

## **Provider Guide to Contribution to Wage Costs in Train to Gain**

- Employers with fewer than 50 full-time equivalent employees can claim a wage contribution for employees who :

Achieve their first full Level 2 or Skills for Life or Level 3 (jumpers)

The contribution will only be paid for employees that achieve the above qualifications. The contribution is £5 per hour or actual hourly wage depending on employer choice. This contribution will be available up to a maximum of 70 hours.

- The employer's application for a wage contribution will be administered by the Skills Brokerage Service. Therefore where a provider has recruited an eligible employer to Train to Gain, they must pass the employer details to the Skills Brokerage Service who will contact the employer to arrange to complete the necessary paperwork. This must be done before or during training. Applications cannot be processed if a learner has already completed training.
- Once a learner has completed their training it is the provider's responsibility to confirm, with the employer, the total hours of training delivered for each employee. The number of hours relates to the number of total 'contact' hours the learner has had with the training provider in order to achieve their qualification. Time spent alone by the learner to complete work or time spent outside of normal working hours do not qualify for a contribution.
- In order to confirm the contact hours the provider is then responsible for completing the 3 part NCR form 'Contribution to Wage Costs' (LSC-P-NAT060447) in conjunction with the employer and employees. These forms are available from [lsc@granbymarketing.com](mailto:lsc@granbymarketing.com). The Employer submits the top copy of the form to the Skills Broker. The provider submits the second copy to the Skills Brokerage Service and retains the bottom copy.