



UHI | Offshore Wind Skills Hub | Ionad Sgilean Gaoithe Mara

Apprentice Recruitment Incentive

Employer Guidance

About the Incentive

The Apprentice Recruitment Incentive provides funding to help employers create apprenticeship opportunities that strengthen the offshore wind talent pipeline, and support a more diverse and locally based workforce. The incentive reduces recruitment risk and supports workforce growth in key sectors including engineering, electrical installation, fabrication and welding, civil engineering, specialist construction, and maritime operations, while encouraging participation from underrepresented groups.

Funding Available

A total of 42 Apprentice Recruitment Incentives awards are available through this fund between November 2026 and July 2027.

Employers can apply for:

A new / additional* Apprentice Award – A **£3,000** recruitment incentive to support a new Modern Apprentice or Graduate Apprentice.

An Under-Represented Group Award – A **£3,000** recruitment incentive to support an apprentice from an under-represented group.

Only one incentive award can be claimed for each apprentice.

Who Can Apply?

Applications are welcome from employers from across the region who are operating in sectors relating to offshore wind, such as engineering, maritime, fabrication, construction, energy, and related supply chain sectors. Eligibility will be determined through a skills based approach – ie whether the apprenticeship supports the development of skills relevant to priority offshore wind and adjacent enabling occupations, rather than whether an employer operates directly within the offshore wind sector.

Applications will need to demonstrate how your business is linked to the offshore wind sector – perhaps through a listing in the Scottish Offshore Wind Supply Chain Directory, or another demonstration of a clear contribution to offshore wind projects, infrastructure, operations, maintenance, or associated supply chain activity.

Eligible Apprenticeships

The incentive supports:

- Modern Apprenticeships
- Graduate Apprenticeships

Priority will be given to apprenticeships which will develop skills relevant to priority offshore wind and adjacent enabling roles, including engineering, electrical, mechanical, construction and marine occupations.

*For the new / additional apprentice awards – the apprenticeship must represent additionality - a new, expanded or accelerated apprenticeship programme for an organisation, or one that is made accessible as a result of this funding, and which would not have occurred at the same scale, pace or accessibility without the award

Under-represented group awards will be made where the apprentice recruited is from one of the following under-represented groups: women, rural and island learners, SIMD Q1–2 learners, disabled learners, low-income learners, ethnic minorities, care-experienced individuals)

How to Apply

Complete the Apprentice Recruitment Incentive Application Form and submit it to:

skillshub@uhi.ac.uk

Applications can be submitted at any time, subject to funding availability.

Applicants are encouraged to discuss potential applications with the Offshore Wind Skills Hub team before applying.

How Applications Will Be Assessed

The process is intended to be as flexible as possible. Applications are checked for eligibility before being considered by an Assessment Panel made up of UHI staff associated with the Offshore Wind Skills Hub. The Panel normally meets monthly.

When making funding decisions, the Panel will consider:

- The fit with Offshore Wind Skills Hub objectives
- The contribution to priority skills needs
- A balanced distribution of funding across employers, sectors and the region
- Participation from under-represented groups
- Available funding

Meeting the eligibility criteria does not guarantee funding.

Applicants will normally be notified of the outcome within 10 working days of the relevant Panel meeting.

Awards Process

Successful applicants will receive an offer letter explaining the next steps. Claims will be paid directly to the employer from the OWS Hub project funds 3 months after the apprentice has started, and subject to the apprentice still being in post.

Once the apprentice has started, employers will be asked to submit a Claim Form and supporting evidence, such as:

- Apprenticeship documentation
- Employment details
- Payroll evidence

Funding will be paid by BACS once the claim has been approved.

Reporting

Employers will report to the panel on progress 6 months after they receive the award and then yearly until completion of the apprenticeship. The OWS Hub Project Manager will briefly review and audit project reports.

Terms and Conditions

- Applications must be submitted using the official Application Form.
- Funding is limited and awards are made at the discretion of the Assessment Panel.

- Only one incentive award can be claimed per apprentice.
- Successful applicants must provide the evidence requested as part of the claim process.
- The employer must agree to provide UHI with information required for monitoring and evaluation
- UHI reserves the right to withhold or recover funding where incorrect information has been provided or funding conditions have not been met.
- UHI reserves the right to amend or withdraw the scheme at any time.

Subsidy Control

Any financial incentive will be awarded as a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022). Applicants are responsible for ensuring that they are eligible to receive funding under the UK subsidy control regime. By submitting an application, applicants confirm that they have considered their subsidy control position and that acceptance of an award will not result in a breach of any applicable subsidy control requirements. Information on the MFA is available on the Scottish Government website available at: Minimal financial assistance - Subsidy control: guidance - gov.scot

Data Protection

Information provided through the application and claim process will be used to administer, monitor and evaluate the programme.

Further information is available in the UHI Privacy Notice.

Please complete the following application form

If you have any questions or queries, or need help with the form, please contact us

Contact Us

Further information: skillshub@uhi.ac.uk

Website: Offshore Wind Skills – UHI

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Apprentice Recruitment Incentive

Application Form

Name:

Job Title:

Company:

Address:

Email Address:

1. Please tell us about your company's links with the offshore wind sector

2. About your proposed apprentice.

☐ Modern Apprentice ☐ Graduate Apprentice

Subject area and location

3. Please tell us a little about the apprenticeship – the role they will fulfil in your company and any experience they will gain related to priority offshore wind and adjacent enabling occupations.

4. If relevant, please explain how the proposed apprentice meets the under-represented group eligibility. In this context, under-represented groups means: women, rural and island learners, SIMD Q1–2 learners, disabled learners, low-income learners, ethnic minorities, care-experienced individuals)

Confirmation – please confirm at least one of the following statements:

☐ I confirm that this apprenticeship will be new / additional (ie it represents a new, expanded or accelerated apprenticeship programme for my organisation, or one that is made accessible as a result of this award and which would not have occurred at the same scale, pace or accessibility without the award)

OR

☐ I confirm that the proposed apprentice meets the under-represented group eligibility. (In this context, under-represented groups means: women, rural and island learners, SIMD Q1–2 learners, disabled learners, low-income learners, ethnic minorities, care-experienced individuals)

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Applicants further confirm that all information provided in support of their application is complete and accurate.

Signed: _____

Name: _____

Date: _____

Please return the completed form to skillshub@uhi.ac.uk