

25 March 2020

Ref: COVID-19 Advice and Guidance for Employers

Dear Employer

We currently find ourselves in a constantly changing landscape and since we sent our email to you on Monday, with the 'Change of Circumstances' form, the climate has changed yet again as we go into 'lock down' as a community. This lock down may have significant implications to you as a business and as an employer of apprentices, so we wanted to direct you to the advice and guidance information that has been provided by the States of Guernsey to try and help you at this difficult time.

The States have launched two different schemes to try and assist businesses during this period.

The [Guernsey Payroll Co-funding Scheme](#) has been set up to support businesses and try and incentivise employers to keep their employees in work for, initially, the next 3 months. The guidance provides you with details as to who will qualify for this scheme and we encourage any employer, who does qualify and if it is the right decision for your business, to consider this as a way to keep on your apprentice and other employees in work over the coming months.

If you find that this is not a feasible option, whether because you don't qualify for the Scheme or for other reasons, then there has also been a [Hardship Fund](#) set up, to support those who find themselves out of work due to the Coronavirus pandemic and in financial difficulty. Anyone who finds themselves in a position where they need to access this fund should contact Social Security on 01481 732516 to discuss this further.

We have emailed our apprentices about both schemes to reassure them that there are options for them at these unprecedented times, but we should appreciate it if you would also speak with them openly so that they know what their position is. We would also be grateful if you could complete the '[Change of Circumstances' form](#), amended in light of the stricter measures put in place by the States yesterday to let us know the decisions you are making, when you make them.

Please do get in touch if we can help with this or anything else with regards to your apprentice. There is information on our website for apprentices detailing their [course tutor](#) who they should contact in order to continue studying theoretical aspects of their course. We will be communicating again at a later date about contingencies being put in place for assessments once we are clear of our Awarding Body expectations.

In addition, if you do find your business in the fortunate position to be requiring additional staff in these unique times, please do let us know so that apprentices who find themselves out of work can be redeployed.

In the meantime, stay safe.

Kind regards

The Apprenticeship Team