



Perth & Kinross Council - Skills Passport Grant

Guidance & Supporting Information for Applications

Introduction

Perth & Kinross Council is committed to developing, supporting and promoting Perth & Kinross as a thriving and inclusive economic community, where individuals would like to live, work and visit. In order to help individuals meet their full employment potential, Perth & Kinross Council, in partnership with Scottish Government, has made available funding for industry specific training which will address their individual skills needs.

The Skills Passport grant was devised to offer the wider community in Perth & Kinross funding for training courses which are unobtainable by any other means, in order to help them with their journey back into employment or business start-up. In addition, the grant offers financial support for essential equipment such as tablets, laptops or work tools to enable individuals to overcome barriers to employment or sustaining better employment opportunities.

Up to £2,000 can be accessed for training courses and/or essential equipment.

To ensure funding is allocated responsibly, individuals will be required to provide realistic evidence of the enhanced employment opportunity with their application. To assist individuals with this requirement and also to help in identifying and making well informed and realistic career decisions, applicants are advised to arrange interviews with Jobcentre Plus, Skills Development Scotland or a Business Gateway or Council Business Advisor where applicable.

1.

Who can the grant fund support?

Applicants who are currently unemployed and eligible to work in the UK who are or have been a resident in Perth & Kinross for at least 3 months.

Applications made will be considered if the applicant can provide evidence to support that training will result in improved chances of progression within employment in the local or travel to work areas.

Any type of certificated industry-led vocational training will be considered for support, with the exception of training where an individual is eligible via a government national training programmes funded by Jobcentre Plus, Skills Development Scotland or other

funding source. However, this fund **CAN** be used in conjunction with any other funding sources, when clearly evidenced as compliant.

What can the grant offer the individual?

- Up to 100% of the training and equipment costs.
- Up to £2,000 to fund training courses and/or essential equipment

2. CONDITIONS SPECIFIC TO ALL GRANTS

- All applicants must work or reside in Perth & Kinross and have lived in the area for 3 months or more.
- Grants below the value of £100 will not be considered.
- Each application must show evidence of a potential job prospect or career progression and be accompanied with a current CV in a typed format.
- For the purposes of the grant, self-employed individuals are sole trader start-ups or sole trader start-ups trading for less than 12 months.
- New business start-ups and self-employed individuals applying for grant must enclose a business plan and cash flow forecast.
- All applicants must be currently unemployed and eligible to work in the UK.
- Recreational training is not eligible for funding, i.e. hobbies/sports activities.
- All training must be delivered by recognised and accredited training providers – employer in-house training will not be authorised.
- Grant funding must not be used to fund training or equipment which is an employer's legal requirement to provide, such as liability insurance or ongoing running costs.
- Grant funding must be used for training activity and cannot be claimed against membership to a professional body.
- Grant funding will not be approved for Driving License or Taxi License.
- Training relevant to Off-Shore Industry will only be approved upon receipt of a letter confirming a job guarantee of more than 3 consecutive months. This guarantee must be on company headed note paper and signed at manager level.
- Training must not commence before approval is given, as grants cannot be awarded retrospectively.
- Grants are awarded on a one-off basis and funding can last no more than 6 months.
- Once approved, training must start within 4 months of training approval being given. Evidence of unemployment to be resubmitted if training commences after 3 months of approval.
- Grants cannot be used as a wage subsidy or living expenses during or after training.
- Grant funding will not cover the cost of travel to or clothing for interviews.
- Grant funding cannot be used towards the acquisition of capital or motor vehicles, IT equipment and other items that might be deemed for **personal use**.

- Grant funding cannot be used to cover the cost of consumables or running costs of a business.
- Where possible, training must take place within Scotland. Any cost in excess of the grant levels outlined above will be met by the individual.
- Re-application cannot be made to the fund within a 12-month period.
- Ongoing, periodic and recurrent training while in employment and ongoing professional competence schemes on the job are not eligible.
- Training and equipment awarded may differ taking into account mitigating factors and availability.
- Training and funding can be unsuccessful if competitive displacement occurs due to funding already been awarded within this sector.
- Application can be deferred for up to 6 months in exceptional circumstances, such as training provider amendments, availability and awaiting additional training.

All grants are discretionary, and no guarantee of success can be given to those who apply, however each application will be considered on its own merits. Please note: It is at the discretion of Perth & Kinross Council to include a limitation of the number of grants awarded to each industry specific training, whilst consideration being given to skills gaps and emerging need.

APPLICATION FORM GUIDANCE NOTES

1. APPLICANT CONTACT DETAILS

Please complete **ALL** of your personal details including postcode and email address if applicable.

2. SUPPORTING INFORMATION REQUIRED

a. Training

It is the applicant's responsibility to research and source the most cost-effective training option they wish to pursue. However, Perth & Kinross Council have the right to change the recommended training provider, for reasons of cost, location and numbers attending.

b. Equipment/Services

Where possible, it is the applicant's responsibility to provide 3 competitive quotes from suitable supplier(s) for the equipment/services requested. This includes the name and address of the supplier(s) and the cost of items.

3. FUNDING REQUEST

Please provide a full breakdown of costs. Where cost exceeds the grant limits, please give details of how these additional costs will be met.

4. APPLICANT STATEMENT

This section **MUST** be completed by the applicant. It is important to include as much information as possible as to why this grant will assist you in reaching your goal. Where the goal is to reach employment, it is **ESSENTIAL** that you include evidence that specifies your desired qualification as essential criteria in meeting your goal e.g. current job vacancies. Should these vacancies be significantly out with a feasible travel to work area, applicants must demonstrate their capacity to take up this job opportunity should it be granted.

5. GENERAL ELIGIBILITY

This section specifies the need to confirm residency within Perth & Kinross for at least the past three months. Please note proof is required for this; a utility bill, rent book or bank statement will be sufficient.

Applications will only be considered for those who are currently unemployed.

It is important that you complete your application as specified. If received incomplete or with insufficient supporting evidence, this will result in a delay in processing and securing your claim. Please note: should you fail to provide all supporting information requested in relation to your application within 4 weeks of submission, your application will be declined.

As a guide, the application process may take up to 4 weeks to complete. However, we will aim to progress correct applications earlier.

Please send completed applications and supporting documents by secure mail/Email to:

Skills Passport
Skills and Employment Initiatives
First Floor East
Pullar House
35 Kinnoull Street
Perth, PH1 5GD
Email: Lbeck@pkc.gov.uk

Skills Passport is managed by:

Laura Beck
Skills and Employment Initiatives
Perth & Kinross Council
Pullar House
35 Kinnoull Street
Perth, PH1 5GD
Email: Lbeck@pkc.gov.uk
Mobile: 07917 135971

Please note: no speculative meetings with applicants can be held in these offices; you are advised to make an appointment by phone or email.