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**Young Person Employment Bursary**

**Application and Guidance**

**Young Person Employment Bursary:**

This bursary has been set up to help employed people aged 18-35 in Denbighshire who are earning below the county median wage.  The main purpose of the scheme is to help young people secure a better wage by investing in their skills through undertaking training / development or accessing mentoring that will allow them to progress within their current workplace or with a new employer. The bursary is administered by Denbighshire County Council’s Economic and Business Development Team and supports the council’s new corporate priority of ensuring that the county is a place where younger people want to live and work and have the skills to do so.

Funding of between £250 and £2,000 per person can be awarded.

**Who can apply?**

In order to be eligible to apply you must be:

* Aged 18-35 (at point of application and approval); AND
* Living in Denbighshire; AND
* Earning below the County median salary (£24,944); AND
* Currently be in employment (minimum 16 hours) and can clearly demonstrate availability of suitable positions with a Denbighshire based company.

Exclusions

* Previous successful applicants
* Self Employed
* Those in full time education
* Public Sector workers

**What can the Bursary pay for?**

Below is a list of examples of what the bursary can and can’t assist with. This is not an exhaustive list. Please contact us if you wish to check the eligibility of a particular course/qualification.

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| **Eligible** |  | **Ineligible** |
| * Further education courses
* Professional skills and training e.g. AAT, NVQ, City & Guilds
* Commercial Vehicle Driver Training
 |  | * Renewal of Professional Fees/ existing qualifications
* Higher Education Courses
* Standard /Statutory required to undertake existing role
* Associated travel costs or overnight accommodation
* Driving Lessons (Cat A/B/B1)
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**Application Process**

1. Complete attached application form, include supporting documentation and return.
2. Upon receipt of your application a careers advisor will contact you to discuss your application.
3. Your application will then be assessed in conjunction with feedback from the careers advisor and you will be notified of a decision.

**Guidance for completing the Application Form**

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| **Section 1: Applicants Details** |
| * Please provide your personal details, proof of age will be required by means of passport, driving licence or birth certificate.
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| **Section 2: Current Employer**  |
| * Please provide details of your current employer, your job title within the company, how many hours a week you work and current gross annual salary. Proof of earnings will be required by means of the 3 x monthly payslips or if paid weekly, 3 x weekly payslips, 1 from each of the last 3 months.
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| **Section 3: Training Course/Qualification*** Please confirm the name of the course you wish to undertake and the title of the qualification you will receive once completed. The Bursary will NOT contribute to any course you have already started.
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| **Section 4: Course Details & Quotations** |
| * Please provide 3 quotations to include all costs including any examination fees. Applicants are reminded that courses/qualifications can be supported from £250 up to a maximum of £2,000.
* Candidates can choose the provider they wish to use, however the bursary will only pay the value of the lowest quote, anything over this amount must be paid by the candidate. Candidates will also be required to cover any costs exceeding the £2,000 limit.
* Please ensure you leave enough time for applications to be processed before the start of your chosen course.

Please provide details of your preferred course provider and start date. If your application is successful we will contact them directly to confirm your booking and arrange payment. Fees will not be paid to course brokers or agents, only directly to the training provider. |
| **Section 5: Job Target** |
| * Please provide evidence of jobs that you would be eligible to apply for once you have undertaken the training course/qualification. We require up to 3 examples of positions with a salary guide, that are currently available within the Denbighshire jobs market e.g. recent job adverts from local press or websites **OR** a statement from a local employer, including current employer indicating a higher paid future post opportunity. Please submit with your application form.
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| **Section 6: Declaration** |
| * Please read the declaration fully before signing the application form.
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**YOUNG PERSON EMPLOYMENT BURSARY APPLICATION FORM**

***FOR ASSISTANCE PLEASE REFER TO THE GUIDANCE NOTES ATTACHED TO THIS FORM***

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| **1. APPLICANTS DETAILS** |
| Name:  |
| Address:Postcode: |
| Telephone No |  |
| Email  |  |
| Date of Birth  |  |

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| **2. CURRENT EMPLOYER** |
| Company Name & Address |  |
| Current Job Role & Hours worked  |  |
| Current Salary: |

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| **3. TRAINING COURSE / QUALIFICATION**  |
| Please provide details of the course: including the qualification you will receive once complete: |
|  | Please tick box to confirm that you have checked and meet any pre-requisite course requirements |

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| **4. COURSE DETAILS & QUOTATIONS** |
|  (Original estimates / quotes must be attached) The quotations assist in determining that any funds paid towards course fees are a fair price. The Bursary will be awarded to the lowest quote given |
| **COURSE** | **SUPPLIER** | **COST (Ex. VAT)** | **COST**  | **Preferred Provider**  |
|  | 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| **5. Job Target – Evidence of Demand** |
| Please provide up to 3 examples of Jobs and Salaries within Denbighshire you could apply for once trained/qualified  1)2)3) |

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| **What difference will this support make to you?**  |
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| **DOCUMENTS TO BE INCLUDED** |
| [ ]  Confirmation of Home Address – e.g. Utility bill, [ ]  Proof of Age - Driving Licence / Passport OR copy of Birth Certificate[ ]  Evidence of Current Salary – 3 Payslips or Bank Statements[ ]  Evidence of future Job Opportunities - up to 3 examples of current positions within Denbighshire[ ]  Training / Course Details [ ]  Confirmation of Pre-requisite Qualifications |

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| **DECLARATION** |
| * **I/we authorise the Council to make any enquiries necessary to verify any information needed to determine my application. The information provided in this application may also be shared with colleagues in other departments and business support organisations in order to assess the application.**
* I/we declare that all the information given on the form is correct, to the best of my knowledge, and that the giving of a false declaration may result in action by the Council against the signatory for recovery of the Bursary plus costs, charges and expenses relating there
 |
| **Signature:** |  | **Print Name:** |  |
| **Position:** |  | **Date:** |  |
| **Please Return this Form to:**Economic & Business Development **Email:** econ.dev@denbighshire.gov.ukCaledfrynSmithfield RoadDenbighLL16 3RJ |

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| **DATA PROTECTION** |
| The Council awarding the Bursary is the data controller.  Information on this form will be used for the purpose of administering the fund.  It may be disclosed to other departments of the Council and other Agencies in accordance with the Registration by the Council and other legislation.The Council’s privacy notice can be found here - <https://www.denbighshire.gov.uk/en/resident/legal/privacy.aspx> |