funding withheld until the apprentice's attendance and reports improve and are deemed satisfactory.
14. Funding for apprentices starting within the SA Scheme year will be pro rata: i.e. Funding will be paid for the number of months remaining in the SA Scheme year.
15. No additional funding can be drawn against tools, clothing, additional training, travel, administration etc.
16. All employers must at least pay the national minimum apprentice wage, which is currently set at £4.50 per hour. (FY 2017-18).
17. Employers may choose to pay different pay rates either;
  - a. below £4.50 per hour, but in compliance with minimum apprentice pay, or;
  - b. over and above £4.50 per hour at their own cost.



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18. 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.
19. Statutory Sick Pay (SSP) may be claimed for absences of four or more days due to injury or sickness, provided the apprentice meets the criteria for current SSP regulations. SSP is treated like salary and is subject to normal deductions.
20. Since April 2016 employers of apprentices under the age of 25 have no longer been required to pay Secondary Class 1 (Employer) National Insurance contributions (NICs) on earnings up to the Upper Earnings Limit (UEL), for those employees. NICs cannot be claimed against the SA Scheme.
21. Application forms are attached to this document and should be filled in and sent to the SA Scheme administrator. There is no application fee.

We look forward to receiving your application which can be submitted by e-mail or post as follows:

By e-mail to: [sascheme@shipwrights.co.uk](mailto:sascheme@shipwrights.co.uk)

By post to:

The Shipwrights Apprenticeship Scheme Manager  
The Worshipful Company of Shipwrights  
Ironmongers' Hall  
Shaftesbury Place  
London EC2Y 8AA

