Application Process

Step 1

- Colleges encourage contact from local Levy-paying employers to alert them to Year 4 of the FWDF.
- Application process formally opens following publication of annual programme guidance.

Step 2

- Initial engagement on training needs to take place with employers and colleges.
- Evidence of employer eligibility for funding.
- Analysis of employer (or supply chain if applicable) skills gap(s).
- Identify link to increased productivity of organisation.

Step 3

- Identification of training required.
- Set out anticipated impact of training on skills gap(s) and productivity for Levy-paying company.
- Agree arrangements for training: timescale of delivery, number of employees, developmental goals, type and level of accreditation offered, cost per course.

Step 4

- If the application is for the Levy-paying employer, the application must be signed declaring that this is their one (and only) application to the Fund.
- If the application is for a supply-chain company, both companies must sign the application (with the Levypayer declaring how much of their entitlement they are allocating to the supply chain and that it will not exceed the total £15,000 they are eligible for).

Step 5

- Deliver training in accordance with agreed 'contract'.
- On completion of training, conduct evaluation.
- Complete on-going reporting process to SFC through scheduled returns of Reporting Template.

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OR INSERT COMPANY NAME (RIGHT CLICK, CHANGE PICTURE)



Flexible Workforce Development Fund (FWDF) 2020-21 Application Form

LEVY-PAYING COMPANY ELIGIBILITY INFORMATION (ALL FIELDS ARE MANDATORY)						
Name of employer			Company registration number			
Number of employees			Company Registered Charity		O (please tick)	
Operate across Scotland? *Please circle	YES/NO*		Operate across more than one college region? (Please circle)		YES/NO*	
Address			Company website			
Postcode			Telephone number			
Contact person			Email address			
COMPANY LEGAL STATUS (select one option only)						
O Private Limited Compa	ny O Public Limited Co		npany O Partnership		nership	
O Other (please specify):						
Demonstrate proof of levy	contribution					
Documentation used as proof of eligibility, supplemented with a signed copy						

^{*} Please complete the section below when you (Levy-paying company) are passing on access to all or some of your FWDF allocation to a supply chain company.

SUPPLY CHAIN COMPANY INFORMATION				
Name of employer		Company registration number		
Number of employees		Company Registered Charity	O (please tick)	
Operate across Scotland? *Please circle	YES/NO*	Operate across more than one college region? *Please circle	YES/ NO*	

Address						Company website		
Postcode						Telephone number		
Contact person						Email address		
COMPANY LEGAL STATUS	(select one option only)							
O Private Limited Compar				ompany O Partnership				
O Other (please specify):	O Other (please specify):							
How much of your FWDF	allocation are you passing	on to	this supp	oly ch	ain	company? (up to ma	aximum £15,000)	
£								
BUSINESS SKILLS GAP AN	D TRAINING							
Does your organisation requ	uire a skills gap analysis?	0	Yes	0	No			
Do you have a current skills	gap analysis?	0	Yes	0	No			
If yes, what needs have be disabled and BAME emplo		ipply (chain nee	ds if	app	licable). Including as	sessing priority groups	such as women,
What training has been identified to meet the skills gap analysis? What are the intended goals/outcomes of this training? (for the Levy paying company & Supply chain company if applicable)								

How many employees will benefit from the training? (Please separately identify how many levy payer and/or supply chain employees
will be attending the course if applicable)
What consideration have you made as an employer to support staff with protected characteristics (as listed in section 4 of the Equality Act 2010) or from other priority groups (as set out in the Fund guidance) to gain access to training through the Fund?
What is the expected impact of this training on employees/employer? Has Covid-19 had an impact on your productivity and will this training help? Specifically, what anticipated impact will this training have on productivity?
How will this impact be evident?

C (C),	
Summary of final training plan	
Please provide a breakdown of the training costs	
, , , , , , , , , , , , , , , , , , ,	

 Employer declaration (if for Levy paying company only) I declare that I am authorised to sign this application a 	and that this is the only application we have made to the 2020-21 FWDF.
Print name:	
Signature:	Date (DD/MM/YY):
Employer declarations (if Levy-paying company is passing acces The content and level of planned training has been agreed company.	s to their FWDF allocation to a supply chain company) reed between both the levy-paying company and the supply chain
	and confirm that we are allocating £(amount) of(supply chain company). This will not exceed our
Print name:	
Signature:	Date (DD/MM/YY):
 I declare that I am authorised to sign this application a 2020-21 FWDF (via this or any other levy-paying comp 	and confirm that this is the only application we have made to use the any).
Print name:	
Signature:	Date (DD/MM/YY):
College	
Print name:	
Signature:	Date (DD/MM/YY):