



Quality Assurance and Enhancement

Apprenticeship Care Leaver Bursary Declaration 2023/24

1 August 2023

Official guidance

The following information is derived from the 2023/24 version of the ESFA [apprenticeship funding rules](#):

UEL must provide all 16-24-year-old apprentices the opportunity to declare their eligibility for the care leaver bursary. Apprentices, who start their apprenticeship on or after 1 August 2023, are eligible to receive a £3,000 bursary if they have been in the care of a UK local authority.

Where the apprentice is aged between 19 and 24 years old, at the start of their apprenticeship, UEL must obtain consent from the apprentice to inform their employer that they have been in the care of their local authority.

Where an apprentice does not want to inform their employer that they were previously in care, this will be reported in the ILR. This will generate the funding for UEL but not the employer. UEL will not apply or record the co-investment waiver in the ILR.

The care leavers' bursary payment, due to the apprentice, will be generated (and paid via UEL) as follows:

1. 60 days after the apprentice starts, £1,000 will be paid if the apprentice is still undertaking their apprenticeship;
2. 120 days after the apprentice starts, £1,000 will be paid if the apprentice is still undertaking their apprenticeship; and
3. 300 days after the apprentice starts, £1,000 will be paid if the apprentice is still undertaking their apprenticeship.

The care leaver bursary is a one-off claim. An eligible apprentice must only receive the bursary once. The ESFA also monitors this to ensure that the apprentice receives this bursary only once and may reclaim duplicate payments.

Where an apprentice, who is eligible to receive a bursary of £3,000, leaves their apprenticeship before receiving the full bursary, they will still be entitled to further payments on a new apprenticeship until they have received £3,000 in total.

UEL will pass the payments on, in full, to the employer and/or apprentice within 30 working days of receiving the funding from the ESFA.

Where UEL has been unable to pass the additional payment onto the employer (for example, the employer has not responded to numerous requests for their bank details) then this payment will be returned to the ESFA. On the Earnings Adjustment Statement (EAS), UEL will enter the payment as a negative Authorised Claim. The adjustment type would be "Authorised Claims - Additional payments for employer". Information can be found in the [EAS Guidance](#).

Before any payment is claimed for and paid there must be confirmation of eligibility for any care leaver bursary. This includes:

1. confirmation of the apprentice's age at the start of the apprenticeship;
2. a signed letter or email confirmation from a local authority confirming the apprentice's care leaver status **OR** evidence of an education, health and care (EHC) plan (19-24-year-old apprentices only).
3. a signed declaration by the apprentice to confirm that they:
 - a. understand that they are eligible for and would like to receive a bursary as a care leaver;
 - b. understand that if they have been found to have accepted the payment when they are ineligible then government will require it to be repaid;
 - c. if the apprentice is aged 16 to 18, signed consent from the apprentice that they have provided permission to share their care leaver status with their employer on their behalf.

Upon ESFA payment to UEL of the care leaver bursary, UEL must provide evidence of payment being paid to the employer or apprentice within 30 working days. This must:

1. Be evidenced within UEL's financial systems (to show transaction of payment); and
2. Include confirmation from the apprentice that each payment has been received.

Apprenticeship Care Leaver Bursary Declaration: Part I

To be completed by a UEL representative.

Name of apprentice <i>Please use the full name of the apprentice documented on their Individual Learner Record (ILR).</i>		
Apprentice ULN <i>ULN = Unique Learner Number.</i>		
Apprentice date of birth	Click or tap to enter a date.	
Apprentice age group on the start date of the apprenticeship	16-18	<input type="checkbox"/>
	19-24	<input type="checkbox"/>
	<i>Unfortunately, from 1 August 2023, apprentices aged 25 or older at the start of their apprenticeship are not eligible for this bursary.</i>	
Apprenticeship standard <i>Please state the full title of the apprenticeship standard <u>not</u> the title of the UEL course of study.</i>		
Employer organisation		
Start date of apprenticeship <i>If the apprentice has previously undertaken a break in learning for this apprenticeship, please use their original course start date.</i>	Click or tap to enter a date.	
60 days after the start date of apprenticeship	Click or tap to enter a date.	
120 days after the start date of apprenticeship	Click or tap to enter a date.	
300 days after the start date of apprenticeship	Click or tap to enter a date.	
Which of the following pieces of evidence are attached as an appendix to this form?	a signed letter or email confirmation from a local authority confirming the apprentice's care leaver status	<input type="checkbox"/>
	evidence of an education, health and care (EHC) plan (19-24-year-old apprentices only)	<input type="checkbox"/>
UEL Representative Name		
UEL Representative Job Title		
UEL Representative Signature		
Date		

Apprenticeship Care Leaver Bursary Declaration: Part II

To be completed by the apprentice.

Please provide your signature for only **ONE** of the following options:

Option 1:

As the apprentice named in Part I of this declaration, I confirm the following:

- I understand that I am eligible for and would like to receive a bursary as a care leaver;
- I understand that if I have been found to have accepted this bursary when I am ineligible then the government will require me to repay it;

Additionally, if I am aged 16 to 18:

- I consent to providing permission for UEL to share my care leaver status with my employer on my behalf.

Apprentice Signature

Date

Click or tap to enter a date.

Option 2:

As the apprentice named in Part I of this declaration, I confirm the following:

- I understand that I am eligible for and would **not** like to receive a bursary as a care leaver. This may be because I have already received this bursary previously or for any other reason.

Apprentice Signature

Date

Click or tap to enter a date.

Apprenticeship Care Leaver Bursary Declaration: Part III

To be completed by UEL finance representative(s) and the apprentice.

Day 60 Payment

Please find below a screenshot from UEL finance systems displaying that the apprentice listed in this declaration was paid the 60-day bursary of £1,000.

[Insert screenshot here]

UEL Representative Name	
UEL Representative Signature	
Date	Click or tap to enter a date.
As the apprentice listed on this declaration, I confirm I have received the 60-day care leaver bursary payment from UEL.	
Apprentice Signature	
Date	Click or tap to enter a date.

Day 120 Payment

Please find below a screenshot from UEL finance systems displaying that the apprentice listed in this declaration was paid the 120-day bursary of £1,000.

[Insert screenshot here]

UEL Representative Name	
UEL Representative Signature	
Date	Click or tap to enter a date.
As the apprentice listed on this declaration, I confirm I have received the 120-day care leaver bursary payment from UEL.	
Apprentice Signature	
Date	Click or tap to enter a date.

Day 300 Payment

Please find below a screenshot from UEL finance systems displaying that the apprentice listed in this declaration was paid the 300-day bursary of £1,000.

[Insert screenshot here]

UEL Representative Name	
UEL Representative Signature	
Date	Click or tap to enter a date.
As the apprentice listed on this declaration, I confirm I have received the 300-day care leaver bursary payment from UEL.	
Apprentice Signature	
Date	Click or tap to enter a date.