

# Terms & Conditions

## Transition Training Fund



### Skills Development Scotland

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.

#### 1 Eligibility

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:-

1.1 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.

1.1.1 This would be evidenced by a notice of redundancy from their employer on company headed paper dated January 2015 or later. Consideration may be given to individuals who experienced and can clearly evidence redundancy linked to the downturn during Quarter 4 of 2014. 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.

1.2 they are actively seeking employment.

1.2.1 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>

1.2.1 Additional supporting documents can include feedback from employers or agencies on recent applications along with evidence of current vacancy demand.

1.3 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.

1.3.1 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.

1.4 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.

1.4.1 Typically Established Providers will:-

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

1.4.2 Where either is not the case, SDS will 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.

## **2 Approval of Application**

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

## **3. Programme of Training Milestones**

### **Booking Training**

3.1 The Applicant shall, within one month of intimation of approval by SDS, 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 and withdraw the offer of funding. SDS may agree in writing to an extension of one further month in exceptional circumstances.

## **Commencement of Training**

- 3.2 The Applicant shall commence the Programme of Training within 2 months of booking the training in accordance with Clause 3.1.
- 3.2.1 If the Programme of Training is not available within 2 months from the date of booking, the Applicant must commence the Programme of Training at the next available start date, such date being subject to written approval by SDS.
- 3.2.2 In the event that a Training Provider cancels a Programme of Training, SDS may at its sole discretion grant an extension of a further 1 month to allow the Applicant to identify another Training Provider to deliver the same course, and to book and commence the course.
- 3.2.3 Where an Applicant has booked Multiple Element Training, the last element of training must be completed and invoiced within the financial year in which it was booked.
- 3.3 Failure by Applicants to commence the Programme of Training within the timescales set out at clauses 3.2 as appropriate, will entitle SDS to cancel approval and withdraw the offer of funding.
- 3.4 The Transition Training Fund (the "Fund") will operate until 31 March 2019, unless funding allocations are exhausted prior to this date. It is the responsibility of the Applicants to check [www.transitiontrainingfund.co.uk](http://www.transitiontrainingfund.co.uk) for updates on the Fund closure. Applications received after the date of the Fund closure will not be accepted.

## **4. Training**

- 4.1 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, such date being in accordance with the milestones set out at clauses 3.2 and 3.3.

## **5. Completion of Training**

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.

## **6 Follow up**

- 6.1 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.
- 6.2 For the purposes of Equality monitoring, the Applicant may be requested to complete an SDS questionnaire.

## **7 Data Sharing**

- 7.1 Subject to Condition 7.2, SDS shall be entitled to place the following elements of the Applicant's personal data on its database which may/will be 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:

Full Name

Date of Birth

Address

Telephone Number (Home)

Telephone Number (Mobile)

Email Address

National Insurance Number

Gender

Ethnic Origin

- 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 SDS shall process all personal data in accordance with data protection legislation including the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018

## **8 Inaccurate or Misleading Information**

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 withdraw approval of the application, withdraw funding and to require the Applicant to reimburse SDS for any costs incurred by SDS in relation to the application and any subsequent training.