

Low Carbon Skills Fund Eligibility Criteria

The aim of this funding programme

The aim of the Low Carbon Skills Fund is to enable employers to access sector specific training to help the adoption of processes around carbon reduction and energy efficiency. Skills Development Scotland will provide a financial contribution to your business to allow you to invest in learning and development for your staff, and so help support the sustainability and growth of small businesses within Scotland operating within this sector.

1. Who can apply?

The offer is open to businesses in Scotland that meet the following eligibility criteria. You can apply for the Low Carbon Skills Fund if;

- Your primary business activity is in Renewable Energy, Energy Efficiency and/or Carbon Reduction. To qualify, you must be able to state and prove that your work fits with the following:-
 - Increasing the energy efficiency of products
 - Installing lower carbon products or renewable energy resources
- The total employee headcount for the business (as a whole) applying for this funding is 250 or less.
- The business is, and the employees participating in the programme are, based in Scotland
- Your business or enterprises is a private sector organisation including voluntary and community not-for-profit status.
- Your business operates as a sole trader or freelancer (as defined below):
- You are a sole trader if:
 - you are trading as an individual;
 - your business finances cannot be separated from your personal finances insofar as a sole trader carries unlimited liability and is personally responsible for obligations incurred.
- You are a freelancer if you are currently:
 - employed on a fixed term contract of not more than 364 days.
- Your business is privately run or funded outwith the Public Sector:

2. What can I apply for?

What type of training will be supported?

Low Carbon Skills Fund rules dictate that only learning that is defined as eligible can be funded.

The programme will provide funding for the uptake of training in areas including:

- Construction, in relation to energy and water efficient buildings and infrastructure, renovations and retrofits, and the installation and maintenance of efficient appliances and machinery, including insulation and building treatments

- Microgeneration, including solar water and heating, and ground source/air source heat pumps, and energy saving technologies and management
- Materials to improve product performance
- Environmental and Technology Services
- Onshore/offshore wind technician
- Installation of lower carbon products or renewable energy resources
- Business Improvement Techniques in waste stream reduction/treatment/management
- Effective use of sustainable raw materials
- Given the commitment in the Government Economic Strategy to ensuring no barriers to realising the growth potential of the key sectors, consideration will be given to direct training to support staff development towards new/emerging legislation (but not certification or assessment)

You will need to demonstrate

- that the training courses you identify in your application support or are in line with your business priorities.
- that any training being undertaken through this programme will not commence until the application for funding has been approved by Skills Development Scotland
- that the training is delivered by an external organisation.

Below is a list of the type of training that is eligible for support. This list is not exhaustive but a guide to the type of activity:

- Qualifications including individual units
- Master Classes
- Learning based on National Occupational Standards
- Industry recognised qualifications
- First line supervisory management
- Workshops
- Taster sessions

What will not be supported by the Low Carbon Skills Fund?

The following training will **not** be funded through the Low Carbon Skills Fund;

Legislative or Statutory training:

Any non-negotiable training that is required by current legislation or statute - regardless of your own rules and regulations - to comply with the law and requirements of regulatory bodies as below:

- to carry out duties safely and efficiently
- to protect staff from harm
- to maintain competence to required standards

This would exclude the following types of training (examples):

- Diversity including Disability and Race Equality
- Fire Safety: Instruction and Evacuation / Fire Wardens / Fire Marshals
- Manual Handling / Safe Load Handling
- Health and Safety Awareness (including risk assessment / risk management)
- Display Screen Equipment (VDU Risk Assessment)
- First Aid Appointed Persons & First Aid At Work

Given the commitment in the Government Economic Strategy to ensuring no barriers to realising the growth potential of the key sectors, consideration will be given to direct training to support staff development towards new/emerging legislation (but not certification or assessment).

Other exclusions include:

- Training delivered in-house by staff employed by the business
- Company 'teambuilding away days'
- Company process awareness activity
- Leadership and Management programmes (excluding first line supervisory management)
- Travel and accommodation costs for employee or trainers
- Staff backfill costs / downtime costs
- Employer administration costs
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3. Rules of the programme

The following rules form part of the agreement between your business and Skills Development Scotland, therefore, please ensure that you fully understand and accept the following:

- Funding for Low Carbon Skills Fund will be allocated on a **first come first served basis**.
- The business will be responsible for negotiating the cost of the training and meeting the payment terms agreed with the Training Provider
- The cost of each training episode being applied for must not be funded by any other public source
- Up to 25 employees from your business can undertake one episode of training each.
- Those employees participating in the programme must be based in Scotland
- Only one successful application to this programme can be made per business
- Funding through this programme cannot be used to offset the cost of training already undertaken.
- Until the application has been approved and you have received a letter from us to that effect, then any funded training cannot take place as the required eligibility and verification checks will not have been carried out.
- The business will be required to complete the funded training, and submit a single claim with supporting evidence that the approved training has taken place, within **90 days** of the date of our letter of award (further guidance on this is shown in section 8 of this document)
- If you need to make any changes to your application after it has been submitted or approved, it is important that you let us know as quickly as possible. Not doing

so may result in your claim being rejected (further guidance on this is shown in section 7 of this document)

- To ensure compliance with the terms and conditions of the programme, and to ensure that the training provided meets the objectives outlined within the application, Skills Development Scotland reserves the right to monitor the Business' progress and outcomes and to ensure that the training is being delivered by a bone fide provider.
- During, or at the end of the project, Skills Development Scotland, or its approved contractor, reserve the right to contact the Business to undertake an evaluation of the Programme, the results of which will be made available to our funders, stakeholders and key partner organisations.

4. Amount of support

How much can I apply for?

- Upon receipt of the necessary evidence and compliance with the rules of the programme, we will retrospectively fund 50% of the total cost of the training that you apply for.
- Up to 25 employees from your business can undertake one episode of training each. For example, if the training costs £2500, we will refund £1250. If it costs £500, we will refund £250.
- There is no upper funding limit

5. Information to help you apply

How do I apply?

To apply for funding from the Low Carbon Skills Fund you need to:

- Contact your Sector Skills Council. If you are unaware of your Sector Skills Council please contact our free helpline on 0800 783 6000 and our advisers will be happy to conduct a search for you.
- sit down with your Sector Skills Council representative to read through the Programme Rules and Guidelines
- complete all sections of the Low Carbon Skills Fund application form with assistance from your Sector Skills Council
- ensure you sign and date the application form, and have your Sector Skills Council to countersign
- return the application form to the address provided below.

When completing your application form, you will have to identify what training you wish your staff to undertake, in accordance with the programme rules. Your Sector Skills Council will be able to assist in this, helping you to identify the most appropriate training, relevant training providers, and assisting you to complete the application form.

Please ensure that each piece of information is completed clearly and you have made a copy of your application for your own reference. Regrettably, we are unable to accept faxed or e-mailed applications.

At this stage, you are responsible for negotiating the cost of the training and meeting the payment terms agreed with the Training Provider and detailing this on part 3 of the application form.

Make sure you answer every question on the application form – only complete applications will be accepted

It is your responsibility to ensure that your application reaches Skills Development Scotland. We cannot accept responsibility for applications that are not submitted in time.

Where should I send my completed application form?

Completed application forms should be sent to:

**Low Carbon Skills Fund
Skills Development Scotland Centre
New Lanarkshire House
Dove Wynd
Strathclyde Business Park
Bellshill ML4 3AD**