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| **Flexible Workforce Development Fund (FWDF) 2022-23 - for SMEs**  **Application Form** |

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| **SME eligibility information (ALL FIELDS ARE MANDATORY where applicable)** | | | | | | | | | |
| Name of employer |  | | | | | Company registration number (where applicable) | |  | |
| Number of employees |  | | | | | Sole proprietor/Partnership | | O |  |
|  |  | | | | | Company | | O | (please tick) |
|  |  | | | | | Non-profit making body | | O |  |
| Operate across Scotland? \*Please circle | YES/NO\* | | | | | Operate across more than one college region? (Please circle) | | YES/NO\* | |
| Address |  | | | | | Company website | |  | |
| Postcode |  | | | | | Telephone number | |  | |
| Contact person |  | | | | | Email address | |  | |
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| Demonstrate proof of SME status | |  | | | | | | | |
| Documentation used as proof of eligibility, supplemented with a signed copy | |  | | | | | | | |
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| **BUSINESS SKILLS GAP AND TRAINING** | | | | | | | | | |
| Does your organisation require a skills gap analysis? | | | O | Yes | O | | No | | |
| Do you have a current skills gap analysis? | | | O | Yes | O | | No | | |
| **What needs have been identified? Including assessing priority groups such as women, disabled and black and ethnic minority employees**  *(what skills gaps exist in your workforce, and what areas of the business do the staff who need training work in? Are any staff from priority groups included in the training?*) | | | | | | | | | |
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| **What training has been identified to meet the skills gap analysis?**  *(working with the college, what specific training courses have been identified that would address the skills gaps described above?)* | | | | | | | | | |
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| **What are the intended goals/outcomes of this training?**  *(what will the training do for you as a business? Where will you be and what will be different after the training is complete?)* | | | | | | | | | |
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| **How many employees will benefit from the training?** | | | | | | | | | |
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| **What consideration have you made as an employer to support staff with protected characteristics (as listed in section 4 of the Equality Act 2010) or from other priority groups (as set out in the Fund guidance) to gain access to training through the Fund?** | | | | | | | | | |
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| **What is the expected impact of this training on employees/employer? Has COVID-19 had an impact on your productivity and will this training help? Specifically, what anticipated impact will this training have on productivity?**  *(what specific impacts – e.g. on productivity, staff retention, profits, customer satisfaction, or other measurements – are you expecting to see as a result of this training?)* | | | | | | | | | |
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| **How will this impact be evident?**  *(how will you measure the impacts you expect to see, described above? How will you know if the impacts have actually been achieved?)* | | | | | | | | | |
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| **Summary of final training plan** | | | | | | | | | |
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| **Please provide a breakdown of the training costs** | | | | | | | | | |
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| ***Please note that by contractually agreeing to receive training through the FWDF, employer details will be shared by SFC with the Scottish Government for reporting, monitoring or evaluation purposes, and may be further processed by organisations contracted to undertake this work on their behalf. See*** [*Scottish Government’s privacy notice*](https://www.gov.scot/publications/scottish-exchange-of-data-privacy-information/)***.*** |
| **Employer declaration** *(if for Levy paying company only)*   * I declare that:   + I am authorised to sign this application and that this is the only application we have made to the 2022-23 FWDF\*.   + I have provided evidence of our eligibility to apply for the 2022-23 FWDF as a levy-paying employer.   + Right to work checks have been undertaken where required for all trainees and therefore, that all trainees have the right to study in the UK.   + I am aware of and accept the terms and conditions that apply to this application, and to the courses that will be provided through this funding.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Print name: |  | | | | | Signature: |  | Date: (DD/MM/YY): |  |   *\* only one application either as a Levy-payer* ***or*** *a SME, and to only one training provider.* |
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| ***College***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Print name: |  | | | | | Signature: |  | Date: (DD/MM/YY): |  | |

**TERMS AND CONDITIONS**

For the training as outlined in this application and the associated training plan, the following terms and conditions apply:

* For training where the total cost is above the £5,000 funding allocation, clients will be invoiced directly for the difference.
* For training where the total cost is below the £5,000 funding allocation, clients will not be able to make a further application for the outstanding amount once the application is approved.
* Unless otherwise specified:
  + The training location is assumed to be at City of Glasgow College.
    - All training spaces are subject to any relevant government guidelines or regulations surrounding COVID-19.
    - Any ongoing changes in government guidelines should also be accommodated.
  + The cost shown for each course is for a standard version of the course with no/minimal contextualisation. If the requirement is for the course to be more fully contextualised to the organisation, this will incur additional costs.
* Where required for delivery, courses have been costed with travel and trainer accommodation costs included in the pricing.
* Catering (for courses running at the college) has not been included, but can be provided at additional cost.
* Scheduling of specific dates for the courses will start following approval of the FWDF application, to fit with the FWDF Year 6 deadlines set by SFC.
  + It is anticipated that most training programmes will run between August 2022 and December 2023 to comply with SFC rules for FWDF Year 6:
    - Training must have started by the end of August 2023.
    - Training must be completed by the end of December 2023.
  + SFC can, in exceptional circumstances, grant permission for training to extend beyond December 2023 but this decision is made by SFC and permission cannot be guaranteed.
* In terms of equipment for training delivery:
  + For any training delivered at the college, suitable equipment required for that training will be made available by the college.
  + For any training delivered on client premises, unless it has been agreed in advance at the application stage that the college will provide equipment, the client will provide any equipment and support required for the training to run on their premises.
  + For any training running online (e.g. over Zoom, Teams or other similar services), the client will provide each delegate with their own device to allow them to participate in the online training session, and will provide a quiet environment where each delegate can engage fully with the learning without interruptions.
* For all courses, it is a condition of accessing the funding that any member of staff attending training completes the appropriate enrolment process. This should either be done in advance of the course start date, or on the start date of the course. If an enrolment form is not completed certificates will not be issued.
  + For all enrolments at City of Glasgow College, the specific enrolment terms and conditions will apply. These can be found here:
    - <https://www.cityofglasgowcollege.ac.uk/sites/default/files/enrolments/2021_Terms_Cond_Agreement_MASTER_PRINT_190320.pdf>
* For all courses with set entry requirements or other pre-requisites:
  + Clients will be expected to select employees who are qualified and suitable for the selected qualification.
  + The college will make clients aware of the commitment required for specific qualifications and will expect the client to accommodate successful completion of the course by their employee(s) and to make them aware of course requirements.
  + We cannot reimburse clients for any employee who does not complete the qualification, and clients will be responsible for any additional costs arising from examination resits or other requirements needed for an employee to complete their qualification.
* For any courses that require applications to be made through the college website (or that of any partner colleges):
  + It is the responsibility of the client and their staff to go through the application process.
  + Securing funding under the FWDF application process is not an admission of entry onto a course: entry to a course is at the discretion of the college faculty and admissions staff.
* Once training dates have been agreed and scheduled:
  + Clients must notify the college of any requests for date changes at least 10 working days in advance of the training start date.
  + Within 10 working days the training dates cannot be changed.
  + Rescheduling of training dates is at the college’s discretion.

**Application Process**

**COGC Application Checks (for office use only)**

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| **Business Development Officer**  *The BDO allocated to work on this application with the client should sign below to confirm when it is complete and ready for review by the FWDF Manager.* |
| |  |  |  |  | | --- | --- | --- | --- | | Print name: |  | Date: (DD/MM/YY): |  | |

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| **Business Development Officer – application check**  *The BDO allocated to check this application should sign below to confirm when this has been done, prior to application going to FWDF Manager for review and approval.* |
| |  |  |  |  | | --- | --- | --- | --- | | Print name: |  | Date: (DD/MM/YY): |  | |