

**Flexible Workforce Development Fund (FWDF) 2021-22**

**Application Form for SMEs**

**Please note: SMEs are required to provide evidence of their eligibility as part of this Application.** This should include one of the following: evidence of a business bank account, VAT registration, PAYE registration, Companies House info (latest accounts, etc.), or registration for self-assessment tax return (HMRC).

**All fields are mandatory. For assistance, please email** [**businessgrowth@ayrshire.ac.uk**](mailto:businessgrowth@ayrshire.ac.uk)

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| 1. **COMPANY CONTACTS** | | | |
| 1.1 Company Name: |  | | |
| 1.2 Address: |  | 1.3 Postcode: |  |
| 1.4 Contact Name: |  | | |
| 1.5 Contact Tel: |  | | |
| 1.6 Contact Email: |  | | |
| 1.7 Web site: |  | | |

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| 1. **COMPANY INFORMATION** | | | | |
| 2.1 Legal Status: | Sole proprietor / Partnership | Company | | Non-profit making body |
| 2.2 Company Registration number: | | |  | |
| 2.3 Number of Employees: | | |  | |
| 2.4 Does the company operate across Scotland? | | | Yes  No | |
| 2.5 Does the company operate across more than one college region? | | | Yes  No | |

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| 1. **BUSINESS SKILLS GAP AND TRAINING** | |
| * 1. Has your company completed a skills gap analysis? | Yes (recommended)  No |
| 3.2 What skills gaps have you identified? | |
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| 3.3 What training has been identified to meet this skills gap? (Please provide brief narrative, full details will be requested in Section 4) | |
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| 3.4 What consideration have you made as an employer to support staff with protected characteristics (as listed in the [Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/part/2/chapter/1)) or from other priority groups (as set out in the [Fund guidance](http://www.sfc.ac.uk/web/FILES/guidance_sfcgd232020/FWDF_2020-21_Guidance.pdf)) to gain access to this training? | |
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| 3.5 What are the intended objectives and outcomes of this training? (i.e. what can be defined and measured as a result) | |
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| 3.6 What is the intended impact for employees and the company? (i.e. longer term, broader changes, specifically including COVID-19 and impact on productivity) | |
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| 3.7 How will the outcomes and impact of this training be evident? | |
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| **4.TRAINING PLAN (INC. COSTS)** | | | | | | |
| Course Name | Location/Online | No. of attendees to enrol | No. of cohorts | Preferred start month(s) (Jan-Aug) | SCQF Level/ Hours | Subtotal cost |
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| TOTAL COST | | | | | |  |

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| **4.1 Further information:** | |
| 4.1.2 Key contact responsible for co-ordinating this FWDF Phase 2 training  (name, telephone number and email address) |  |
| 4.1.2 Secondary contact, in case of absence  (name, telephone number and email address) |  |

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| 1. **COMPANY DECLARATION** | |
| I declare that I am authorised to sign this application and that this is the only application we have made to the 2021-22 FWDF. (We have not submitted a Phase 2 Levy Payer Application, nor an Application with another College.) | |
| Name of signatory |  |
| Designation of signatory |  |
| Signature |  |
| Date |  |

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| 1. **CHECKLIST** | |
| Please complete this checklist to ensure you have submitted/completed all necessary items: | |
| All sections of this form completed |  |
| Full Training Plan completed, including costs |  |
| Signed and dated Employer Declaration |  |
| Signed and dated Ayrshire College / Employer Terms and Conditions (Appendix A) |  |
| Evidence of status as an SME: e.g. proof of business bank account, VAT registration, PAYE registration, Companies House info (latest accounts, etc.), or registration for self-assessment tax return (HMRC). |  |

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| 1. **COLLEGE DECLARATION** | |
| I confirm this Application and SME status evidence meets our FWDF Phase 2 submission requirements. | |
| Name of signatory |  |
| Designation of signatory |  |
| Signature |  |
| Date |  |

APPENDIX A – AYRSHIRE COLLEGE / EMPLOYER TERMS AND CONDITIONS

**Flexible Workforce Training Fund (FWDF)**

**Ayrshire College / Employer Terms and Conditions**

1. **Cost of Training**

All costs quoted are at our standard rate; If employers require bespoke adaptation, this will incur additional development costs.

1. **Cancellation**

By signing this agreement, and scheduling training dates, the following terms apply where the employer initiates cancellation:

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| **Cancellation prior to delivery date** | **Fee charged** |
| Less than 14 calendar days | Full course fee deducted from funding allocation |

If Ayrshire College initiates cancellation, this will be done at the earliest notice, and training will be rescheduled at mutually agreed dates.

1. **Training Start and Completion Dates**

The timeline for the training plan outlined in this FWDF 2021-22 Application is:

* Training contractually agreed by 31 July 2022
* Training commenced by 31 August 2022
* Training delivered and completed by 31 December 2022

1. **Location of Face-to-Face Training**

Face-to-face training can take place at Ayrshire College campuses in Ayr or Kilmarnock, and by special arrangement at the employer’s premises at additional charge for full cohorts. All face-to-face training will be conducted in line with Scottish Government COVID-19 guidance in place at that time.

If training is to take place at the employer’s premises, additional costs of £100 per day will be incurred which will be stipulated when the course costs are provided. All equipment for training delivery is required to be provided by the employer. This may include:

* Projector and screen
* Computer or laptops with appropriate software installed e.g. MS Office
* Flip Charts
* Paper, pens or other stationery

If training is to take place at the employer’s premises, a Site Induction Checklist will be required to be completed when booking training dates.

1. **Online/ Virtual Training Requirements**

Candidates undertaking online training, must meet the ICT requirements:

* Laptop or desktop PC
* Webcam (if not installed in laptop)
* Reliable internet access

We would ask that for the best experience, candidates attend the full session as per timings given in their joining instructions, and that they have their webcam switched on for the duration of the course.

1. **Candidate Progress**

We will keep employers informed of candidate enrolment, attendance, progress and attainment. We cannot reimburse or reallocate funding for candidates who do not complete qualifications. Employers may be responsible for any additional costs arising from examination resits, if required.

1. **Enrolment Process and Data Protection**

All candidates undertaking training or programmes funded under the FWDF are required to complete the College Enrolment process, as required by the Scottish Funding Council (SFC). Statistical personal information on special category data will be shared with the SFC to allow them to allocate appropriate funding to college in line with Scottish Government strategies and their statutory duties. Further information on data control and usage is provided within our [Enrolment Privacy Notice](https://www1.ayrshire.ac.uk/media/8135/privacy-notice-for-student-enrolment-process.pdf). Please note, if a candidate refuses to fully complete the Enrolment process, they will not be permitted to undertake the training programme.

Candidates are made aware through the Enrolment process that as per Terms and Conditions of Employer contracts with Ayrshire College, we may share details of their attendance, progress, and attainment with their employer, as appropriate.

1. **Additional support needs**

Candidates are asked to declare any additional support requirements during Enrolment. The College requires 4 weeks' notice to ensure any alternative arrangements can be put in place. We ask that employers support and encourage training attendees to complete Enrolment early, with this notice period in mind.

1. **Data Protection**

By providing the information contained in this Application Form you consent to the College holding and processing this data. Statistical personal information gathered during candidate Enrolment will be shared with the Scottish Funding Council (SFC) to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties.

**Acceptance of Employer Terms and Conditions**

I have read the Terms and Conditions and agree to be bound by these.

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| Name of Employer’s signatory |  |
| Designation of signatory |  |
| Signature |  |
| Date |  |

**Marketing consent:**

Ayrshire College would like to continue to send information to you regarding future courses of interest, college events or promotional information. If you would like to opt in, please check the box.

Ayrshire College would like to use testimonials or case studies for promotion or marketing purposes. Please check the box to consent for your company details to be included.

Please note, your consent to marketing has no bearing on your application. To withdraw your marketing consent if previously provided, please contact [businessgrowth@ayrshire.ac.uk](mailto:businessgrowth@ayrshire.ac.uk) to advise.