



CONTRIBUTION TO WAGE COSTS EMPLOYER AGREEMENT



Terms and Conditions

By signing this Employer Agreement the employer accepts the terms and conditions set out below for Train to Gain's Contribution to Wage Costs scheme. The employer confirms that all employees taking part are:

- Over 19 years old and have a contract of employment.
- Do not already hold a Level 2 (or equivalent) qualification, if they are working towards a full Level 2 or Level 3 qualification.
- Will be released during their normal working hours to undertake training with their training provider and will be paid their normal wages during this time.

The employer also confirms that they will:

- Complete the necessary claim forms after employees have successfully completed their Train to Gain qualification.
- Confirm the total hours of training delivery for each employee with the Training Provider when the employee achieves their qualification.
- Keep evidence of individual wage rates for any employee for whom a claim has been made.
- If requested will supply evidence of payroll to Auditors, for up to 6 years after the date of claim, relating to employees for whom a claim has been made.

Number of employees taking part in learning

Indicative number of employees to take part in learning as part of Train to Gain

Declaration

I agree to the terms and conditions of this Employer Agreement, and the indicative employee number as set out in this form. I understand that these volumes may only be increased on further agreement with the Business Link service or Training Provider.

I understand that a request to inspect the wage records may be made at any time. I understand that the Contribution to Wage Costs is £5 per hour or the actual net hourly rate paid to the employee.

I understand that the maximum number of hours eligible for a Contribution to Wage Costs is 70 and will only be paid for eligible employees who achieve their approved qualification.

I understand that I must record and retain a list of the full names of the employees for whom I intend to make a claim.

I understand that Contribution to Wage Costs may only be claimed for companies with fewer than 50 full time equivalent employees (this is the entire company workforce, including other branches and) cannot be claimed for the business owner, Company Directors, volunteers and self employed individuals.

Employer's signature

Date

Name

Position in company

Company Name

Contact name (if different)

Number of employees in company

Employer ID

Remittance address

Phone number

Postcode

Email

For Business Link use

Business Link signature

Name

Business Link location