

Dunnet & Canisbay

Education & Training Fund

Fund Factsheet



The aim of the Dunnet & Canisbay Education & Training Fund is to improve opportunities and livelihoods of people living in the Dunnet & Canisbay area of Caithness. It will provide bursaries to local people to access training and education opportunities that better equip them with the range of skills required to enter into or retain employment in key sectors.

Key Sectors

The Panel has identified key sectors which are relevant to the Dunnet & Canisbay area and invite applications from people planning to undertake training relevant to these Sectors. They are:

- Health and Social Care
- Teaching and Education
- Food and Drink
- Tourism and Customer Services
- Culture, Heritage and the Natural Environment
- Communications and Information Technology
- Renewables, Energy and Climate Change
- Engineering, Science, Maths and Technology
- Construction and the Trades
- Sea based industries

What sorts of courses are eligible?

Courses leading to formal or recognised qualifications will be favoured, however other courses will also be considered where the applicant can demonstrate how the skills and knowledge gained will realistically support them in securing or retaining a job. Apprentices can also apply, provided it is for a cost you cannot claim back from your employer or another agency.

Courses might be: * Apprenticeships * Modern Apprenticeships * Foundation Apprenticeships * SVQ * NC * HNC * HND * undergraduate degrees * post-graduate qualifications (though not PhDs) * short vocational courses * full time * part time * many other courses.

Where can I study?

We recognise that the Fund Area has limited further education opportunities however any course being undertaken locally will be looked upon more favourably than a course that requires you to leave the area. By local we would generally mean Caithness, however it may include the Highlands and even the rest of Scotland.

If you are applying for costs linked with an Apprenticeship arrangement then you must be employed within the Dunnet & Canisbay Community Council area.

Examples of eligible expense:

The following costs directly related to attending your course or apprenticeship are eligible:

- Course fees where these costs cannot be funded through any other means
- Study aids and equipment
- Tools for your trade
- Travel costs
- Childcare costs to allow you to study.

How much can I apply for?

- First time applicants: up to £1,500
- Second time applicants: up to £1,000
- Any further applications: up to £300 per year.

If your course is a multi-year course, a cap of up to £1,500 will be applied to your first year of study, up to £1,000 to your second year of study and then up to £300 for future years.

You must be able to evidence the full costs, for example a first time applicant undertaking a week-long course which costs £400, will only be able to apply for £400 plus related travel & subsistence.

What evidence do I need?

This will vary depending on the course. Some evidence may be provided along with your application, some may be submitted periodically through the term of your award and some upon your course completion. Examples include:

- Your offer letter or confirmation of a place on your course.
- A copy of your attendance record or statement by someone from the educational institution or training provider confirming you have been attending regularly.
- A copy of your qualification certificate.

You may not have most of these documents at the time of application but will need to provide them when you can. Evidence of expenditure (receipts or invoices) will not be required as a matter of course but may be requested in specific circumstances e.g. for the purchase of a lap-top. Please keep your receipts for up to 12 months.

When should I apply?

The fund has three closing dates; 15 July 2019, 15 November 2019 and 15 March 2020. A decision on your application will normally take around six-eight weeks from the closing date, so please let us know your deadlines.

Therefore you should apply as soon as you are sure that you are going to do the course. If you need a response quicker than we have outlined please get in touch.

Exclusions

Age: you must be 16 or over.

Residence: you must live within the Dunnet & Canisbay Community Council area.

Retrospective funding: you cannot apply for funding for any costs incurred before a decision can be made.

Employer responsibilities: We will not fund training or equipment that your employer should be providing for you, or are necessary for you to carry out your current job.

How likely am I to get this award?

If the Fund is oversubscribed we may not be able to award every application, or perhaps not to the full amount requested. Some things will be taken into account to help us make these decisions.

- People who have not previously received an award will be prioritised over somebody who has previously received an award.
- People not currently in employment will be prioritised over somebody who is in employment.

Responsibilities

Within the terms of your Grant Acceptance you will have to spend the award as described in your application form. If your plans change you will need to let us know as soon as possible. It may be possible for you to retain your award, for example, if you intend to switch courses, or if you locate another supplier offering a better deal. But you must tell us your circumstances have changed in the first instance.

You will also be required to provide some feedback on your experiences to demonstrate the impact of the support received from the Dunnet & Canisbay Education and Training Fund.

Anything else you need to know before you apply?

We will pay your award electronically by BACS so, you will need to provide a bank statement which shows your name, address, account number and sort code. In some cases we will be able to pay the education or training provider directly and if this would suit your circumstances please let us know.

If you need further information on the Fund or you wish to discuss your application, please contact the Caithness based Foundation Scotland representative Eilidh Coll, on 07801 530 218 or e-mail: eilidh@foundationscotland.org.uk

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