**Incentive No 1 – 13 week Recruit and Train**

**Value - £800**

**Eligibility**

* The new employee is to be aged 19 or older upon start date with the employer
* Age is to be evidenced through viewing formal documentation i.e. passport, driving licence, birth certificate etc
* The employer must be based within Derbyshire or Nottinghamshire
* The employer must be an SME (employs less than 249 staff)

**Claiming the incentive**

* Complete the job sustainment form (front and back) including a signed business card, compliment slip or letterhead
* Complete the State aid declaration form
* Complete a 13 week training plan which must be signed off and achieved by the employee & employer (basic example provided below)
* Return the completed forms (originals required) once the 13 weeks in employment and the 13 week training plan has been completed

**How to guide**

Please see below instructions on how to complete the paperwork correctly, failure to complete the forms to the correct requirements could invalidate your claim.

**Job Sustainment Form – Part 1 – Job Start**

* Complete the employees details fully to include full name, full address, postcode, gender, date of birth and what evidence you have seen to confirm the person’s date of birth
* Complete the employers details, company name, company address (where the employee is based), company postcode
* Complete the employment start date (this is the start date of the new employee)
* Complete the contracted and average hours worked for the new employee
* State aid box – please circle Yes once you have completed the state aid form
* Tick the SD01 13 week incentive
* Enter the company name declaring that you employ less than 250 staff
* Please sign, print and date the form
* Attach a signed letterhead, compliment slip or business card (no other documentation is eligible to be attached) or imprint with a company stamp

**Job Sustainment Form – Part 2 – Sustainment**

* Complete the employees details fully to include full name, full address, postcode
* Complete the employers details, company name, company address (where the employee is based), company postcode
* Please circle the SD01 £800 incentive
* Please re-confirm the start date of the employee in the corresponding box
* Please add the sustain date – this will be 13 weeks from the start date (this will be checked upon claim)
* Add the name of the employee on the dotted line and circle the number 13, to confirm they have been employed for that duration of time
* Please sign, print and date the form
* Attach a signed letterhead, compliment slip or business card (no other documentation is eligible to be attached) or imprint with a company stamp (if already provided on the front, it does not need to be re-added on the reverse)
* Complete your bank details ready for payment

**State Aid Declaration Form**

* Complete the company name as recorded with Companies House
* Complete the company’s registered address
* Complete the company contact details
* Point 4 – declaration – add any amounts (if any) of De Minimis aid received in the years stated and total up. Then sign, date etc to confirm that you will update us if you receive any additional aid from now until July 2018
* Point 5 – Sign, date etc to confirm that the company employs less than 250 staff
* Point 6 – Job Role is the job title of the new employee for which you are claiming the incentive – the date the job was advertised (can be entered as i.e. March 2017) – the name of the employee – then insert name of company on the dotted line below to confirm that it’s a newly advertised position
* Point 7 – Not applicable
* Point 8 – Please sign, print, date etc to confirm that the form is completed correctly.

**13 Week Training Plan**

Here’s an example of a 13 week training plan that could be utilised

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Staff name: Joe Bloggs Start date: 13/10/17 13 week date: 12/01/2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Date Planned | Date Completed | Employee Signature | Employer Signature |
| Induction to business, staff policies, health & safety | 13/10/2017 | 15/10/2017 |  |  |
| Machine Maintenance Training | 16/10/17 – 30/10/17 | 30/10/2017 |  |  |
| Installation Training | 31/10/17 – 01/12/17 |  |  |  |

(add additional weeks up to the 13 weeks, as you can see from the Installation training line, some training may take longer than 1 day or 1 week, this is fine as long as it’s not 1 item for the whole 13 weeks, however where you can break down the training plan to be more specific please do so)

I confirm that the 13 week training programme has been completed and the employee has remained in employment for 13 weeks.

Employer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Then send the 3 completed forms (job sustainment, state aid & 13 week plan) to:**

Incentive Processing, DBC Training, 3-4 St Peters Churchyard, Derby, DE1 1NN