



Isle of Man
Government

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Department of Education, Sport and Culture

APPRENTICESHIP SCHEME 2024

This Scheme may be cited as the "Apprenticeship Scheme 2024" and with the approval of the Department of Education, Sport and Culture, (hereinafter referred to as the "Department") shall come into operation on the first day of April 2024 and remain in operation until such date as may be determined by the Department.

1. OBJECT OF THE SCHEME

The Scheme is designed to ensure the provision of systematic skills training and further education of an acceptable standard for both the present and future needs of the Island and to alleviate the financial burden placed upon employers engaged in the provision of systematic skills training.

2. ELIGIBILITY

The Scheme shall be open to all employers on Isle of Man provided that they are able to offer suitable training for apprentices to the satisfaction of the Department.

For the avoidance of doubt, an apprenticeship within this scheme is a system for training paid employees, employed under an 'apprentice' contract, to a trade or profession with on-the-job training and some accompanying study. Apprentices are those undertaking an apprenticeship and who have been recruited as such within 12 months of their application.

3. ADMINISTRATION OF THE SCHEME

The Scheme shall be administered and supervised by the Department's Training Services Team who shall:

- Assess the eligibility of the employer for new entrant training within the Scheme;
- Assess the eligibility of candidates to the Scheme and provide advice to employers in their assessment of the suitability of such candidates for training;
- Assess the appropriateness of any qualification offered as part of an apprenticeship for 'off-the-job' training;
- Supervise apprentices undertaking the programme of systemic training and further education and monitor performance against standards. Such standards will be determined by the relevant qualification authority or recognised industry

body and, where available, enshrined within agreed Apprenticeships frameworks for each sector;

- Determine payment of financial assistance;
- Offer support for social and welfare matters affecting the apprentice;
- Act as arbitrator to settle training disputes arising between employers and apprentices.

4. TRAINING

The training shall normally consist of two main elements;

- Systematic skills training ('in-work learning')

Including instruction in broad based skills, induction, safety and elements of work experience. The employer must agree to allow officers of the Department, or any person acting on the authority of the Department, access to the apprentice and their workplace so as to monitor training progress and to fulfil its own obligations to monitor the health, safety and welfare of the apprentice. Such visits will be made at reasonable times.

- Further Educational Studies ('out-of-work learning')

Paid release for further education shall be granted by the employer, during the apprenticeship period, at the same rate as the employee's normal rate of pay.

Wherever possible, successful completion of the training should lead to the attainment of industry accredited, nationally recognised qualifications.

Applications which are **UNLIKELY** to attract financial assistance include, those relating to:

- Training which is below level 2 (or equivalent) on the Regulated Qualifications Framework (RQF)
- Training which is considered to be predominantly academic in its nature, or above level 5 (or equivalent) on the RQF

Normally, all training and further educational studies will be undertaken in the Isle of Man. However, in exceptional circumstances, and with the written approval of the Training Services Manager, apprentices may attend courses outside the Island or some parts of which are delivered online.

Funding will not ordinarily be available for individuals who are undertaking an apprenticeship at a Regulated Qualifications Framework (RQF) level for which they have already received support. Where a business is considered to be in a sector of 'national importance' and a potential employee wishes to retrain into this sector, funding will be considered, even if the individual has previously been supported at the same RQF level.

In addition, the Department is unlikely to support applications for support under the Apprenticeships Scheme from applicants who are also concurrently in receipt of support from the Vocational Training Assistance Scheme or from applicants who are also in receipt of Government funding for staff training from another Government department.

Should an apprentice not meet the necessary standards of competence at any stage of the training the Training Services Manager shall have the right to withhold certification and any further registration.

5. EMPLOYERS' ELIGIBILITY

- For Registration

All employers must demonstrate, to the satisfaction of the Department, that they have sufficient staffing resources to provide the systematic skills training and that they are aware of their obligations under the Health and Safety at Work Act (1974) and any subsequent legislation in force during the period of the training agreement.

In particular, participating employers must meet their obligations under Minimum Wage legislation (Minimum Wage Act 2001) to remunerate an apprentice in line with rates set out by the Minimum Wage Committee and published by Isle of Man Government.

Employers must also provide evidence that they have sufficient insurances in place for their area of work and in particular that the apprentice is covered under such insurances.

6. PERSONS ELIGIBLE FOR TRAINING

Applicants for registration as apprentices shall be:

- Employed in the capacity of an apprentice in an occupation approved by the Training Services Manager;
- An 'Isle of Man Worker' as defined by the Control of Employment Act, 2017, (as amended) or have been granted a work permit under that Act;
- Ordinarily resident in the Island.

7. PERIOD OF TRAINING

The date of commencement of training shall be the date agreed by the employer and the Training Services Manager and specified as such on the training agreement. The term of training shall be for such a period that allows the apprentice sufficient time to attain the relevant qualification or other acceptable industry standard and as such will typically be based on a minimum of a 35 hour week. The maximum period for which the training will be provided will be specified as such on the training agreement. The Department will monitor progress towards the agreed completion and should the period be deemed significantly in excess of normal industry standards, or exceed the maximum period set out in the agreement, the Training Services Manager has the right to withdraw further financial assistance.

8. THE TRAINING AGREEMENT

A training agreement shall be entered into and signed by the employer and the apprentice and endorsed by the Department. This agreement shall be in a form approved by the Department. This agreement does not absolve the employer from responsibility under any relevant employment law which may be in force during the agreed training period.

9. FINANCIAL ASSISTANCE OFFERED TO INCREASE ECONOMIC PARTICIPATION ('Maintenance Payments')

Consideration will be given, on application, to additional, discretionary maintenance payments for those who may experience particular difficulties in accessing employment. These may include;

- Individuals who are care-experienced;
- Individuals who have learning difficulties and/or disabilities;
- Individuals who are registered disabled;
- Individuals who have left custody less than 12 months before applying for their apprenticeship;
- Individuals who are ex-Armed Forces personnel.

10. FINANCIAL ASSISTANCE FOR EMPLOYERS ('Incentive Payments')

Financial assistance for apprenticeships with small employers (ie less than 10 full-time equivalent employees) and those in designated areas of 'national importance' may be eligible, on application for payments as specified within Appendix II, subject to their:

- Being registered under the Scheme.
- Maintaining a registered office on the Isle of Man and offering direct employment within the Isle of Man.
- Paying a wage to the apprentice of an amount which is in line with rates set out by the Minimum Wage Committee and published by Isle of Man Government.
- Providing the apprentice with a contract of employment, based on full-time employment, which complies with current employment legislation.
- Employing a ratio of apprentices to skilled workers of the same profession which is acceptable to the Training Services Manager.
- Supplying to the Department a report indicating the progress of the apprentice.

Where it has been determined that a particular business operates within a sector of the economy that is of 'national importance', 'incentive payments' may be offered, subject to an application process.

The financial assistance paid in respect of all apprenticeships is intended to provide employers with a contribution towards the cost of 'on-the-job' training under the Scheme, and is conditional on the Department being satisfied with the progress of the apprentice in respect of on and off-the-job training.

11. PAYMENT OF FINANCIAL ASSISTANCE

Once an apprentice has an offer of support from DESC, which has subsequently been accepted, financial assistance can be offered.

Financial assistance (ie payment for out-of-work learning if not provided by University College, Isle of Man) will be paid in three instalments, in each year, of 34%, 33% and 33%).

No financial assistance will be provided for apprentices that choose to withdraw or are

withdrawn within their first six weeks of their enrolment.

If an apprentice fails to continue into the next instalment payment period, the employer must notify DESC and no funding will be made available for the apprentice.

No continuation rules apply to apprenticeship funding.

12. TRAINING RECORDS AND FURTHER EDUCATION

Records and reports shall be required on the two aspects of the training; one dealing with the training carried out on-the-job and the other dealing with off-the-job training which may include both industrial training and further education.

- Records (on-the-job)

The apprentice shall be responsible for keeping records of appropriate training in a form acceptable to the Department or training provider acting on behalf of the Department. Employers shall undertake checks that records are maintained by the apprentice and to verify that the entries are correct.

- Records and Reports (off-the-job)

The Department, the training employer and the apprentice shall each receive records of attendance and progress from each educational or training establishment attended by the apprentice.

13. TERMINATION OF AGREEMENT

Any circumstance which leads to the termination of the contract of employment which exists between the training employer and the apprentice shall, in most cases, automatically conclude the training agreement. In such cases, financial assistance may be paid on a pro-rata basis, according to the amount of training completed, subject to the following provisions:

- if the termination is at the request of the apprentice, minimum notice period required shall be five working days, and the Department shall be notified of the apprentice's intention by the employer within two working days of notice being given.
- in the event of a dismissal, the employer shall follow the conditions outlined in Appendix I.
- if an employee loses their employment, within 4 months of the intended completion date of their apprenticeship, the Department will consider continuing to support the 'off-the-job' training until completion of the qualification.

14. TRANSFER OF THE AGREEMENT TO ANOTHER EMPLOYER

Should an employer suspend business they shall report the fact forthwith to the Department who, provided they are satisfied that the employer did discharge all his duties with regard to his apprentice until the decision to suspend business, may authorise payment of that portion of financial assistance commensurate with the proportion of training completed.

A new agreement shall be created between the Department, apprentice and the new employer and any financial support will commence from the date of this new agreement.

15. RIGHT OF APPEAL

Any person who feels aggrieved by a decision made under the Scheme, has the right to an appeal. Any such appeal should be made in writing within 10 working days of the original decision. The case will be referred to a senior officer, within the Department, who will consider all of the information and make a final decision.

You must request a review within 10 working days of receiving the decision, by writing to the:

Training Services Manager
Department of Education, Sport and Culture
University College Isle of Man
Homefield Road
Douglas
IM2 6RB
Isle of Man

Or by email at training@gov.im

Your correspondence should clearly set out the reasons for requesting a review and you should include any additional information which you feel will help to justify your request.

The outcome of the review is final.

APPENDIX I

DISMISSAL OF APPRENTICES

The apprentice may at any time during the period of training be dismissed for any of the following reasons:

- Gross misconduct;
- Continual misconduct of a minor nature;
- Capability or performance issues;
- Redundancy;
- Where it would be in breach of statute to employ them;
- Any other substantial reason.

PROCEDURE

1. In the event of an apprentice committing gross misconduct that person shall be immediately suspended from work with or without pay at the employer's discretion for a period not exceeding seven days and the Department notified within two working days of commencement of the suspension.

2. Following a minor misdemeanour, the apprentice should, in the first instance, be cautioned by the employer or their agent. If such action is not effective, the apprentice should be given a first and, if necessary, a second written warning containing measures required to improve their conduct, a copy of which should be sent to the Department on each occasion. Following two such written warnings further misconduct of any nature will render the apprentice subject to dismissal.
3. Where the termination is due to redundancy, the Department should be notified in writing one month in advance in order that alternative arrangements can be investigated to allow the continuation of training.

APPENDIX II

FINANCIAL ASSISTANCE FOR APPRENTICESHIPS

Assistance will be paid to employers

- with fewer than 10 FTE employees OR
- who are in sectors determined to be of 'national importance'

for each completed week of training whilst in paid employment, in accordance with the following schedule, which commences at week one of the training programme.

1st Year Apprentice	£60 Per Week
2nd Year Apprentice	£45 Per Week
3rd Year Apprentice	£30 Per Week
4th Year Apprentice (Discretionary)*	£30 Per Week

Assistance will be paid tri-annually, four monthly in arrears following the completion of the necessary claim form, issued by the Department. Where an apprentice is employed and attending full time off-the-job training for periods in excess of four consecutive weeks, the assistance may be claimed four weekly, subject to satisfactory evidence of the training being available for inspection.

* Discretionary assistance is subject to approval by the Apprenticeship Team Manager.