

CONTRIBUTION TO WAGE COSTS EMPLOYER AGREEMENT



Terms and Conditions

By signing this Employer Agreement, the employer accepts the LSC's 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 or 5 GCSEs (grades A–C), 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 all the paperwork (both this form and the claim documentation) required to join the Train to Gain contribution to wage costs scheme and submit this to the Skills Broker
- confirm the total hours of training delivery for each employee with the training provider when the employee achieves their qualification
- keep evidence of individual employee wage rates, and if requested, supply us with this evidence of payroll for up to six years after the date of the claim
- allow us access to paperwork relating to any claims for a contribution to wage costs, if required
- maintain a list of employees for whom a claim has been made
- cooperate with LSC auditors, as required in relation to the contribution to wage costs scheme.

Number of employees taking part in learning

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

Declaration

Employer's declaration

I agree to the terms and conditions of this Employer Agreement, and the indicative employee number as set out on this form. I understand that these volumes may only be increased on further agreement with the Skills Broker.

I understand that the LSC may ask to inspect these records 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 is 70 hours and will only be paid for employees who achieve their approved qualification.

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

Employer's signature

Date

Name

Position in company

Company name

Contact name (if different)

Number of employees in company

Employer ID

Company address

Phone number

Email

For Skills Broker's use

Skills Broker's signature

Name

Skills Broker's organisation

Skills Broker ID

>lsc

Learning and
Skills Council