



## **Nottingham Works Programme: Nottingham Traineeships**

### **Frequently Asked Questions**

#### **1. What is the Nottingham Works Programme?**

The Nottingham Works Programme consists of six related activities designed to help unemployed and economically inactive<sup>1</sup> young people in Nottingham to progress in education, training and employment opportunities.

The Nottingham Works Programme is part-financed by Nottingham City Council and the European Union through the European Social Fund's Youth Engagement Initiative Programme (ESF YEI). ESF supports activities to extend employment opportunities and develop a skilled workforce.

#### **2. What is Nottingham Traineeships?**

Nottingham Traineeships is one of the six activities in the City Council's Nottingham Works programme.

**Nottingham Traineeships** is designed to enhance the current offer to 16 and 17 year old City residents who are Not engaged in Education, Training or Employment by providing them with a weekly allowance to participate in a Traineeship programme. Young people will participate in a bespoke 'pre-Traineeship' programme (delivered by dedicated Futures staff) to ensure that they are able to commit to and succeed on a Traineeship programme with a Training Provider.

Eligible employers can access:

- A £450 contribution to the costs of providing a work placement opportunity as part of a Traineeship programme

Eligible young people can access:

- An allowance of £40 for each completed week of their Traineeship programme<sup>2</sup>
- A hardship fund to contribute to initial transport, equipment and childcare costs of where these are creating barriers to retention on the Traineeship programme.

#### **3. Which Employers are eligible?**

Any organisation based in Nottingham City Council's boundary or within reasonable travel time or distance of the city, which employs less than 1,000 employees.

#### **4. Which young people are eligible?**

Eligible participants must:

- i. Be Nottingham City residents<sup>3</sup> aged between 16 and 17 years old on the date they begin their 'pre-traineeship' programme.
- ii. Be Not engaged in Education, Employment or Training prior to starting their 'pre-Traineeship' programme
- iii. Meet the Education Funding Agency's funding eligibility requirements (i.e. with regards to residency)

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<sup>1</sup> **Economically inactive** refers to a young person who is Not engaged in Education, Employment or Training and is not in receipt of any out of work benefits.

<sup>2</sup> Terms and conditions regarding attendance, behaviour and achievement will apply

<sup>3</sup> See Appendix A for Nottingham City Council boundaries within which apprentices must be resident

## **6. Which employers are excluded?**

- Companies which employ more than 1,000 employees
- Companies which have exceeded the State Aid De Minimis threshold for European Funding.
- Companies that are planning redundancies.
- Where firms have other amounts owing to Nottingham City Council, this may be taken into consideration in determining eligibility.

## **7. At what point are the employer's contributions paid?**

The contribution is paid to the employer on completion of the planned work placement.

## **8. At what point do the participants receive their weekly allowance?**

The allowances are paid directly to the young person weekly in arrears on receipt of confirmation (from the Training Provider and/or Employer) that they have met the agreed requirements regarding attendance, behaviour and attitude.

The costs of specialised support, transport and childcare will be paid directly to the supplier of these services rather than the young person.

## **9. What is the closing date?**

The total funds available are limited to supporting 211 participants; therefore the scheme will operate until such time as its resources are fully committed or until 31<sup>st</sup> March 2018 (whichever is soonest)

## **10. What about large applications?**

Applications for multiple placements are welcome; however, applications concerning more than 5 trainees will require additional information to be provided. Such applications may also be subject to special terms and conditions.

## **11. Who will administer Nottingham Traineeships?**

The Nottingham Traineeships Programme will be administered by Nottingham City Council in partnership with Nottingham & Nottinghamshire Youth Services Ltd (a subsidiary of Futures, Advice, Employment & Skills)

In special circumstances, and in furthering the aims of the scheme, the Council reserves the right to delegate authority to approved agencies in respect of certain aspects of administration of the Nottingham Traineeships Programme.

## **12. Will the information provided be used for any other purpose?**

The Council reserves the right to report the number of young people supported and the amount of funding awarded and paid to each recipient company to relevant City

Council Committees, the full Council and The Department for Work & Pensions in line with the requirements of Nottingham City Council's agreement with the ESF Managing Authority and in any publicity about Nottingham Works Programme or the Nottingham Traineeships Programme. This information may also be subject to freedom of information requests.

#### **16. How do I express an interest in participating in this programme?**

If you are interested in finding out more about the programme or wish to create an opportunity please contact xxxxxxxxxxxx on xxxxxxxxxxxxxxxxxx or email xxxxxxxxxxxxxxxxxx

Alternatively you can write to

Nottingham Works Programme  
Economic Development  
Nottingham City Council  
4<sup>th</sup> Floor, Loxley House  
Station Street  
Nottingham  
NG2 2NG

#### **16. Please Note:**

The Council reserves the right to refuse funding or seek repayment of funding paid in the event that an applicant:-

- fails to comply with any of the conditions stated in the foregoing sections
- fails to disclose information relevant to their application
- provides information which is misleading or incorrect
- the Council reserves the right to reject any application for the Nottingham Traineeships Programme which it deems to be inappropriate

**Appendix A: Nottingham City Council boundaries within which the trainee must be resident**

