



**GLASGOW CITY COUNCIL
BUSINESS DEVELOPMENT
Glasgow Business Training Support 2009/10**

This information is available on our web site www.glasgow.gov.uk

Operational Guidelines

These guidelines are drawn up to help you establish eligibility of your company for the Council's grants. If you are not sure whether your company qualifies or not please phone or email the contact noted below.

1.0 What is the Glasgow Business Training Support Programme?

The Glasgow Business Training Support Programme is a grant designed to help companies in Glasgow provide training for employees, managers and owners. The programme seeks to improve the competitiveness of Glasgow businesses by helping companies provide formal training of a high standard for all members of the workforce to improve competitiveness, improve productivity, employability and safeguard jobs. The grant is targeted at small and medium sized enterprises (SME's). The aim is to provide employees with transferable skills and knowledge in a bid to help workers secure their current and future employment.

The grant can be used to support training that is flexible on or off-site, online and during or after working hours, at times that suit employers and employees. Eligible training fees must be external or additional to the company.

Applications are encouraged from companies who want to train workers who otherwise may not be considered for inclusion in training.

We welcome applications from minority ethnic owned businesses and businesses owned by women.

2.0 Eligibility

- 2.1 Operate from business premises within Glasgow City Council's boundary.
- 2.2 Generate their turnover principally from manufacturing, or, if the service sector, outwith Glasgow – proof of turnover certified by an external accountant, may be required
- 2.3 Employ less than 250 people worldwide.
- 2.4 In all cases a company's ability to pay for the training themselves will be taken into consideration before approval is given.

3.0 Not Eligible

- 3.1 Retail companies and companies trading locally i.e. within the City, are not eligible for support
- 3.2 Training that is required by legislation e.g. Health & Safety
- 3.3 Training that is considered routine to the business
- 3.4 Applications will not be considered if training has already started or has taken place, as grant cannot be awarded retrospectively.

4.0 Trainee Eligibility

Trainees must be permanent, full time, part time employees, managers or owners of the company

5.0 What types of activity is eligible?

Any type of external training programme will be considered on condition that it provides trainees with skills that will demonstrably improve company competitiveness.

6.0 Who can carry out the training?

6.1 Training organisations currently registered with Glasgow City Council's Business Training Support Programme are eligible to deliver training under this scheme.

6.2 Trainers who are new to the programme can apply for registration when they have an eligible Glasgow company to train. To apply as a 'Registered Trainer' contact the Council on the number noted below.

n.b. It is the applicant company's responsibility to draw up an appropriate contract with their specified trainer. The Council's contract will be with the applicant company and not the trainer.

7.0 What is the level of Grant?

7.1 Match funding up to 50% will be paid towards external trainer's fees.

7.2 The duration of the training programme and the rate charged must be broadly comparable to other similar applications received by the Council. In some cases restrictions will be imposed and competitive quotes may be requested.

7.3 Details and full costs of the project, including any other financial assistance, must be provided on application.

7.4 A contribution may be made for travel and accommodation for trainees who, as a part of the training programme, must spend at least one night away from home. These costs will only be paid where there is no local training provider available.

Travel	50% of standard rail or airfare
Accommodation UK	up to £50 per night
Elsewhere overseas	up to £80 per night

8.0 How do I apply?

Complete the Glasgow: Business Training Support application form and submit it with the following enclosures:-

8.1 An up to date copy of your most recent audited accounts.

8.2 Proof of turnover (see Company Eligibility see 2.2) where applicable.

8.3 Trainer's registration number.

8.4 Comprehensive training plan, detailing the content of all training events, explaining what will be done and providing specific competencies.

8.5 Applications received which do not contain the above information will be returned to the applicant company.

8.6 If the application appears eligible a Business Adviser will visit the company to discuss business objectives and short term outcomes.

8.7 If approval is given the company will be informed by letter containing the conditions of the award.

9.0 Approval

- 9.1 Once the grant is approved the applicant company must confirm acceptance of the terms and conditions of the grant.
- 9.2 The acceptance and training dates form issued with the letter of approval must be returned within 4 weeks of approval.
- 9.3 Changes to the agreed training programme must be approved in writing by the Business Adviser prior to the changes taking place.

10.0 Claiming the Grant

Details on claiming the grant will be issued to the successful applicant companies, however the following must be noted:-

- 10.1 All fees due to the trainer must be paid in full by the company and training completed satisfactorily before the grant can be claimed.
- 10.2 All companies will be visited by a Business Adviser to measure outcomes of the training.
- 10.3 Grant will only be paid if previously agreed qualifications and competencies are achieved.
- 10.4 Training records signed by each trainee, trainer and the applicant company must be submitted.
- 10.5 Proof of payment to the Trainer i.e. the original invoice and copy bank statement showing the appropriate transaction must be submitted.
- 10.6 All trainees who successfully complete the training will be awarded a certificate of competence from Glasgow City Council and the European Social Fund.

Please Note

Applicant companies must own the relevant hardware and software for training involving new technology. Proof of ownership will be required before grant is paid.

These guidelines are published so that all interested parties will fully understand the requirements of the programme. Payment of grant will be withheld if any guideline is not complied with, (unless written approval is obtained) or if any information is provided which is misleading or incorrect.

Enquiries or completed application forms and enclosures to

**Principal Business Adviser
Business Development
Development and Regeneration Services
Glasgow City Council
229 George Street
Glasgow
G1 1QU
0141 287 7260
Email: training.grants@drs.glasgow.gov.uk**

**Application forms can be downloaded in PDF & Rich Text Format from our website
www.glasgow.gov.uk**