

FLEXIBLE WORKFORCE DEVELOPMENT FUND APPLICATION GUIDANCE NOTES 2021/22

Applicants must complete an online Application Form. SDS will appraise the form against the Guidance document terms.

The application form consists of these parts:

- Part A: Applicant Details (About you and your Organisation)
- Part B: Skills-Gap / Training Needs
- Part C: Supply Chain Options
- Part D: Training Course List
- Part E: Trainee List
- Part F: Fair Work First
- Part G: Subsidy Control
- Part R: Review & Submit

Part A: Company details		
	Guidance	Why do we need this?
Registered name of organisation	Full registered name and trading name if different	We will check the trading status of the organisation.
Company reg. no	This is the number your business is registered with at Companies House.	This will help SDS to identify the current status of your business and will provide us with basic information held by Companies House.
Address	Full address in Scotland including Postcode	Per the fund rules the business must be based wholly or partially in Scotland
Business website	URL page for company website	This is required as part of verification checks
Applicant name	Named person applying and responsible for completing the form	We will use this for all correspondence and fraud checks against the declaration of accepted criteria.
Position in Company	Named person applying on behalf of business role in organisation	Please ensure the responsible person has the authority to sign the declaration.
Telephone Number	Direct line where possible	We will use this for correspondence.
Email address	Please provide a full direct email address of the principle contact.	For all correspondence.
Sector	Operating sector – e.g., manufacturing	We are required to provide statistical information for fund purposes.
Total no. employees	Please write in the number of staff employed by the business in Scotland.	This information will be used to check eligibility and to give us statistical data around the size of businesses participating in the programme.
Company status	Please select most relevant option	We are required to provide statistical information for fund purposes.
UK levy-payer Declaration	Please confirm that business is UK levy payer	This is required as part of eligibility criteria of fund.

UK levy-payer Documentation	Please outline what documentation you are attaching as proof of levy-payer status. Please refer to see section 64-66 of Guidance of Guidance	This is required as part of eligibility criteria of fund.
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Part B: Business skills gap and Training Needs Analysis

	Guidance	Why do we need this?
Training needs analysis	<p>Please confirm that the business has a TNA document. If not, SDS can provide template and support the completion of the document.</p> <p>Please confirm you have evaluated the College provision as part of your submission to FWDF SDS route.</p>	<p>This is a requirement of the Fund to provide evidence of skills requirements.</p> <p>The FWDF SDS route is for Levy-paying employers whose needs cannot be met with current local College provision.</p>
Business needs	Please outline the training requirements of the business (please limit to 500 words)	<p>This is a requirement to ensure the Fund / Scottish Government policy drivers are aligned.</p> <p>Please refer to section 10-15 of Guidance for key policies.</p>
Business performance	Please outline how the training required will improve performance of business (please limit to 500 words)	
Impact to employees	Please outline how the training undertaken will improve performance or skills of employees (please limit to 500 words)	
Impact	Please select most relevant statement on impact in FWDF was not approved.	
Upload	Please upload the relevant Training Needs Analysis	
		This is required as part of the FWDF Terms and Conditions.

Part C: Supply Chain Options		
	Guidance	Why do we need this?
Full name of supply chain company	Full registered name and trading name if different	We will check the trading status of the company.
Company reg. no	This is the number your business is registered with at Companies House.	This will help SDS to identify the current status of supply chain business and will provide us with basic information held by Companies House.
Address	Full address in Scotland including Postcode	Per the fund rules the supply chain business must be based wholly or partially in Scotland
Business website	URL page for company website	This is required as part of verification checks.
Contact name for supply chain	Named person responsible to act on behalf of the supply chain	We will use this for all correspondence and fraud checks against the declaration of accepted criteria.
Position in company	Named person responsible to act on behalf of the supply chain	Please ensure the responsible person has the authority to sign the declaration.
Telephone number	Direct line where possible	We will use this for correspondence.
Email address	Please provide a full direct email address of the principle contact.	For all correspondence.
Sector	Operating sector – e.g., manufacturing	We are required to provide statistical information for fund purposes.
Total no. employees	Please write in the number of staff employed by the business in Scotland.	This information will be used to check eligibility and to give us statistical data around the size of businesses participating in the programme.
Company status	Please select most relevant option	We are required to provide statistical information for fund purposes.

Part D: Training Course List*Please use individual entries for each training provider and/or training course*

	Guidance	Why do we need this?
Training provider	Please provide details of the training provider(s) you intend to use to deliver the training	This is required as part of the Guidance and Grant conditions. SDS are required to check training provider details, accreditations, and status. We will use this information as part of the due diligence checks
Training provider contact information	Please provide the training provider(s) contact details you intend to use to deliver the training	
Theme of training	Please select the most appropriate training theme from the selection list in Annex 1	This is required as part of the Guidance and Grant conditions. SDS are required to ensure value for money and will use this information as part of the due diligence checks
Training provider link to training	Please provide the link to the training courses you intend to undertake	
Description of training	Please provide a brief description of the training you intend to undertake	
Cost of training	Please provide a cost of the training you intend to undertake	
Number of employees undertaking training	Please provide the number of employees who will undertake the training	

Part E: Trainee List***This part must also include Supply-chain employees if passing on all or part of FWDF Fund***

	Guidance	Why do we need this?
Training course	Please provide the details of the training course as outlined in Part D	This is required as part of the Guidance and Grant conditions. SDS are required to ensure value for money and will use this information as part of the due diligence checks
Employee name	Please provide the name of employee undertaking the training	This information is required as a condition of the grant, SDS will contact each named person to complete an equality monitoring questionnaire. This will remain confidential and aggregated information will be shared with the Scottish Government Please refer to SDS Privacy Statement - www.sds.co.uk/privacy
Job role	Please provide the job role of the individual undertaking the training	
Level	Please select the organisational / job function level from selection list in Annex 2	
Contact e-mail	Please provide contact e-mail for employee undertaking the training	

Part F: Fair Work
FWDF Grants administered by SDS are assessed against the Fair Work First Criteria, please complete all parts

	Guidance	Why do we need this?
Effective Voice	<p>Please answer the question on Effective Voice (Y/N)</p> <p>If N is selected, please provide additional information that could support your Grant application</p>	<p>This is required as Fair Work First is the Scottish Government’s flagship policy for driving high quality and fair work across the labour market in Scotland by applying fair work criteria to grants, other funding and contracts being awarded by and across the public sector, where it is relevant to do so. Through this approach the Scottish Government is asking employers to adopt fair working practices. SDS FWDF Grants will be assessed against the Fair Work First criteria.</p> <p>Levy-payers accessing the fund must outline what measures they undertake in relation to fair work around (but not limited to):</p> <ul style="list-style-type: none"> • Having appropriate channels for effective voice and employee engagement, such as trade union recognition • Commitment to Investment in workforce development • No inappropriate use of zero hours contracts • Positive action to tackle the gender pay gap and create a more diverse and inclusive workplace • Payment of the real Living Wage
Fulfilment	<p>Please answer the question on Fulfilment (Y/N)</p> <p>If N is selected, please provide additional information that could support your Grant application</p>	
Security	<p>Please answer the question on Security (Y/N)</p> <p>If Y is selected, please provide additional information that could support your Grant application</p>	

Opportunity	<p>Please answer the question on Opportunity (Y/N)</p> <p>If N is selected, please provide additional information that could support your Grant application</p>	<p>More information can be found here: Fair Work First - Guidance</p>
Living Wage	<p>Please answer the question on Living Wage (Y/N)</p> <p>If N is selected, please provide additional information that could support your Grant application</p>	
Commitments	<p>Please outline any other commitments your organisation makes / is working towards in relation to Fair Work that would support your application.</p>	<p>This is required to act as an opportunity for you to outline and other commitments your organisation undertake in relation to Fair Work First outwith the 5 criteria listed above.</p>
Monitoring	<p>Please answer the monitoring questions on Scottish Business Pledge and Living Wage Employer accreditation (Y/N)</p> <p>These questions are for Scottish Government monitoring purposes only.</p>	<p>This is required for monitoring purposes only.</p> <p>The questions on Scottish Business Pledge and Living Wage Employer accreditation are for monitoring purposes only, these will be shared with the Scottish Government on an aggregated basis only and will be used in future FWDF publications – As this information is aggregated across the FWDF funds, it will not identify individuals or businesses.</p>

Part G: Subsidy Control

Subtitle to follow

	Guidance	Why do we need this?
Subsidy Control	<p>Please read the Subsidy Control statement, tick to confirm understanding and answer if your organisation has received any aid/subsidy from public bodies in the last 3 years (Y/N)</p> <p>If your answer Y, then please use the additional space to outline the details of aid/subsidies received.</p> <p>Whether you have answered Y or N, you must use the “checks” space to provide assurance that you have fully checked for any aid/subsidies and to confirm that the information you have provided is accurate.</p>	<p>SDS considers that the funding constitutes ‘controlled subsidy’ (formerly known as ‘state aid’). Controlled subsidy provisions have been implemented as part of the Brexit arrangements under the UK/EU Trade and Co-operation Agreement (“TCA”). The provisions apply to organisations that are operating in a market in relation to the goods or services that are being subsidised.</p> <p>Under the SDR exemption, the funding is permitted only where funding recipients are able to demonstrate that the total value of subsidy they have received, including the FWDF funding, over the immediately preceding 3-year fiscal period, would not exceed 325,000 ‘Special Drawing Rights’. (‘Special Drawing Rights’ is defined by the International Monetary Fund, which organisation also publishes the exchange rate of Special Drawing Rights with currencies including Euros and Sterling from time to time (https://fx-rate.net/SDR/GBP/). SDR conversion rates can fluctuate in value.)</p> <p>As such, applicants must therefore provide details of all previous ‘de-minimis’ payments and all ‘SDR’ payments received (if any) by the intended recipient of the funds in the relevant 3-year period when submitting their application.</p>

Part R: Review & Submit

Subtitle to follow

	Guidance	Why do we need this?
Review your Application	<p>Please review your Application before moving to the “Submit Application” tab.</p> <p>Be sure you have completed ALL OF THE ABOVE before you proceed to submitting your Application.</p> <p>Incomplete applications will be sent back for correction.</p>	<p>All parts of the Application must be completed in full before submitting. Any queries or questions not covered in this guidance should be sent to fwdf@sds.co.uk</p>
Submit Application	<p>Please tick to confirm you have read and understood the Terms and Conditions of the FWDF SDS route Fund.</p> <p>Please tick to confirm you have read and understood to FWDF SDS route Privacy Notice.</p> <p>Please read through all Applicant Declarations and confirm that you wish to submit your application.</p>	<p>This is required as the application form will form part of the SDS Grant Terms and Conditions and is required for audit purposes.</p> <p>All links to information outlined in the Terms and Conditions, Privacy Notice are provided in the online application.</p>

Annex 1 – Themes for Training

Administration/Office Skills	Aerospace/Defence Engineering	Agricultural Science
Agricultural/Horticultural Engineering/Farm Machinery	Agricultural/Horticultural Maintenance	Agriculture/Horticulture (General)
Air Sports	Amenity Horticulture	Animal Husbandry
Archaeology	Area/Diaspora Studies	Art Studies
Art Techniques/Practical Art	Arts and Crafts Leisure/Combined	Arts/Culture/Heritage Administration
Astronomy/Space Science	Athletics Gymnastics and Combat Sports	Aviation
Baking/Dairy/Food and Drink Processing	Ball and Related Games	Basic Skills
Building Design/Architecture	Building Maintenance/Services	Building/Construction Operations
Built Environment (General)	Business (General)	Call Centres
Career Change/Access	Careers/Education Guidance Work	Caring Skills
Catering Services	Chemical Products	Chemicals/Materials Engineering
Chemistry	Civil Engineering	Classics
Cleansing	Collecting/Antiques	Communication Skills
Communication/Media	Complementary Medicine	Computer Science
Construction	Construction Management	Construction Site Work
Contracting (Business/Industry)	Cookery	Counselling/Advice Work/Crisis Support
Country Leisure Facilities Work	Country/Animal Sports	Crisis/Illness Self Help
Crop Husbandry	Crop Protection/Fertilisers/By products	Culture/Gender/Folklore
Dance	Decorative Crafts	Decorative Metal Crafts/Jewellery
Dental Services	Design (Non-industrial)	Distribution
Driving/Road Safety	E-Commerce	Earth Sciences
Economics	Education/School Administration	Education/Training/Learning (Theory)
Electrical Engineering	Electrical/Electronic Servicing	Electronic Engineering
Energy Economics/Management/Conservation	Engineering Services	Engineering/Technology (General)
Enterprises	Environmental Health/Safety	Environmental Protection/Conservation
Export/Import/European Sales	Fabric Crafts/Soft Furnishings	Facilities Management
Fashion/Textiles/Clothing (Craft)	Financial Management/Accounting	Financial Services

Fire and Rescue Services	First Aid	Fish Production/Fisheries
Food Sciences/Technology	Food/Drink Services	Food/Drink/Tobacco (Industrial)
Forestry/Timber Production	Funerary Services	Gardening/Floristry
Glass/Ceramics/Concretes Manufacture	Glass/Ceramics/Stone Crafts	Government/Politics
Hair/Personal Care Services	Health Care Management/Health Studies	Health and Safety
History	Home Economics	Hospitality Operations
Hospitality/Catering	Human Resources Management	Humanities/General Studies/Combined Studies
Indoor Games	Industrial Control/Monitoring	Industrial Design/Research and Development
Information Work/Information Use	Information and Communications Technology (General)	Instrument Making/Repair
Interior/Fitting/Decoration	International Business Studies/Briefings	Journalism
Land Based Studies	Land and Sea Surveying/Cartography	Languages
Law	Leather Footwear and Fur	Leisure/Sports Facilities Work
Libraries/Librarianship	Life Sciences	Linguistic Studies
Literature	Logistics	Management (General)
Management Planning and Control Systems	Management Skills (Specific)	Manufacturing (General)
Manufacturing/Assembly	Marine Transport	Marketing/PR
Materials Science	Mathematics	Mechanical Engineering
Medical Sciences	Medical Technology/Pharmacology	Metallurgy/Metals Production
Metals Working/Finishing	Mining/Quarrying/Extraction	Moving Image/Photography/Media Production
Museum/Gallery/Conservation Skills and Studies	Music Performance/Playing	Music Studies
Music Technology/Production	Music of Specific Kinds/Cultures	Musical Instrument Making/Repair
Nursing	Oil and Gas Operations	Ophthalmic Services
Paper Manufacture	Paramedical Services/Supplementary Medicine	Parenting/Carers
People with Disabilities: Skills/Facilities	Performing Arts (General)	Personal Finance/Consumerism/Rights

Personal Health/Fitness/Appearance	Personal and Self Development	Pets/Domestic Animal Care
Philosophy	Physics	Pollution/Pollution Control
Polymer Processing	Polymer Science/Technology	Power/Energy Engineering
Print and Publishing	Property: Surveying/Planning/Development	Psychology
Public Administration	Purchasing/Procurement and Sourcing	Quality and Reliability Management
Rail Transport	Rail Vehicle Engineering	Religion
Retailing/Wholesaling/Distributive Trades	Retailing: Specific Types	Road Transport
Road Vehicle Engineering	Rural/Agricultural Business Organisation	Sales Work
Science	Security/Police/Armed Forces	Semi-medical/Physical/Psycho/Therapies
Ship and Boat Building/Marine/Offshore Engineering and Maintenance	Social Sciences	Social Studies
Social/Family/Community Work	Sports Studies/Combined Sports	Structural Engineering
Teaching/Training	Teaching/Training: Specific Subjects	Telecommunications
Testing Measurement and Inspection	Textiles/Fabrics (Industrial)	Theatre Production
Theatre and Dramatic Arts	Therapeutic Personal Care	Tools/Machining
Tourism/Travel	Transport Services	Typing/Shorthand/Secretarial Skills
Using Software	Variety Circus and Modelling	Vehicle Maintenance/Repair/Serviceing
Veterinary Services	Water Sports	Welding/Joining
Wheeled Sports	Winter Sports	Wood Cane and Furniture Crafts
Woodworking/Furniture Manufacture		

Annex 2 – List of Job Level for use in Trainee List (Part E.1)

Directors
Manager
Team Leader
Professional
Senior or Executive
Technical
Mid-Level
Intermediate
Operative
Entry Level
Apprentice