

Useful Information for Employers and Providers

Once the referral form is received, the employer will be contacted within 48 hours and an appointment made for paperwork completion (for Programme 1a and 1b this will usually be by telephone support. All programme 2 referrals will receive a site visit). This appointment / call will take place within 4 weeks from the point of referral.

Start Paperwork

- All paperwork must be submitted by the 22nd of the month to ensure that payments that have been approved can be paid at the beginning of the following month.
- BACS runs will be made on the first of the month and will take 3-4 working days to show in your account.
- If, for any reason you are unable to complete the paperwork and need to speak with a member of the PTS team, please contact Sarah Munday, George Bogue or Emma Howie on 01452 886888.
- If, for any reason you are unable to submit the paperwork by the 22nd of the month, please contact Claire Buttarazzi or Sarah Rattenbury on 01452 886888.
- If you have any questions about the employer offer in either Programme 1 or Programme 2 please contact Sarah Munday on 01452 886888 or sarahm@trainandrecruit.com

For paperwork that is received after the 22nd of the month; payment will then be made the following month; however we will accept that the participant may have started their employment with the employer. This will be noted and managed effectively by our Claims and Audit Team.

13 week paperwork

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- BACS runs will be made on the first of the month and will take 3-4 working days to show in your account.
- If, for any reason you are unable to complete the paperwork and need to speak with a member of the PTS team, please contact Sarah Munday, Georgina Bogue or Emma Howie on 01452 886888.
- If, for any reason you are unable to submit the paperwork by the 22nd of the month, please contact Claire Buttarazzi or Sarah Rattenbury on 01452 886888.

We will make sure all paperwork is completed correctly and accurately with you at point of contact, ensuring all payments are processed and managed effectively to avoid any disruption to your company and the support that you are providing for the Apprentice.