

Co-Investment & Employer Incentive Payments Policy

Approved: January 2026 | Review Due: January 2027

1. Purpose

To ensure Salt Training Limited meets all Department for Education (DfE) and Education and Skills Funding Agency (ESFA) requirements for the collection and administration of co-investment payments and employer incentive payments for apprenticeships, including additional payments for eligible 16–18, 19–24 (care leavers/EHCP) apprentices.

2. Scope

This policy applies to all apprenticeship programmes delivered by Salt Training Limited, including foundation apprenticeships where applicable under current apprenticeship funding rules, and to all employers (levy and non-levy), apprentices, and staff involved in payment administration.

3. Policy Statement

Salt Training Limited is committed to: - Transparent, accurate collection of co-investment payments from employers - DfE/ESFA-compliant administration of incentive and additional payments for eligible employers (including foundation apprenticeships, 16–18, and 19–24 care leaver/EHCP categories) - Clear signposting and separation of CITB grant processes - Not offering incentives, rebates, offsets or benefits to reduce employer co-investment liability - Not withholding, offsetting or retaining any part of DfE/ESFA employer additional payments. Employer Self-Funded (not Government funded) fees will not be refunded. Salt Training Limited does not offer any financial or non-financial inducement to employers or apprentices in relation to funded apprenticeship training.

4. Procedures and Controls

4.1 Co-Investment Payments

Collection: - For non-levy employers, collect the mandatory employer co-investment as required. - Issue clear invoices, stating due dates, amounts, and payment schedules. - Accept payments via secure bank transfer, with receipts issued. - All employer contributions must be received prior to completion/gateway where required by funding rules.

Controls: - Maintain a detailed payment log for each employer and apprentice, linked to ILR. - Reconcile payments monthly; follow up on overdue payments. - All payment records

Retained in accordance with DfE funding rule retention requirements. - Provide employers with clear guidance on co-investment responsibilities.

4.2 Employer Incentive & Additional Payments (16–18, 19–24 Care Leaver/EHCP)

a) DfE Additional Payments for Employers

- Employers may receive a £1,000 additional payment for each eligible apprentice:
 - Aged 16–18 at apprenticeship start
 - Aged 19–24 and either a care leaver or holds an EHCP

b) Compliance with Eligibility & Evidence Requirements

Eligibility Identification at Enrolment: - Apprentices complete a detailed learner declaration form. - Enrolment includes questions to identify: - Care leaver status - EHCP status - Date of birth (to confirm 16–18 or 19–24 at start)

Evidence Collection: - For care leavers: written confirmation from local authority or official documentation. - For EHCP learners: copy of current EHCP. - Evidence retained securely in the learner file.

ILR Recording: - Relevant ILR fields coded accurately in PICS only after evidence is obtained and verified.

Funding Monitoring: - Monthly funding reports reviewed to confirm that the £1,000 payment is triggered where appropriate. - Anomalies are investigated before the next ILR submission.

Controls: - Pre-enrolment compliance checklist requires documentary evidence before ILR coding. - Dual review: Operations Officer inputs data; Managing Director verifies before ILR submission. - Evidence reconciliation: ILR coding checked against retained evidence. - Funding reconciliation: Monthly reconciliation of funding statements to confirm correct payment generation. - Secure retention: All evidence stored in the learner evidence pack per data protection and audit retention requirements. - No claim is made without documented evidence.

c) Payment Process & Controls

- Where Salt Training Limited receives an employer additional payment via funding earnings, the full amount is passed to the employer in accordance with funding rules:
 - Funding reports reviewed to confirm receipt.
 - Amount and timing verified against ILR.
 - Full £1,000 paid to employer by BACS within funding rule timeframe.
 - Remittance advice issued; payment details recorded in finance records.
 - Funding statement, bank confirmation, remittance advice, and employer acknowledgement (if applicable) retained.

Controls: - Funding tracking spreadsheet records apprentice name, eligibility type, payment dates, evidence reference. - Segregation of duties: Operations Officer confirms eligibility and payment receipt (recorded in PICS); Managing Director authorises payment. - Monthly finance reconciliation: Funding income reconciled with ILR and bank receipts. - No retention policy: Salt Training Limited does not withhold, offset or retain any part of the employer additional payment.

d) Foundation Apprenticeships

- Where applicable under funding rules, the above framework applies.

4.3 CITB Grants

- Employers are signposted to CITB grants and provided with information on eligibility and application processes.
- All CITB grant agreements, applications, payments, and any repayments remain strictly between the employer and CITB.
- Salt Training Limited does not process, collect, or administer CITB grants.

5. Compliance and Monitoring

- Regular staff training on DfE/ESFA funding guidance and payment processes.
- Designated compliance officer (Operations Officer) oversees payment administration and audit readiness.
- Risk managed by the Risk, Audit and Compliance Committee.
- Policy reviewed annually and updated in line with DfE, ESFA, or CITB guidance.
- Funding reports reconciled monthly against ILR and employer records.

6. Responsibilities

- Managing Director: Overall accountability for compliance.
- Compliance Officer: Day-to-day monitoring, training, and audit preparation.
- Finance Team: Invoicing, payment processing, record-keeping, and financial audits.
- Delivery Staff: Accurate communication of payment requirements to employers.

7. Data Protection

All personal data is processed in accordance with the UK GDPR and Data Protection Act 2018.

Approved by: Kurt Salter

Position: Managing Director

Date: January 2026

A handwritten signature in black ink, appearing to be 'H. J. A.', written in a cursive style.