How to claim the Traineeships incentive grant

For more information about Traineeships, please visit www.jtltraining.com/traineeships/take-on-a-trainee

Employers can now claim £1,000 for every trainee they take on with up to a maximum of 10 trainees for each of the nine regions in England per employer. The grant can be claimed for work placements started and completed from 1 September 2020 to 31st July 2021. To be eligible for the grant your trainee will need to have completed a minimum of 70 hours work placement with your organisation.

Below is a step by step guide on how you can claim your grant:

1. Before you can claim your grant, your trainee(s) will need to have completed their work placement. JTL will update the Education and Skills Funding Agency (ESFA) to confirm you have met the requirements and are eligible to receive the grant before you make your claim
2. Go to the Traineeship employer incentive registration page on the Government website. Before you start you will need the unique learner number (ULN) and work placement postcode for your trainee(s) which JTL will provide
3. You will be asked if you have registered with us for an Apprenticeship or Traineeship grant since August 2020, if yes then you will be asked to input your reference number and vendor number
4. If you have not previously registered, you will be asked to input your organisation details and bank details for payment
5. Once you have submitted your organisations details you will need to enter the details of your trainee(s) which you wish to claim for, this is when you will need to input the ULN and work placement postcode
6. You will then be able to review the information on a summary page before agreeing to the terms and conditions and submitting your claim
7. Employers who have completed the Bank Registration Form will receive a confirmation email with the expected payment timescales. Employers who have not previously completed the Bank Registration Form will be asked to complete and submit that form before receiving their confirmation email with expected payment timescales.