

## Application for European Structural Funds

Please review this Application form, sign and date the declaration on the final page and return the Application form to;

HIPP  
Jubilee Lodge  
12c Ness Walk  
Inverness  
IV3 5SQ

25 MAR 2011

### Application Information

<b>Title</b>	Local Training Opportunities Highlands and Islands
<b>Reference</b>	H&I/ESF/2011/6/1/0026
<b>Version Number</b>	2
<b>Status</b>	Stage 2 Submitted
<b>Organisation</b>	Skills Development Scotland
<b>Programme</b>	H&I (HIPP) - European Social Fund
<b>Fund Name</b>	Convergence
<b>IAB</b>	HIPP
<b>Area</b>	Highlands and Islands Scotland
<b>Application Type</b>	European Social Fund
<b>Priority</b>	Priority 1: Increasing the Workforce
<b>Project Contact</b>	[REDACTED]

### Part 1: Project Summary Statement

#### Project Contacts

<b>Project Contact</b>	[REDACTED]
<b>Telephone</b>	[REDACTED]
<b>Email</b>	[REDACTED]
<b>Address</b>	Atlantic Quay 150 Broomielaw Glasgow G2 8LU
<b>Finance Contact</b>	[REDACTED]
<b>Telephone</b>	[REDACTED]
<b>Email</b>	[REDACTED]

#### Project Timescale

<b>Physical start date</b>	01 Apr 2011
<b>Physical end date</b>	30 Sep 2013
<b>Financial end date</b>	31 Dec 2013

#### Project location - Eligible

<b>Argyll Islands</b>	<input checked="" type="checkbox"/>
<b>West Cowal and Dunoon</b>	<input checked="" type="checkbox"/>
<b>Kintyre</b>	<input checked="" type="checkbox"/>
<b>Oban and Mid-Argyll</b>	<input checked="" type="checkbox"/>
<b>Lewis &amp; Harris</b>	<input checked="" type="checkbox"/>
<b>Southern Isles</b>	<input checked="" type="checkbox"/>
<b>Badenoch &amp; Strathspey</b>	<input checked="" type="checkbox"/>
<b>Caithness</b>	<input checked="" type="checkbox"/>

Easter-Ross ☒  
 Inverness & Nairn ☒  
 Lochaber ☒  
 Skye & Lochalsh ☒  
 Sutherland ☒  
 Wester-Ross ☒  
 Moray ☒  
 Isle of Arran ☒  
 Cumbraes ☒  
 Orkney Mainland ☒  
 Orkney Islands ☒  
 Shetland Mainland ☒  
 Shetland Islands ☒

#### Other Structural Funds Applications

Similar project seeking funding in ☒  
 another Structural Funds  
 Programme area

#### Project flexibility and duration

Application to use up to 10% ☒  
 Geographical Flexibility ?  
 Application to use up to 10% ☒  
 Fund Flexibility  
 Application to use up to 10% ☒  
 Trans-national funding flexibility  
 Application to use multi-annual ☒ Yes - 3 years  
 funding ?

#### Project description

##### Project description

This Priority 1 project will provide 1,928 local Training Opportunities (Tops) for young people through Get Ready for Work (GRIW) and adults through Training for Work (TIW). These opportunities will be delivered through contracts with Training Providers. The provision will be jointly planned, procured and reviewed in-year with Highlands and Islands (H & I) Community Planning Partnerships (C's)/Employability Partnerships (EP's) based on local evidence of needs and available provision matched to opportunities. This will ensure alignment with other local employability services and offer greater added value local

Skills Development Scotland (SDS) will provide a flexible funding stream for TIW and GRIW across all H & I CPP areas. A key objective will be to deliver additional and sustain outcomes and progressions through improved linkages across local employability service

GRIW and TIW are funding streams that are flexible to meet local demands as follow

##### Get Ready for Work (GRIW)

A1: The aim of GRIW is to provide 16-19 year olds with an individual programme of guidance and support that will enable and encourage progression to sustained positive destinations. The GRIW national work based training framework aims to enable young people to develop the confidence and the transferable skills needed to gain a positive sustained outcome. Whilst it focuses on developing generic work skills rather than training for specific employment sectors, training is personalised to meet the needs of the individual and to reflect available local jobs. The success of GRIW is currently measured by positive outcomes achieved i.e. progression into employment, further education or further training and sustenance of employment. The offer includes initial assessment, financial support and employability interventions

##### Training for Work (TIW)

A1: The aim of TIW is to provide unemployed adults (18+) with employment related skills interventions to support them in gaining and sustaining a job, whilst meeting the demands of the local economy by providing employers with suitably trained employees. Programme delivery is in addition to and complements the services provided by Jobcentre Plus and other agencies. The success of TIW is currently measured by positive outcomes achieved i.e. progression into employment and sustenance of employment. The offer includes initial assessment and, employability support through a range of appropriate interventions

GRIW and TIW provision will encompass the activities set out Appendix 1.

#### Project Sector

Indicate the best fit Project ☒ Education

**Sector or Economic Activity  
Dimension**

Project Theme

**Indicate the best fit Project Theme Dimension** Implementing active and preventive measures on the labour market

Part 2: Participation Characteristics (European Social Fund only)

Total number of participants 1926

Age Characteristics

**Age Characteristics**

Group	Male	Female	Total
14 and Under	0	0	0
15 to 17	651	381	1032
18 to 19	155	80	235
20 to 24	207	164	371
25 to 40	96	75	171
41 to 50	47	28	75
51 to 54	19	2	21
55 to 64	19	2	21
Over 65	0	0	0
<b>Total</b>	<b>1194</b>	<b>732</b>	<b>1926</b>

Period Unemployed Characteristics

**Period of registered unemployment**

Group	Male Under 25	Male 25 and Over	Female Under 25	Female 25 and Over	Total
Up to 6 months	22	870	335	67	1294
6 to 12 months	19	230	85	94	428
13 to 24 months	9	14	47	50	120
25 to 36 months	9	9	19	24	61
Over 3 years	5	7	5	6	23
Workforce Returners	0	0	0	0	0
<b>Total</b>	<b>64</b>	<b>1130</b>	<b>491</b>	<b>241</b>	<b>1926</b>

Period Worklessness Characteristics

**Period of worklessness**

Group	Male Under 25	Male 25 and Over	Female Under 25	Female 25 and Over	Total
Up to 6 months	0	0	0	0	0
6 to 12 months	0	0	0	0	0
13 to 24 months	0	0	0	0	0
25 to 36 months	0	0	0	0	0
Over 3 years	0	0	0	0	0
Workforce Returners	0	0	0	0	0
In education/training	0	0	0	0	0

<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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*Ethnic Origin Characteristics***Ethnic Origin**

Group	Male	Female	Total
White(Scottish)	1118	664	1782
White(English)	3	5	8
White(Welsh)	0	0	0
White(Irish)	2	0	2
White(Other)	56	42	98
Black(Caribbean)	0	0	0
Black(African)	0	1	1
Black(Other)	0	0	0
Asian(Chinese)	1	0	1
Asian(Indian)	0	5	5
Asian(Pakistan)	0	0	0
Asian(Bangladesh)	0	0	0
Asian(Other)	7	7	14
Gypsy/Traveller	4	5	9
Mixed background	1	3	4
Other Ethnic background	2	0	2
<b>Total</b>	<b>1194</b>	<b>732</b>	<b>1926</b>

*Target Group Characteristics***Target Group**

Group	Prime Male	Prime Female	Secondary Male	Secondary Female	Total
Homeless	0	0	5	5	10
Lone parent	0	0	0	15	15
History of substance abuse	0	0	23	14	37
History of alcohol abuse	0	0	19	9	28
Literacy and Numeracy	0	0	188	118	306
Disabilities	0	0	11	6	17
Mental health problems	0	0	2	1	3
Physical illness	0	0	0	0	0
Family/caring responsibilities	0	0	0	0	0
Young people leaving care	0	0	5	3	8
Economically inactive	0	0	0	0	0
Lack of work experience	0	0	329	165	494
Unemployed	1194	732	0	0	1926
Criminal record	0	0	38	11	49
No qualifications	0	0	0	0	0
EU migrant workers	0	0	0	0	0

Non-EU migrant workers	0	0	0	0	0
Self-employed	0	0	0	0	0
Voluntary worker	0	0	0	0	0
Ethnic minority	0	0	16	20	36
Young people (NEET)	0	0	558	363	921
Asylum seeker	0	0	0	2	2
Employed	0	0	0	0	0
In full-time or part-time education	0	0	0	0	0
Young people at risk of becoming NEET on leaving school	0	0	0	0	0
Long term unemployed	0	0	0	0	0
Seasonal worker	0	0	0	0	0
Part-time worker	0	0	0	0	0
Refugees	0	0	0	0	0
<b>Total</b>	<b>1194</b>	<b>732</b>	<b>1194</b>	<b>732</b>	<b>3852</b>

## Multiple Deprivations

Number of participants with multiple deprivations - male 1194

Number of participants with multiple deprivations - female 732

## Number of Participants on Entry

## Number of Participants on Entry

Level	Male	Female	Total
No Qualifications	1194	732	1926
Level 1	0	0	0
Level 2	0	0	0
Level 3	0	0	0
Level 4	0	0	0
Level 5	0	0	0
Level 6	0	0	0
<b>Total</b>	<b>1194</b>	<b>732</b>	<b>1926</b>

## Number of Participants on Exit

## Number of Participants on Exit

Level	Male	Female	Total
No Qualifications	1081	655	1736
Level 1	94	58	152
Level 2	19	19	38
Level 3	0	0	0
Level 4	0	0	0
Level 5	0	0	0
Level 6	0	0	0
<b>Total</b>	<b>1194</b>	<b>732</b>	<b>1926</b>

## Number of Participants Gaining a Full Qualification

## Number of Participants Gaining a Full Qualification

Level	Male	Female	Total
No Qualifications	951	607	1558
Level 1	94	58	152
Level 2	19	19	38
Level 3	0	0	0
Level 4	0	0	0
Level 5	0	0	0
Level 6	0	0	0
<b>Total</b>	<b>1064</b>	<b>684</b>	<b>1748</b>

## Please state below all qualifications and accreditation body

Some adults may gain a VQ at level 1 or 2, this would vary across TFW provision but should always link in to meeting needs to gain access to local employment opportunities for example: Microsoft Certified Administrator (MCSA), Pitman Training Office IT Skills, etc. TFW provision is mainly focused on partial certification.

The main aim of the TFW programme is to progress individuals into sustained employment. Some of the training offered is qualification focused but not all of the provision is. The current performance rate (Pan-Scotland) for individuals progressing from TFW into employment is 52.5%, and in Highlands and Islands area this currently stands at 49.2%.

## Number of Participants Gaining a Partial Qualification

## Number of Participants Gaining a Partial Qualification

Level	Male	Female	Total
No Qualifications	0	0	0
Level 1	70	33	103
Level 2	60	15	75
Level 3	0	0	0
Level 4	0	0	0
Level 5	0	0	0
Level 6	0	0	0
<b>Total</b>	<b>130</b>	<b>48</b>	<b>178</b>

## Please state below all qualifications and accreditation body

Partial certification is expected in relation to TFW activity. SDS have an approved qualifications listing which reflects specific training demand requested, which aims to provide support to individuals to allow them access to local, available job opportunities. The current listing has a range of qualifications listed and includes for example: 360 degree excavator, RGIT offshore, 17th Edition electrical engineers, Introduction to contact centre industry, Forklift License, HGV etc.

The main aim of the TFW programme is to progress individuals into sustained employment. Some of the training offered is qualification focused but not all of the provision is. The current performance rate (Pan-Scotland) for individuals progressing from TFW into employment is 52.5%, and in Highlands and Islands area this currently stands at 49.2%.

## Part 3: Core Indicators and Targets

## Indicators and Targets

Type	Indicator	Project Target
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Output	Number of participants receiving support	1926
Output	Number of participants with multiple deprivations	1926
Result	Number of participants entering employment	963
Result	Number of participants entering education or training	188
Result	Number of participants gaining a partial or full qualification	358
Result	Number of participants in employment six months after leaving	645

#### Part 4: Justification

##### 4.1 Strategic Fit

The strategic vision for the ESF programme for the H & I area 'to contribute towards sustainable growth in the size and skills of the region's workforce within the Lisbon Jobs and growth framework, through developing the knowledge-based economy of the region'.

One of the key strategic objectives of the HIPP Programme is to increase the workforce. Scotland is now in a significantly changed economic environment, as a result of the recession. Our economy now has fewer jobs, much higher unemployment and much greater competition for the jobs that are available.

The overall aim of Priority 1 'to broaden and increase sustainable participation in the Highlands and Islands' and target funding to support local activities aimed at helping key target groups develop skills to move towards and sustain employment.

This project will support the aims of Priority 1 by providing 1,926 L-Tops which will be based on identified local contracted elements supported by H & I CPP/EP's. The delivery will be contracted to local Training Providers. This project fits with the overall aim of Priority 1 for the following reasons:

- It focuses on disadvantaged groups in the labour market who, without intervention, would be unable to progress into the labour market or further training.
- It will deliver interventions which are appropriate to the local labour market context, matching to and capitalising on local opportunities identified through a joint process of reviewing demand.
- It will deliver interventions which are appropriate to the individual based on a review of local needs and opportunities.

##### Local Lev

SDS has been developing Service Delivery Agreements (SDAs) with each Local Authority (LA). These reflect the needs in the local areas and identify areas of joint working to enhance delivery at a local level and helped to shape this bid.

Fit will be ensured through a clear process which ensures joint ownership between SDS and H & I CPPs/EP's. In preparation for this bid SDS has undertaken a number of activities to ensure a strategic fit with local employability service delivery. This is discussed further within the Structure and Management section.

This bid has been developed as a result of consultation in the H & I area with local CPP/EP's. SDS understands that this bid must recognise and complement ESF and other local development projects as outlined Appendix 2.

In addition, SDS is aware that:

- There are CPP plans under the Convergence Fund which focus largely on ERDF Priority 3 supported by ESF Priority 1 and that these ESF projects vary across LA areas.
- Local employability and employment development is linked to Highlands and Islands Enterprise and the University for the Highlands and Islands projects under their Strategic Delivery Body status.

This bid is strategic in that it offers a) nominated CPP representatives to a H & I-wide Advisory Committee (set up specifically to assist with this process) the opportunity to recommend a fair distribution of training opportunities across the H & I area which is informed by CPP/SDS demand estimates; and b) the opportunity for local CPP representatives to 'decision-make' with SDS on contract awards for the delivery of provision within each CPP area. SDS is promoting these programmes as L-Tops. This approach is a change to the current contracting process for these National Training Programmes (NTPs) and has been developed to build upon the SDA.

##### Scottish Lev

This bid fits clearly with the Scottish Government's overall purpose and various appropriate strategies as follows:

- Government Economic Strategy:** This strategy places learning and skills as central components of future increases in sustainable economic growth in Scotland. Measures to combat the downturn are supported through Scotland and Partnership for Continuing Employment (PACE). The 8 point Economic Recovery Plan increases support for skills and training.
- The More Choices, More Chances Strategy (2006)** identifies key areas of activity in terms of: pre-16 opportunities, post-16 education and training, financial incentives, the right support and joint commitment and action.
- 16+ Learning Choices:** guarantees an offer of a place in post-16 learning to every young person who wants it. SDS plays a key role in supporting LA's meet this aim.
- Department for Work and Pensions: Raising expectations and increasing support:** reforming welfare for the future: sets out the UK Government's vision that everyone is given the help they need to get back to work, matched by an expectation of participation.
- The Refreshed Skills for Scotland Skills Strategy** sets out the Scottish Government's commitment to training and skills and sets out a flexible, responsive, partnership approach to meeting Scotland's skills needs at a crucial point in our economic recovery.
- To achieve this vision skills policy will focus on four priority themes – empowering people, supporting employers, simplifying the skills system and strengthening partnerships.
- Equality of Opportunity:** L-Tops provides tailored learning support which develops skills of individuals enabling them to progress and sustain learning or employment. The approach aims to promote equality of opportunity to those trapped by persistent disadvantage and focuses on providing opportunities in local areas. This programme will support those disadvantaged in the labour market for example those not in education, employment or training, individuals who have been made redundant etc. SDS Working with Young People and Adults policy frameworks set out how SDS will deliver and develop services offered to young people and adults in Scotland. SDS will adopt and promote the principles

and approaches set out in *Gelling It Right For Every Child*. SDS will work with H & I CPPs/EP's to follow these shared principles. Single Outcome Agreements (SOA) – are uniquely shaped to reflect the needs and circumstances of local areas. L-Tops provision aims to complement employability service delivery at a local and contribute to the delivery of the local SOAs. Highlands & Islands Enterprise (HIE) policy recognises fragile areas and areas of employment deficit present particular challenges across the H & I area. L-Tops provision will support local measures to enhance employment opportunities within local communities. SDS Strategy – This model will help SDS improve the job outcomes for unemployed people.

L-Tops will contribute to the following National outcomes:

- Our young people are successful learners, confident individuals, effective contributors and responsible citizens
- We will realise our full economic potential with more and better employment opportunities for our people
- We have tackled significant inequalities in Scottish society
- Our public services are high quality, continually improving, efficient and responsive to local people's needs

#### EU Lev

This bid fits with the fundamental principle of the European Economic Recovery Plan (2008) of solidarity and social justice by gearing action to help those most in need, to work protect jobs and to immediately address the long-term job prospects of those losing their jobs. It also responds to the priority area of the Lisbon Strategy of 'Promoting employment and promoting entrepreneurs'. It also promotes the implementation activity focussed on re-training and skills upgrading, and rapid re-integration in the labour market of workers who have been made redundant in order to avoid long term unemployment.

## 4.2 Evidence of Demand

Evidence of demand is highlighted in a range of published data which points Scotland experiencing far worse levels of unemployment and inactivity relative to the rest of the UK and a need to offer opportunities for L-Tops target groups. National evidence is validated by initial estimates of demand from local areas via the co-decision making process. This data will be used to inform local allocation levels of L-Tops provision.

#### Employment and Unemployment level

Scotland's employment rate stands at 71% (April-June 2010) lower than the UK rate by 0.3%. The Scottish unemployment rate stands at 8.4% higher than the UK rate (of 7.6%). Over this quarter, the Scottish unemployment rate increased by 0.3%, and over the year, Scotland's unemployment rate increased by 1.3% the highest yearly increase of all UK countries. H & I employment rate stands at 78.4% (April-June 2010), with the highest rate in the Shetland Islands and the lowest rate in Eilean Siar. (Source: ONS Annual Population Survey (NOMIS))

Over the period April-June 2010, there were 70,000 people out of work in Scotland for more than one year an increase of 31,000 over the year. In Scotland, long-term unemployment (those out of work for over 12 months) has increased by 79.4% over the year. Of the unemployment group in Scotland, 31.3% are long-term unemployed. (Source: Labour Market Statistics for Scotland – August 2010)

#### Economic activity and Inactive

The number of economically active people in Scotland's labour market (employed or unemployed) increased by 16,000 (0.4%) over the quarter. This was the highest increase in economic activity rates of all UK countries over the quarter and Scotland's economic activity rate remains second highest out of all UK countries, with a rate of 76.8%. The economic activity rate across the H & I area stands at 81.6%, with Shetland Islands experiencing the highest level at 89%.

Whilst Scottish economic inactivity levels decreased by 13,000 over the quarter, they increased by 32,000 over the year. Scotland's economic inactivity rate decreased by 0.4% over the quarter and increased by 0.9% over the year to 23.2% (compared to 23.4% for the UK). The percentage of economically inactive individuals across the H & I area stands at 18.4%, with Eilean Siar displaying the highest number at 28.1% (source: Labour Market Statistics for Scotland – August 2010)

#### Claimant count rate

The claimant count in Scotland, based on the seasonally adjusted number of people claiming Job Seeker's Allowance, now stands at 136,200 and the rate has increased over the period November – December 2010 to 4%. The UK claimant count rate has also risen over this period from 3.5% to 3.6%. (Source: ONS/Jobcentre Plus (NOMIS) – December 2010)

All areas with the exception of Shetland have experienced an increase in the percentage change month on month in relation to the number of individuals on claimant count. The highest percentage increase experienced is in Moray at 18%. Highland and Moray have experienced a percentage increase above the area average month on month and all areas with the exception of Shetland have experienced an increase above the Scottish average. Source: ONS/Jobcentre Plus (NOMIS)

#### A

Over the quarter, total employment levels for those aged 16 and over in Scotland increased by 6,000. Over the year, Scotland's overall employment rate decreased by 1.9%. Total unemployment for persons aged 16 and over is up 7,000 in Scotland over the quarter.

Employment rates for all age groups decreased over the year in Scotland to April-June 2010.

Scotland's youth unemployment rate (16-19 year olds) stands at 25.6% (April-June 2010), higher than the H & I rate by 13.4%. Argyll and Bute unemployment rate stands at 15.4%, which is higher than the area average. (Source: Labour Market Statistics for Scotland – August 2010)

#### Destination of School Leavers (Source: The Scottish Government National Statistics: Destinations of school-leavers 2009-2010)

The most recent School Leaver Destination Report (SLDR) is for 2009/10. The statistics relate to the destinations in September 2010 of young people who left school during the 2010 academic year. The main findings are:

- 86.6% of 2009/2010 school leavers are in positive destinations (higher education, further education, employment, voluntary work or training), up from 86.4% in 2007/2008 and 85.7% in 2008/2009.
- Proportions entering higher or further education have increased by 4.6 and 2.3 percentage points since 2007/2008, to reach 35.7% and 27.1% respectively. Taken together, the



proportion of young people entering further or higher education has risen from 56% in 2007/2008 and 61.9% in 2008/2009 to 62.8% in 2009/2010. The proportion on leavers entering employment has increased very slightly from 18.4% in 2008/2009 to 18.5% in 2009/2010. These are the lowest proportions of leavers entering employment since 1992/93. The proportion of school leavers who are unemployed and seeking employment or training has decreased very slightly from 11.5% last year to 11.6%. The S4 to S5 staying on rate to September of the following school year has increased by around 2 percentage points, while the S4 to S6 staying on rate has increased by around 4 percentage points. Vulnerable school leavers, such as those from more deprived areas, with additional support needs, or looked after children, continue to be less likely to enter positive destinations.

SLDR data on all school leavers by LA area entering a positive destination since 2007/2008 highlights a slight increase from 86.4% to 86.6%. This is a similar trend across the H area with the following exception:

- Argyll & Bute has remained unchanged
- Highland has reduced from 88.5% to 86.7%
- Shetland Islands has reduced from 92.4% to 90.6%

#### More Choices, More Chances (MCM)

In 2009, the Annual Population Survey (APS) estimated that there were 36,000 young people aged 16-19 not in education, employment or training, known as the MCMC group. The number of 16-19 year olds not in employment, education or training equates to 13.8% of the 16-19 year old population. GRW in particular, plays a key role in tackling the MCMC group. The level of known MCMC groups across LA areas of H & I equates to 7.3% Scotland wide total. The Highland LA area accounts for 52% of the H & I MCMC group. L-Tops will be targeted across all H & I LA areas with a focus on those areas with high levels of need and contribute to supporting local measures focused on sustaining local population and economic participation. (Source: APS: 2009)

#### Previous Activity Lev

Data from SDS and previous legacy organisations highlight activity levels which demonstrate a need for L-Tops provision across the H & I area. The Past Performance section highlights this performance data.

#### Initial, Local Consultation Return

Preparatory consultation and completion of an Initial Bid Statement with local CPPs/EPs across H & I has identified and confirmed the demand for L-Tops provision for 2011/2012. Within this process local partners were requested to take account of L-Tops fit with local service delivery to ensure no duplication and effective local targeting of resources.

The March 2010 update of the Scottish Economic Recovery Plan demonstrates the importance of alignment across the public sector to deliver a comprehensive range of measures to accelerate recovery. L-Tops will contribute to Scotland's economy recovery by providing direct support for unemployed adults and young people with a particular focus on those local areas and individuals under threat of continuous unemployment.

L-Tops will have a particular focus in supporting those individuals and businesses under threat of or facing redundancy. L-Tops activity will contribute to Partnership Action for Continuing Employment (PACE) Initiative. SDS is a member of the Moray Task Force and will continue to work with partners to address specific support as required for individuals under threat of redundancy.

SDS will work with H & I CPPs/EPs to ensure that service delivery is flexible to meet local demand with a focus on the traditionally vulnerable groups.

### 4.3 Need for Grant

As part of the Scottish Government Budget process SDS is expecting a reduction in overall budget allocation. Therefore, without the ESF funding SDS would be unable to contract for the volumes of TW and GRW highlighted in this bid in 2010/11. The expenditure for the delivery of this project includes contingent liability for new starts in 2012/2013 to ensure funding is available to allow individuals complete their training.

The added value provided by this bid relates to 5 main areas:

- By planning and procuring L-Tops with CPPs/EPs, a key aim is to ensure that these nationally funded programmes are anchored firmly within the local service delivery, adding value through the avoidance of duplication or, at worse, competition, and maximising the use of all available resources to fit local needs.
- A key aim is to drive up the number and quality of the outcomes delivered in terms of jobs and sustained jobs and progressions through a better fit with local needs and opportunities.
- The process devised for the development of this bid has enabled discussions at a local level to plan and design local provision. This will be enhanced through wider SDS funded support, for example: the provision currently funded through the Scottish Government Priority 2 ESF Award for 2010-12 which offers a progression pathway to Modern Apprenticeships for some young people.
- The process devised for the development and delivery of this bid, greatly enhances current partnership arrangements, by jointly planning, procuring and reviewing opportunities in line with the needs, opportunities and local provision. It provides a transparency and fairness in approach, jointly devised in partnership with a representative group of H & I CPPs/EPs, which will develop mutual understanding and improved communication processes with a clear rationale for decision-making in budget allocations.

ESF is being sought to support the delivery of GRW and TW across the H & I area. One of the key aims will be to drive up the quality of the outcomes being delivered in terms of outcomes or sustainability of jobs secured.

This project is seeking funding for 2 years over a 3 year period. Each year of delivery will be contracted separately. This will allow a further stage of review of outcomes between annual contracting rounds. Historically levels of training places offered are not confirmed for more than one year at a time - securing 2 years ESF should ensure that the CPPs/EPs will be able to plan activity in the longer term. If ESF funding is not secured the number of training places available may be reduced.

The intervention rate requested has been increased to 60%. SDS is aware that their 2011/2012 budget is likely to be reduced but at the same time the level of provision has to be maintained.

## 4.4 Structure and Management

### Structure and Management

#### Initial Communication

This section details structural and management arrangements where SDS will work jointly with H & I CPPs/ s and in those areas where SDS has sole responsibility. SDS management arrangements for the programme aim to adhere to the following underlying principle:

- To ensure maximum impact of all resources and minimise duplication of activity
- To maximise the contribution to appropriate targets informed by local estimates of skills demand and opportunity and a review of and impact on local resources
- Transparency in budgets, relative targets and procurement decisions
- Consistency of approach across H & I CPP areas
- Fairness of processes; ensuring no conflict of interest, and allocations of budgets based on evidence, demand, fit and performance

In working jointly with H & I CPPs/ s, SDS will avoid duplication and overlap with existing initiatives and ESF funded activity. For SDS's own projects there will be no impact. The current TIW project is for 2010/11 starts only and this project is for new starts after April 2011. SDS has also made Training Providers aware that as from 1st April there will not be a 'clean' match funding available for TIW or GRW to use to draw down ESF for their own projects. Correspondence has been sent directly to each Training Provider, will be specified in the new 2011/12 contracts and has been discussed with the H & I Community Planning/Employability Group meeting.

There are 2 levels of joint working arrangements to deliver this project:

SDS set up a National Advisory Group with nominated representatives of CPP groups. However following further discussion in H & I it was agreed that a separate H & I group should be created. The Group's objectives were to design and agree protocols on behalf of SDS and H & I CPPs for planning, procurement and in-year review of L-Tops provision to minimise risks of Provider contracts not being fulfilled and ensure the overall outputs from L-Tops provision is achieved. This group has now met 3 times and minutes from the first meeting with CPP membership details attached. Appendix 3. The H & I group have agreed that a representative from Job Centre Plus will join the group.

At a local level, local SDS experienced management teams have been working with CPP employability s-group partners to identify demand and prepare for the co-decision-making process.

Activities will cover 2011/2012 and 2012/2013. The project will commence in April 2011 and finish in September 2013. The phases of the co-decision making process are outlined as follows and detailed with Appendix 4:

#### Phase – September to October 2010

##### Identification of Local Needs

During this stage SDS consulted with CPP employability group partners to prepare a contracting demand statement which provides an estimate of starts and training weeks required in the CPP area based on knowledge of the local labour market, partner provision and previous activity levels. SDS collated a H & I wide return. SDS staff also liaised with Jobcentre Plus to identify linkages with what is currently known about the Single Work Programme, to ensure there is no duplication of provision within each area. This stage will ensure key partners work together to define the local service delivery for their area, ensuring that GRW and TIW provision meets local requirements and is flexible to adapt to any changes within the local labour market.

#### Phase – November 2010

##### Moderation across all CPP areas

SDS collated all area contracting demand statements across the H & I area, and the demand was higher than available budget, assuming income from ESF. The H & I Advisory Group considered a number of options for moderating demand and agreed on an initial, draft allocation per area. These allocations were then recommended to the SDS Board, contingent on available funding (including ESF), and changes to financial liability levels for trainees carrying over into 2011/12. The Advisory Group also agreed protocols for avoiding conflict of interest in decision-making on contract awards, where CPP member organisations may also be bidding for contracts. The methodology for the approach to be taken will be agreed by partners as part of the agreed protocol.

#### Phase – November 2010

##### Inviting Bids from Training Providers

SDS invited Training Providers, via the Public Contracts Scotland website, to submit proposals to deliver L-Tops. The proposal documentation requested responses to questions around fit with CPP provision and needs.

#### Phase – January 2011

##### Evaluation of Proposals

A nominated representative from each of the CPP employability/skill-related sub-groups is being identified to take part in the co-decision-making process. Where there is a potential conflict of interest, "ethical walls" document will be signed by the representative in advance of the meeting (Appendix 5). SDS staff will prepare documentation to assist with the co-decision making process, and this will be sent out in advance of the meeting to the CPP group representative. This includes:

- A summary review of the proposals received from those Providers who are bidding to deliver training places in the CPP area(s);
- Submissions from these bidders regarding how their provision fits with the local CPP provision and need; and
- Management Information data on Providers who currently have a contract with SDS to deliver these Programmes.

#### Phase – February 2011

Decision making and recommendations regarding volumes to successful applicants

Local SDS staff and CPP partners will meet, and based on the information outlined above will make recommendations on the following:

- Which bidders should receive a contract to deliver L-Tops in the H & I CPP area
- 2) Propose an allocation of volumes to those Providers whose proposal meets local requirements ensuring sufficient coverage to meet client and local labour market need

Phases 1 to 5 are now successfully completed (March 2011) and all H & I CPP representatives have been involved in the awarding of final allocations for their local areas. The decisions will ensure local provision is targeted and complements other local activity therefore avoiding duplication of services and more efficient targeting of limited resources.

#### Phase – February – March 2011

##### Preparation of contracts

SDS will check and implement final contracting decisions agreed with local areas by issuing contracts to Providers that reflect decisions taken and final budget available.

#### Phase – On-going in-year review and interim recommendations from April 2011 – March 2012

SDS and local CPP partners will review performance of activities and local economic and labour market changes in year and propose any revisions as appropriate. Regular Management Information Reports will be disseminated to local areas to support this process. This will be moderated by the H & I Advisory Group and recommendations will be made to the SDS Board as appropriate.

##### Support for the process

The H & I Advisory Group will assist with Phases 2 and 7 of the process. SDS will work with local CPPs/EPs to agree and implement this process at a local level.

##### SDS Management of ESF

An experienced ESF Programme Manager has been appointed within SDS to manage the strategic and operational use of European funding. The Manager will convene an ESF Team involving colleagues from finance, audit and operations directorates within SDS who have been assigned to support ESF funded activities. This group meets fortnightly and discuss progress towards ESF targets, claims and monitoring issues. The group is also attended by senior finance and operational staff who report into the SMT and SDS Board as required.

The Programme Manager will be responsible for collating information for the Progress Reports and financial claims and will ensure all documentation supporting a clear audit trail is in place. To inform this process SDS has undertaken a review of current income and expenditure across L-Tops provision to ensure profiling and spend are as accurate as possible. A profile of monthly expenditure is attached in Appendix 6. The delivery of GRW and TIW contracts will be monitored closely throughout and SDS will discuss progress of delivery with local CPPs/EPs.

##### Additional SDS support

Skills Investment Advisors based in the H & I area will utilise existing systems and programme rules (covering hours of attendance, work experience, delivery method, support costs, allowances etc) to ensure the smooth management, delivery, monitoring, recording and evaluating outcomes of this project. The SDS H & I Area Manager with responsibility for L-Tops delivery will liaise with local CPPs/EPs to ensure appropriate targeting of resources. SDS will use the GRW and TIW budget as match funding against this L-Tops bid.

Finance and Audit team members based in the H & I area have responsibility for ensuring Training Providers are following NTP Programme Rules – Guidelines and Procedures.

SDS National Operations will support the creation of local contracting statements, collate all returns, provide supporting tools and information to undertake the contract decision making and budget allocation process.

##### Partnership

SDS has developed an approach that recognises the need for a National organisation to reflect local needs in its delivery. The development of SDAs through a series of local workshops has enhanced delivery at a local level and resulted in the development of local priorities and developed a new way of engagement with partners at a local level.

The process devised for this bid, greatly enhances current partnership arrangements, by jointly planning, procuring and reviewing opportunities in line with the needs and opportunities of the local area. It provides a transparency and fairness in approach, jointly devised in partnership with a representative group of CPPs/EPs, which we believe will develop mutual understanding and improved communication of processes and a clear rationale for decision-making in budget allocations.

This project will involve CPPs/EPs and SDS working closely together to deliver local opportunities and develop local economic prosperity. The role and responsibilities for all parties involved in the contracting process for L-Tops are detailed within Appendix 4 and outlined further within Structure and Management section.

SDS will have overall responsibility for the delivery of L-Tops.

At a H & I wide level, SDS approached the H & I CPP Convenor's meeting with a proposal to set up a H & I Advisory Group with nominated representatives of CPP groups. The Group's objectives were to design and agree protocols on behalf of SDS and H & I CPPs/EPs for planning, procurement and in-year review of L-Tops provision. This group has now met 3 times and minutes from the first meeting with CPP membership details attached in Appendix 3.

At a local level, local SDS experienced management teams have been working with CPP employability sub-group partners to identify demand and prepare for the co-decision-making process.



## 4.5 Partnership

SDS has developed an approach that recognises the need for a National organisation to reflect local needs in its delivery. The development of SDAs through a series of local workshops has enhanced delivery at a local level and resulted in the development of local priorities and developed a new way of engagement with partners at a local level.

The process devised for this bid greatly enhances current partnership arrangements, by jointly planning, procuring and reviewing opportunities in line with the needs and opportunities of the local area. It provides a transparency and fairness in approach, jointly devised in partnership with a representative group of CPPs/EPs, which we believe will develop mutual understanding and improved communication of processes and a clear rationale for decision-making in budget allocations.

This project will involve CPPs/EPs and SDS working closely together to deliver local opportunities and develop local economic prosperity. The role and responsibilities for all partners involved in the contracting process for L-Tops are detailed within Appendix 4 and outlined further within Structure and Management section.

SDS will have overall responsibility for the delivery of L-Tops.

At a H&I wide level, SDS approached the H&I CPP Convenor's meeting with a proposal to set up a H&I Advisory Group with nominated representatives of CPP groups. The Group's objectives were to design and agree protocols on behalf of SDS and H&I CPPs/EPs for planning, procurement and in-year review of L-Tops provision. This group has now met 3 times and minutes from the first meeting with CPP membership details attached - Appendix 3.

At a local level, local SDS experienced management teams have been working with CPP employability e-group partners to identify demand and prepare for the co-decision-making process.

## 4.6 Horizontal Themes

### Equal Opportunity

The public sector duties legislation imparts legal responsibility to SDS to tackle discrimination and harassment and promote equality of opportunity. In developing our services to customers, individuals and employers we will look to ensure we take account of the needs of all groups protected by legislation on other grounds e.g. religion/belief, sexual orientation.

Beyond legal compliance, SDS works to ensure there is access to its programmes through the removal of barriers for a range of disadvantaged groups. Specifically in relation to young people, SDS works with LA and other partners through the statutory Additional Support for Learning Framework to ensure individuals with a range of additional support needs make successful transitions to outcomes. This is particularly relevant to this project as a high percentage of participants will be young people.

SDS gathers information on participants' age, gender, ethnicity and disability. In 2010, the Equality Impact Assessment (EIA) of the NTPs started with a clear mandate to understand and remove barriers to participation by under-represented groups. SDS contractual arrangements with Training Providers clearly sets out that all Providers must comply with the current Equality legislation (Equality Act 2010). SDS monitors Provider contract performance in relation to equal opportunities within this project and H&I partnership working arrangements ensure that this is reviewed and compliance monitored throughout the duration of this project. SDS monitoring data has shown continuing low participation rates in the NTPs: individuals in the black minority ethnic group, those with disabilities and women. The data also shows that the gender segregation of the Modern Apprenticeship programme mirrors the entrenched gender segregation of the wider labour market and concomitant inequalities. The findings from the EIA led to recommendations for actions which fall into the following three categories:

### 1. Marketing & Communication

The persistent under-representation of individuals from the three equality groups and the entrenched gender segregation of NTPs must be addressed by SDS. To raise L-Tops participation rates from these groups, SDS will:

- Work in partnership with CPPs/EPs, local intermediaries, key stakeholders and employers.
- Continue to work with schools, parents &/or carers and providers, to enhance transitional support from school into L-Tops provision for those with disabilities. Some of the issues identified are complex and require concerted action and funding from a number of key stakeholders and partners to develop holistic solutions and services.
- Make use of L-Tops case studies to promote equality issues and successes in the wider Skills and Learning landscape on an on-going basis.

### 2. Operational Issues

- SDS has recently offered support to staff through learning and development opportunities such as the delivery of Cultural and Disability Awareness training to raise individuals' confidence to enable them to discuss barriers of race and/or disability and how these may impact on an individual. This supports the initial referral and key points of transition for young people and adults.

All contractors and subcontractors awarded L-Tops provision must adhere to the Equality Act 2010 or any amendments modifying or replacing any of them. GRW and TIV programmes have been subject to the recent EIA.

### 3. Support to Partners by developing infrastructure and capacity building

SDS will monitor the above equality strands in relation to L-Tops delivery. This will enable SDS to identify what groups are under-represented and how we can best support them into sustainable outcomes. The H&I Advisory Group will review this information and agree actions required.

### Environmental Sustainability

The overall purpose of the Scottish Government is to focus government and public services on creating a more successful country, with opportunities for all. Scotland to flourish, through increasing sustainable economic growth. A Greener Scotland is one of the strategic objectives of the Scottish Government. A Greener Scotland means improving Scotland's natural and built environment and the sustainable use and enjoyment of:

The design and development of L-Tops provision has taken account of access to services and will ensure that services are delivered locally, minimising travel and public transport use and maximising use of local infrastructure, therefore minimising the environmental impact. The H&I Advisory Group will ensure allocations target the diverse nature of the local area as the local partnerships must ensure that their contracting decisions ensure that the most cost effective methods for delivery are used. This approach will minimise pollution as access opportunities will be localised and therefore minimise transport usage. Where possible, SDS will allocate resources for lodgings expenses therefore alleviating rural barriers around access and transport. SDS will work closely with local Training Providers to assess demand and provide adequate funds for this project activity.



SDS also contributes to environmental sustainability via the Low Carbon Skills Fund which has been secured as part of the Supporting Business Through Recovery ESF Priority 2 b. This model provides additional support for employers to develop and push the upskilling/reskilling of the current workforce, via the 6 sector skills councils that contribute to the development of skills within the Built Environment and Renewable Energy sectors. The aim of the Low Carbon Skills Fund is to enable employers to access sector specific training help the adoption of processes around carbon reduction and energy efficiency.

#### Social Inclusion

This project will help to support unemployed individuals; some may reside in the most deprived geographical areas of H & I, and others will be disadvantaged due to rural location a distance from access to training and employment opportunities. Most of these areas will already have a very high number of people unemployed. Social inclusion is about reducing inequalities between the least advantaged communities and the rest of society. L-Tops will provide additional support for individuals across all H & I areas at a time of rising unemployment therefore contributing to efforts to promote social inclusion and improved local economic performance. The role of the H & I Advisory Group is to ensure a spread provision across the area and provide access to opportunities for participants.

SDS currently has a range of policies and delivery mechanisms in place to offer support to those facing social exclusion. Below are some examples of how L-Tops will offer support to those individuals.

SDS Working with Young People and Adults policy frameworks set out how SDS will deliver and develop services offered to young people and adults in Scotland.

SDS identifies young people aged 12 to 19 years of age as a priority customer group particularly those who need more choices and more chances and sets the core principles for the delivery and development of our service offer to them.

In working with children and young people SDS will adopt and promote the principles and approaches set out in Getting it Right for Every Child which underpins partnership working within Curriculum for Excellence. SDS will therefore work with LAs to follow these shared principles.

Case Management is the basis of SDS support for young people making a transition into positive outcomes. This process ensures a young person is offered personalised, tailored support so that they progress, sustain and succeed within their chosen career.

SDS manages young people from age 16 to 19 whether in school, college, training programmes or unemployed. Particular attention is paid to key points of transitions and to the most vulnerable individuals for example care leavers and young offenders. SDS will work in partnership with LA's and other local stakeholders to ensure progression of individuals.

The employability services on offer through TFW support are focused on getting adults into and sustaining employment. TFW will target individuals at risk of redundancy and those at risk of long-term unemployment. TFW complements Jobcentre Plus support and through Integrated Employment and Skills (IES), SDS will work at a local level with Jobcentre Plus and CPPs to widen the scope of IES.

## 4.7 Outputs, Results, Impacts, Evaluation

This ESF support will provide 1,92 L-Tops opportunities for individuals of all ages over 2 years. The L-Tops model will focus on providing additional outcomes due to improved partnership working arrangements and lead to sustainable employment for unemployed individuals. Without ESF support and the processes designed to anchor these national opportunities outputs would be significantly reduced.

The Past Performance Section demonstrates that SDS has a successful track record in delivering and managing European funded provision and Scottish Government - funded GRW and TFW activity. Targets set are based on evidence of previous achievements and activity levels and are also informed from initial consultation with CPPs in preparation for this.

This project contributes to the outputs and results projected for this priority in the HIPP programme as it will support a significant number of vulnerable individuals to enter and remain in the workforce. The decision making process and mechanisms for monitoring delivery of outcomes including quality and effectiveness will be enhanced further by SDS working more closely with local CPPs.

#### L-Tops Core Indicators and Targets are

- 1. Number of participants receiving support
- 2. Number of participants with multiple deprivations
- 3. Number of participants in the NEET group
- 4. Number of participants with disabilities or health difficulties
- 5. Number of participants entering employment
- 6. Number of participants entering education or training
- 7. Number of participants gaining a full qualification
- 8. Number of participants gaining a partial qualification

Monitoring and evaluation of L-Tops processes and performance will take place at 7 levels:

1. The H & I Advisory Group will review provision in year and make recommendations to SDS to meet local area needs.
2. The local level will involve Skills Investment Advisers monitoring local Training Provider contracts which includes financial and volume outputs. Feedback with regards to quality of provision from individual participants and employers will inform on-going review and development of L-Tops provision.
3. Utilisation of the SDS own robust management information systems which captures data on starts, in-training, leavers, achievements, outcomes and contractual and financial spend. This information is produced by SDS on a monthly basis and disseminated to external partners and stakeholders. SDS has an agreed payment policy in place to manage NTP budgets and ensure effective use of financial resources. These processes will be adopted for L-Tops provision. SDS will agree protocols with CPPs for the exchange of management information in relation to L-Tops delivery and achievements.
4. Client monitoring is undertaken through a variety of means. The SDS Insight system captures information on young people progress in relation to achievement of their individual essential skills profile. This focuses on distance travelled in relation to soft outcomes namely: personal and learning skills, core skills, employability skills, literacy and numeracy. This information is collated from the Training Provider monthly reviews carried out in conjunction with the young person and the SDS Personal Adviser. The

Insight system is currently under development; this will improve the quality and accessibility of management information. SDS also adopts a case management approach as discussed in Social Inclusion section, this approach helps identify and track young people requiring additional support to progress to positive labour market opportunities. SDS will monitor L-Tops provision in line with 16+ Learning Choices post school offers ensuring local area demand is met.

SDS is currently developing a data hub as set out in the Scottish Government MCMC policy document. This places SDS at the centre of a partnership with Scottish Government, LAs (schools), colleges, universities, Jobcentre Plus and Third sector organisations. The hub will contain information on all young people in state education from S1 on to their 20th birthday and beyond if support is ongoing. We will work together to help develop in young people the career management skills necessary to use through the key transition points in their lives. The hub will also facilitate the targeting of services to individuals who require most help in making transitions from school or worklessness into learning, training or work.

In work support is offered to a GRIW achiever and their employer for a period of 12 weeks to support the transition phase and sustainability of the job opportunity.

Training Providers monitor and support adults leaving TiW to secure employment and follow up processes are in place to evidence progression to employment and sustenance of that job opportunity at weeks 4 and 13.

Through IES, SDS alongside Jobcentre Plus Personal Advisers offers support to unemployed adults. Where required, SDS offers further support through Career Planning.

5. SDS monitor compliance of NTP contracts through developed robust internal processes overseen by the Audit and Finance Directorate. The day to day management of Training Provider contracts is undertaken by local Skills Investment Advisers who will liaise with Training Providers to support and ensure a clear understanding of programme rules and regulations. In addition to this, the National Operational GRIW and TiW Groups gather good practice examples and local case studies to demonstrate the impact of programme delivery and liaise with SDS Marketing and Internal Communications to disseminate good news stories in relation to both GRIW and TiW delivery to a wide audience within the Skills and Learning landscape.
6. The Scottish Government will monitor this provision over the course of the next 2 years and annual targets will be discussed with Ministers in line with the Scottish Budgets available.
7. In addition to the monitoring activities outlined above SDS will carry out an evaluation in relation to this project, in particular the partnership involvement. This will be carried out in advance of the 2012/13 re-contracting process and undertaken internally by the Strategy and Policy Research team involving desk based and customer stakeholder research.

#### 4.8 Past Performance

SDS has a wealth of experience in the funding, design and delivery of skills development programmes in terms of its delivery of the N's, ESF bids and local partnership working.

##### Track record of delivery in National Training Programme

At present, there are four national programmes funded by SDS, namely TiW, GRIW, Skillsseekers and Modern Apprenticeships. The target groups vary across the programmes include those aged 16 years plus. The 2006 evaluation of the Modern Apprenticeship and Skillsseekers Programmes highlighted considerable successes and contribution based on views of 2,000 participating employers and 1,000 trainees.

The budget for NTPs last year was £108,147m and the NTPs have supported 42,444 trainees. Table 2 below outlines the achievements for GRIW and TiW (L-Tops) for 2009/10 across Scotland.

Table 2 (Scotland)

Achievements	L-Tops
Starts	16,269
Outcomes	6,417
Budget Spend	£33 million

Source SDS NTP Skills Reports 2009/10

Table 3 (Highlands and Islands)

Achievements	L-Tops
Starts	780
Outcomes	390
Budget Spend	£1.9 million

Source SDS NTP Skills Reports 2009/10

This Priority 1 bid has taken account of SDS past performance in GRIW and TiW (L-Tops) within the H & I area as illustrated in Table 3 above. Data gathered via the co-decision making process will inform the volumes and values for L-Tops provision at a local and national level.

All-Tops programmes are managed through regional offices and sub-contracted to local Training Providers and all are geared towards progression in to work, training or education. Regional offices are charged with the task of ensuring that local delivery structures meet the needs of their area and will help move trainees in to jobs. As part of the contracting process over the past 2 years, SDS has sought feedback from C's/EP's and Jobcentre Plus to analyse demand within the local labour market for NTP provision including type and volume of training sought. SDS have the necessary staff resource, and experience, to effectively set geographical targets for programmes for the range of client groups and local labour market we are there to support.

##### ScotAction

SDS has been successful in the delivery of elements of the Scottish Government's ScotAction programme of support. ScotAction, launched in June 2009, is designed to provide additional skills support to businesses and individuals during the economic downturn. Through this initiative, an additional £12 million was invested to help those who are unemployed, employers and those facing redundancy.

Through ScotAction, SDS has administered the most comprehensive support package for apprenticeships across the UK. Achievements to date from ScotAction activity includes:

Adopt an Apprentice:

827 redundant apprentices successful in securing alternative employment  
654 employers benefiting from the £2,000 employer incentive

**Innovate with an Apprentice:**

42 Modern Apprentices securing employment  
16 Private sector companies engaged  
14 Private sector Small to Medium Enterprises (SME's) engaged

**Safeguard an Apprentice:**

362 individuals benefited from wage subsidy  
108 employers benefited from wage subsidy

**Targeted Pathways to Apprenticeships**

685 places for young school leavers provided

(Source: SDS January 2011)

**Supporting Business through Recovery**

SDS is also supporting via LUPS ESF Priority 2: Progressing Through Employment Ref: Supporting Business through Recovery (Ref: LUPS/ESF/2010/3/2/007), the following activity from April 2010 to 31 May 2012:

9,900 Modern Apprenticeships for 16-19 year olds  
4,500 Modern Apprenticeships (all age)  
4,500 short, sharp Flexible Training Opportunities  
1,800 incentivised recruitment places for 16-17 year olds  
720 Targeted Pathways to Apprenticeships  
580 Workforce development training opportunities

These activities are also being provided in the H & I through the Scottish Government's Priority 2 bid 'Support for Redundant MAs in H&I - H&I/ESF/2009/4/2/0043'. To date the following outcomes have been reported in the Highlands & Islands area:

**Adopt and Apprentice:**

148 redundant apprentices successful in securing alternative employment

**Innovate with an Apprentice**

6 individuals benefited from this support  
2 employers benefited from this support

**Safeguard an Apprentice**

32 individuals benefited from wage subsidy  
7 employers benefited from wage subsidy

**Targeted Pathways to Apprenticeships**

43 places for young school leavers provided

**Invest in an Apprentice:**

13 individuals supported

**Modern Apprenticeships for 16-19 year olds**

532 MA starts

In addition, through the Scottish Government's bid 'Training for Work H&I/ESF/2009/4/1/0044', SDS has supported a total of 199 individuals 01/04/2010 across the H & I area, the overall ESF target was 1

**Service Delivery Agreements**

In addition to L-Tops, SDS through the local SDAs will ensure there is a clear understanding of the wider SDS offers including Careers Guidance, PACE support through Moray Task Force and input to partnerships at the local level. SDS is currently in the process of organising the next round of SDA workshops across the H & I area

## 4.9 Innovation and Value Added

**Innovation and Value Added**

As part of the Scottish Government Budget process SDS is expecting a reduction in overall budget allocation, therefore, without the ESF funding SDS would be unable to contract for the volumes of TW and GRW highlighted in this bid in 2010/

Innovation and value add is demonstrated in this project in the following way

With ESF support, 1,926 individuals over 3 years will gain access to local opportunities to develop skills and vocational training to meet the needs of local labour markets. Unemployment figures in Scotland have increased steadily over the last year, as a result of the recession, and this is projected to increase further over the coming months. This project will provide an early support mechanism to prevent people from slipping into long term unemployment as was the case in the last recession. L-Tops will allow an increased number of unemployed eligible individuals to be supported. Individuals supported will be offered the opportunity to gain skills in training which will place them in a competitive

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position for job opportunities either now or in the future. SDS is keen to sustain and improve positive outcomes for the unemployed. Without ESF support, the number of individuals which could be supported would be drastically reduced across the H & I area. The co-decision making process has already highlighted demand outstrips resources available including ESF support and agreed area allocations have been amended to reflect the resources available in this application. Any further reduction in budget would result in fewer numbers being supported.

Feedback from local partners has identified that existing procurement and budget allocation processes for NTPs were not transparent in reflecting relative local demand. The new partnership and management processes - at both a National and Local level devised for this bid will greatly enhance the transparency and demand informed nature of allocations, making the NTPs more responsive to local needs.

The partnership approach to decision making around contracts is a new way of working for SDS with local CPPs/EP's to identify, procure, review and deliver local opportunities for adults and young people. The added value is in all partners working together to ensure local services reflect the support required for individuals to progress forwards and into the labour market and achieve sustained employment. The partnership approach will ensure no duplication of local services, this has been clarified for example in local discussions and sharing of ESF Bids with Highland Council, avoiding duplication in the provision and ensuring Bids complement local employability services. Further details of SDS's own projects and other partner organisations are outlined in the Structure and Management section.

## Part 5: Project Finance

### Financial Summary

<b>Total Project Costs (£)</b>	5,367,734.00
<b>Total Eligible Project Costs (£)</b>	5,367,734.00
<b>Total Non Eligible Project Costs (£)</b>	0.00
<b>Project Income (£)</b>	0.00
<b>Net Eligible Project Costs (£)</b>	5,367,734.00
<b>Eligible Match funding (£)</b>	2,147,094.00
<b>Structural Funds grant required (£)</b>	3,220,640.00
<b>Intervention Rate Required (%)</b>	59.99999255
An appropriate annex is attached <input checked="" type="checkbox"/>	

### Private Sector Participation

<b>Private Sector Participation (£)</b>	0.00
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### Expenditure Profile

<b>Expenditure 2007 (£)</b>	0.00
<b>Expenditure 2008 (£)</b>	0.00
<b>Expenditure 2009 (£)</b>	0.00
<b>Expenditure 2010 (£)</b>	0.00
<b>Expenditure 2011 (£)</b>	2,012,899.00
<b>Expenditure 2012 (£)</b>	2,683,858.00
<b>Expenditure 2013 (£)</b>	670,977.00
<b>Expenditure 2014 (£)</b>	0.00
<b>Expenditure 2015 (£)</b>	0.00
<b>Expenditure Total (£)</b>	5,367,734.00

### Project Funding

#### Funders

Funder	Eligible Amount (£)	Non-Eligible Amount (£)	Funding Date	Funding Status
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Skills Development Scotland 2011/2012 budget	1,073,547.00	0.00	14 Mar 2011	Confirmed
Skills Development Scotland 2012/2013 budget	1,073,547.00	0.00	01 Apr 2012	Expected

## Project Costs

### Costs

Cost	Amount (£)
Salaries	71,469.00
Others	0.00
Participant Allowances	0.00
Participant Travel Expenses	0.00
Participant Subsistence	0.00
Consultancy Fees	5,296,265.00
Project Evaluation	0.00
Staff Travel	0.00
Premises Costs	0.00
Insurance	0.00
Marketing	0.00
Dependent Care	0.00
Repairs And Maintenance	0.00
Depreciation	0.00
Leasing	0.00
Other Eligible Costs	0.00
<b>Total</b>	<b>5,367,734.00</b>

An appropriate annex is attached ☒

## Part 6: Compliance and Declaration

To receive European funding for this project you must comply with the following terms and conditions. Once content that the project fully conforms you must sign the declaration at the end of Part 6. This will confirm that your organisation agrees to comply with all the conditions set out here within Part 6.

### 6.1 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

- [http://www.stateaidscotland.gov.uk/state\\_aid/SA\\_MainView.jsp?pContentID=334&p\\_applc=CCC&p\\_service=Content.show&](http://www.stateaidscotland.gov.uk/state_aid/SA_MainView.jsp?pContentID=334&p_applc=CCC&p_service=Content.show&)

### 6.2 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.

- [http://europa.eu/pol/env/index\\_en.htm](http://europa.eu/pol/env/index_en.htm)

### 6.3 Compliance on Procurement

Project contracts must be subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003. For further guidance please use this link, which provides a number of reference documents you should review to check compliance.

- <http://www.scotland.gov.uk/Topics/Government/Procurement/Selling/10615>

### 6.4 Compliance with Equal Opportunities

Your organisation must have an active Equal Opportunities policy, and a formal complaints procedure in place. If the project's target group is restricted to a single sex or particular racial group you must comply with all relevant Equal Opportunities legislation.

If your organisation has had any unlawful discrimination findings in the last 3 years you must disclose the outcome and response.

Applicants and their subcontractors must promote equality of opportunity without discrimination on grounds of ethnicity, disability, sex, faith or age.

### 6.5 Publicity requirements of funding

As a condition of grant the Structural Funds contributions to this project must be publicised as follows:

- prominent site signage during any works
- permanent plaque with official logo on the premises
- acknowledgment and official logo in all press and media releases
- acknowledgment and official logo in all project documentation and presentations
- acknowledgment and official logo on specific websites.

The relevant European Structural Funds Regulations are available via this link (type into your browser):

- [http://ec.europa.eu/regional\\_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce\\_1828\(2006\)\\_en.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce_1828(2006)_en.pdf)

### 6.6 Compliance with Programme requirements

- The project must meet the strategic aims of the Programme. The Programmes are available on both the Scottish Executive and IAB websites. Chapter 4 within each document sets out the strategic aims of each Programme.
- You must be able demonstrate a clear evidence of demand for any grant funding.
- By applying you accept the pre-condition that core information about the project can be used on the Scottish Executive website and those of the Intermediate Administration Bodies (IABs) and European Commission to publicise Structural Funds.

### 6.7 Compliance with information requirements

#### Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. And even where information falls within an exempt category, there may be a public interest in the information being disclosed.

#### Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Executive is obliged to supply the following information:

- The data controller is the Scottish Executive.
- The information you provide will be used for the following purposes:
  - a. Processing your application. Your application will be made available to the Advisory Group for the relevant Priority of the European Structural Fund Programme and to the Intermediate Administration Body (IAB) contracted or sub-contracted to the Scottish Executive.
  - b. If your application is successful, we may publish this application in hard copy or on the internet.
  - c. Data may be used for statistical and Scottish Executive performance reporting and evaluation.
- Apart from a) to c) above, and subject to the surveys and evaluations paragraphs below, the information you

provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Executive for this purpose (ii) the European Commission (iii) the European Court of Auditors (iv) Audit Scotland and (v) law enforcement agencies.

- The Scottish Executives representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Executive, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

## Surveys and Evaluations

- Follow-up surveys and evaluations will be held during the lifetime of the Programmes. Such surveys and evaluations may be carried out by the Scottish Executive or an appointed contractor.
- The selected projects will be asked to supply the Scottish Executive, IAB or appointed contractor with details about the project/course/activity, including participants' names and addresses from which the Scottish Executive, IAB, contractor or sub-contractor may select an appropriate sample.
- Where partners or contractors are undertaking the training/activity, project sponsors will be responsible for ensuring the contract or partnership agreement put in place ensures full access is available to all participants and project records. You will also be responsible for letting all participants know that they may be asked to take part in a research survey or evaluation.
- Participants' co-operation in the survey or evaluation will be voluntary and information given treated in the strictest confidence. The result of the survey or evaluation will not identify individual participants. You will have to give participants a letter explaining this and providing them with an option to opt-out of the survey if they so wish. If there is no evidence of an opt-out letter you must supply the details of participants as and when required.
- Applicants must retain documents relating to the implementation of the project and its financing until at least 31 December 2019.

## 6.8 Compliance with legal responsibilities

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

## 6.9 Compliance with planning rules

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained in the relevant parts of this application, stating the likely timescale for the resolution indicated.

## 6.10 Specific Conditions of Grant

If there are any specific conditions of grant for your approved project, these will be notified to you online, via the EUROSYS system. When returning your signed offer of grant acceptance, you are committing to all conditions, general and specific, contained therein.

## 6.11 Declaration

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed.

I confirm that this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the Regulations and that adequate management and financial safeguards are in operation.


I will inform the Intermediate Administration Body (IAB) and the Scottish Executive immediately of any changes to the project. I acknowledge that this project will be subject to regular monitoring, quarterly reporting and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, European Court of Auditors, the Scottish Executive's Intermediate Administration Bodies and/or the Scottish Executive may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application, National Rules and/or the European Structural Fund Regulations.

I declare that the information on this form and any other information given in support of this entry is correct to the best of my knowledge and belief. I authorise you to make any enquiries you consider necessary (including checks with credit reference agencies) for my application as long as the data will not be used for any purpose or other means than the grant assessment. I agree that all or part of this application may be copied or stored by electronic or other means

and copies made available. Any copies made for assessment purposes will be destroyed after the assessment is completed. I further agree that if this application is successful, information within can be published in hard copy and the internet.

**Terms and Conditions** ☒  
**Acknowledged and Agreed**

<b>Applicant Name</b>	Skills Development Scotland
<b>Total Funding Commitment (£)</b>	2,147,094.00
<b>Name of Designated Officer</b>	Andrew Livingstone
<b>Position in Organisation</b>	Director of Finance and Audit
<b>Signature of Designated Officer</b>	

**Signature Date**

21 / 03 / 2011



Financial Annex  
Highlands and Islands Scotland - Local Training Opportunities - HIPP/ESF/2011/61/0026

Cost breakdown over calendar years		Time spent on project per annum		Start Date 1st April 2011 to 31st March 2013		
				2011	2012	2013 TOTAL
			Total Annual Salary (inc employer costs)			
Staff Costs						
Manager, Grade 6 - (Basic salary £50,000 + Pension £9,550 + NI £4,030)	0.2 of FTE		63,580	9,537	12,716	25,431
Executive, Grade 5 - (Basic salary £41,000 + Pension £7,831 + NI £3,211)	0.2 of FTE		52,042	7,806	10,408	20,816
Administrators, Grade 3 - (Basic salary £25,000 + Pension £4,775 + NI £1,755)	0.2 of FTE		31,530	4,729	6,306	12,611
Administrators, Grade 3 - (Basic salary £25,000 + Pension £4,775 + NI £1,755)	0.2 of FTE		31,530	4,729	6,306	12,611
Staff Total Costs				26,801	35,736	71,469
Participant Costs				0	0	0
Participant Cost Total				0	0	0
Other Costs						
Get Ready for Work				1,625,812	2,167,740	4,335,500
Training for Work				360,286	480,382	960,765
Other Cost Total				1,986,098	2,648,122	5,296,265
TOTAL STAFF COSTS				26,801	35,736	71,469
TOTAL PARTICIPANT COSTS				0	0	0
TOTAL OTHER COSTS				1,986,098	2,648,122	5,296,265
GRAND TOTAL				2,012,899	2,683,858	5,367,734
TOTAL Eligible Cost				2,012,899	2,683,858	5,367,734
ESF Required @60%						3,220,640
Match Funding Required						2,147,094

M/17257  
MK

RECEIVED  
23 MAR 2011  
RESOLVED

## Application for European Structural Funds

Please review this Application form, sign and date the declaration on the final page and return the Application form to;

ESEP  
Centrum Building  
38 Queen Street  
Glasgow  
G1 3DX

### Application Information

<b>Title</b>	Chance for Change
<b>Reference</b>	LUPS/ESF/2008/1/1/0117
<b>Version Number</b>	4
<b>Status</b>	Grant Accepted
<b>Organisation</b>	ProjectScotland
<b>Programme</b>	LUPS (ESEP) - European Social Fund
<b>Fund Name</b>	Competitiveness
<b>IAB</b>	ESEP
<b>Area</b>	Lowlands and Uplands Scotland
<b>Application Type</b>	European Social Fund
<b>Priority</b>	Priority 1: Progressing into Employment
<b>Project Contact</b>	[REDACTED]

### Part 1: Project Summary Statement

#### Project Contacts

<b>Project Contact</b>	[REDACTED]
<b>Telephone</b>	[REDACTED]
<b>Email</b>	[REDACTED]
<b>Address</b>	49 Melville Street EDINBURGH EH3 7HL
<b>Finance Contact</b>	[REDACTED]
<b>Telephone</b>	[REDACTED]
<b>Email</b>	[REDACTED]

#### Project Timescale

<b>Physical start date</b>	01 Jul 2008
<b>Physical end date</b>	30 Jun 2009
<b>Financial end date</b>	30 Sep 2009

#### Project location - Eligible

**Clackmannanshire** ☐  
**Dundee City** ☒  
**East Ayrshire** ☒

Edinburgh City ☒  
 Fife ☒  
 Glasgow City ☒  
 Inverclyde ☐  
 North Ayrshire ☒  
 North Lanarkshire ☐  
 Renfrewshire ☐  
 South Lanarkshire ☐  
 West Dunbartonshire ☐  
 West Lothian ☒

*Project location - Not Eligible*

Aberdeen City ☐  
 Aberdeenshire ☐  
 Angus ☐  
 Argyll & Bute ☐  
 Dumfries & Galloway ☐  
 East Dunbartonshire ☐  
 East Lothian ☐  
 East Renfrewshire ☐  
 Falkirk ☐  
 Midlothian ☐  
 Moray ☐  
 Perth & Kinross ☐  
 Scottish Borders ☐  
 South Ayrshire ☐  
 Stirling ☐

*Other Structural Funds Applications*

Similar project seeking ☒  
 funding in another Structural  
 Funds Programme area

*Project flexibility and duration*

Application to use up to 10% ☐  
 Geographical Flexibility ?  
 Application to use up to 10% ☐  
 Fund Flexibility  
 Application to use up to 10% ☐  
 Trans-national funding  
 flexibility  
 Application to use multi-annual funding ? ☐

No - Just 1 year

*Project description*

**Project description**

Objectives: ProjectScotland's Chance for Change will improve the lives of young people from socially disadvantaged backgrounds by creating routes to employment through full-time volunteering. Some of the hardest-to-help young people are socially isolated, lacking self-confidence and without basic aspiration, "Chance for Change" will use rewarding and structured placements with its not-for-profit partners to re-engage young



people in service to their communities. Through an ethos of "helping yourself as you help others", "Chance for Change" will focus on the development of core skills such as communication, organisational skills and confidence. ProjectScotland's model has proven successful with many different target groups, including the disadvantaged. However, success with the latter requires significant increases to recruitment, support and supervision costs, which current funding cannot meet. Without this grant, ProjectScotland will be unable to pursue this project without securing funding from another source.

What we provide: The project will place 100 young people from ESF Priority 1 target groups in suitable and relevant placements within ProjectScotland partner organisations. None of the potential participants have already been assisted by ProjectScotland. Each volunteer will be supported through multiple contacts: 1) by a line manager, providing overall direction, rewarding tasks and daily guidance, 2) by a mentor, setting goals, supporting progress and discussing the future, and 3) by ProjectScotland staff & systems, with access to information and further opportunities. Placement activities will vary, but all will help develop core skills, tailored in collaboration with each individual. Following 6 months in placement, the immediate outcome for the participants will be increased confidence, communication skills and team-working ability, as well as work experience and help to move into rewarding employment, education or training. Upon leaving, ProjectScotland will continue to provide support mechanisms through an extended mentoring relationship, access to ProjectScotland information resources, and inclusion in ProjectScotland's networking and training events programme.

Our outcomes: ProjectScotland has delivered over 1700 volunteers to date, with 90% reporting increased confidence and opportunities in life, and 91% moving onto positive outcomes like employment or education. "Chance for Change" anticipates increased skill and opportunities for all 100 participants, and immediate moves into positive outcomes for over 80%.

Project evaluation: Data for internal evaluation will be collected by survey. An initial "Induction Meeting" will establish status, ascertain educational/vocational experience, and consider individual goals. Six-weekly "Progress Reports", discussed with assigned mentors, will monitor development towards goals and interventions needed. An "Exit Survey", completed when leaving placement, will capture the immediate next move, and an "Outcome Survey" 3 months after, will determine the longer term status on the individual's status. Participant reports will be cumulated to provide qualitative analysis, combined with qualitative insights gathered from participants, mentors and key staff. Conclusions and recommendations will be drawn into an overall report within 6 months of the programme end. The report will be distributed amongst ProjectScotland's 300 not-for-profit partners, local authorities and the Scottish Government.

#### Project Sector

**Indicate the best fit Project Sector or Economic Activity Dimension**

Social work, community, social and personal services

#### Project Theme

**Indicate the best fit Project Theme Dimension**

Pathways to integration and re-entry into employment for disadvantaged people ...

#### Part 2: Participation Characteristics (European Social Fund only)

**Total number of participants** 100

#### Age Characteristics

##### Age Characteristics

Group	Male	Female
14 and Under	0	0
15 to 17	25	15
18 to 19	35	25
20 to 24	0	0
25 to 40	0	0
41 to 50	0	0
51 to 54	0	0
55 to 64	0	0

Over 65      0      0

*Period Unemployed Characteristics***Period of registered unemployment**

Group	Male Under 25	Male 25 and Over	Female Under 25	Female 25 and Over
Up to 6 months	15	0	5	0
6 to 12 months	20	0	15	0
13 to 24 months	0	0	0	0
25 to 36 months	0	0	0	0
Over 3 years	0	0	0	0
Workforce Returners	0	0	0	0

*Period Worklessness Characteristics***Period of worklessness**

Group	Male Under 25	Male 25 and Over	Female Under 25	Female 25 and Over
Up to 6 months	10	0	10	0
6 to 12 months	15	0	10	0
13 to 24 months	0	0	0	0
25 to 36 months	0	0	0	0
Over 3 years	0	0	0	0
Workforce Returners	0	0	0	0
In education/training	0	0	0	0

*Ethnic Origin Characteristics***Ethnic Origin**

Group	Male	Female
White(Scottish)	57	38
White(English)	0	0
White(Welsh)	0	0
White(Irish)	0	0
White(Other)	0	0
Black(Caribbean)	0	0
Black(African)	1	0
Black(Other)	0	0
Asian(Chinese)	1	2
Asian(Indian)	0	0
Asian(Pakistan)	1	0

Asian(Bangladesh)	0	0
Asian(Other)	0	0
Gypsy/Traveller	0	0
Mixed background	0	0
Other Ethnic background	0	0

*Target Group Characteristics***Target Group**

<b>Group</b>	<b>Prime Male</b>	<b>Prime Female</b>	<b>Secondary Male</b>	<b>Secondary Female</b>
Homeless	0	0	2	0
Lone parent	0	0	0	2
History of substance abuse	0	0	5	3
History of alcohol abuse	0	0	5	3
Literacy and Numeracy	0	0	30	20
Disabilities	0	0	2	0
Mental health problems	0	0	4	2
Physical illness	0	0	0	0
Family/caring responsibilities	0	0	0	10
Young people leaving care	0	0	0	0
Economically inactive	0	0	60	40
Lack of work experience	0	0	50	30
Unemployed	0	0	60	40
Criminal record	0	0	5	0
No qualifications	0	0	20	10
EU migrant workers	0	0	0	0
Non-EU migrant workers	0	0	0	0
Self-employed	0	0	0	0
Voluntary worker	0	0	0	0
Ethnic minority	0	0	2	1
Young people (NEET)	60	40	0	0
Asylum seeker	0	0	0	0
Employed	0	0	0	0
In full-time or part-time education	0	0	0	0
Young people at risk of becoming NEET on leaving school	0	0	0	0
Long term unemployed	0	0	10	5
Seasonal worker	0	0	0	0
Part-time worker	0	0	0	0
Refugees	0	0	0	0

*Multiple Deprivations*

**Number of participants with multiple deprivations - male** 60

**Number of participants with multiple deprivations - female** 40

*Expected Number of Participants on Entry***Expected Number of Participants on Entry**

Level	Male	Female
No Qualifications	0	0
Level 1	60	40
Level 2	0	0
Level 3	0	0
Level 4	0	0
Level 5	0	0
Level 6	0	0

*Expected Number of Participants on Exit***Expected Number of Participants on Exit**

Level	Male	Female
No Qualifications	0	0
Level 1	60	40
Level 2	0	0
Level 3	0	0
Level 4	0	0
Level 5	0	0
Level 6	0	0

*Expected Number of Participants Gaining a Full Qualification***Expected Number of Participants Gaining a Full Qualification**

Level	Male	Female
No Qualifications	60	40
Level 1	0	0
Level 2	0	0
Level 3	0	0
Level 4	0	0
Level 5	0	0
Level 6	0	0

**Please state below all qualifications and accreditation body**

**\*\*\*These comments merged from existing comments from previous Qualification Level structure \*\*\***

**Merged from No Qualifications Level:**

not applicable

**Merged from Level 1:**

not applicable

**Merged from Level 2:**

not applicable

**Merged from Level 3:**

not applicable

**Merged from Level 4:**

not applicable

**Merged from Level 5:**

not applicable

**Merged from Other Qualifications Level:**

not applicable

*Expected Number of Participants Gaining a Partial Qualification*

**Expected Number of Participants Gaining a Partial Qualification**

Level	Male	Female
No Qualifications	0	0
Level 1	0	0
Level 2	0	0
Level 3	0	0
Level 4	0	0
Level 5	0	0
Level 6	0	0

**Please state below all qualifications and accreditation body**

**\*\*\*These comments are empty after merging from existing comments from previous Qualification Level structure \*\*\***

*Part 3: Core Indicators and Targets*

**Indicators and Targets**

Type	Indicator	Project Target
Output	Number of participants receiving support.	100
Output	Number of participants with multiple deprivations.	100
Output	Number of participants in the NEET group.	100
Output	Number of participants with disabilities or health difficulties.	2
Result	Number of participants entering employment.	30
Result	Number of participants entering education or training.	30

Result	Number of participants gaining a partial or full qualification.	0
Result	Number of participants in employment six months after leaving.	40

#### Part 4: Justification

##### 4.1 Strategic Fit

ProjectScotland's "Chance for Change" provides a strong fit with ESF Priority 1 "Progressing Into Employment". Overall, the project will improve Scotland's competitiveness by reversing negative situations of up to 100 disadvantaged and economically inactive young people, and bring benefit to hundreds more, both directly (through participants' voluntary activity) and indirectly, through the dissemination of learning related to the value of volunteering in driving employability.

Specifically, the project will focus on those from disadvantaged backgrounds within seven of the geographical priority areas, with recruitment targeting those not in employment, education or training between the ages of 16-25, and will immediately deliver positive outputs for individuals by creating voluntary work plans based around developing core skills, measuring participants improvements in confidence, communication, and team work. This is aligned with the Scottish Government's "Smarter" Skills Strategy to provide "A Scotland where people can work in teams, are confident, creative, and hungry to continually learn new skills". (<http://www.scotland.gov.uk/News/This-Week/Speeches/skills-strategy/>)

A strength of the project will be to provide a customised experience for all participants, made possible by the support of mentors assigned to each individual, and a placement criteria approach that ensures all activity is appealing and meaningful. Further, the participant will also develop a stronger sense of active citizenship that will help create a virtuous circle of benefit to participant and community – increasing aspiration, improving ability, decreasing anti-social behaviour, reducing reliance on benefits, with the overall effect of driving social cohesion and societal capability. In doing this with participants from the NEET group, it will drive social inclusion, in harmony with the "Closing The Opportunity Gap" Target B (<http://www.scotland.gov.uk/Topics/People/Social-Inclusion/17415/CIOT-targets/ctog-target-b>)

This shows ProjectScotland's "Chance for Change" is strongly aligned with key strategies of the Scottish Government. In response to the "More Choices, More Chances" strategy regarding young people not in employment, education or training, ProjectScotland's "Chance for Change" is opening up a new way of re-engaging the hardest to help, through structured and supported full-time volunteering. The project will promote non-traditional methods of skill development, focus on core transferable skills such as communication, and places emphasis on making key attitudinal shifts in terms of the participants' self-confidence and, ultimately, their life aspirations. By engaging not-for-profit partners with experience in dealing with disadvantaged youth, the project leverages best practice in youth management with our skill in volunteer management.

ProjectScotland's "Chance for Change" is also supporting the Scottish Government's wider Volunteering Strategy in helping re-connect young people with communities through participation. Through novel approaches in communications, and a re-shaping of the possibilities from volunteering, ProjectScotland is changing the image of voluntary work for young people. With "Chance for Change", the message is extended to youths from excluded groups, and the ability of full-time volunteering to release the potential of young people will be successfully tested. This will positively impact longer term citizenship, shown through the 80% of ProjectScotland participants who continue to volunteer following placement.

ProjectScotland's "Chance for Change" also supports the Scottish Government's theme of social enterprise, putting the voluntary sector at the forefront of public sector delivery, and engaging the private sector in community activity. On top of the benefits to participants and the not-for-profit organisations they serve, 50+ mentors will be sought from businesses in the target geographies to bring broader life experience examples to the young people. This also serves to leverage business talents against societal issues, building corporate citizenship and creating stronger links between employer and potential workforce.

ProjectScotland's Chance for Change strongly supports the aims of two of the major pillars of the "Lisbon Strategy" set up by the European Council. Firstly, the project supports the economic aims of the Lisbon strategy. Through specifically targeting those hardest-to-help young people, Chance for Change bridges the gap between unemployment and employment through meaningful placements and extensive support. The result sees 9 out of 10 volunteers going on to positive outcomes, giving young people the real opportunities and skills necessary to change their lives and adapt to the constantly changing economy. Such change in a potential work force from the very bottom up paves the way for the transition into a competitive, dynamic, and knowledge-based economy.

The project also supports the social aims of the Lisbon strategy by investing in human resources and combating social exclusion. Although ProjectScotland drives inclusion in all of its projects, volunteers from socially deprived backgrounds need a much higher degree of structure and stability which is why Chance for Change is targeted just for them. It is a social investment of the highest degree, transforming the lives of those who need help most.

##### 4.2 Evidence of Demand

ProjectScotland's "Chance for Change" will target the unemployed, with a particular focus on those not in employment, education, or training for 6 months or more. Based on evidence from internal and external sources, there is strong demand for what is offered. The seven selected geographies represent many of the local authorities with most of NEET classification (Source: "More Choices, More Chances", A Strategy to Reduce the Proportion of Young People not in Education, Employment or Training in Scotland, <http://www.scotland.gov.uk/Publications/2006/06/13100205/10>, Table 1). The Scottish average is 13.2% of 16-19's not in employment, education or training, with the median level for selected geographies at 15.6 %, representing a universe of approximately 11,000 young people. Clearly, these areas require increased focus and greater provision than the balance of the country. ProjectScotland's "Chance for Change" will focus on recruiting



100 of these people.

Second, there is strong support for alternative routes such as full-time volunteering for those not in employment, education or training. The journey of disadvantaged young people is often characterised by sporadic entry to the labour market followed by periods of inactivity. Seemingly "positive" episodes are the result of pressure from employment agencies to move the young person on. However, it is recognised that to improve the rate of longer term success, a number of stages will first have to be passed through – including phases where the young person should develop motivation and a sense of personal goals (Source: "More Choices, More Chances", <http://www.scotland.gov.uk/Publications/2006/06/13100205/5> pt.85). ProjectScotland's "Chance for Change" specifically focuses its early programme on the consideration of personal goals, and provides support mechanisms like mentoring to assist progress.

Similarly, formal education can provide effective development, but the level of personal commitment required makes regular education opportunities less effective with the disadvantaged group. ProjectScotland's "Chance for Change" builds personal responsibility (87% of all ProjectScotland participants record improvements in ability to take responsibility) and, through a daily attendance at placement, a culture of regular attendance that is vital for success in further pathways.

Third, there is clear evidence that ProjectScotland's brand of full-time volunteering is already delivering significant results in building skills and determining positive outcomes for participants. In the report "ProjectScotland: Tackling Youth Issues Across Scotland" (March 2007), it was shown that 17% of ProjectScotland participants come from the 15% most deprived areas of Scotland, (Source: SIMD 2006 Statistical Compendium, <http://www.scotland.gov.uk/Topics/Statistics/SIMD/StatisticalCompendium>), and 20% are unemployed. After their placement, only 9% go back to unemployment, whilst 4 out of 5 claim ProjectScotland has increased their opportunities in life. It has done so by focusing on skills development – 91% report better team working, 89% report increased confidence, 86% say "people" skills improved and 87% report greater ability to take personal responsibility.

### 4.3 Need for Grant

ProjectScotland is an independent charity and a company limited by guarantee. It is funded from diverse sources including the Scottish Government, local authorities and from private donations. In accepting funding from the Scottish Government, ProjectScotland commits to a business plan that includes a certain number of volunteers, a balanced geographic profile across Scotland, a principle of making opportunities as open to all as possible, and an agreed cost.

The key costs attributable to ProjectScotland are direct volunteer costs, the costs of volunteer support and supervision, and costs associated with raising awareness of the opportunity with appropriate young people. Over its 3 years in existence, ProjectScotland has been challenged to reduce its cost per volunteer to maximise the number of young people participating in its life-changing placements. With direct volunteer costs largely fixed, we have focused on better value in support and recruitment and our standard cost per volunteer is around £116/week.

However, this is the cost of an average placement for an average volunteer. Through certain successes and failures, we have recognised that the level of support required to begin the transition of challenging young people is significantly higher than that of regular placements. The cost of training, support and supervision and mentoring is substantially more than for an average placement. Further, the hardest to reach young people do not consume media in the same way as regular 16-25s, and a bespoke marketing effort is required to engage them effectively which is, again, out of scope for our agreed business plan. Because of these factors this particular project will cost £212/week/volunteer. Despite a strong will to be helping the most challenging young people, we are unable to divert sufficient funding to such heavily supported placements without negatively impacting our ability to deliver our agreed business plan.

Therefore, our need is for the ESF Priority 1 to provide us with only as much funding as to provide adequate support and supervision to this challenging target, and costs associated in directly communicating with potential participants. ProjectScotland will cover the volunteer subsistence, travel, supervision, training and mentoring costs as we would in our 'standard' placements amounting to £305,500 (£117/week per volunteer). We need ESF to provide us with funding for the additional costs totalling £246,960 (£95/week per volunteer).

If we are unable to secure funding from another source, we will not be able to pursue such a high number of challenging young people and the "Chance for Change" project will be put on hold. Further detail on cost is included in the APPENDIX entitled "CHANCE FOR CHANGE PROJECT - ESF FUNDING ANALYSIS".

### 4.4 Structure and Management

All ProjectScotland placements and projects will follow a formal, structured delivery plan:

Stage 1 - Creation of Partnership. Identification of appropriate delivery partner, based on type of opportunities required, types of young people to be placed and length of project.

Risk analysis of both potential partner and project. Assuming this is satisfactory, a formal Partnership Agreement defining terms of engagement and responsibilities will be signed by both parties. Approximate timescale 4 weeks.

Stage 2 - Project content development and refinement. Finalise the project content, define activities to be included, to ensure delivery of soft skills development throughout the term of the project. This information is formalised in a project proposal document which details which elements will be delivered when and by whom within the partner, eg induction must happen on commencement, generally managed by the volunteer manager, while

"on the job" training and management will be the responsibility of the line manager. Timescale approx 2 weeks, but can run alongside stage 1.

Stage 3 - Volunteer recruitment process runs alongside the project development to enable delivery in as short a time as possible. Timescale 4-8 weeks depending on recruitment method.

All ProjectScotland partners are risk assessed and most have a long experience of working with young people and are equipped to support and supervise the volunteers within the project. ProjectScotland staff involved in the selection of partners and the development of projects come from various backgrounds, but each has experience of business development and a sound knowledge of project management. Some have the recognised Prince 2 qualification for project management.

ProjectScotland will administer funds based on monthly financial returns made by our Partners. Our Partners will be selected from our existing relationships and we assess their suitability through a risk matrix assessment. Partners will retain all timesheets, invoices and other documentation required to prove the costs incurred. To evidence attendance a weekly register will be taken. Travel will only be reimbursed with receipts. Invoices will be retained for all external training and timesheets completed for salaried employee costs.

Volunteers will take part in project activity for a minimum of 30 hours a week for a six month period and delivery will be project-specific, but will generally be through a community based activity within the specific sector of operation of the partner, eg with BTCV in environmental work. To enable the young people to commit to full time participation a subsistence allowance of £55 per week is paid. This removes the financial barrier for the less-privileged to become involved in volunteering as an alternative to being unemployed.

All projects will include an element of work experience in that participants will be learning practical skills, which will vary greatly between projects, however all projects will support soft skills development with a particular emphasis on confidence building and on the development of communication skills.

#### 4.5 Partnership

We will strengthen relationships with current partners who have expertise in developing projects for young people not in employment, education or training. The role of partners is key in advising on design, content and appropriate development opportunities for the young people involved. The partners' expertise in youthwork ensures the project meets the needs and expectations of the participants whilst delivering the defined outcomes.

Examples of potential partners covering several sectors would be: YMCA for outreach youthwork placements, BTCV for environmental opportunities and Impact Arts for music and creative arts opportunities. Each of the above partners are currently working with ProjectScotland and have expressed an interest in developing projects for the target group of young people. In addition each has experience of managing volunteers, project management and in addition some are qualified youthworkers.

Partnerships are formalised by a Partnership Agreement which outlines areas of responsibility and legal requirements. The partner will be asked to identify a list of contacts and their relevant roles within the project, these would generally be volunteer manager, line manager, mentor. Each of these contacts will have a relevant named contact within ProjectScotland to enable strong links and easy communication. The actual project content will be detailed within a Proposal Form which clearly outlines the desired outcomes and method of delivery to reach them.

Once ProjectScotland has identified and referred volunteers to the project the project partner is responsible for the day to day delivery of the project and supporting and managing the participants as agreed in the project proposal. ProjectScotland will monitor the delivery through feedback from volunteers and mentors to assess whether the volunteers' experiences are consistent with those defined at commencement.

Each young person is allocated a mentor, who is responsible for working with the mentee to ensure goals are being met whilst on the project, but also looking at options for "next steps" to ensure support doesn't just finish at the end of the project. Mentors are sourced from a variety of backgrounds, including local businesses, and undergo an induction and training process to build appropriate skills for supporting young people. From our pool, we use matching criteria to provide the best mentor for each participant. Companies involved with the ProjectScotland Mentoring Programme include HBOS, Lloyds TSB Scotland, Standard Life, ScottishPower and Scottish Gas.

The Partnership Agreement and Proposal Form are attached as Annexes

#### 4.6 Horizontal Themes

ProjectScotland is an equal opportunities employer, as recognised by the Investors in People Award (made 2007), and places the same emphasis of equal access to volunteering placements regardless of race, nationality, ethnic or national origin, sex, mental or physical disability, age, religion or belief, marital status or sexual orientation. A principle of ProjectScotland is to remove barriers to volunteering, with the provision of a universal subsistence allowance and individual travel costs clear examples of we are helping to remove financial barriers. In relation to other barriers, our client-led approach when placing volunteers puts their needs at the centre of selection, with the view that we will seek to adapt the placement to fit the volunteer, not the other way round. As part of this, we will ensure that we take into account issues relevant to the individual such as disabled access, start and finish times, language barriers etc. To enable this to happen whilst maintaining positive outcomes for both the individual and

partner organisation, we fund client-led and placement-specific training before and during placement. In ProjectScotland's "Chance for Change" project, we will target individuals from some of the hardest to reach and hardest to help groups, requiring even greater focus on client-led placement design, training and continued support.

ProjectScotland is keen to play its part in securing the future of our environment, and has an internal Environmental Policy to minimise waste and maximise re-use of resources. In the "Chance for Change" project, we will hold to the same values in the design and execution of activities. We will work with a variety of partners, and with many of these activities we will enable volunteers to directly participate in sustainable activity. Examples of this include furniture reclamation, recycling initiatives and conservation projects.

ProjectScotland's Chance for Change will drive social inclusion of disadvantaged groups. Focusing recruitment on 100 participants from areas of deprivation and disadvantage, the project sets out to raise aspiration and improve self-confidence, important in giving the participant the motivation that life can hold more for them. Further, the project will assist in developing specific skills such as communication and literacy (where applicable) that give them the ability to meet their ambition. Their relationship with a mentor will focus on longer term development and possible future directions, helping fill knowledge and belief gaps in what is possible that are often seen as huge barriers to progress for the socially excluded. With ProjectScotland's "Chance for Change", the level of inclusion is raised up further, as the participant undertakes meaningful voluntary service with a not-for-profit partner. This brings them into the community in a constructive manner that makes them as much the benefactor as the one who benefits. It removes the sense of being a "charity case", and other pejorative associations with societal support systems.

#### 4.7 Outputs, Results, Impacts, Evaluation

ProjectScotland's "Chance for Change" will deliver the following outputs: 100 participants between the ages of 16 and 25 will undertake rewarding, meaningful and supported voluntary work placements with not-for-profit partners. The participants will be 60/40 split between male and female, and will likely represent a national cross-section of ethnic origin (c. 5% of participants will be of non-white origin, based on Census data for young people, 2001). All participants will be from backgrounds of multiple deprivations, 50% of participants will be classed as NEET and 50% economically inactive. All participants will receive basic training to enable them to participate, support from a line manager to assist in the completion of daily tasks, and the guidance of a mentor to set goals and track progress. These outputs are relevant based on both the recommendations of the Scottish Government regarding the support of disadvantaged young people as outlined in the "More Choices, More Chances" report, and through internal evidence of key outputs of previous ProjectScotland placements designed for disadvantaged young people.

ProjectScotland's "Chance for Change" will deliver the following results: 80% of participants will claim the project has helped to improve their self-confidence, and has increased their opportunities in life. 80% will also claim that participation has helped develop skills in communication, in taking responsibility and in working with others. Immediately after completing their placement, 30% of participants will move into employment, and 30% into education or training. Others will continue to volunteer or move onto another supported scheme. Fewer than 20% of participants will drop out to a non-progressive position. After 6 months, 25% of participants will be in full-time employment. These results are realistic based on previous ProjectScotland success and failure with disadvantaged young people – from our internal "Exit" Survey, 50% of all participants who were unemployed before undertaking a placement were employed or in full time education 3 months after completing, and 90% believe their ProjectScotland experience increased their opportunities in life.

ProjectScotland's "Chance for Change" will deliver the following impacts: Participants will experience increased motivation and aspiration, leading to improved educational attainment and employment opportunities, with resultant growth in personal economic activity mirrored by decreases in anti-social behaviour and welfare dependency. As all participants will serve beneficiaries of our not-for-profit partners, they will recognise themselves as community members and continue to be active citizens throughout their lives, creating a multiplied positive effect from the investment.

ProjectScotland's "Chance for Change" will be thoroughly evaluated. Data for evaluation will be collected by largely by online or paper-based survey, though other research tools such as in-depth interview and focus group will be used as required. An initial "Induction Meeting" will ascertain status, experience and goals. Six-weekly "Progress Reports" will monitor development towards goals and interventions needed. An "Exit Survey", completed when leaving placement, will capture the immediate next move, and an "Outcome Survey" 3 months after, will determine the longer term status on the individual's status. The collection of reports will be driven by mentors, and supported via central office follow up where necessary. Participant reports will be cumulated to provide qualitative analysis, combined with qualitative insights gathered from participants, mentors and key staff. All data will gathered into existing systems and analysed using tools effectively deployed for the overall ProjectScotland programme. Conclusions and recommendations will be drawn into an overall report within 6 months of the programme end. The report will be distributed amongst ProjectScotland's 300 not-for-profit partners, local authorities and the Scottish Government.

#### 4.8 Past Performance

We realise that measuring impact of our projects is of paramount importance to future success. Each placement is evaluated through induction meetings, exit and outcome surveys with both volunteers and the charities in which they are placed. Since launch in May 2005 we have exceeded targets placing over 1,700 young people into structured and rewarding placements with over 300 charities across Scotland and have achieved the following results:

9 out of 10 volunteers go on to positive outcomes. Of these:

Over 47% move into full time employment

Over 36% move into further education or training

Over 8% are engaged in other activities such as business start-up and volunteering

Improvements in soft skills are measured with the following results:

89% report increased confidence

87% report improvements in taking responsibility

86% report improved people and relationship skills

ProjectScotland has consistently exceeded targets within budget. We placed 472 volunteers in our first year against a target of 450; in 2006/07 we placed 822 against a target of 820. We managed to exceed targets without exceeding our budgets - costs in 2006/07 were £4.8m against a budget of £5.2m. We exceeded fundraising targets as well, bringing in £561k against a target of £466k.

The 10% target to involve young people from SIMD areas in Scotland has also been exceeded to 17%. We have learned, however, that in order to increase this number still further, a much higher level of investment and a more robust support structure is needed. This is the basis for the planning and costing of ProjectScotland's Chance for Change.

Our record in working with our 300 charity partners across Scotland is outstanding:

85% of partner organisations report an increase in capacity because of new young ProjectScotland volunteers.

Over 92% report an increase in the quality of service they are able to offer because of ProjectScotland volunteers.

With our track record in exceeding results within budget, the only barrier to us achieving the objectives of ProjectScotland's Chance for Change is the additional funding required to help find, place and support the hardest-to-reach young people in Scotland.

#### 4.9 Innovation and Value Added

The clear and tangible outputs from ProjectScotland's "Chance for Change" are a significant increase in the number of participants facing multiple deprivations and the level of support each receives, with a high percentage moving onto positive progressions such as education and employment the key results.

ProjectScotland's core programme attracts participants from diverse backgrounds, from graduates to the unemployed. However, past performance with individuals facing multiple deprivations has shown that almost twice the level of support and supervision is required to ensure attendance, drive motivation and make change possible. Within core funding, we do not have the scope to provide this without negatively impacting our ability to deliver our business plan as agreed with the Scottish Government. This means an increase in the number of multiply-deprived participants in the selected geographies from (estimated) 10 or 15 to at least 100. ESF funding will ONLY go towards in additional costs relating to these participants.

The Scottish Government will provide match funding. There is clear synergy with the project and at least two cross-cutting initiatives. In assisting the NEET group, "Chance for Change" will provide a novel and incremental route as requested in the "More Choices, More Chances" paper. Further, by using full-time voluntary work as the means of assisting this group, "Chance for Change" will also help deliver the aims of the Scottish Government's Volunteering Strategy, which called for innovative means to re-engage young people with their communities. In terms of additional value, this partnership with ESF will allow the Scottish Government to increase provision for disadvantaged young people without reducing its ability to deliver against the cross-cutting objectives that ProjectScotland delivers on.

ProjectScotland itself will bring highly innovative approaches to the engagement and management of disadvantaged young people. First, through its partnership model, ProjectScotland's "Chance for Change" will deliver a relevant and consistent "product" to young people, sensitive to local needs and using the best of local organisations. By creating a "network" of local organisations, ProjectScotland's "Chance for Change" will also be creating an umbrella of new ideas and best practice. Second, we put participant choice to the fore. Through credible brand communications – online "portal", handbook, updates, events and unique rewards – "Chance for Change" will instil a sense of fraternity in participants that may otherwise be missing from a "local-only" programme.

Overall, ProjectScotland's "Chance for Change" will deliver increased quality of service to 100 disadvantaged young people through greater support and supervision during an innovative voluntary placement. Although partners have yet to be selected, we anticipate new relationships in localities where there is currently no supported full-time voluntary work provision, and a replicable model for future growth.

#### Part 5: Project Finance

##### Financial Summary

<b>Total Project Costs (£)</b>	552460.00
<b>Total Eligible Project Costs (£)</b>	552460.00
<b>Total Non Eligible Project Costs (£)</b>	0.00
<b>Project Income (£)</b>	0.00
<b>Net Eligible Project Costs (£)</b>	552460.00

**Eligible Match funding (£)** 305500.00  
**Structural Funds grant required (£)** 246960.00  
**Intervention Rate Required (%)** 44.70  
**An appropriate annex is attached** ☒

*Private Sector Participation*

**Private Sector Participation (£)** 0.00

*Expenditure Profile*

**Expenditure 2007 (£)** 0.00  
**Expenditure 2008 (£)** 414345.00  
**Expenditure 2009 (£)** 138115.00  
**Expenditure 2010 (£)** 0.00  
**Expenditure 2011 (£)** 0.00  
**Expenditure 2012 (£)** 0.00  
**Expenditure 2013 (£)** 0.00  
**Expenditure 2014 (£)** 0.00  
**Expenditure 2015 (£)** 0.00  
**Expenditure Total (£)** 552460.00

*Project Funding***Funders**

Funder	Eligible Amount (£)	Non-Eligible Amount (£)	Funding Date	Funding Status
ProjectScotland	305500.00	0.00	01 Dec 2007	Confirmed

*Project Costs***Costs**

Cost	Amount (£)
Salaries	21960.00
Others	0.00
Participant Allowances	143000.00
Participant Travel Expenses	52000.00
Participant Subsistence	0.00
Consultancy Fees	0.00
Project Evaluation	0.00
Staff Travel	0.00
Premises Costs	0.00
Insurance	0.00
Marketing	30000.00
Dependent Care	0.00



Repairs And Maintenance	0.00
Depreciation	0.00
Leasing	0.00
Other Eligible Costs	305500.00

**An appropriate annex is ☒ attached**

#### Part 6: Compliance and Declaration

To receive European funding for this project you must comply with the following terms and conditions. Once content that the project fully conforms you must sign the declaration at the end of Part 6. This will confirm that your organisation agrees to comply with all the conditions set out here within Part 6.

### 6.1 Compliance with State Aids

Applicants must ensure the project adheres to the State Aid Rules. Please see the attached website for further details -

- [http://www.stateaidscotland.gov.uk/state\\_aid/SA\\_MainView.jsp?pContentID=334&p\\_applic=CCC&p\\_service=Content.show&](http://www.stateaidscotland.gov.uk/state_aid/SA_MainView.jsp?pContentID=334&p_applic=CCC&p_service=Content.show&)

### 6.2 Compliance with EC Directives and UK Environmental legislation

The project must be compliant with EC Directives or UK legislation on the environment. More information regarding the Directives and legislation can be found by using the link below.

- [http://europa.eu/pol/env/index\\_en.htm](http://europa.eu/pol/env/index_en.htm)

### 6.3 Compliance on Procurement

Project contracts must be subject of competitive tendering as applicable. This means complying with the Public Contracts (Works, Services and Supply) and Utilities Contracts (Amendment) Regulations 2003. For further guidance please use this link, which provides a number of reference documents you should review to check compliance.

- <http://www.scotland.gov.uk/Topics/Government/Procurement/Selling/10615>

### 6.4 Compliance with Equal Opportunities

Your organisation must have an active Equal Opportunities policy, and a formal complaints procedure in place. If the project's target group is restricted to a single sex or particular racial group you must comply with all relevant Equal Opportunities legislation.

If your organisation has had any unlawful discrimination findings in the last 3 years you must disclose the outcome and response.

Applicants and their subcontractors must promote equality of opportunity without discrimination on grounds of ethnicity, disability, sex, faith or age.

### 6.5 Publicity requirements of funding

As a condition of grant the Structural Funds contributions to this project must be publicised as follows:

- prominent site signage during any works
- permanent plaque with official logo on the premises
- acknowledgment and official logo in all press and media releases
- acknowledgment and official logo in all project documentation and presentations
- acknowledgment and official logo on specific websites.

The relevant European Structural Funds Regulations are available via this link (type into your browser):

- [http://ec.europa.eu/regional\\_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce\\_1828\(2006\)\\_en.pdf](http://ec.europa.eu/regional_policy/sources/docoffic/official/regulation/pdf/2007/fsfc/ce_1828(2006)_en.pdf)

## 6.6 Compliance with Programme requirements

- The project must meet the strategic aims of the Programme. The Programmes are available on both the Scottish Executive and IAB websites. Chapter 4 within each document sets out the strategic aims of each Programme.
- You must be able demonstrate a clear evidence of demand for any grant funding.
- By applying you accept the pre-condition that core information about the project can be used on the Scottish Executive website and those of the Intermediate Administration Bodies (IABs) and European Commission to publicise Structural Funds.

## 6.7 Compliance with information requirements

### Freedom of Information

The Freedom of Information (Scotland) Act 2002 introduced important rights for all to access information held by Scottish public authorities - anyone asking for information will be entitled to receive it unless the information requested falls within an exempt category. And even where information falls within an exempt category, there may be a public interest in the information being disclosed.

### Data Protection

The form contains information which is personal data for the purposes of the Data Protection Act 1998 and in respect of which the Scottish Executive is obliged to supply the following information:

- The data controller is the Scottish Executive.
- The information you provide will be used for the following purposes:
  - a.Processing your application. Your application will be made available to the Advisory Group for the relevant Priority of the European Structural Fund Programme and to the Intermediate Administration Body (IAB) contracted or sub-contracted to the Scottish Executive.
  - b.If your application is successful, we may publish this application in hard copy or on the internet.
  - c.Data may be used for statistical and Scottish Executive performance reporting and evaluation.
- Apart from a) to c) above, and subject to the surveys and evaluations paragraphs below, the information you provide will not be disclosed to any other organisation for any purpose other than detecting or preventing fraud. For the purpose of the detecting and preventing fraud, data may be disclosed to (i) subcontractors or sub-contractors employed by the Scottish Executive for this purpose (ii) the European Commission (iii) the European Court of Auditors (iv) Audit Scotland and (v) law enforcement agencies.
- The Scottish Executives representative for the purpose of the Data Protection Act is the Departmental Record Officer, Scottish Executive, OPS: ISIS, Saughton House, Edinburgh, EH11 3XD, Tel: 0131 244 3728.

### Surveys and Evaluations

- Follow-up surveys and evaluations will be held during the lifetime of the Programmes. Such surveys and evaluations may be carried out by the Scottish Executive or an appointed contractor.
- The selected projects will be asked to supply the Scottish Executive, IAB or appointed contractor with details about the project/course/activity, including participants' names and addresses from which the

Scottish Executive, IAB, contractor or sub-contractor may select an appropriate sample.

- Where partners or contractors are undertaking the training/activity, project sponsors will be responsible for ensuring the contract or partnership agreement put in place ensures full access is available to all participants and project records. You will also be responsible for letting all participants know that they may be asked to take part in a research survey or evaluation.
- Participants' co-operation in the survey or evaluation will be voluntary and information given treated in the strictest confidence. The result of the survey or evaluation will not identify individual participants. You will have to give participants a letter explaining this and providing them with an option to opt-out of the survey if they so wish. If there is no evidence of an opt-out letter you must supply the details of participants as and when required.
- New text required on record keeping.

## **6.8 Compliance with legal responsibilities**

If you give information which you know or suspect is untrue or misleading you may be committing an offence which could lead to prosecution.

## **6.9 Compliance with planning rules**

If planning permission has been obtained, details on the type of planning permission (full, outline, conditional, unconditional), should be provided showing the date of approval. If there are any outstanding planning procedures/appeals or if there are likely to be any further planning appeals, these should be clearly explained in the relevant parts of this application, stating the likely timescale for the resolution indicated.

## **6.10 Specific Conditions of Grant**

If there are any specific conditions of grant for your approved project, these will be notified to you online, via the EUROSYS system. When returning your signed offer of grant acceptance, you are committing to all conditions, general and specific, contained therein.

## **6.11 Declaration**

I certify that the information contained in this application is correct and confirm that this project will be carried out as described, and that the grant requested is the minimum necessary for the project to proceed. I confirm that this organisation will undertake regular monitoring of the project to ensure that it conforms to the application and the Regulations and that adequate management and financial safeguards are in operation.

I will inform the Intermediate Administration Body (IAB) and the Scottish Executive immediately of any changes to the project. I acknowledge that this project will be subject to regular monitoring, quarterly reporting and undertake to keep adequate records for this purpose. I also acknowledge that the European Commission, European Court of Auditors, the Scottish Executive's Intermediate Administration Bodies and/or the Scottish Executive may carry out on the spot checks at any time on the records of the project applicant, its partners or other parties involved in this project.

I undertake to repay on demand, to the Scottish Executive, any grant paid, if the European Commission, the European Court of Auditors and/or the Scottish Executive decide after investigation that the project has not been carried out in accordance with the application, National Rules and/or the European Structural Fund Regulations.

I declare that the information on this form and any other information given in support of this entry is correct to the best of my knowledge and belief. I authorise you to make any enquiries you consider necessary (including checks with credit reference agencies) for my application as long as the data will not be used for any purpose or other means than the grant assessment. I agree that all or part of this application may be copied or stored by electronic or other means and copies made available. Any copies made for assessment purposes will be destroyed after the assessment is completed. I further agree that if this application is successful, information within can be published in hard copy and the internet.

**Terms and Conditions  
Acknowledged and Agreed**



**Applicant Name**

ProjectScotland

**Total Funding Commitment (£)**

305500.00

**Name of Designated Officer**

Karen Adamson

**Position in Organisation**

Interim Financial Controller

**Signature of Designated Officer**

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**Signature Date**

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