

# Terms & Conditions

## Transition Training Fund



### Skills Development Scotland (“SDS”)

### Transition Training Fund

### Applicant Terms and Conditions

*The Skills Development Scotland Co Ltd (SDS) provide funding to assist workers previously employed in the Oil and Gas Production and Extraction Sector or the supply chain (the Sector) made redundant or are currently at risk of redundancy as a result of the economic downturn in the Sector to undergo training to enable them to seek alternative employment.*

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#### 1 Eligibility

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1.1 An applicant will be eligible for funding for a suitable programme of training (“Programme of Training”) to be provided by established providers of training which includes the Programme of Training (“the Established Providers”) if:-

- they have worked in the Sector as an employee or contractor and they have been made redundant or are currently at risk of redundancy from the Sector.

This would be evidenced by a notice of redundancy from their employer on company headed paper dated January 2015 or later.

If they are a contractor or are self-employed SDS need to see evidence that the downturn has led to the end of their contract and has impacted their ability to find new work.

- they are actively seeking employment. A recent and up to date CV is required. If they don’t have a current CV, they can use the SDS online CV builder tool at <https://www.myworldofwork.co.uk/getting-job/building-cv>. Additional supporting documents can include feedback from employers or agencies on recent applications along with evidence of current vacancy demand.

- they provide details of the Programme of Training they propose to undertake and the projected learning outcomes and relevant accreditation/certification to be achieved (if any) and be able to show that the proposed Programme of Training links to achievable employment opportunities and will help them get a new job.

1.2 The applications must be targeted towards an employment outcome in one occupational area. It is expected that applicants research and develop training packages with one career in mind.

1.3 Applicants should be proactive and contact potential employers within the occupational area to seek feedback and a credible indication that they would be a suitable candidate for employment within that occupational area once their training is complete. Where written correspondence from an employer is not available, written correspondence from employment agencies combined with details of vacancies from online / recruitment site job searches may also be accepted, provided that these evidence strong demand for their employment goal.

1.4 Typically Established Providers will:-

- be based in the UK and
- have accreditation to provide the Programme of Training from a recognised awarding body.

Where either is not the case, SDS will may require to be satisfied that the Programme of Training to be provided is suitable and adequate to meet the Applicant's requirements and represents best value for money.

1.5 For the avoidance of doubt, you can only make claim from the fund once.

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## 2 Approval of Application

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2.1 Once an application has been approved, SDS will intimate to the Applicant that the application has been successful. The intimation will set out details of the Programme of Training (including the cost) that has been approved, the provider(s) who will provide the training.

2.2 Where the Programme of Training consists of more than two or more elements to be provided by different Providers ("Multiple Element Training"), SDS may give separate intimations in respect of element.

2.3 The Applicant shall, within one month of intimation, book the Programme of Training (or in the case of Multiple Element Training, each element of the Programme of Training) and confirm the booking and the dates for the start and completion of each element of the Programme of Training. Failure to provide such confirmation will entitle SDS to cancel its approval of the application. SDS may agree to an extension of the period of one month in exceptional circumstances.

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## 3 Training

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3.1 The Applicant shall make arrangements with the provider(s) to undergo the Programme of Training. The Applicant shall notify SDS of the date on which the training has started.

3.2 Should you fail without reasonable cause to attend any training course(s) that SDS has agreed to support, SDS will be entitled to seek the recovery from you or any fee paid to the training provider(s) in respect of your training.

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4 Completion of Training  
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4.1 On completion of the programme of training the Applicant shall notify SDS of the fact and provide SDS with the learning outcomes achieved and any relevant certification.

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5 Follow Up  
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5.1 To enable SDS to evaluate the impact of the Transition Training Fund the Applicant shall provide SDS with information regarding the Applicant's work experience following the programme of training. The information will be anonymised and aggregated with similar information from other applicants before being passed on to other parties.

5.2 For the purposes of Equality monitoring, the Applicant may be requested to complete an SDS questionnaire.

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6 Inaccurate or Misleading Information  
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6.1 If the Applicant has supplied inaccurate or misleading information in support of their application (including, but not limited to, information concerning their eligibility, the programme of training, or costs incurred) SDS shall be entitled to require the Applicant to reimburse SDS for any costs incurred by SDS in relation to the application and any subsequent training.

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7 Data Sharing  
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7.1 Subject to Condition 7.2 below, SDS shall be entitled to place the following elements of the Applicant's personal data on its database accessible to other Transition Training Fund providers for the purpose of enabling them to check whether or not applicants have already received training financed by the Transition Training Fund:

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|-----------------------------|-----------------------------|
| - Full Name                 | - Email Address             |
| - Date of Birth             | - National Insurance Number |
| - Address                   | - Gender                    |
| - Telephone Number (Home)   | - Ethnic Origin             |
| - Telephone Number (Mobile) |                             |

7.2 Data on Gender and Ethnic Origin will be used for equality monitoring purposes only and will not be made accessible to any third party other than in aggregated or anonymised form.

7.3 By applying to the TTF, you acknowledge and understand that the information contained in your application must be passed to public bodies including (but not limited) to the Scottish Government and DWP, and to private sector bodies contracted to the above organisations for the purposes of:

- Operating, monitoring, auditing and evaluation of the programme of support in accordance with relevant Data Protection legislation, including the General Data Protection Regulation as of the 25th May 2018,

- The provision of advice to you in regard to your application and training delivery.