



Apprenticeship Care Leaver Bursary Policy

Date established:	August 2018
Updated:	July 2019
Reviewed:	Annually
Purpose:	This policy aims to set out MITSkills Policy with regard to the ESFA Policy for Care Leavers Bursary =

MITSkills is committed to facilitating Care Leavers entitles to claim the Apprenticeship Care Leavers Bursary and will do so by giving all Care Leavers with the required evidence of entitlement the opportunity to apply for the Bursary the funding of the Bursary is on the basis of appropriate evidence and ESFA funding availability (which can change. The Bursary is provided for 16 to 24-year-old Care Leavers based on meeting the ESFA evidence requirements. Paragraph number are given a cross reference to the ESFA rules this policy's

P109 A child in care is defined as:

P109.1 an eligible child - a young person who is 16 or 17 and who has been looked after by a UK local authority/health and social care trust for at least a period of 13 weeks since the age of 14, and who is still looked after;

P109.2 a relevant child - a young person who is 16 or 17 who has left care within the UK after their 16th birthday and before leaving care was an eligible child; or

P109.3 a former relevant child - a young person who is aged between 18 and 21 (up to their 25th birthday if they are in education or training) who, before turning 18, was either an eligible or a relevant child.

Care leavers bursary

P118 Apprentices are eligible to receive a £1,000 bursary payment if they have been in the care of a UK local authority as defined in paragraph

P109. The learner /Apprentice to claim must evidence that the apprentice is eligible for this payment to make a claim .

The evidence required by the ESFA must be a signed official email or letter clearly **from a local authority** and signed by an appointed personal advisor confirming that the apprentice is a care leaver.

Due to GDPR the learner must apply for this evidence.

P120 MITSkills will tell apprentice able to provide evidence that they are eligible for the bursary as a care leaver and give them the opportunity to declare that they would like to access the funding. This signed declaration (must allow the apprentice to confirm that they:



P120.1 Understand that they are eligible for and would like to receive a bursary as a care leaver.

P120.2 Understand that if they have been found to have accepted the payment incorrectly or if they are ineligible then the government will require it to be repaid.

P120.3 Have not been paid a care leavers bursary before.

This only includes the care leavers bursary paid by the ESFA; other local incentives do not apply.

P121 This is a one-off payment. An eligible apprentice must only receive this payment once. An individual must not receive this funding again if they progress or start another apprentice. The apprentice must declare they have not received this payment previously before you pass it on. The ESFA will also monitor this to ensure that the apprentice receives this payment only once and may reclaim duplicate payments.

P122 You must include signed consent from the apprentice to inform their employer that they have been in the care of their local authority and tell the apprentice that their declaration will be used to generate additional payments to both the main provider and their employer to support their transition into work.

P123 Where a 19 to 24-year-old apprentice does not want to inform their employer that they were previously in care, then you must report the appropriate code in the ILR. This will generate the funding for the Training Provider and the apprentice but not the employer. This means that MITSkills should not record the code for the waiver in the ILR.

P124 The bursary payment, due to the apprentice, will be generated 60 days after they start. MITSkills will pass this on in full to the apprentice within 30 days of receiving this funding from the ESFA.

P125 Once paid the apprentice will be required to evidence has received the bursary payment. This must be a signed confirmation from the apprentice and not a receipt of transaction.

To the learner/Apprentice

You do not have to declare you are a care leaver to your employer and we have allowed for this in the sign-up pack. You do however have to complete a declaration and provide appropriate evidence to us prior to sign up. We supply a copy of the form on our website or you can ask at sign up to help you complete the process.

Complete the forms carefully, making sure you complete all of the sections. You also need to make sure you provide us with **photocopies** of the evidence we have asked for. Please note we prefer you not to send originals; **if you send originals**, we cannot guarantee that we will be able to return these to you.



You should hand in or send your completed application form and evidence to your assessor handling your signups and retain a copy for yourself; or you can send it by secure post (which is advised where you have not completed the form on the day of sign up) .

Evidence that must be included (a signed dated letter or signed e-mail confirmation) from your Local Authority showing the Local Authority Logo and Address along with the Appointed Personal Advisor Signature is required to confirm you are a Care Leaver.

Postal Applications

If you are sending your application by letter with evidence using the check list and giving completed bank details form and evidence by post, you may want, and we advise you send your letter tracked (e.g. to get a free Proof of Posting Certificate and/or send by recorded delivery). MITSkills cannot accept responsibility for postal applications not received. Send by letter to the address below.

**Richard Philips
Bursary Administrator
12/13 Camphill Industrial Estate
West Byfleet
Surrey
KT14 6EW**

The £1,000 bursary will be paid once to each care leaver in the eligible age range, when they start an apprenticeship after 1 August 2019.



Date Reviewed	300719
Reviewed	Annually
Version Status	Approved
Approved By:	 Company Director: Date 300719