CONTRIBUTION TO WAGE COSTS

TRAIN TO GAIN FACTSHEET	
Summary	Within the Train to Gain Service there is an element of funding for those employers with fewer than 50 full time equivalent employees to cover a contribution to wage costs incurred when releasing eligible employees for training with their provider during normal working hours. The contribution is only available for employees who achieve their first full NVQ level 2 and/or approved Skills for Life qualifications.
Location	All 9 LSC regions
Timing	Budgets are allocated annually and applications may be made at any time during the year
Why	To off-set the cost of releasing eligible employees to undertake training during normal working hours.
How	The Skills Advisor is responsible for providing information to eligible employers on contribution to wage costs and establishing employer eligibility. This initial briefing will be the primary responsibility of the Enquiry Officers and Skills Advisors when those eligible employers are brokered to a training provider and sent the proposal summary for their signature & agreement.
Key contact	Pamela Mullaniff – Train to Gain Contract Manager at Business Link Pamela.mullaniff@blpeninsula.co.uk
Website	www.traintogain.gov.uk

Key messages

- Aimed at employers with fewer than 50 full time equivalent employees.
- The contribution is only available for employees who achieve a first full NVQ level 2 and/or approved Skills for Life qualification. NVQ level 3 'jumpers' are also eligible.
- The contribution will only be paid for employees that achieve the 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 release hours. Payments are made to the employer through LSC National Office.
- Where the Provider has recruited a potential eligible employer, the employer agreement must be passed to Business Link to take this forward. Employers must register for the scheme with Business Link before or during commencement of agreed training.
- The Skills Advisor will obtain bank details from employers and ensure the necessary paperwork has been completed in order to register the employer. All paperwork is available on the National pages of Engage.