

## The Application Process

1. Applications will be appraised to determine if the proposal is eligible under the Scheme, with a decision normally being made within 15 working days of confirmed receipt
2. All applicants will be advised of the outcome of their submission via email. An agreement will be signed by all parties prior to funding being released
3. Training can then be confirmed with the provider and the Department will (if required) issue a purchase order direct to the training provider, followed by payment
4. Payments will be made direct to the provider, less the 25% self-funded/sponsored contribution
5. On completion of the training, the applicant and the employer may be required to engage in, and complete, a post training evaluation process, as well as any additional review that may be determined from time to time.
6. A nominated member of the States of Jersey HR Department will, in accordance with the Scheme criteria, resolve cases of uncertainty, dispute or appeal

## Commitments

The Skills Accelerator makes investments in individual employees, as well as the organisations they work within. The Scheme will be managed as a partnership and promote a three-way commitment by:

- Ensuring employees understand their commitment when undertaking grant-aided training activity
- Ensuring employers understand their responsibilities when supporting an application, under the Scheme
- Committing to pro-active communication during the training process, including – but not limited to – updates regarding interim progress, any concerns and where applicable, training attendance reports
- Enabling recovery of monies where appropriate
- Sharing success stories in order to promote the scheme to others
- Engaging in an end-of-training review process

## Scheme Criteria

- a. Preference will be given to employees/employers of Small Medium Enterprises (SMEs), with typically 1–30 employees
- b. Preference will be given to the use of on-Island training provision
- c. A maximum grant of £4,000 is available to eligible applicants, to a maximum of 75% of the total training costs. Evidence of how the remaining 25% will be funded is also required.
- d. The grant is available for skills and workforce training that is aligned to the aims of the Scheme, whether or not this leads to a formal qualification. However, where no formal qualification is involved, further justification of the outcomes will be required.
- e. Training identified in the application form will need to be provided by an accredited training provider, as determined by the Economic Development Department
- f. A formal agreement will be reached by the three parties: individual, employer and

- representative from the Economic Development Department
- g. Preference will be given to businesses from the non-financial and non-legal services sectors
  - h. The Scheme is not available for mandatory training/qualifications
  - i. Evidence of the personal and business benefits of the training will be required at the application stage, and may be required following successful completion

### **1. Employee Eligibility**

- a. Eligible applicants will normally be ordinarily resident in the Island, and will have been so for the period of 5 years immediately prior to application
- b. Eligible applicants must be able to evidence their residential status as 'licensed', 'entitled' or 'entitled to work' on the Island
- c. Funding is directed at individual employees
- d. Applicants must obtain details for the proposed training, including costs, from an accredited training provider to support their application
- e. Where minimum entry criteria are stipulated by the training provider/accrediting body, the applicant will be required to provide evidence to support that these have been met
- f. If the individual does not complete the training/qualification, they will normally be required to repay all, or part, of the grant paid
- g. No training, for which the grant is being sought, must have been undertaken before the application has been received and agreed. Applications for funding will not be accepted for training that has already commenced.
- h. In some cases, recipients will be supported by external mentors at key stages during the training period, such support will be provided on a discretionary basis.

### **2. Employer Eligibility**

- a. Businesses must have been trading for more than 6 months
- b. Funding is directed at an individual employee
- c. Applications from eligible individuals will only be considered with an accompanying supporting business case from the employer
- d. The status of ITIS and Social Security payments will be considered at the time of application
- e. The business must be locally registered and insured to carry out the activities outlined in the application
- f. In supporting the application, the employer confirms that they will allow the named employee to attend the training session/s and any other related activities, as confirmed in the application. Failure to do so may result in funding being withdrawn or reclaimed.
- g. A maximum of 3 applications can be funded within a given business in any rolling 12 month period

### **Equal Opportunities**

We aim to promote equal access to training and will endeavor to support specific access needs where ever possible within the criteria of the Scheme.

### **Progress and Attendance**

The following is provided as guidance:

- a. An applicant who fails to sit an examination, achieve the required attendance level, complete the agreed training activity, or show satisfactory progress may be withdrawn from the activity and may be required to refund all, or part, of the funding received
- b. Ongoing funding may be dependent upon the receipt of satisfactory progress reports. The Scheme may request attendance/progress updates from the training provider.
- c. If, at the end of the training activity, the required standard has not been achieved, a review will be required with the applicant, a representative of the business and a scheme representative to agree further action
- d. In circumstances where individuals hand in their notice and move to a new employer, funding will not normally be recalled. A new agreement will be required to recognise the change in parties associated with the funding.