

# Heathrow Airport Ltd & Heathrow Community Trust Apprenticeship Support Fund

## Aim of the Scheme

The Scheme is funded by Heathrow Airport Ltd and applications are administered by Heathrow Community Trust. Feedback from recipients of grants from Heathrow Community Trust indicates that funding for training is much needed but lacking. Heathrow Airport would like to gift its apprenticeship levy transfer allowance to recipients of HCT funds so they can offer training to their colleagues that would in turn support the organisation's work.

The aim of the Programme is to support community organisations to provide Apprenticeship training to their employees with the specific aim of:

- Increasing the sustainability of their organisation;
- Improving the ability of their organisation to support beneficiaries;
- Providing personal development opportunities for employees;

## Identifying and supporting funding recipients

- All applicants are encouraged to contact HCT CEO ([rebecca.bowden@hcommunitytrust.org.uk](mailto:rebecca.bowden@hcommunitytrust.org.uk) or [Helen.Reynolds@heathrow.com](mailto:Helen.Reynolds@heathrow.com)) before applying so that we can understand your organisation and work, discuss your application and advise where and how best to apply.
- This funding is available to any organization which has received funding from Heathrow Community Trust in the period 2015-2020 **except** local authorities. You will need to supply the Unique reference number of your latest grant which will look like: SPEL102Y19, HILL301S19, etc.
- This funding is only available to organisations whose beneficiaries reside in the following Boroughs: Hillingdon, Hounslow, Ealing, Slough, Spelthorne, Richmond, Runnymede, Windsor & Maidenhead, Buckinghamshire.
- Eligible organizations:
  - Educational institutions (schools, universities, pupil referral units, etc)
  - Charitable Incorporated Organisation (CIO)
  - Charitable Trust
  - Co-operative Societies (Must have a not for profit/asset lock clause(s) in their Society Rules AND be registered with the Financial Conduct Authority)

- Community Benefit Societies
- Community Interest Companies limited by guarantee
- Community Interest Companies limited by shares
- Company limited by guarantee (Must be a registered charity OR have a not for profit/asset lock clause(s) in their Articles of Association)
- Unincorporated Association/Organisation
  
- Community groups could be a youth club, resident's association, charity, or even a group of like-minded neighbours but must have **paid employees**. Groups should have a constitution and a bank account in the name of their organisation.
  - Application will be via an online application form.

## **Types and amounts of Funding**

- **Amount of Funding available:** Applicants can apply for funding to support as many apprenticeships as they would like to **support their employees only**.
- There is no limit to the number of applications that you make but you will need to submit a separate application form for each Apprenticeship.

## **What and who we will fund**

- Organisation applying for funding must have a **named employee** who wishes to undertake an Apprenticeship and must be in a position to commit to their **continued employment until completion of that Apprenticeship**.
- Organisation applying for funding must **commit to giving sufficient support** to their employee to enable them to complete their training e.g. management support and time off for study. This is currently 20% per week for learning.
- Apprenticeships are available for colleagues on payroll (not volunteers) and they must be employed for the duration of the apprenticeship chosen. The minimum length of an apprenticeship is 12 months. Depending on the one chosen it could be 18 months to 3 years.
- Organisations applying for funding must register on the **Government's Apprenticeship Service portal** [see Appendix 1 for instructions]
  
- **Location** - Your beneficiaries must reside in Hillingdon, Hounslow, Ealing, Slough, Spelthorne, Richmond, Runnymede, Windsor & Maidenhead, or Buckinghamshire
- This funding will support **Apprenticeships at Level 2-4**. The type of apprenticeship training is entirely up to the applicant organisation, but some suggestions that you may want to consider are:
  - Fundraising
  - Accounts/finance assistant

- Business admin
- HR support
- Associate project manager
- Team leader supervisor
- Marketing/social media

Please see the link below to the Institute for Apprenticeships where you can search for an apprenticeship standard

[Apprenticeship standards / Institute for Apprenticeships and Technical Education](#)

## **General Principles and Criteria on which Applications are judged**

- The Review Panel will review applications and make funding recommendations to Heathrow Airport Ltd, panels are made up of representatives from Heathrow Airport Ltd and community organisations from the surrounding area. Panels look at every application and judge it according to the key funding criteria.
- Any information not on the application form will not be seen by the Review Panel Members or decision-makers.
- If you cannot meet the deadline of 31/5/21 Please email [Helen.Reynolds@heathrow.com](mailto:Helen.Reynolds@heathrow.com) to discuss flexibility in the date.

### **Key decision-making criteria:**

**Demonstrate that you** the Apprenticeship training will:

- Increase the sustainability of your organisation; **or**
- Improve the ability of your organisation to support beneficiaries.

**Demonstrate that** the Apprenticeship training will:

- Provide a personal development opportunity for your named employee.

**Confirm that your organisation's beneficiaries reside in one or more of the following**

**boroughs:** Hillingdon, Hounslow, Ealing, Slough, Spelthorne, Richmond, Runnymede, Windsor & Maidenhead, Buckinghamshire.

## **Payment of Funds**

- **Payment:** Funding covers **the cost of Apprenticeship training only**; it does not cover salary for the member of staff undertaking the training. As the receiving organisation, you will receive funds into your Apprenticeship Levy account on a monthly basis. The levy transfer rules do not allow for the total cost of the Apprenticeship to be transferred as one lump sum. In order to receive the funds, the receiving organization must [register for an account](#).

## **Submitting your application**

**To submit your application** - Applications must be completed online and can be found at:

[https://heathrowcommunityfund.formstack.com/forms/hal\\_hct\\_eligibility\\_quiz](https://heathrowcommunityfund.formstack.com/forms/hal_hct_eligibility_quiz)

**If any of the information is inaccurate your application could be deemed ineligible.**

**BEFORE YOU SUBMIT YOUR APPLICATION, CHECK:**

- 1) You have completed all sections of the form**
- 2) The project meets all our key criteria**

Once you have submitted your application you will receive an email and **Unique Reference Number (URN)** to confirm that your application has been submitted. Please contact us if you do not receive the confirmation email within a few days.

If you need any further assistance or guidance with the application at any stage, please contact us on [rebecca.bowden@hcommunitytrust.org.uk](mailto:rebecca.bowden@hcommunitytrust.org.uk)

**Reporting on apprenticeship funding**

You will be required to complete a short report for Heathrow Airport Ltd on the completion of your Apprenticeship to cover how it has helped your Apprentice, and the organisation as a whole.

## APPENDIX ONE

### Information from government website

#### Employers who want to receive a transfer

If you want to receive a transfer you must be aware of the following:

- you can only use the transferred funds for apprenticeship training and assessment
- transferred funds can only be used for apprenticeship standards
- you'll need to create an account on the apprenticeship service to receive the transfer and pay for apprenticeship training
- you'll need to sign an agreement with the Education and Skills Funding Agency (ESFA)
- transfer payments will be made monthly from the sending employer to your apprenticeship account
- if the apprenticeship stops then the funding will stop too
- you won't have to pay any funds back to the sending employer
- if the employer sending you funds runs out of money, you must make the relevant employer co-investment contribution. Refer to the 'Paying for an apprenticeship' section of the [funding rules](#) for information on the rate that needs to be paid
- a transfer can fund up to the [funding band maximum of a standard](#), if the cost of training is more, you'll have to pay the difference to the training provider
- if a training provider transfers funds to you, they cannot deliver the training for that funded apprenticeship
- [funding rules](#) around transferring apprenticeship funds

#### Registering for an Account

[Click here to register for an account](#)

To register you will need the following:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

We'll ask you to:

- create an account
- add a PAYE scheme on behalf of your organisation
- accept the employer agreement with the ESFA

## How to get a PAYE scheme reference number

If you are a small employer who does not pay the [apprenticeship levy](#), you will need your PAYE scheme reference number (also known as ERN number) and your account office reference number (AORN).

## Get help with the apprenticeship service

You can either:

- [visit the knowledge hub](#)
- search for help in the apprenticeship service at any time
- call 08000 150 600 or email [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk) during our opening times

## Opening times

Our opening times are 8am to 8pm, Monday to Friday. During our opening times, we'll reply to emails within 4 hours.