

FLEXIBLE WORKFORCE DEVELOPMENT FUND APPLICATION GUIDANCE NOTES 2022/23

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: Learner List
 - Part F: Fair Work First
 - Part G: Subsidy Control
 - Part H: RU/BLR Involvement
 - Part R: Review & Submit
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- Annexe 1: Training Themes for use in Training Course List (Part D.1)
 - Annexe 2: List of Job Levels for use in Learner List (Part E.1)

Applicant Details (About you and your Organisation)		
	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.
Address	Full address in Scotland including Postcode.	Per the fund rules the business must be based wholly or partially in Scotland.
Company status	Select most relevant option.	We are required to provide statistical information for fund purposes.
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.
Sector	Operating sector – e.g., manufacturing.	We are required to provide statistical information for fund purposes.
Total no. employees	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.
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.	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	Provide a full direct email address of the principal contact.	For all correspondence.
UK levy-payer Declaration	Confirm the business is UK levy payer.	This is required as part of eligibility criteria of fund.
UK levy-payer Documentation	Outline what documentation you are attaching as proof of levy-payer status. Refer to see section 64-67 of Guidance of Guidance	This is required as part of eligibility criteria of fund.

Part B: Business skills gap and Training Needs Analysis

	Guidance	Why do we need this?
Training needs analysis (TNA)	<p>Confirm that the business has a TNA document. If not, SDS can provide template and support the completion of the document.</p> <p>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	<p>Outline the training requirements of the business (limit to 500 words).</p>	<p>This is a requirement to ensure the Fund / Scottish Government policy drivers are aligned.</p> <p>Refer to section 16-20 of Guidance for key policies.</p>
College evaluation	<p>Confirm that the business has consulted your local College prior to submitting this application.</p>	<p>The College route is the principle route for all applicants accessing the FWDF, if the provision offered by the College does not meet the needs of the business, then the Private Training Provision route (through SDS) will be an option.</p>
Business performance	<p>Outline how the training required will improve performance of business (limit to 500 words).</p>	<p>This is a requirement to ensure the Fund / Scottish Government policy drivers are aligned.</p> <p>Refer to section 16-20 of Guidance for key policies.</p>
Impact to employees	<p>Outline how the training undertaken will improve performance or skills of employees (limit to 500 words).</p>	
Impact	<p>Select most relevant statement on impact in FWDF was not approved.</p>	
Upload	<p>Upload the relevant Training Needs Analysis</p>	<p>This is required as part of the FWDF application process.</p>

Part C: Supply Chain Options (Removed)

	Guidance	Why do we need this?
UPDATE:	<p>As the FWDF fund is now opened to both Levy Paying employers and non-levy paying SME's, this section has been removed.</p> <p>If you wish to include Supply Chain employees, add their details to the "Learner List" in Section E.</p>	

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

	Guidance	Why do we need this?
Course Title	Provide the title of the training course being undertaken.	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.
Course Details	Provide a brief description of the training you intend to undertake.	
Theme of training	Select the most appropriate training theme from the selection list in Annexe 1.	This is required as part of Scottish Government reporting.
Training provider link to training	Provide the link to the training courses you intend to undertake.	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.
Dates	Provide details of training dates.	
Number of employees undertaking training	Provide the number of employees who will undertake the training.	
Cost of training	Provide a cost of the training you intend to undertake.	
Training provider	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	Provide the training provider(s) contact details you intend to use to deliver the training.	
Confirmation	Confirm relationship to Training Provider.	As part of FWDF rules, the business undertaking the training and training provider chosen cannot be affiliated.

Part E: Learner List <i>This part can also include Supply-chain employees</i>		
	Guidance	Why do we need this?
Employee name	Provide the name of employee undertaking the training.	<p>This information is required as a condition of the application, 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.</p> <p style="text-align: center;">Please refer to SDS Privacy Statement - www.sds.co.uk/privacy</p>
Employer	Provide employer name (as may be supply chain company).	
Job role	Provide the job role of the individual undertaking the training.	
Level	Select the organisational / job function level from selection list in Annexe 2.	
Contact e-mail	Provide contact e-mail for employee undertaking the training.	
Learner Postcode	Provide home postcode for employee undertaking the training.	
Training course	Provide the details of the training course as outlined in Part D.	<p>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.</p>

Part F: Fair Work

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

	Guidance	Why do we need this?
Effective Voice	<p>Answer the question on Effective Voice (Y/N).</p> <p>If N is selected, 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 <p>More information can be found here: Fair Work First - Guidance</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</p>
Workforce Development	<p>Answer the question on Fulfilment (Y/N).</p> <p>If N is selected, provide additional information that could support your Grant application.</p>	
Security	<p>Answer the question on Security (Y/N).</p> <p>If Y is selected, provide additional information that could support your Grant application.</p>	
	<p>Answer the question on Opportunity (Y/N).</p>	

Opportunity	If N is selected, provide additional information that could support your Grant application.	<p>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 <p>More information can be found here: Fair Work First - Guidance</p>
Flexible Working Practice	<p>Answer the question on Opportunity (Y/N).</p> <p>If N is selected, provide additional information that could support your Grant application.</p>	
Use of Fire and Re-hire practice	<p>Answer the question on Security (Y/N)</p> <p>If Y is selected, provide additional information that could support your Grant application.</p>	
Living Wage	<p>Answer the question on Living Wage (Y/N)</p> <p>If N is selected, provide additional information that could support your Grant application.</p>	
Commitments	Outline any other commitments your organisation makes / is working towards in relation to Fair Work that would support your application.	

Monitoring	Answer the monitoring questions on Scottish Business Pledge and Living Wage Employer accreditation (Y/N).	<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>
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Part G: Subsidy Control <i>This part must include information on any previous subsidy grants in the last 3 financial years (if applicable)</i>		
	Guidance	Why do we need this?
Confirmation	Confirm you have read and understood Subsidy Control.	The law governing subsidy control (previously referred to as 'state aid') changed following Brexit, and a new Subsidy Control Act 2022 is now in place.
Subsidy Control	Answer if your organisation has received and other public sector support (Y/N).	<p>In accordance with the new Act, Skills Development Scotland is offering the FWDF funding on the basis that the total FDWF grant award that SDS pays to any recipient is treated as Minimum Financial Assistance (MFA). (You may be familiar with similar permitted subsidy arrangements in place before the Act, which were known as 'de minimis' and 'Special Drawing Rights'). The rules are slightly different, so it is important that you understand how MFA applies. Further guidance is available Subsidy Control Guidance.</p>
Subsidy Details	Outline any subsidy details received in the last 3 financial years.	
Checks	Outline any check to provide assurance that information is accurate.	

Part H: Russian / Belarusian involvement in your organisation
This part must be answered as it affects your Grant application

	Guidance	Why do we need this?
Organisation established	Confirm you have read and understood Subsidy Control	At this currently time, due to Scottish Government guidance, Grant awards cannot be provided to businesses either incorporated or registered in the Russia Federation or the Republic of Belarus and/or where there is “a person of significant control” who is established, incorporated or registered in the Russian Federation or the Republic of Belarus.
Person of significant interest	Answer if your organisation has received and other public sector support (Y/N)	
Checks	Outline any check to provide assurance that information is accurate	

Part R: Review & Submit
Application acceptance review and criteria

	Guidance	Why do we need this?
Review your Application	Confirm you have read and understood the FWDF programme guidance.	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
	Confirm you have read and understood the FWDF privacy notice.	
Submit Application	Read through all Applicant Declarations and confirm that you wish to submit your application.	<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 guidance document, Privacy Notice are provided in the online application.</p> <p>This document is the Application Form, full Terms and Conditions outlined within the Grant Award will be provided once your application form has been approved and processed.</p>

Annexe 1 – Training Themes for use in Training Course List (Part D.1)

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		

Annexe 2 – List of Job Levels for use in Learner List (Part E.1)

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