

Department of Economic Development

Vocational Training Funding Support Scheme Guidance Document

1. Purpose of this Document

This document summarises the policy for providing financial assistance by the Department of Economic Development (DED) through its Vocational Training Financial Support Scheme (VTFSS). This guidance is to assist potential applicants in understanding the criteria used to evaluate applications.

It is important to emphasise that this document provides general guidance only. The scheme is discretionary therefore the decision whether to provide financial assistance for a specific application will be judged on its merits and is at DED's discretion. .

Please note: Applications must be submitted prior to the commencement of training. Retrospective applications will not be accepted under any circumstances.

2. Introduction

The principal objective of the DED is the continued growth and diversification of the Isle of Man economy, creating appropriate employment opportunities for all. This is consistent with Government's overall economic strategy. To achieve this objective the DED seeks to:

- **Stimulate growth in specific sectors** by supporting growth in existing local businesses and attracting new businesses which fit with Government's Economic Strategy of attracting and developing high value adding, well remunerated, economic activity.
- **Target new sectors** where a specific opportunity has been identified to generate new business and increase the level of exports (physical and services) from the Island. The DED is particularly keen to pursue new businesses involved in new and/or rapidly developing high-growth sectors.

Stimulate improved overall economic performance by:-

- Helping individuals improve their skills and productivity and thus organisations improve their capabilities and performance through support for funding of vocational training and small business start up assistance.
- Helping businesses to improve their effectiveness and efficiency through support for funding of initiatives that are relevant to all, such as energy efficiency, effective waste management and quality standards.
- Maintaining an economic environment that supports the needs of employers, employees, other stakeholders and the environment, through an effective employment framework (including employment law, minimum wage, work permits, Job Centre, support for people with disabilities) and the Isle of Man's energy policy.

3. Financial Assistance

In accordance with Government Policy the principal purpose of providing financial assistance under the VTFSS is to develop the skills of the Island's workforce in order to stimulate wider economic benefits (revenues, jobs, profits, expenditure in the local economy) and associated fiscal benefits (direct and indirect taxes) which are far in excess of the cost of the support provided. The DED's Vocational Training Financial Support Scheme is discretionary and can provide financial assistance to both businesses and individuals wishing to undertake training which is in accordance with DED's objectives and will:

- Improve an individual's likelihood of gaining employment
- Improve an individual's skills and effectiveness within the workplace
- Benefit the employer through increased productivity
- Benefit the employer by expanding the range of products and services offered
- Benefit the employer by increasing revenue to the company
- Provide skills for new and emerging sectors

Support for individuals may include:

- Job Search assistance, CV's, Applications, Interview Techniques
- IT Skills
- Social Skills – Teamwork, Self Esteem & Confidence
- Basic Skills – Customer Service, Office Skills, H&S, First Aid
- Specific skills based training

Support for employers may include:

- Advanced Skills training
- Leadership / Management training
- Professional Qualifications
- Cross or Multi-Skilling

As the primary objective of the Department is to support the growth and diversification of the Isle of Man economy, support will be directed to the training which DED considers to be of greatest impact and will favour those occupations and sectors which are likely to generate the greatest return on investment.

Applications will broadly fall into one of the following categories:

- Apprentice/Trainee Programmes
- Short courses / Vocational training for those in employment
- Training/re-training for the unemployed
- Work Experience Placements

Financial assistance will not be available for off Island training, where such training is available locally and is deemed to be of similar content, quality and available in a timely manner.

Financial assistance under the VTFSS is not available for attendance at conferences or trade exhibitions.

4. Making an Application

Application forms are available from the DED website:

http://www.gov.im/lib/docs/ded/training/DED_2010/dedvocationaltrainingapplication.pdf

Alternatively, you may call Training Services on 687156, or visit the Job Centre, Prospect Hill, Douglas.

You should complete the application form as fully as possible, providing all of the requested information. Supplementary information relating to the intended training activity should also be included, together with the direct training and associated costs (travel and accommodation if off Island).

The application form also provides an opportunity for the applicant to outline the anticipated benefits of completing the training. As applications are considered on individual merits, it is strongly recommended that all applicants pay careful consideration to this part of the application.

5. Determining an Application

Once an application has been received it will be formally evaluated. Additional information and/or clarification of certain points may be requested during this process. A meeting may also be requested to discuss the application in further detail.

Evaluation of the application will include consideration of the following factors:

- The anticipated benefit to the individual
- The anticipated benefit to the employer
- The anticipated benefit to the Isle of Man economy

Additionally, when considering applications made by employers, the DED will take a view on whether the proposed training activity is over and above what a reasonable employer should provide.

Funding will not be available for individuals who are required to undertake certain aspects of training as part of Continuing Professional Development (CPD) in order to maintain their current accreditations or professional affiliations.

The Department will also consider the employment status of the applicant(s) in relation to the Control of Employment Act (1975) and subsequent legislation.

DED aims to process all fully completed applications within 10 working days. If we need to request additional information or make further detailed enquiries, this may delay the decision.

Applicants will receive written notification of our decision. This will either constitute a formal offer of assistance, which requires acceptance by the applicant, or a letter of refusal which will outline our reasons for not supporting the application.

6. Claiming your Offer of Assistance

Once you have an offer of support from DED, which you have subsequently accepted, you will need to complete the claim process at the culmination of your training activity. You will be required to provide evidence of expenditure, in the form of receipts / receipted invoices and evidence of attendance / certification. Failure to provide satisfactory evidence of completion and/ or evidence of costs incurred may result in reduced or non payment.

Financial assistance is offered on the condition of successful completion of the training activity. This means that where the activity is certificated, you will need to demonstrate successful completion and the award of the relevant certificate in order to claim the assistance.

Once you have submitted all of your supporting documentation DED will process your claim and arrange for payment, usually by bank transfer. DED aims to make payments within 15 working days.

Where actual costs are less than estimated in the application, DED will reduce the amount of assistance paid in proportion with the reduced costs.

If you do not attend or successfully complete your training activity, for whatever reason, you will not be eligible to proceed with your claim. DED will consider requests to transfer the offer onto an identical training activity on a different date, but reserves the right to alter or withdraw the offer entirely.

All claims must be submitted within 6 months of the completion of the training activity, as outlined in the original application. Applications which are not completed within this timescale, where DED have not been notified in writing of proposed changes, will automatically become void.

7. What level of assistance can DED provide?

The level of funding offered by the Department varies dependent on the nature of the individual application. As an indication of the nature of support for the different category of applications:

- Apprentice/Trainee Programmes
 - Programmes must be approved by the Department to qualify
 - Attract the highest level of support from the Department
 - Support would normally cover the full costs associated with training
 - Value for Money limits may apply to associated costs (Travel etc)
 - Additional payments directly to Employers may be available
- Short courses / Vocational training for those in employment
 - Support provided on a shared cost basis
 - Training of greater economic benefit will attract more support
 - Maximum level of support is 50%
 - Annual limits apply per employee
 - Value for Money limits may apply to associated costs (Travel etc)
 - DED may procure certain training and provide access to short courses

- Training/re-training for the unemployed
 - Support can include direct job coaching / basic skills training
 - Access to a broad range of training options
 - Ability to participate in training work placements
 - A weekly training allowance may be available
 - Support may cover the full costs associated with training
 - Value for Money limits may apply to associated costs (Travel etc)

- Work Experience Placements
 - DED will provide liaison with employers
 - Access to quality training work placements
 - A weekly training allowance may be available
 - Access to a broad range of training options during placement

Appendix A at the end of this guidance sets out how financial assistance may be granted dependent on the economic sector most relevant to the application.

For employers who are VAT registered, offers will be calculated and paid net of VAT.

8. What training will not be supported?

Whilst all applications are considered on their own merits, there are a number of types of training which are unlikely to receive support. These are detailed below in order to try and assist potential applicants, although this list is indicative only and not exhaustive:

- In-House or induction type training such as that usually provided by reasonable employers
- Any form of training which is not accredited or to a recognised standard
- Training undertaken off-Island, where such training is ordinarily available locally
- Attendance at conferences or exhibitions
- First Aid training
- Study towards academic qualifications at under-graduate level or above
- Training which is already supported by DED, either as part of its own course programme or agreed support at source
- Apprentice training, where resources are already committed to providing similar programmes on the Island, even if limited numbers are available

9. What if I am not satisfied with the decision?

If your application was rejected, or if you received an offer of assistance which you are not prepared to accept, you may request a review of the decision.

You must request a review within 10 working days of receiving the decision, by writing to the Employment and Skills Group Manager, Department of Economic Development, Nivison House, Prospect Hill, Douglas, Isle of Man, IM1 1ET.

Your letter should clearly set out the reasons for requesting a review and you should include any additional information which you feel will help to justify your request.

The outcome of the review is final.

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Appendix A

Assistance by Sector

With the exception of formal Apprentice / Trainee programmes and training for those who are currently Unemployed, should your application be successful financial assistance will be offered on the basis of providing greater levels of support to sectors which have the greatest impact on the Islands economy.

Primary Sectors

Banking	}	40% - 50%
Captive insurance		
Fiduciary		
Asset Management		
Life Insurance		
Manufacturing – General, Engineering, Food & Drink		
Tourism		
ICT/e-Business		
Space		
Film		
Shipping Management		
Aviation Management		

Secondary Sectors

Accounting	}	30% - 40%
Legal		
Construction		
Agriculture & Fishing		
Leisure (Catering & Entertainment)		
Utilities		
Transport		
Medical & Health		
Education		
Retail		
	Annual Limit £1500	

All other occupations	-	20% - 25%
		Annual Limit £1000

Note: These lists are indicative and consideration will be given to all applications regardless of sector

Assistance for Travel, Accommodation, Subsistence & Other costs:

Where off Island training is approved, assistance may be available towards the costs of Travel and Accommodation.

Assistance will be calculated in line with the percentage of training costs offered subject to the following limits and exclusions:

Off Island Travel: £75 maximum

On Island Travel: Excluded

Accommodation: £30 per night maximum

Other costs:

Subsistence: No assistance will be available towards the costs of meals, drinks etc

Wages: No assistance will be available for wages, or other loss of earnings

Study Materials etc: Assistance may be considered and will be calculated in line with training costs.