



JOINED UP FOR BUSINESS  
**EMPLOYER SUPPORT A-Z**

November 2018

Section 1	Funding incentives for employers
Section 2	Support for employers when recruiting apprentices
Section 3	Support for employers with training, work experience and work force development
Section 4	Business growth support

This document is refreshed bi-annually, however please note that all initiatives and support opportunities within this document are subject to change.

# SECTION 1

## Funding incentives for employers

### 1.1 CITB Funding

CITB Employer Funding	
What is this?	<p>CITB are the leadership organisation for the UKs construction industry and administer a number of grants to qualifying businesses.</p> <ul style="list-style-type: none"><li>• CITB can offer grants to include Support for Apprentices and New Entrants, Grants for Graduate Apprenticeships, Grants for Short-Period Qualifications, Grants for Long Period Qualifications, Grants for Short Duration Training and Plant Training;</li><li>• Funding includes Skills and Training Funding where registered and in scope CITB companies can apply for funding for construction related training. The maximum amount companies can apply for depends on how many employees they have ie 1 to 49 employees can apply for up to £5,000, 50 to 74 employees can apply for up to £7,500 and 75 to 99 employees can apply for up to £10,000. There are several closing dates throughout the year;</li><li>• Flexible and Structured funding is also available for employers to apply for.</li></ul>
Eligibility	<p>To be eligible for this support your business must engage with CITB and complete a registration and verify that your company is 'in scope' for assistance, contact Sarah Forbes to determine eligibility.</p>
How to Apply	<p>To determine whether your business can qualify for CITB Grant funding, please contact Sarah Forbes, CITB Advisor on 07887 752136 or <a href="mailto:sarah.forbes@citb.co.uk">sarah.forbes@citb.co.uk</a></p>
Can be used with other funds?	<p>Please contact Sarah to enquire</p>
More information	<p><a href="https://www.citb.co.uk/grant/">https://www.citb.co.uk/grant/</a></p>

### 1.2 City of Edinburgh Council, SERI

City of Edinburgh Council, Scotland's Employer Recruitment Incentive (SERI)	
What is this?	<p>Scotland's Employer Recruitment Incentive is available to private or third sector employers recruiting a young person into sustainable employment, aged 16-29 years (inclusive) who is experiencing labour market disadvantage as outlined in the eligibility criteria.</p> <p>The employer must be looking to recruit for a newly created position. The working hours must be over 16 hours a week to qualify for funding.</p> <p>A total payment of £4000 is available to employers with an additional £500 bonus for those paying the Living Wage* to the employee. Payment is provided in 4 stages:</p>

Completion of stage	Payment
After 4 weeks in work	£600
After 13 weeks in work	£1400
After 52 weeks in work	£2000
Living Wage payment*	£500
Total	£4500

Payments will be made to employers when claimed with evidence of the completion of each milestone.

\*The Living Wage as set by the Living Wage Foundation <http://scottishlivingwage.org/> must be paid to the contracted employee for at least 6 months and the employee must have completed 52 weeks employment.

### Eligibility

In Edinburgh SERI focuses on supporting disadvantaged groups into employment and in particular young people (16-29) who have a recognised disability. Further information on these criteria can be obtained by emailing [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk)

Please note the employer must secure agreement for the funding before the starting the employment contract as retrospective applications are not possible.

### How to Apply

In Edinburgh, we are working closely with referral agents to ensure a fair spread of young people and employers can access funding across different barriers and sectors. These referral agents are: All In Edinburgh, Project SEARCH, Business Gateway, The Edinburgh Guarantee, and Capital City Partnership. To ensure referrals are acted upon swiftly and fairly, these agencies should communicate referrals to the SERI team by emailing [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk)

Employers should email [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk) in the first instance for further information and to be signposted to fund access points.

### Can be used with other funds?

Employers need to ensure they do not exceed the EU Directive on de minimis aid. For more information on de minimis aid you can find details on the Scottish Government website - <http://www.gov.scot/Topics/Government/State-Aid/if-its-aid/deminimis>

### More information

Email [wage.incentives@edinburgh.gov.uk](mailto:wage.incentives@edinburgh.gov.uk)

### 1.3 DWP, Small Employer Offer

DWP, The Small Employer Offer	
What is this?	<p>The Small Employer Offer (SEO) is part of National Governments Enhanced Support Offer (ESO) giving a new and unique package of employment support for both employers and employees with a health condition or disability. This is a key part of the government’s aim to reduce the disability employment gap.</p> <p>The Small Employer Offer gives Jobcentre Plus the opportunity to raise awareness with small employers of the support available to them when employing a person with a long-term health condition or disability.</p> <p>Small Employer Advisers will work with local small employers and work coaches to provide support for small employers and their new employees. The advisers will:</p> <ul style="list-style-type: none"> <li>• work with small employers to develop and maintain relationships</li> <li>• ensure the correct person is referred to a vacancy or work experience opportunity</li> <li>• support employers and their employees when completing Access to Work applications</li> </ul> <p>It consists of in-work support by building on existing in-work support opportunities and by introducing a Small Employer Payment (SEP) to smooth the transition into work. The SEP is paid where a claimant works for 16 hours or more a week for 12 continuous weeks or fixed term for 26 weeks.</p> <p>The payment is £500 paid after the sustained employment.</p>
Eligibility	<p>For the purposes of the SEO a small employer is someone who employs 25 or less employees. The employee must have a registered health condition or disability.</p> <p>Please note that franchises are not classed as a Small Employer for SEO purposes. This is because they have access to a Human Resources (HR) infrastructure within the parent company. This also relates to ‘other’ small employers where they have access to HR services such as Medical Practices.</p> <p>Currently SEO payment is only available in two districts of Scotland: East and South-East Scotland Central Scotland</p>
How to Apply	<p>Please contact your local Employer and Partnership Manager, Edinburgh – <a href="mailto:avril.cameron@dwp.gsi.gov.uk">avril.cameron@dwp.gsi.gov.uk</a></p>
Can be used with other funds?	No
More information	

## 1.5 Interface

Interface	
What is this?	<p>Interface is a central hub connecting businesses from a wide variety of industries to Scotland's 23 universities, research institutes and colleges.</p> <p>They facilitate collaborative partnerships between all industry sectors, including charity, social enterprise and 3rd sectors, helping businesses and academia work together on key industry challenges. They also administer Scottish Funding Council Innovation Vouchers and can identify numerous funding opportunities to help offset the cost of business academic projects.</p> <p>Innovation Vouchers provide an opportunity for Scottish SMEs to work with academic experts to help solve problems that may help grow their company and offer solutions which cannot be obtained commercially.</p> <p>The value of a Standard Innovation Voucher is up to £5,000 of funding aimed at encouraging first time partnerships and covers the academic project costs and is paid directly to the university or college. The company contributes an equal value in cash, in kind (such as staff time, materials or equipment) or a combination of both.</p>
Eligibility	<ul style="list-style-type: none"> <li>• All SMEs, sole traders, social enterprises and third sector organisations with main company operations in Scotland can apply for a voucher if they are partnering with a research provider for the first time.</li> <li>• Projects must be innovative (a novel/pioneering idea) and lead to new products, services or processes that will benefit the company, the academic institution and the Scottish economy.</li> <li>• Only projects which cannot be delivered commercially and require the technical expertise of an academic partner are eligible.</li> </ul> <p>Scottish Funding Council will not fund projects if they are related to:</p> <ul style="list-style-type: none"> <li>• Consultancy e.g. to study/evaluate current products, systems and practices</li> <li>• Company and strategy planning</li> <li>• Data gathering and literature reviews</li> <li>• Marketing activities such as development of mobile apps or literature for advertising</li> <li>• Skills development, continuous professional development and training courses</li> <li>• Activities that would promote/ subsidise the cost of exports</li> <li>• Software purchases</li> <li>• Internships for students – separate funding is available for this</li> </ul>
How to Apply	<p>FAQs, application forms, and a step-by-step guide to the application process for Innovation Vouchers can all be obtained on the website <a href="http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers">http://www.interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers</a></p>
More information	<p><a href="https://interface-online.org.uk/">https://interface-online.org.uk/</a></p>

## 1.6 Santander Graduate Internship Funding

Santander Universities Graduate Internship	
What is this?	<p>In Edinburgh, the Santander Universities are the University of Edinburgh; Queen Margaret University and Edinburgh Napier.</p> <p>The Santander Universities Internship Scheme offers an SME the opportunity to employ a student/graduate on a fixed term project identified by the company. The scheme will help you find a student/graduate with the appropriate skills to provide the most relevant expertise for your project. The student will work as an employee on a fixed term basis, for a three month period, or part-time over six months.</p> <p>Santander will provide match funding through the University of £1500 towards the project (approximately 50%) with the remaining cost to be met by the company.</p> <p>The benefits for your business</p> <ul style="list-style-type: none"> <li>• A high-calibre temporary resource to assist with a strategic project that might have been on hold/will not otherwise be done.</li> <li>• Involvement with intelligent minds that bring innovation, skills and knowledge to benefit your business success and performance.</li> <li>• Opportunities to get energy and fresh insights to a particular business area; a different perspective to problems, and a new motivated member of your team.</li> <li>• The project will be run by your company, in your company, the student will be your employee and mentored by you.</li> <li>• At the end of the project, in addition to the outcomes that were agreed by your company and the intern, we will ask employers and interns to provide a brief summary report of the placement.</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>• To be eligible for the incentive: <ul style="list-style-type: none"> <li>○ your business must be an SME (250 employees or less, and an annual turnover of fifty million pounds or less)</li> <li>○ you should be looking to employ a student/graduate from any discipline</li> <li>○ the intern must be employed by you, and paid a minimum of £3000 for a full time ten week position (pro rata for part time).</li> </ul> </li> </ul>
How to Apply	<p>You can apply directly through registering on the Santander website <a href="https://talent.santander.co.uk/">https://talent.santander.co.uk/</a> If you wish to discuss the process or access support for your application, please contact:</p> <p>Edinburgh University: <a href="mailto:employ.ed@ed.ac.uk">employ.ed@ed.ac.uk</a>  Edinburgh Napier University: <a href="mailto:employerrelations@napier.ac.uk">employerrelations@napier.ac.uk</a>  Queen Margaret University: <a href="mailto:careers@gmu.ac.uk">careers@gmu.ac.uk</a></p>
Can be used with other funds?	No
More information	<p>More information can be found at <a href="http://www.santander-grants.com/">http://www.santander-grants.com/</a> and <a href="https://www.ed.ac.uk/careers/employers/advertise-your-job/employ-edinternshipsprogramme">https://www.ed.ac.uk/careers/employers/advertise-your-job/employ-edinternshipsprogramme</a></p>

## 1.7 The Wheatley Pledge

<b>The Wheatly Pledge</b>	
<b>What is this?</b>	<p>Wheatley Group is Scotland’s leading housing group and provides, through Glasgow Housing Association and its other subsidiaries, a range of housing and regeneration services including social housing, homes for mid-market and full market rent, community regeneration and property management.</p> <p>The Wheatley Pledge is an annual commitment to do more for Wheatley Group customers and communities. It is composed of two employer recruitment incentives:</p> <p><b>Wheatley Pledge Apprenticeships</b></p> <p>Apprenticeships offer anyone over aged 16 paid employment combined with workplace training.</p> <p>Wheatley Group is offering financial incentives of up to 25% per annum for the duration of every apprenticeship. This is up to a ceiling of £6,000 for a 2 year Modern Apprenticeship and £9,000 for a 4 year Modern Apprenticeship. This will be paid to the employer, and is in addition to any training contribution you may be able to secure from other sources.</p> <p><b>Wheatley Pledge Job Fund</b></p> <p>Wheatley Group is offering financial incentives for every new job opportunity created for unemployed Wheatley Group customers.</p> <p>To be eligible for funding, all new job opportunities must be for a minimum of 12 months, and not seasonal or created for the execution of a specific / temporary contract, unless the contract will extend between 18 months.</p> <p>The Wheatley Group will fund up to 50% of the employee’s annual salary for 12 months – <b>to a maximum of £7,000.</b></p>
<b>Eligibility</b>	<p><b>Wheatley Pledge Apprenticeships</b></p> <p>To qualify for financial support, the apprenticeships candidates must be:</p> <ul style="list-style-type: none"><li>• Employed for a minimum of 2 years;</li><li>• Registered on a Modern Apprenticeship framework;</li><li>• Working basis hours of between 30-40 hours per week;</li><li>• Wheatley Group customers who are unemployed, leaving school / education or a designated training programme;</li><li>• Legally entitled to work in the UK.</li></ul> <p><b>Wheatley Pledge Job Fund</b></p> <p>To qualify for financial support, the candidates for the new jobs must be:</p> <ul style="list-style-type: none"><li>• Employed for a minimum of 1 year;</li><li>• Working basic hours of between 25-40 hours per week;</li><li>• Wheatley Group customers of working age who are unemployed or leaving school / education / designated training programme;</li><li>• Legally entitled to work in the UK.</li></ul> <p>Businesses of any size are eligible.</p>

<b>How to Apply</b>	<p>To be eligible for these incentives, you must advertise your job vacancy through the Wheatley Group. The Wheatley Pledge team will post your advert and sift all applications to ensure candidates are eligible for the incentive, before presenting them to you to shortlist.</p> <p>To advertise an Edinburgh vacancy, or to find out more, please contact;</p> <p>Gavin Edmonds, Community and Business Initiatives Officer on 0131 624 5569 or <a href="mailto:Gavin.edmonds@dunedincanmore.org.uk">Gavin.edmonds@dunedincanmore.org.uk</a></p>
<b>Can be used with other funds?</b>	Yes
<b>More information</b>	<a href="http://www.joinedupforjobs.org.uk/media/686005/wheatley_pledge_employer_recruitment_incentive.pdf">http://www.joinedupforjobs.org.uk/media/686005/wheatley_pledge_employer_recruitment_incentive.pdf</a>



## SECTION 2

### Support for employers when recruiting an apprentice

#### 2.1 [www.gov.uk](http://www.gov.uk) National Insurance Contributions, a break for employers of young MAs

<a href="http://www.gov.uk">www.gov.uk</a> – National Insurance Contributions, Break for Employers of Young Modern Apprentices	
What is this?	From 6th April 2016, Employers will no longer have to pay National Insurance Contributions for any apprentices they employ under the age of 25.
Eligibility	<p>This exemption will apply to both existing employers with apprentices and those taking on a new apprentice, and will make hiring an apprentice even better value for employers across the country.</p> <p>The change effects apprenticeships falling within the relevant statutory framework for England, Wales, Scotland and Northern Ireland.</p> <p>The apprentice rate only applies to payments which are liable for Class 1 secondary NICs.</p>
How to Apply	<p>HMRC has created a new tax category ‘H’ to represent those apprentices who are under 25. To apply for this tax relief, all employers need is to change the NI category for that employee to ‘H’ on their payroll and ensure that they hold the necessary evidence to show that they are eligible for the relief on that apprentice.</p> <p>Sufficient evidence is written agreement between the employer, the apprentice and a training provider.</p>
More information	<a href="https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide/paying-employer-national-insurance-contributions-for-apprentices-under-25">https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide/paying-employer-national-insurance-contributions-for-apprentices-under-25</a>

#### 2.2 Skills Development Scotland, Modern Apprenticeships

SDS, Modern Apprenticeships	
What is this?	<p>A Modern Apprenticeship is a work-based training programme for new or existing employees that leads to an industry approved qualification. The training can be both on and off-the-job and any company, irrespective of size or sector, can offer an apprenticeship. Each MA has been designed by the related Sector Skills Council (SSC) with input from training providers and employers.</p> <ul style="list-style-type: none"> <li>• SDS provides a contribution towards the costs of training – co-investment</li> <li>• Appropriate for new recruits or to upskill existing staff</li> <li>• With more than 80 types of Modern Apprenticeship and 400+ pathways a range of opportunities to suit the needs of businesses</li> <li>• MA’s under 25 are excluded from Class 1 NI contributions</li> <li>• Learning on the job means MAs get to know a business inside out – and apply their learning right away</li> </ul>

	<ul style="list-style-type: none"> <li>• Modern Apprentices bring fresh ideas to a business</li> </ul> <p>There are three elements to each MA which highlight the mix of work and training the apprentice will undertake:</p> <ul style="list-style-type: none"> <li>• Industry specific training - learning on the job from specialists in the role</li> <li>• Study of the relevant SVQ (or alternative competency based qualification)</li> <li>• Core skills to industry required standards - IT, problem solving, numeracy, communication and working with others.</li> </ul>
Eligibility	<p>Eligibility criteria:</p> <ul style="list-style-type: none"> <li>• Any business, any sector, any size</li> <li>• Business based in Scotland</li> <li>• Employee aged 16 and above</li> <li>• Appropriate for existing or new employees</li> </ul>
How to Apply	<p>Find a Modern Apprentice and training provider - <a href="https://www.apprenticeships.scot/take-on-an-apprentice/modern-apprenticeships/browse-frameworks/?Jobtitle=">https://www.apprenticeships.scot/take-on-an-apprentice/modern-apprenticeships/browse-frameworks/?Jobtitle=</a></p>
Can be used with other funds?	Yes
More information	<a href="http://www.apprenticeships.scot">www.apprenticeships.scot</a>

## 2.3 Skills Development Scotland, Foundation Apprenticeships

SDS, Foundation Apprenticeships	
What is this?	<p><b>Prepare future employees for the world of work</b></p> <p>School pupils complete a Foundation Apprenticeship (FA) in S5 and S6, alongside Highers or Nationals. They spend time out of school at college, and with employers to gain on-the-job training and an industry-recognised qualification.</p> <ul style="list-style-type: none"> <li>• FA's are designed with employers so they help young people build the skills the industry actually needs for the future</li> <li>• Young people also develop the soft skills – like time management, teamwork and communication - that come from quality work experience, so they're better prepared for the workplace when they leave school</li> <li>• Spot talented, motivated pupils who could become future employees</li> <li>• FA's work on real projects with businesses. They bring a fresh perspective and new ideas to tasks</li> <li>• Young people get to know the business, so if a business chooses to recruit, they can come in with a useful working knowledge of the job and the business.</li> <li>• Builds stronger links with local schools and colleges</li> </ul>
Eligibility	<p>Available in the following areas –</p> <ul style="list-style-type: none"> <li>• Business Skills (Generic)</li> </ul>

	<ul style="list-style-type: none"> <li>• Civil Engineering</li> <li>• Creative and Digital Media</li> <li>• Engineering</li> <li>• Financial Services</li> <li>• Scientific Technologies – Laboratory Skills</li> </ul>
How to Apply	Business can get involved - <a href="https://www.apprenticeships.scot/take-on-an-apprentice/foundation-apprenticeships/">https://www.apprenticeships.scot/take-on-an-apprentice/foundation-apprenticeships/</a>
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## 2.4 Skills Development Scotland, Graduate Apprenticeships

SDS, Graduate Apprenticeships	
What is this?	<p><b>Designed by industry, for industry to build the skills they need to succeed</b></p> <p>These qualifications are designed to suit industry, and go up to Masters degree level. They're flexible enough to meet specific needs of an employer – for new recruits, or existing employees.</p> <p>They develop employees with the right knowledge and skills to support and grow a business.</p> <ul style="list-style-type: none"> <li>• Bring new knowledge and skills into a business</li> <li>• Plan for skills needs</li> <li>• Attract new talent, as an alternative to traditional graduate schemes</li> <li>• Retain employees by supporting and investing in their development</li> <li>• Develop networks with colleges and universities</li> <li>• Flexible entry and exit points mean employees can get qualified to the level a business needs. Plus, universities and colleges work with the business to create a learning timetable that suits.</li> <li>• They're based on the standards of professional or regulatory bodies SO employees have a clear path to professional recognition</li> <li>• For Graduate Level Apprentices starting in 2017, Skills Development Scotland will fund their learning costs for the duration of the course.</li> </ul>
Eligibility	<p>Eligibility criteria:</p> <ul style="list-style-type: none"> <li>• Any business, any size – job role specific</li> <li>• Business based in Scotland</li> <li>• Employee aged 16 and above and able to achieve SCQF 10</li> <li>• Appropriate for existing or new employees</li> </ul> <p><b>Currently available</b></p> <ul style="list-style-type: none"> <li>• Civil Engineering (SCQF level 8)</li> <li>• Engineering: Design and Manufacture (SCQF level 10)</li> <li>• IT: Management for Business (SCQF level 10)</li> </ul>

	<ul style="list-style-type: none"> <li>IT: Software Development (SCQF level 10)</li> </ul> <p>(Any relevant prior learning will be removed from these courses )</p> <p><b>In development</b></p> <ul style="list-style-type: none"> <li>Business Management (SCQF level 10)</li> <li>Business Management: Financial Services (SCQF level 10)</li> <li>Civil Engineering (SCQF level 10)</li> <li>Construction: Built Environment (SCQF level 10)</li> <li>Engineering: Instrumentation, Measurement and Control (SCQF level 10)</li> <li>IT: Cyber Security (SCQF level 10 &amp; 11)</li> </ul>
How to Apply	Contact SDS Employer Engagement Adviser – Pam Ralston – 01896 662 461 – 07901 117 383 – <a href="mailto:Pam.Ralston@sds.co.uk">Pam.Ralston@sds.co.uk</a>
More information	<a href="https://www.apprenticeships.scot/take-on-an-apprentice/graduate-level-apprenticeships/">https://www.apprenticeships.scot/take-on-an-apprentice/graduate-level-apprenticeships/</a>

## 2.5 BEST, Apprenticeship & Funding

BEST, Apprenticeship & Funding	
What is this?	<p>BEST is a leading UK training provider or the Building Engineering Services sector. Since 1990 BEST has successfully managed the training of over 70000 apprentices and introduced them as skilled personnel into the building services industry.</p> <p>In Scotland, BEST is the training provider for employers looking to employ an apprentices in the following areas:</p> <ul style="list-style-type: none"> <li>Building Services Engineer</li> <li>Heating and Ventilating Fitter/ Welder</li> <li>Service and Maintenance Engineer</li> <li>Industrial and Commercial Heating Fitter</li> <li>Refrigeration Engineer</li> <li>Air Conditioning Engineer</li> </ul> <p>BEST provide funding towards the apprentice’s college training costs as well as practical advice and support for the employer and apprentice.</p>
Eligibility	<p>If you are taking on an Apprentice to complete a <b>Refrigeration &amp; Air Conditioning SVQ Level 3</b>, BEST normally pay all of the college fees for the first 2 years of the course (if the applicant is under 20 years old when signed up).</p> <p>The employer is required to pay the fees for year 3 of the course, where applicable. BEST provide a grant of £970 towards this on successful achievement of the modern apprenticeship.</p>

	<p>If the applicant is between 20 and 25 years old the employer pays the college fees for each year directly to the college and BEST pays a grant to the employer of £500 per year on successful completion of that element of the course.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>16-19 Year Olds</th> <th>20-25 Year Olds</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>College Course Fees Paid</td> <td>£500 Grant Paid On Successful Completion</td> </tr> <tr> <td>2</td> <td>College Course Fees Paid</td> <td>£500 Grant Paid On Successful Completion</td> </tr> <tr> <td>3</td> <td>£970 Grant Paid On Achievement Of The Modern Apprenticeship</td> <td>£500 Grant Paid On Successful Completion</td> </tr> </tbody> </table> <p>If you are taking on an Apprentice to complete a <b>Heating &amp; Ventilating SVQ Level 2 &amp; 3, or Service, Maintenance &amp; Commissioning of Building Services SVQ Level 3</b> - BEST normally pay all the college fees for the first 2 years of the course if the applicant is under 20 years old when signed up. The employer is required to pay the fees for years 3 and 4 of the course. BEST provide a grant of £500 and £970 towards this on successful achievement of the modern apprenticeship as per table below.</p> <p>If the applicant is between 20 and 25 years old the employer pays the college fees for each year directly to the college and BEST pays a grant to the employer of £1000 on successful completion of year 2 and £970 on successful completion of the modern apprenticeship element of the course.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>16-19 Year Olds</th> <th>20-25 Year Olds</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>College Course Fees Paid</td> <td>N/A</td> </tr> <tr> <td>2</td> <td>College Course Fees Paid</td> <td>£1000 paid on successful completion of year 2</td> </tr> <tr> <td>3</td> <td>£500 grant paid on completion of year 3</td> <td>N/A</td> </tr> <tr> <td>4</td> <td>£970 grant paid on achievement of the Modern Apprenticeship</td> <td>£970 paid on achievement of the Modern Apprenticeship</td> </tr> </tbody> </table>	Year	16-19 Year Olds	20-25 Year Olds	1	College Course Fees Paid	£500 Grant Paid On Successful Completion	2	College Course Fees Paid	£500 Grant Paid On Successful Completion	3	£970 Grant Paid On Achievement Of The Modern Apprenticeship	£500 Grant Paid On Successful Completion	Year	16-19 Year Olds	20-25 Year Olds	1	College Course Fees Paid	N/A	2	College Course Fees Paid	£1000 paid on successful completion of year 2	3	£500 grant paid on completion of year 3	N/A	4	£970 grant paid on achievement of the Modern Apprenticeship	£970 paid on achievement of the Modern Apprenticeship
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How to Apply	Email <a href="mailto:scotland@best-ltd.co.uk">scotland@best-ltd.co.uk</a> or call 0131 445 5900 and ask for Tom McManus or Deborah Sands.																											
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## 2.6 SECTT, Apprenticeship & Funding

SECTT, Apprenticeship & Funding	
What is this?	SECTT run the only industry approved training scheme for electrical apprenticeships in Scotland. They provide practical and financial support and advice to employers as well as apprentices.
Eligibility	During the 1st year of the apprenticeship, SECTT will meet the cost of all registration and college fees and provide the necessary textbooks. On-site training support in the form of a grant will be paid to the employer on the apprentice being graded to Stage 2.

During the 2nd year of the apprenticeship, SECTT will meet the cost of all college fees. On-site training support in the form of a grant will be paid to the employer on the apprentice being graded to Stage 3.

#### 1st Stage

- Apprentices who are 16 – 19 years of age on the start date of the apprenticeship – £750 per apprentice
- Apprentices who are 20 years of age and over on the start date of the apprenticeship – £375 per apprentice

#### 2nd Stage

- Apprentices who are 16 – 19 years of age on the start date of the apprenticeship – £750 per apprentice
- Apprentices who are 20 years of age and over on the start date of the apprenticeship – £375 per apprentice

Providing the date of successful completion of the FICA (Final Integrated Competence Assessment) is within 4½ years of the apprentice's start date the following grants apply:

- Apprentices who are 16 – 19 years of age on the start date of the apprenticeship – £1,000 per apprentice
- Apprentices who are 20 years of age and over on the start date of the apprenticeship – £500 per apprentice

SECTT also offer an Adult Training Scheme, further details of which can be found on the website.

#### How to Apply

Email [admin@sectt.org.uk](mailto:admin@sectt.org.uk) or contact 0131 445 5659 for individualised advice and support.

#### More information

<http://www.sectt.org.uk/employers.html>

## SECTION 3

### Support for employers with HR, recruitment, training, work experience and work force development

#### 3.1 Business Gateway, HR Surgeries

Business Gateway, HR Support	
What is this?	Business Gateway can now offer free HR support to small businesses, a consultant can offer 1-2-1 advice on legislation, HR policy, recruitment, retention, employment law signage and much more.
Eligibility	To be eligible for this support your business must engage with Business Gateway, if you do not currently work with a Business Gateway advisor please contact the Edinburgh team.
How to Apply	To apply please call 0131 529 6644 to register your interest
More information	More information can be found at <a href="http://www.bgateway.com/local-offices/edinburgh">http://www.bgateway.com/local-offices/edinburgh</a>

#### 3.2 DWP, Work Experience Support

DWP, Work Experience	
What is this?	<p>If you are a business and interested in supporting people who are looking for work, you can offer work experience through Jobcentre Plus.</p> <p>Work experience organised by Jobcentre Plus is open to:</p> <ul style="list-style-type: none"><li>• young people who are aged 18 to 24 years old</li><li>• people aged 25 and over who don't have recent work history</li><li>•</li></ul> <p>For some people, a lack of understanding of the working world is a significant barrier to finding and sustaining employment. Jobcentre Plus wants to work with you to offer young jobseekers the opportunity to overcome this barrier through work experience placements. The chance to undertake real work and adjust to the routines and habits of working life can significantly improve their employment prospects.</p> <p>Offering work experience to a much wider age group can also be highly effective in supporting people to find employment, especially if they have been away from work for some time. It can develop or re-fresh their skills and help them gain confidence, supporting them to move closer to employment. Older participants may well bring a range of skills that can positively contribute to your business.</p>

	<p>By helping young people to gain work experience, your business can reap real benefits, such as:</p> <ul style="list-style-type: none"> <li>• developing the supervisory and management skills of your current workforce</li> <li>• enhancing your public profile by supporting your local community</li> <li>• accessing a pool of hidden talent – people who offer enthusiasm and a fresh perspective to your business</li> <li>• promoting workforce diversity</li> </ul>
Eligibility	<p>Employers of all sizes in any sector can offer work experience as long as they meet the terms and conditions set out in the agreement with Jobcentre Plus.</p> <p>We are also happy to work with employers who can offer more than one placement and large employers with multiple branches. We will enter into an agreement on a national level, covering all branches, which avoids signing multiple agreements.</p> <p>We won't be prescriptive about the structure of placements or make you fill out unnecessary forms and paperwork. However, we'll ask you to:</p> <ul style="list-style-type: none"> <li>• provide work experience placements which are suitable for young unemployed people (and other age groups) with little or no work experience</li> <li>• comply with all relevant legislation</li> <li>• guarantee that placements are in addition to existing or planned vacancies and that no-one has been dismissed or made redundant so the placement can be offered</li> <li>• allow participants to carry out reasonable job search activity and attend interviews with prospective employers and fortnightly job search reviews at Jobcentre Plus</li> <li>• share information on participants with Jobcentre Plus</li> <li>• provide participants with a reference at the end of the placement</li> </ul> <p>These requirements will be agreed between yourselves and Jobcentre Plus. This agreement will also explain what you can expect from Jobcentre Plus. We'll provide you with a single point of contact and offer support and advice as needed.</p>
How to Apply	Please contact your local Employer and Partnership Manager. Edinburgh - <a href="mailto:avril.cameron@dwp.gsi.gov.uk">avril.cameron@dwp.gsi.gov.uk</a>
Can be used with other funds?	Please enquire with your local employer adviser
More information	A full guide to the process and expectations can be found: <a href="https://www.gov.uk/government/publications/employers-could-you-offer-work-experience/work-experience-employer-guide">https://www.gov.uk/government/publications/employers-could-you-offer-work-experience/work-experience-employer-guide</a>



### 3.3 DWP, Sector Based Work Academies

DWP, SBWA	
What is this?	<p>Sector-based work academies are designed to help meet employers' immediate and future recruitment needs as well as to recruit a workforce with the right skills to sustain and grow their business.</p> <p>A sector-based work academy can last up to 6 weeks and has 3 main components:</p> <ul style="list-style-type: none"> <li>• pre-employment training – relevant to the needs of the business and sector</li> <li>• a work experience placement – of great benefit to both the individual and a business</li> <li>• a guaranteed job interviews</li> </ul> <p>Sector-based work academies are available in Scotland funded through the Scottish government or other partner organisations.</p> <p>An important feature of the sector-based work academies is that they offer a flexible approach and can be adapted to meet the needs of your business. The scheme is particularly useful for young people but is open to jobseekers of all ages.</p> <p>If you are unable to offer all 3 components, Jobcentre Plus staff may be able to work with you to overcome this, such as enabling you to join with other employers in a consortium approach.</p> <p>Participants will remain on benefits throughout the period of the sector-based work academy. Jobcentre Plus will pay any travel and childcare costs whilst they are on the work experience placement. There is no direct cost to an employer for sector-based academies as the costs are covered by government funding.</p>
Eligibility	Businesses with a recruitment need and can offer guaranteed interviews to candidates
How to Apply	Please contact your local Employer and Partnership manager. Edinburgh – <a href="mailto:Avril.Cameron@dwp.gsi.gov.uk">Avril.Cameron@dwp.gsi.gov.uk</a>
Can be used with other funds?	Dependent on funding, please enquire with your local Employer and Partnership manager.
More information	Can be found: <a href="https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide/sector-based-work-academies-employer-guide">https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide/sector-based-work-academies-employer-guide</a>

### 3.4 City of Edinburgh Council, Edinburgh Guarantee

City of Edinburgh Council, Edinburgh Guarantee	
What is this?	<p>The Edinburgh Guarantee is a city-wide partnership with a shared vision that every Edinburgh school leaver will have the opportunity of a job, a Modern Apprenticeship, a training course or College place available to them.</p> <p>The City of Edinburgh Council's Employer Engagement Team offers free recruitment support to employers who are looking to recruit a young person who has left school within the last 3 years. Key to our support is the Edinburgh Guarantee website where we advertise all jobs and opportunities available to the city's school leavers and young people.</p>
Eligibility	You must be offering a full-time position to a young person who has left school within the last 3 years.
How to Apply	Please contact the Edinburgh Guarantee Employer Engagement Team: <a href="mailto:edinburghguarantee@edinburgh.gov.uk">edinburghguarantee@edinburgh.gov.uk</a> or telephone 0131 529 2410.
Can be used with other funds?	yes
More information	email: <a href="mailto:edinburghguarantee@edinburgh.gov.uk">edinburghguarantee@edinburgh.gov.uk</a> telephone: 0131 529 2410 <a href="http://www.edinburghguarantee.org">www.edinburghguarantee.org</a>

### 3.5 City of Edinburgh Council, JET Academy

City of Edinburgh Council, JET Academy	
What is this?	THE EDINBURGH JET ACADEMY offers senior phase high school pupils the opportunity to gain qualifications and develop employability skills through extended work placements.
Eligibility	Senior Phase pupils in Edinburgh High Schools
How to Apply	Contact JET Academy on 0131 5296900 or email <a href="mailto:JET.info@edinburgh.gov.uk">JET.info@edinburgh.gov.uk</a>
Can be used with other funds?	n/a
More information	<a href="http://www.edinburgh.gov.uk/info/20163/opportunities_for_young_people/75/job_education_and_training_jet_programme">http://www.edinburgh.gov.uk/info/20163/opportunities_for_young_people/75/job_education_and_training_jet_programme</a>

### 3.6 Careers Service at the Universities of Edinburgh

Careers Service at the Universities of Edinburgh	
What is this?	The Careers Service teams at each of the universities in Edinburgh have staff who are able to advise organisations about how to access the talent at universities through recruiting students for short-term and casual work and graduates for longer-term roles. They offer an insight into their student and graduate population, how to design jobs which will appeal to this market as well as free vacancy advertising.
Eligibility	Any organisation wishing to recruit students or graduates, particularly for the first time
How to Apply	Please visit the universities' websites for more information
Can be used with other funds?	
More information	University of Edinburgh: <a href="https://www.ed.ac.uk/careers/employers">https://www.ed.ac.uk/careers/employers</a> Queen Margaret University: <a href="https://www.qmu.ac.uk/campus-life/careers-and-employability/recruiting-our-students-and-graduates/">https://www.qmu.ac.uk/campus-life/careers-and-employability/recruiting-our-students-and-graduates/</a> Edinburgh Napier University: <a href="https://myfuture.napier.ac.uk/employers/">https://myfuture.napier.ac.uk/employers/</a> Heriot Watt University: <a href="https://www.hw.ac.uk/business/recruit-students.htm">https://www.hw.ac.uk/business/recruit-students.htm</a>

### 3.6 Flexible Workforce Development Fund

Flexible Workforce Development Fund (FWDF)	
What is this?	<p>The purpose of the FWDF is to provide employers with flexible workforce development training opportunities to support inclusive economic growth through up-skilling or re-skilling of employees. The Fund is in addition to apprenticeship support, access to which is available to all employers in Scotland; and Individual Training Accounts (ITAs), which provide eligible individuals with the opportunity to undertake learning opportunities to develop their skills for employment. The FWDF fund may be particularly beneficial in addressing skills gaps and training needs of the older workforce.</p> <p>Colleges will work with <b>levy-paying employers</b> in their region to identify the training they require that will make a demonstrable return on investment. This may be commonly understood as a <b>'training needs analysis'</b>. An application template will be provided for employers to submit to colleges with their identified training needs.</p> <ul style="list-style-type: none"> <li>• Each levy payer will be able to access up to a <b>maximum total of £10,000 in 2017-18.</b></li> <li>• Employers operating on a Scotland-wide basis or across more than one college region may submit <b>only one application</b> to the Fund at a college of their choice, even if you apply for less than the maximum of 10,000. On application employers will be required to declare that their application is on behalf of the whole company and that this is the only application to the fund.</li> <li>• Employers are encouraged to give due <b>consideration to specific groups</b> such as older workers, those in low skilled jobs, those working regularly with younger workers/apprentices, veterans/early service leavers, and those who identify as belonging to equality groups.</li> </ul>

	<ul style="list-style-type: none"> <li>Colleges will ensure certification is provided for each employee participating in funded activity. They will make every practicable effort to deliver training recognised by the <b>SCQF framework</b> and /or, training that meets the requirements of an appropriate industry or employer standard.</li> </ul>
Eligibility	<p>The FWDF will be available to all levy-paying employers in Scotland across the <b>private, public and third sector</b>, and will be led by employer demand.</p> <p>The FWDF will <b>not</b> support provision of qualifications/training required by legislation.</p>
How to Apply	<p>Regional colleges and RSB's will allocate the funds on a <b>'first come first-served' basis</b>.</p> <ul style="list-style-type: none"> <li>Colleges must work with levy-paying employers in their region to identify the training employers require to make a demonstrable return on investment; colleges should support employers in developing applications.</li> <li>Employers are required to submit evidence of their eligibility to pay the levy to accompany their FWDF application. This should take the form of a copy of the relevant part of the most recent <b>Employer Payment Summary (EPS)</b> which reports the level of Apprenticeship Levy contribution. HM Revenue &amp; Customs guidance can be found at <a href="https://www.gov.uk/guidance/what-payrollinformation-to-report-to-hmrc#eps-what-to-report">https://www.gov.uk/guidance/what-payrollinformation-to-report-to-hmrc#eps-what-to-report</a></li> </ul> <p>All employers looking to access this funding should contact 0131 535 4800 or email <a href="mailto:enterprise@edinburghcollege.ac.uk">enterprise@edinburghcollege.ac.uk</a> in the first instance</p>
Can be used with other funds?	Please enquire with your local college
More information	<a href="http://www.sfc.ac.uk/publications-statistics/announcements/announcements-2017/SFCAN132017.aspx">http://www.sfc.ac.uk/publications-statistics/announcements/announcements-2017/SFCAN132017.aspx</a>

### 3.7 Skills Development Scotland, Skills for Growth

SDS, Skills for Growth	
What is this?	<p>Skills for Growth is a fully funded SDS initiative aimed at businesses with the need, potential or ambition to grow, through a skilled workforce.</p> <p>Working with Re:markable, we will undertake a diagnostic of the businesses current workforce and prepare a detailed Skills Action Plan. The Skills Action Plan will be specific, relevant to the business needs and will recommend skills development solutions that can support the business.</p> <p>What's involved?</p> <ul style="list-style-type: none"> <li>Identify priorities, objectives and challenges for your organisation</li> <li>Match your objectives to the people and skills needs in your organisation</li> <li>Produce a people and training action plan aligned to your business objectives</li> <li>Signpost you to any training required</li> <li>Help you maximize funding</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide a process for measuring progress.</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>• Business based in Scotland</li> <li>• Up to 250 employees</li> <li>• Growth potential or ambitions</li> <li>• Business looking to offer new products, services or diversify</li> </ul>
How to Apply	Contact SDS Employer Engagement Adviser – Pam Ralston – 01896 662 461 – 07901 117 383 – <a href="mailto:Pam.Ralston@sds.co.uk">Pam.Ralston@sds.co.uk</a>
Can be used with other funds?	Yes
More information	<a href="https://www.ourskillsforce.co.uk/develop-your-workforce/create-a-development-plan/skills-for-growth/">https://www.ourskillsforce.co.uk/develop-your-workforce/create-a-development-plan/skills-for-growth/</a>

### 3.8 Universities of Edinburgh Careers Services

Universities of Edinburgh Careers Services	
What is this?	The Careers Service teams at each of the universities in Edinburgh have staff who are able to advise organisations about how to access the talent at universities through recruiting students for short-term and casual work and graduates for longer-term roles. They offer an insight into their student and graduate population, how to design jobs which will appeal to this market as well as free vacancy advertising.
Eligibility	Any organisation wishing to recruit students or graduates, particularly for the first time.
How to Apply	Please visit the universities' websites for more information
Can be used with other funds?	Yes
More information	University of Edinburgh: <a href="https://www.ed.ac.uk/careers/employers">https://www.ed.ac.uk/careers/employers</a> Queen Margaret University: <a href="https://www.qmu.ac.uk/campus-life/careers-and-employability/recruiting-our-students-and-graduates/">https://www.qmu.ac.uk/campus-life/careers-and-employability/recruiting-our-students-and-graduates/</a> Edinburgh Napier University: <a href="https://myfuture.napier.ac.uk/employers/">https://myfuture.napier.ac.uk/employers/</a> Heriot Watt University: <a href="https://www.hw.ac.uk/business/recruit-students.htm">https://www.hw.ac.uk/business/recruit-students.htm</a>

# SECTION 4

## Business growth support

### 4.1 Business Gateway: DigitalBoost

Business Gateway – DigitalBoost	
What is this?	<p>Digital technology is changing how we do business. If you want to reach new markets, streamline your work processes and make it easy for customers to interact with you then DigitalBoost can help.</p> <p>We offer:</p> <ul style="list-style-type: none"><li>• Digital Healthcheck</li><li>• Local Workshops</li><li>• Online Tutorials</li><li>• 1:1 Expert Advice</li><li>• Practical Guides</li></ul>
Eligibility	<p>To access the 1:1 Expert Advice, organisations must meet the following criteria: -</p> <ul style="list-style-type: none"><li>• Business Gateway customers with growth potential</li><li>• Small or Medium-sized Enterprise (SME) trading for at least 6 months. This includes social enterprises who are operating commercially.</li><li>• Eligible for de minimis support (compliant with EU state aid rules)</li></ul>
How to Apply	<p>You can access the Digital Healthcheck, Online Tutorials and Practical Guides online at: <a href="http://bgateway.com/digitalboost">bgateway.com/digitalboost</a></p> <p>You can book onto a DigitalBoost workshop through our website or by contacting your local Business Gateway team.</p> <p>If you would like to access the 1:1 Expert Advice, please contact your local Business Gateway team &lt;&lt;Contact Details&gt;&gt;</p>
Can be used with other funds?	Yes
More information	<p>Please contact your local Business Gateway team by email at <a href="mailto:bglothian@bgateway.com">bglothian@bgateway.com</a> or Tel. 0131 529 6644 or alternatively visit our website <a href="http://bgateway.com/digitalboost">bgateway.com/digitalboost</a></p>