



SKILLS FOR YOUR FUTURE - UPSKILLING FUND OVERVIEW

The Upskilling funding is targeted at SME businesses based in the borough of Telford & Wrekin. This funding should be used to support employees to upskill, leading to in work progression and /or retention and where mainstream provision is not available.

Mandatory training and training available through other funded provision will not be supported. Level 3 qualifications will not be funded where they are available through the Lifetime Skills guarantee or other mainstream funding so this is aimed primarily at L4 and above or industry specific training where it will lead to in work progression and where priority will be given.

Applications can be made from Wednesday 29th May 2024. Applications will close when all funding has been allocated

Grants of between £1000 and £3000 are available to support 90% of the cost of training, accreditation and certificates. Where training is in excess of £3000 the business will be required to meet the remainder of the cost.

This fund is open to businesses from B2B and B2C sectors (See exclusions on FAQ document). The funding is limited and an application does not guarantee funding. Funding will be restricted to 1 grant per employee but the business can apply for multiple grants up to a maximum of 5 employees.

Due to funding timescales, all training and outcomes must be completed by 28th February 2025

HOW TO APPLY

Due to the level of funding available and the high volume of applications anticipated, businesses will be required to submit an Expression of Interest to assess eligibility. A full application will then be invited once eligibility has been established. We will not be able to support all applications that are submitted. Successful and early submission of a full application does not guarantee funding.

The process for applying is the following:

- Stage 1: Submission of the UKSPF Upskilling Grant Expression of Interest form
- Stage 2: Submit full application, following evaluation of Expression of interest.

Full guidance on the application process can be found on the Upskilling Fund guidance notes

SCHEME CRITERIA

The Upskilling Fund will support the cost of training to upskill employees of SME businesses with grants ranging from £1000 to £3000.

Applications will need to demonstrate how the training will support the outcomes below which will be taken into account when assessing all applications.

- The benefit to the employee and how the training will help retain them in employment and /or what career progression this will lead to.



Funded by UK Government

- What benefit it will be to the business.

The funding will not cover:

- The cost of staff time when attending the training.
- The cost of travel or accommodation to attend the training
- The cost of training for equipment where this is included by the equipment manufacturer.
- Mandatory training which is required either to do the job such as Fork Lift Training or is a statutory requirement for the business such as Food Safety, First Aid. This is not an exhaustive list and each application will be assessed individually.
- Any type of Health and Safety or related training.

All applicants will be required to adhere to strict procurement rules. Full information can be found on the Upskilling Guidance Notes.

Businesses will be required to contribute 10% towards the cost of the training

For businesses that are VAT registered, we will not cover the cost of VAT, however for non-VAT registered business we can cover the cost of VAT.

WHAT DOCUMENTS ARE YOU REQUIRED TO SUBMIT?

- 3 quotes in line with procurement guidance or evidence that a tender process has been followed.
- Evidence of existing staff numbers
- HR /payroll confirmation that employee/s trained are employed
- Pre and post intervention to include information on job change, in work progression, salary increase
- Additional information may be requested on a per applicant basis
- 3 months bank statements
- Where applicants are requesting over £10,000 in grant support, applicant will also need to submit up to date management account, and a 12 month cash flow forecast.
- The onus is on the applicant to submit all required documents, if documents are missing, inaccurate or illegible this may result in us not being able to assess your application.