

Dumfries &

Galloway

**Together is
Better**

Dumfries and Galloway Joined-up Employer Support

Funding & Support:



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Not sure what support is right for you?

**Complete this simple form and someone from the Employer
Engagement Partnership will get back to you...**



<https://forms.office.com>

This document is refreshed every six months, however please note that all initiatives and support opportunities within this document are subject to change.



Section 1



Incentives for employers



Section 1

Funding incentives for employers

1.1 CITB Funding

CITB Employer Funding

What is this?



CITB are the leadership organisation for the UK's construction industry and administer a number of grants to qualifying businesses.

- 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
- 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
- Flexible and Structured funding is also available for employers to apply for.

Eligibility

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.

How to Apply



To determine whether your business can qualify for CITB Grant funding, please contact Sarah Forbes, CITB Advisor on: 07887 752136 or sarah.forbes@citb.co.uk

Can be used with other funds?

Please contact Sarah to enquire

More information Can this be used with other funding?

www.citb.co.uk/grant/



Section 1

Funding incentives for employers (cont'd)

1.2 Dumfries and Galloway Employer Recruitment Incentive


Dumfries and Galloway ERI

What is this?



This Employer Recruitment Incentive, funded by the Scottish Government is available to private or third sector employers recruiting a person into sustainable employment who is experiencing labour market disadvantage as outlined in the eligibility criteria. 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. A total payment of up to £6000 is available to support employees with the maximum available for those paying the Living Wage* to the employee.

Payment is provided in stages	Award		
	£2,000	£4,000	£6,000
4 weeks after employment start date <i>No payment for less than 4 weeks</i>	£200	£600	£1,000
13 weeks after employment start date <i>No pro-rata payment between 4 - 13 weeks</i>	£400	£800	£1,200
26 weeks after employment start date <i>No pro-rata payment between 13 - 26 weeks</i>	£400	£800	£1,200
39 weeks after employment start date <i>No pro-rata payment between 26 - 39 weeks</i>	£400	£800	£1,200
52 weeks after employment start date <i>No pro-rata payment between 39 - 52 weeks</i>	£600	£1,000	£1,400

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** must be paid to the contracted employee for at least 6 months and the employee must have completed 52 weeks employment.

[Living Wage Scotland | The real Living Wage scottishlivingwage.org](https://www.scottishlivingwage.org)



Section 1

Funding incentives for employers (cont'd)

Eligibility



In Dumfries and Galloway, eligibility focuses on supporting people of all ages with the greatest barriers to employment and in particular young people (16-24) and people who have a recognised disability.

Further information on these criteria can be obtained by email: dgemployability@dumgal.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 Dumfries and Galloway, we are working closely with referral agents to ensure a fair spread of people and employers can access funding across different barriers and sectors.

These referral agents are: **Young Person's Guarantee Partners, Project SEARCH, Business Gateway and Developing the Young Workforce, Department of Work and Pensions.** To ensure referrals are acted upon swiftly and fairly, these agencies should communicate referrals to the local authority Employability Service at dgemployability@dumgal.gov.uk Employers should email dgemployability@dumgal.gov.uk in the first instance for further information and to discuss any opportunities they may have to support people furthest from the labour market into fair work.

Can be used with other funds?



European Commission rules for state aid

The Grant is awarded as an exempted subsidy under Article 3.2⁽⁴⁾ of the EU-UK Trade and Cooperation Agreement. There is a ceiling of 325,000 Special Drawing Rights for subsidies provided to any one economic actor under this Article over a 3-year period. Any Article 3.2⁽⁴⁾ subsidies (or similar aid, including “de minimis” aid granted prior to 31 December 2020 under Commission Regulation (EU) No 1407/2013) awarded to the Grantee will be relevant if the Grantee wishes to apply, or has applied, for any Article 3.2⁽⁴⁾ subsidies. The Grantee must retain this Agreement for 3 years from the date of this agreement and produce it on any request by the UK public authorities. (The Grantee may need to keep this agreement for longer than three years for other purposes). You can find out more about de minimis aid and the rules that apply on the Scottish Government's website.

More information

Email: dgemployability@dumgal.gov.uk



Section 1

Funding incentives for employers (cont'd)

1.3 Dumfries and Galloway Graduate Training Allowance

Dumfries and Galloway, Graduate Funding

What is this?

Young Person's Guarantee



As part of the Young Person's Guarantee, up to four places a year may be funded to support unemployed young graduates into work by creating opportunities in local SME businesses offering employment and training in an economically important or growth sector.

The funding is to support eligible young people and may cover 100% of the wages for up to 12 months.

Dumfries and Galloway Council will help source training, develop workplace skills and provide ongoing support to secure employment.

Eligibility

Young person must be a recent graduate, currently unemployed and residing in Dumfries and Galloway

Placements must be in economically important sectors or growth sectors and employers should be able to demonstrate the potential job opportunity.

How to Apply

More Information

Contact/email: dgyouthguarantee@dumgal.gov.uk



Can be used with other funds?

No

Section 1

Funding incentives for employers (cont'd)

1.4 DWP, Small Employer Offer

What is this?



Department
for Work &
Pensions



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.

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. 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:

- Work with small employers to develop & maintain relationships
- Ensure the correct person is referred to a vacancy or work experience opportunity
- Support employers and their employees when completing Access to Work applications.

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.

The payment is £500 paid after the sustained employment.

Eligibility

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.

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.

Currently SEO payment is only available in two districts of Scotland: East and South-East Scotland Central Scotland

How to Apply

Please contact your local Employer and Partnership Manager, Dumfries and Galloway. Email: craig.hope@dwp.gov.uk



Can be used with other funds?

No

Section 1

Funding incentives for employers (cont'd)

1.5 Interface

What is this?



Interface connects businesses from a wide variety of sectors to Scotland's 23 universities, research institutes and colleges. Through established relationships, they connect organisations to world-class academics, unique technologies and specialist facilities, which can stimulate research and development (R&D), drive business growth and help reach new markets. *Interface* is the only organisation with access to all of Scotland's universities and research institutions and their service is entirely free, impartial and confidential. They also administer the *Scottish Funding Council Innovation Voucher schemes* and can help identify funding to offset the cost of business academic projects. SFC Innovation Vouchers provide an opportunity for Scottish SMEs to work with academic experts to help develop new innovative products or services.

SFC - Standard Voucher

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.

SFC Workforce Innovation

Vouchers up to £5K to pay a university to support inward innovation to develop the company's internal workforce such as new or enhanced workplace processes, innovative workplace practices and innovative business expertise. This does not include staff CPD or to finance any external training courses.

Eligibility

All SMEs, sole traders, social enterprises and third sector organisations with main company operations in Scotland can apply for a SFC Innovation Voucher if they are partnering with a research provider for the first time.

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. Only projects which cannot be delivered commercially and require the technical expertise of an academic partner are eligible to apply for a voucher. All other organisations not qualifying for a SFC Innovation Voucher can still work with *Interface*, who will help identify an academic partner.

How to Apply

Contact: Mari.Findlay@interface-online.org.uk
Or call: 07780 336463

More info

<https://interface-online.org.uk/>



Section 1

Funding incentives for employers (cont'd)

1.6 Kickstart

What is this?

KICKSTART
SCHEME

The *Kickstart Scheme* provides funding to create new jobs for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Employers of all sizes can apply for funding which covers:

- 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months
- Associated employer National Insurance contributions
- Minimum automatic enrolment pension contributions A total payment of £1500 is available to support each employee with the training, kit and development of workplace skills they need.

Payments will be made to employers when claimed with evidence of the completion of each milestone. We pay the start up payment upon notification of a start and the balance of the grant is paid in 6 equal monthly instalments.

The initial start up payment is generated by employers notifying the DWP vacancy team of a job start. Please ensure that you notify DWP when the *Kickstart* participant starts their job. 1st monthly payment is paid at week 6 –this is to ensure as many *Kickstart* participants as possible are on the payroll. 2nd monthly payment is 4 weeks after the 1st monthly payment. Subsequent payments are every 4 weeks until the end of the job. Payment will be received up to 11 working days after it's been processed.

NMW/NLW		Wage	Pension	NIC	Support	Total
16/17	£4.62	£3,003.00		£1,500.00	£4,503.00	
18-20	£6.56	£4,264.00	£34.32		£1,500.00	£5,798.32
21-22	£8.36	£5,434.00	£69.42	£143.52	£1,500.00	£7,146.94
23-24	£8.91	£5,791.50	£80.15	£192.86	£1,500.00	£7,564.51

Kickstart in Dumfries and Galloway is supported through a Gateway Partnership between Dumfries and Galloway Council's Employability and Skills Service, Dumfries and Galloway Chamber of Commerce, Third Sector Dumfries and Galloway and Smart Business Utilities. Our regional approach is based on shared expectations and agreed standards, established in the D&G Competency Framework for *Kickstart* Placements and offering the potential for accreditation of workplace as well as sector specific skills by working with local training providers.

Section 1

Funding incentives for employers (cont'd)

1.6 Kickstart

What is this? (Cont'd)

KICKSTART
SCHEME

Gateway Organisations can provide the administration and facilitate the employability support to enable businesses the opportunity to take part in the scheme, supported by our regional approach. Gateways are responsible for applying on behalf of businesses and then passing on grant reimbursements for wages during the six-month period of the Kickstart placement, along with any of the initial £1,500 payment for set up, employability and training costs which may be incurred as part of the placement.

Eligibility

16 to 24 year olds on Universal Credit who are at risk of long term unemployment.

How to Apply

Contact: Kickstart@dumgal.gov.uk and your enquiry will be shared with the appropriate gateway.

Can be used with other funds?

No

More information

Email: Theresa.lawson@dwp.gov.uk



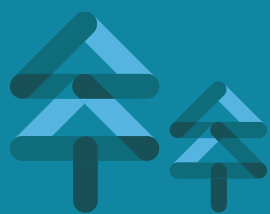
Section 1

Funding incentives for employers (cont'd)

1.7 South West Food and Farming Training Allowance (Pilot)

Dumfries and Galloway, Food and Farming Pilot

What is this?



This is a pilot as part of the Growing Rural Talent pathway, supported by Young Person's Guarantee Funding from Scottish Government. We have four places to support unemployed young people aged 16-24 into work in the food and farming sectors by providing placements in local businesses which can offer a paid training opportunity.

This pilot is in partnership with South Ayrshire and so farming, producers, food manufacture and hospitality businesses in the west of the region can be part of this by offering a 4 month placement to a young person. Funding will cover up to 50% of the wages plus appropriate training and kit with local authority contacts to source training, develop workplace skills and provide ongoing support to secure employment for the young people.

Eligibility

Young person must not be in education, employment or training and must be residing in Dumfries and Galloway. Businesses should preferably be based in the west of the region and able to offer a supportive placement for 4 months between October 2021 and April 2022

How to Apply



Contact dgyouthguarantee@dumgal.gov.uk or <https://forms.office.com/pages/responsepage>

More information

Email: Sheena Horner:
info@foodfromfarming.co.uk



1.8 The Wheatley Pledge

The Wheatly Pledge

What is this?



Wheatley, Scotland's leading housing, care and property-management group, provides homes and services to over 200,000 people in 17 local authority areas across Central Scotland.

At Wheatley, we are committed to **Making Homes and Lives Better** for the people we work for and communities we serve. We do so by providing quality, affordable housing and by delivering excellent services, tailored to our people's needs.

Our partner organisations work in some of the most disadvantaged neighbourhoods in Scotland with high unemployment. Wheatley Group believes by working with other companies and partners we can support people from our communities into employment.

The Wheatley Pledge is a financial incentive scheme provided by Wheatley Foundation to employers who recruit unemployed people who live in one of our homes or receive our care services. Incentives are available for job and apprenticeship opportunities, subject to terms and conditions.

Wheatley Pledge Apprenticeships

Apprenticeships offer anyone over aged 16 paid employment combined with workplace training.

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 Trade 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.

Wheatley Pledge Job Fund

Wheatley Foundation is offering financial incentives for every new job opportunity you create for unemployed people from our communities. 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 beyond 18 months).

How can we help?

Wheatley Foundation is offering financial incentives of up to 50% for 12 months – to a maximum of £7,000 – for someone who lives in one of our homes or receives care services from us.

Section 1

Funding incentives for employers (cont'd)

1.8 The Wheatley Pledge

Eligibility

Wheatley Pledge Apprenticeships To qualify for financial support, the apprentices must be:

- Employed by you for a minimum of 12 months
- Registered on a Modern Apprenticeship framework
- Working basic hours of between 30–40 hours per week
- Unemployed, leaving school/education or on a designated training programme
- Legally entitled to work in the UK
- Living in one of our homes or receiving care services from us.

Wheatley Pledge Job Fund

The candidates for new jobs must be:

- Employed by you for a minimum of 12 months
- Working basic hours of between 16-40 hours per week
- Unemployed, leaving school/education or on a designated training programme
- Legally entitled to work in the UK
- Living in one of our homes or receiving care services from us.

Your job offer must:

- Pay a minimum of £4 per hour for young people under 20 years old
- Pay the current living wage rate per hour for over 20 year olds.



How to Apply



To find out more, contact:

Gavin Edmonds, Community and Business Initiatives Officer on:
0131 624 5569 or Gavin.edmonds@dunedincanmore.org.uk

Can be used with other funds?

Yes

More information

Wheatley Pledge | Wheatley Group
wheatley-group.com





Section 2



Employers recruiting apprentices



Section 2

Support for employers recruiting apprentices

2.1 NICs – Break for employers of Young Modern Apprentices

National Insurance Contributions

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



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.

The change effects apprenticeships falling within the relevant statutory framework for England, Wales, Scotland and Northern Ireland.

The apprentice rate only applies to payments which are liable for Class 1 secondary NICs.

How to Apply

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.

Sufficient evidence is written agreement between the employer, the apprentice and a training provider.

More information



<https://www.ourskillsforce.co.uk/develop-your-workforce/skills-for-growth/>

<https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide>

Section 2

Support for employers recruiting apprentices

2.2. Skills Development Scotland, Adopt an Apprentice

SDS, Adopt an Apprentice (AAA)

What is this?

Skills
Development
Scotland

£5,000 grant for employers who recruit/employ a Redundant Modern or Graduate Apprentice who has been made redundant from 1 April 2019.

The apprentice must be employed for a minimum period of 12 consecutive months, or, if shorter, until the Apprentice successfully completes their designated apprenticeship. The Apprentice's apprenticeship activity cannot have commenced before 13 October 2020.

Eligibility Criteria



- Any business, any sector, any size
- Business based in Scotland
- Redundant apprentice must provide evidence of redundancy
- Grant must be accessed through SDS Contracted Training Providers
- Applications must be possessed 28th October 2021 at 5pm.

How to Apply

Find out how Modern Apprenticeships work:

www.apprenticeships.scot/for-employers



Can be used with other funds?

No

More information

www.apprenticeships.scot



Section 2

Support for employers recruiting apprentices

2.3 Skills Development Scotland, Modern Apprenticeships

SDS, Modern Apprenticeships

What is this?

Skills
Development
Scotland

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.

- SDS provides a contribution towards the costs of training – co-investment
- Appropriate for new recruits or to upskill existing staff
- With more than 80 types of Modern Apprenticeship and 400+ pathways a range of opportunities to suit the needs of businesses
- MA's under 25 are excluded from Class 1 NI contributions
- Learning on the job means MAs can apply their learning right away
- Modern Apprentices bring fresh ideas to a business.

There are three elements to each MA which highlight the mix of work and training the apprentice will undertake:

- Industry specific training - learning on the job from specialists in the role
- Relevant SVQ (or alternative competency-based qualification)
- Core skills to industry required standards - IT, problem solving, numeracy, communication and working with others.



Eligibility Criteria

- Any business, any sector, any size
- Business based in Scotland
- Employee aged 16 and above
- Appropriate for existing or new employees

How to Apply

Find out how Modern Apprenticeships work:
www.apprenticeships.scot/for-employers

Can be used with other funds?

Yes

More information

www.apprenticeships.scot

Section 2

Support for employers recruiting apprentices

2.4 Skills Development Scotland, Foundation Apprenticeships

SDS, Foundation Apprenticeships

What is this?

Skills
Development
Scotland



Prepare future employees for the world of work

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.

- FA's are designed with employers so they help young people build the skills the industry actually needs for the future
- Young people also develop 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
- Spot talented, motivated pupils who could become future employees
- FA's work on real projects with businesses. They bring a fresh perspective and new ideas to tasks
- 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.
- Builds stronger links with local schools and colleges

Eligibility Criteria

Offered in the following areas in Dumfries and Galloway:

- Food and Drink Technologies
- Creative and Digital Media
- Social Services, Children and Young People
- Engineering

How to Apply



Business can get involved:

<https://www.gov.scot/publications/state-aid-guidance/>

More information

<https://services.nhslothian.scot/LothianWorkSupportServices/Pages/default.aspx>

<https://www.becas-santander.com/es/index.html>

Local Email Contacts

Lesley.Sloan@dumgal.gov.uk
HodgsonM@dumgal.ac.uk

Section 2

Support for employers recruiting apprentices

2.5 Skills Development Scotland, Foundation Apprenticeships

SDS, Graduate Apprenticeships

What is this?

Skills
Development
Scotland



Designed by industry, for industry to build the skills they need to succeed

These qualifications are designed to suit industry, and go up to Master's degree level. They're flexible enough to meet specific needs of an employer – for new recruits, or existing employees.

Developing employees to support and grow a business.

- Bring new knowledge and skills into a business
- Plan for skills needs
- Attract new talent, as an alternative to traditional graduate schemes
- Retain employees by supporting and investing in their development
- Develop networks with colleges and universities
- 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.
- They're based on the standards of professional or regulatory bodies so employees have a clear path to professional recognition
- For Graduate Level Apprentices starting in 2017, Skills Development Scotland will fund their learning costs for the duration of the course.

Eligibility Criteria

Eligibility criteria:

- Any business, any size – job role specific
- Business based in Scotland
- Employee aged 16 and above and able to achieve SCQF 10
- Appropriate for existing or new employees Currently available Civil Engineering (SCQF level 8)
- Engineering: Design and Manufacture (SCQF level 10)
- IT: Management for Business (SCQF level 10)
- IT: Software Development (SCQF level 10) (Any relevant prior learning will be removed from these courses) In development
- Business Management (SCQF level 10)
- Business Management: Financial Services (SCQF level 10)
- Civil Engineering (SCQF level 10)
- Construction: Built Environment (SCQF level 10)
- Engineering: Instrumentation, Measurement and Control (SCQF level 10)
- IT: Cyber Security (SCQF level 10 & 11)

More information

<https://www.gmu.ac.uk/campus-life/careers-and-employability/recruiting-our-students-and-graduates/>



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 Criteria

All potential trainees must complete the SECTT pre employment assessment prior to starting at college. Application for this can be completed Via our website, www.sectt.org.uk

During the 1st year of the apprenticeship, SECTT will meet the cost of 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 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.

First 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

Second 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.

Successful completion of the Final Integrated Competence Assessment (FICA) 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.

How to Apply

Email: admin@sectt.org.uk or contact 0131 445 5659

More information

www.sectt.org.uk/employers.html





Section 3



Training, work experience, force development



Section 3

HR, recruitment, training, work experience and work force development Support

3.2 DWP, Work Experience Support

DWP, Work Experience

What is this?



Department
for Work &
Pensions

If you are a business and interested in supporting people who are looking for work, you can offer work experience through Jobcentre Plus. Work experience organised by Jobcentre Plus is open to:

- Young people who are aged 18 to 24 years old
- People aged 25 and over who don't have recent work history

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.

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. By helping young people to gain work experience, your business can reap real benefits, such as:

- Developing the supervisory and management skills of your current workforce
- Enhancing your public profile by supporting your local community
- Accessing a pool of hidden talent – people who offer enthusiasm and a fresh perspective to your business
- Promoting workforce diversity.

Eligibility Criteria

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.

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.

3.2 DWP, Work Experience Support

DWP, Work Experience

Eligibility Criteria



Department
for Work &
Pensions

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:

- Provide work experience placements which are suitable for young unemployed people (and other age groups) with little or no work experience
 - Comply with all relevant legislation
 - 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
 - Allow participants to carry out reasonable job search activity and attend interviews with prospective employers and fortnightly job search reviews at Jobcentre Plus
 - Share information on participants with Jobcentre Plus
 - Provide participants with a reference at the end of the placement
- 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.

How to Apply

Please contact your local Employer and Partnership Manager. Dumfries and Galloway. Email: craig.hope@dwp.gov.uk



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:

<https://www.gov.uk/government/publications/national-insurance-contributions-for-under-25s-employer-guide/paying-employer-national-insurance-contributions-for-apprentices-under-25>



Section 3

HR, recruitment, training, work experience and work force development Support (cont'd)

3.3 DWP, Sector Based Work Academies

DWP, SBWA

What is this?



Department
for Work &
Pensions

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.

A sector-based work academy can last up to 6 weeks and has three main components:

- Pre-employment training – relevant to the needs of the business and sector
 - A work experience placement – of great benefit to both the individual and a business
 - A guaranteed job interviews
- Sector-based work academies are available in Scotland funded through the Scottish government or other partner organisations.

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.

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.

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 sectorbased academies as the costs are covered by government funding.

Eligibility

Businesses with a recruitment need and can offer guaranteed interviews to candidates

How to Apply Used with other funds?

Contact your local Employer and Partnership manager.
Dumfries and Galloway
Email: craig.hope@dwp.gov.uk



More information

<https://www.gov.uk/government/publications/sector-based-work-academies-employer-guide/sector-based-work-academies-employer-guide>

Section 3

HR, recruitment, training, work experience and work force development Support (cont'd)

3.3 Gateway School Work Experience

Dumfries & Galloway Schools' Work Placement Programme

What is this?



Gateway Shared Services is delighted to be working on behalf of Dumfries & Galloway Council to manage the arrangements for work placement opportunities for young people in local schools.

We are a dynamic, not-for-profit consortium of ten Scottish local authorities.

Established in 1989, we provide a range of high quality career and learning-related products and services to our partners, other local authorities and various public sector organisations, which assist in Developing the Young Workforce.

We are deeply committed to helping young people achieve their full potential by providing the information and support they need to access education, training and the world of work.

Could your business offer a young person in school the opportunity to experience the world of work and help to shape their future?

We realise that it's an uncertain time for businesses and your ability to support the Work Placement Programme in the next academic year will be impacted. Despite these challenging times, it is more important than ever that we continue to offer our young people the opportunity to engage in work-based learning opportunities relevant to their skills and aspirations.

Most young people taking part in their school's work placement programme are aged 14 to 17 and for many a work placement is their first experience of a workplace. They will have many things to learn that are second nature to you, such as being on time, dressing appropriately, dealing with customers and working with colleagues.

A work placement typically takes place over 1 week or a set period of time e.g. an afternoon a week for 6 weeks.



Eligibility

How you can help

Businesses of any size can offer a work placement, either virtually or onsite. You would be providing a young person with invaluable skills and knowledge that will boost their motivation and confidence and help them onto a successful career path.

You can offer a placement to the school(s) of your choice at a time that suits your business.

3.3 Gateway School Work Experience (Cont'd)

Dumfries & Galloway Schools' Work Placement Programme

Eligibility

How you can help

Businesses of any size can offer a work placement, either virtually or onsite. You would be providing a young person with invaluable skills and knowledge that will boost their motivation and confidence and help them onto a successful career path.

You can offer a placement to the school(s) of your choice at a time that suits your business.

There are no set criteria for businesses, but we will require to check with you that you meet the Health & Safety requirements to have a young person in your workplace. It's a short pre-placement check and shouldn't take up too much of your time.

You will already carry out necessary health and safety procedures, such as risk assessments, and usually have the appropriate insurance in place – these just need to extend to the young person.

Other benefits to young people

- You would be helping them to prepare for moving from school to the workplace by giving a realistic view of the world of work.
- Benefit from the mentorship and experience of older people
- Improve their attainment at school

Benefits to your business

- Opportunity to develop the skills of your existing staff
- Benefit from the energy and perspective of young people
- Promote opportunities within your industry or profession
- Engage with your local community and raise your company profile
- Identify potential future employees

Work-related learning is also a great option if your business is unable to provide a work placement. This can be in the shape of, for example:

- An industry insight or “day in the life of” video. This can be recorded on your phone and submitted to us, or perhaps you have your own website or YouTube channel or similar that young people could access.
- A simple work-based task that young people could access and complete in their own time. Perhaps you have resources that you would use when recruiting apprentices or school leavers?
- A webinar or mock interview session.



3.3 Gateway School Work Experience (Cont'd)

Dumfries & Galloway Schools' Work Placement Programme

How to Apply

To get involved, contact Ashley Bryan on 0141 270 6118 or email: dumgalwp@ceg.org.uk



Can be used with other funds?

N/A

More information

For further information about providing a work placement/work-related learning, or about Gateway, please visit our employer information page at www.workit.info/Employer/



SDS Flexible Workforce Development Fund (FWDF)

What is this?

Skills
Development
Scotland

The Fund provides funding to UK Apprenticeship Levy-payers which they can use to access flexible workforce development training opportunities.

It is intended to help employers address priority skills gaps and training needs. For example, your employees may need new skills to enable your business to adapt and respond to the impacts of the COVID-19 pandemic.

This Fund is in addition to the apprenticeship support which is available to all employers in Scotland, and Individual Training Accounts (ITAs) which support eligible individuals to take up learning opportunities to develop their skills for employment.

Eligibility

You must be:

- A Levy-paying employer in Scotland in the private, public or third sector, and
 - An employer based or operating within Scotland, wholly or partially
- The funding can be used to cover the full costs of training or can go towards partial payment of training costs. But it can't be used to pay for industry qualifications or for training to meet a statutory obligation required by law.

How to Apply One

There are different routes to access the funding, depending on type of training opportunity you need.

You must choose one route for funding and can submit only one application.

Levy-paying employer routes

There are two options for Levy-paying employers.

1 College training

You can apply for up to £15,000 to access training opportunities with colleges. The total fund for these opportunities is £13 million.

More information



You can get more information on this option from Dumfries & Galloway College:

www.dumgal.ac.uk/business-funding/flexible-workforce-development-fund

<http://www.sfc.ac.uk/funding/college-funding/flexible-workforce-development/flexible-workforce-development-fund.aspx>

Local contact for FWDF. Email:
milroye@dumgal.ac.uk



SDS Flexible Workforce Development Fund (FWDF) Cont'd

How to Apply Two

Skills
Development
Scotland

2 Training by independent providers

If the training you need cannot be provided by a college, you can apply for up to £15,000 to access training delivered by independent training providers. There is £2 million available for this option. You apply for this funding through Skills Development Scotland (SDS).

You must submit a training needs analysis (TNA) as part of your application. This will show how the training will help your organisation make a demonstrable return on investment. SDS can help you prepare a TNA. Or you can re-use one that your business has already developed.

You are responsible for sourcing, co-ordinating and reporting on the training requirements.

The training must be completed, invoiced and paid for by:
31 August 2021.

The deadline for applications is: **31 July 2021.**

Eligible applications will be approved on a “first-come, first-served” basis so you are advised to apply early.

Levy-paying employers can also use the funding to make improvements to the operation of their supply chain. You can either nominate up to two supply-chain companies to receive the funding instead of your business, or you can include staff from supply-chain companies in a training opportunity.

Can be used with other funds?

No

More information



See Funding Our Skillsforce for:

- Details of the eligibility criteria and restrictions
- The full application process:

www.funding.ourskillsforce.co.uk/



- FAQs/Email: fwdf@sds.co.uk

Skills Development Scotland, Skills for Growth

SDS, Skills for Growth

What is this?

Skills
Development
Scotland

All of Scotland's employers are adapting to a new economic environment – including a greater focus on innovation and productivity – where having the right blend of skills in place is essential.

COVID-19 - alongside longer-term challenges such as demographic and technological changes - has brought the skills needs of Scotland's businesses into sharper focus.

Skills Development Scotland (SDS) is helping employers face these challenges by equipping people and businesses with the skills to seize opportunities and realise their potential. Delivered by SDS in partnership with selected contracted consultants, Skills for Growth is a service that works with you to help identify any learning needs, create a positive culture and provide a fresh perspective on what skills your organisation needs for the future.

Fully-funded and offering employers a range of potential solutions unique to them through a bespoke People Skills Action Plan, Skills for Growth guides you towards the right support, including training opportunities and appropriate funding initiatives.

Employers benefit from having their own specialist adviser from SDS and a dedicated funded consultant. They'll help make the best use of your management skills, assess the skills of your staff and recommend a range of development solutions.

Eligibility

- Business based in Scotland
- Up to 250 employees

How to Apply

Contact SDS Employer Engagement Adviser Pam Ralston
Email: Pam.Ralston@sds.co.uk

Can be used with other funds?

No

More information



www.ourskillsforce.co.uk/growth



You Tube:

www.youtube.com/watch?v=SUdA0Y3oET4

Developing the Young Workforce

Developing the Young Workforce (DYW)

What is this?



Developing the Young Workforce (DYW) is a national Scottish Government initiative aimed at ‘Bridging the Gap’ between Employers and young people.

We aim to develop a sustainable workforce for the business community in D&G by inspiring, informing, and empowering young people about the employment opportunities within the region and the learning pathways to get there.

DYW is a business led organisation and hosted by the D&G Chamber of Commerce. We work closely with businesses and secondary schools through our DYW School Co-ordinators, to raise awareness of the many and varied careers available in the region for young people. We do this through hosting Work Ready days, Career and STEM events, school employability programmes and Industry Insight experiences. All our services are free. DYW operates several different employer sector forums covering Food & Drink Manufacturers, Construction, Land Based (Agriculture & Forestry), Hospitality, Engineering & Manufacturing and Circular Economy businesses. These business-to-business forums help shape and articulate the voice of industry sector.

In addition, we are keen to work with businesses in promoting Scotland’s ‘Young Persons Guarantee’ through the 5 Asks of Employers. We recognise that these are challenging times for young people and to ensure their employment prospects are not damaged by the pandemic we are asking employers to commit to the Young Person’s Guarantee. As an employer can you help:

- Support young people to prepare them for work.
- Young people to achieve their potential.
- Through Investing in a skilled workforce.
- To Create jobs and apprenticeship opportunities.
- Build an inclusive and fair workplace.

Eligibility

How you can help

DYW works with employers of all sizes and across all business sectors to formulate individual programmes and events for particular needs. We are keen to encourage greater business involvement in local schools

Developing the Young Workforce (Cont'd)

Developing the Young Workforce (DYW)

Eligibility



As an employer consider supporting the promotion of DYW through:

- Joining an appropriate employer sector forum.
- Linking in with your local Secondary School or College.
- Providing industry insight opportunities. Perhaps the young people could visit your premises and understand what your business is all about.
- Working with young people to get them 'Work Ready'.
- Conduct mock interviews and CV checks.
- Providing opportunities for young people to experience the business environment through providing work experience, apprenticeship opportunities and job opportunities.
- Providing insights to your industry either in person or virtually. In doing so you are helping young people be more aware of the opportunities that exist and improving their understanding of your business sector. Experience tells us that as an employer participating in DYW, you are more likely to secure a future workforce with the right skills, knowledge and understanding.

How to Apply

Contact DYW by email: Info@dywdg.co.uk

Developing the Young Workforce, Eskdale House,
The Crichton, Bankend Road, Dumfries, DG1 4ZZ.



Can be used with other funds?

N/A

More information



For further information about DYW please visit our website:

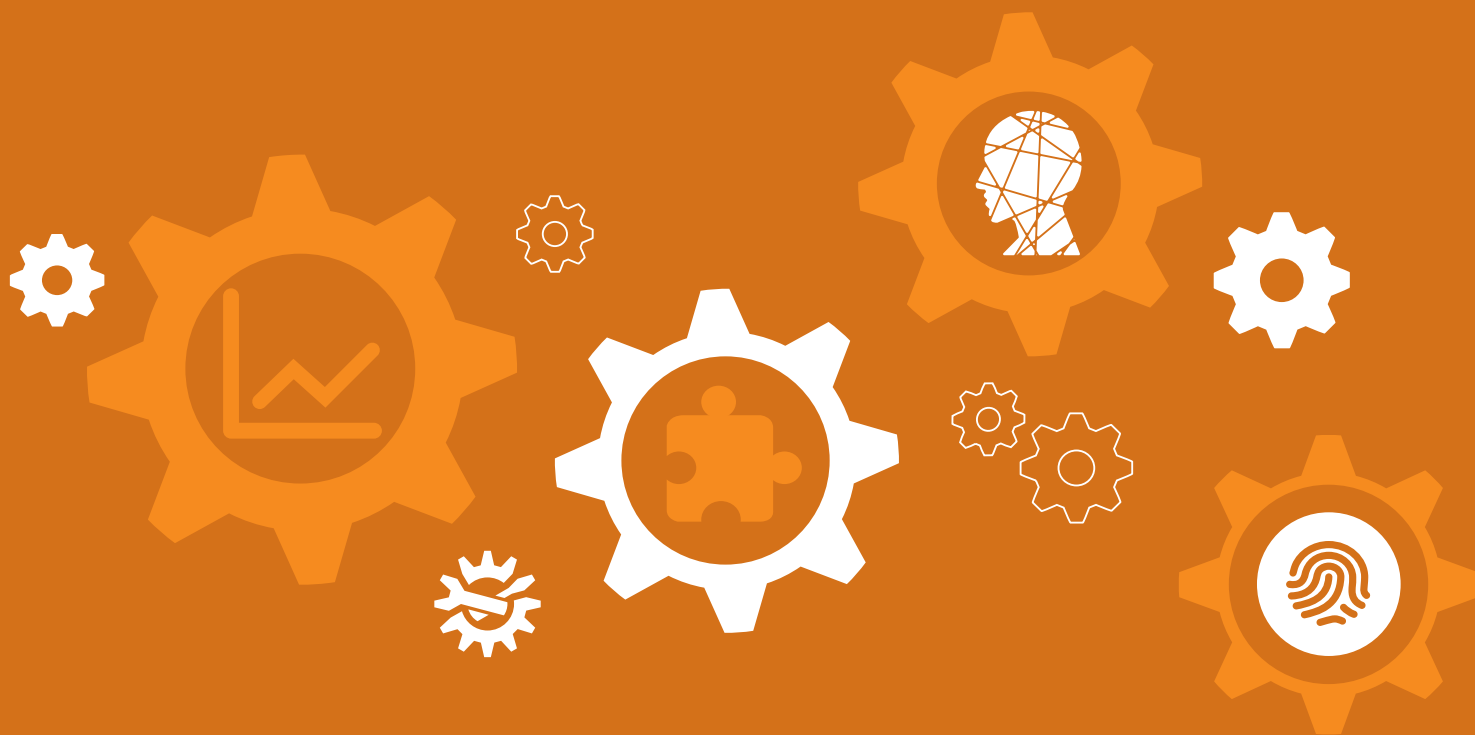
www.dywdg.co.uk/



Section 4



Business growth support



Section 4

Business growth support

4.1 Business Gateway: Business Advice & Support

Business Gateway – Business Advice

What is this?



Business Advice from experience advisors cover all aspects of Starting a new business, through to growing an existing one.

We provide workshops, training and one to one advice for start-ups and established businesses with ambitions to grow. We can connect you with the people and programs that might just make all the difference.

- Webinars
- Online tools
- Market research
- Digital training
- Business and financial planning
- Experienced Advisors

Eligibility

Eligibility is simple to be starting or running your business within Dumfries & Galloway and be willing to engage in support activities.

How to Apply



You can make a support enquiry, online via www.bgateway.com by email: dumgal@bgateway.com or by phone at 01387 808738.

Can be used with other funds?

Yes

More information



Please contact your local Business Gateway team by email: dumgal@bgateway.com

Or Tel. 01387 808738 or alternatively visit our website www.bgateway.com

Section 4

Business growth support

4.2 Business Gateway: Expert Consultancy Framework

Business Gateway – Expert Consultancy Framework

What is this?



External Experts accessed through the Business Gateway Framework, to provide next level support, up to 3 days, from experience consultants covering:

- Investor Ready Business plans.
- Marketing with Sales
- Human Resources
- Retail and local supply chains

Eligibility

Eligibility is to be starting or running your business within Dumfries & Galloway, have ambitions to take that business to the next level whilst working towards at least 3 of the Inclusive Growth and Fair Work Traits.

- Ambition
- Investment
- Innovation
- Internationalisation
- Opportunities for a Young workforce
- Workforce skills development
- Fair Work practices
- Real living wage
- Scottish Business Pledge

How to Apply



You can make a support enquiry, online via www.bgateway.com
Email: dumgal@bgateway.com or by phone at 01387 808738.

Can be used with other funds?

Yes

More information



Please contact your local Business Gateway team by email at dumgal@bgateway.com or Tel. 01387 808738 or alternatively visit our website: bgateway.com

Section 4

Business growth support

4.3 Business Gateway: Digital Boost

Business Gateway – DigitalBoost

What is this?



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.

We offer:

- Digital Healthcheck
- Online Tutorials
- 1:1 Expert Advice
- Practical Guides

Eligibility

To access the 1:1 Expert Advice, organisations must meet the following criteria:

- Business Gateway customers with growth potential
- Small or Medium-sized Enterprise (SME) trading for at least 6 months. This includes social enterprises who are operating commercially.
- Eligible for de minimis support (compliant with EU state aid rules)

How to Apply



You can access the Digital Healthcheck, Online Tutorials and Practical Guides online at: <https://www.bgateway.com/resources/digitalboost>

You can book onto a DigitalBoost workshop through our website or by contacting your local Business Gateway team. If you would like to access the 1:1 Expert Advice, please contact your local Business Gateway team on: 01387 808738

Can be used with other funds?

Yes

More information

Please contact your local Business Gateway team
Email: dumgal@bgateway.com



Or Tel. 01387 808738 or alternatively visit our website:
<https://www.bgateway.com/resources/digitalboost>

Section 4

Business growth support

4.4 AIMS Project - Advancing Innovative Manufacturing

AIMS Project - South of Scotland

What is this?



The Advancing Innovative Manufacturing in the South of Scotland (AIMS) Project is funded by the Advanced Manufacturing Challenge Fund and South of Scotland Enterprise. The project objectives are to support the Sustainment, Growth and Development of SME's in the South of Scotland. The project has facilities and equipment to demonstrate modern capabilities and will use that equipment in undertaking projects with or for SME's. Projects can vary depending on the companies needs but typical examples would be developing prototypes of new product or processes, evaluating new equipment or processes for a specific product, de-risking company investment by trialling and testing prior to investment.

Our equipment ranges from industrial sized 5axis CNC machines to our hand operated 3D Scanners. We have a range of 3D printing capability both in Metal and Polymer materials and our CMM is state of the art. We will also have Design simulation, visualisation, CAD/CAM and modelling capabilities. The Project remit is across the South of Scotland and we have 3 sites in Dumfries and Hawick. Our Business and Facilities Coordinators are available to discuss potential projects or support and will travel to you to minimise disruption to your business.

Eligibility

The service is open to all SME's in the South of Scotland region and our services are free of charge. Our project is targeted at manufacturing growth in the region and our support is aimed at companies either existing or start-up.

How to Apply

The first step is to contact the AIMS Project team. Email: AIMS@dumgal.gov.uk
We will get back to you and set up an initial discussion.

Can be used with other funds?

Yes, but conditions may apply.
This can be discussed at the initial meeting.

More information

Please contact AIMS Project Team by email: AIMS@dumgal.gov.uk



Section 4

Business growth support

South of Scotland Enterprise

Here for businesses, social enterprises, and communities

What is this?



If you are a business, social enterprise or community – and have an idea or need support; no matter what it is – we are here to listen.

We will provide investment, expertise and mentoring to people and businesses and by doing so, we will inspire the region to think bigger and unlock the great potential of the South.

- We want to have a conversation with you so we can really understand your situation. That way we can make sure you get what you really need. Support from us is tailored to your individual circumstances. We are here to support you - no matter how big or small.

Eligibility

To be eligible for this support can be either a business, social enterprise or community.

How to Apply

www.southofscotlandenterprise.com/contact-us



More information



www.southofscotlandenterprise.com/support

Section 4

Business growth support

Dumfries and Galloway Chamber of Commerce

Dumfries & Galloway Chamber of Commerce

What is this?



Independent and locally run, Dumfries & Galloway Chamber of Commerce is working for businesses in Dumfries & Galloway. A not-for-profit organisation and affiliated to the Scottish Chambers of Commerce, Scotland Business Voice. Being a member gives you access to a range of excellent discounted benefits and services to support your business including HR advice, Legal insurance, healthcare, employer resources etc.

We are a Kickstart scheme gateway organisation and regularly host networking events, seminars and webinars covering all aspects of business. As the voice of the local business community, we can lobby on your behalf with our strong links with regional and national policy makers and politicians.

Eligibility

You must be a member of Dumfries & Galloway Chamber of Commerce. Several different membership packages are available depending on your business requirements.

How to Apply



Contact us via email:

admin@dgchamber.co.uk

DG Chamber, Eskdale House, The Crichton
Bankend Road, Dumfries, DG1 4ZZ

More information



For further information about the Chamber of Commerce please see our website:

www.dgchamber.co.uk/

Not sure what support is right for you?
**Complete this simple form and someone from the Employer
Engagement Partnership will get back to you...**



<https://forms.office.com>

This document is refreshed every six months, however please note that all initiatives and support opportunities within this document are subject to change.



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