

Instructions for completing this form: To help you complete the application form please refer to the guidance notes with this form. Please use block capitals.
Data Protection Act 1998: We will use the information you give us on this form to process your Flexible Training Opportunities application. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud. We will share this information with other organisations for the management of your account. We may also share this information with other organisations for research and evaluation purposes or other follow up activity related to Flexible Training Opportunities. Any data shared will refer to the business only, and no individual employee data will be shared.

To avoid delays in processing your application, please ensure that you answer every question within each of the four parts of this form.

PART 1: Business Details

Name of business					
Address					
Town/City					
Postcode					
Contact name			Job/title position		
Telephone number			Email		
Nature of business (e.g. hotel) <i>(note 1)</i>			Total number of employees <i>(note 3)</i>		
Sector (e.g. hospitality) <i>(note 2)</i>			Annual training budget (if any) <i>(note 4)</i>		
Estimated annual turnover <i>(note 5)</i>	less than £25k <input type="checkbox"/>	£25k-£50k <input type="checkbox"/>	£50k-£100k <input type="checkbox"/>	£100k-£200k <input type="checkbox"/>	£200k-£300k <input type="checkbox"/>
	£300k-£400k <input type="checkbox"/>	£400k-500k <input type="checkbox"/>	£500k- £1m <input type="checkbox"/>	£1m-£5m <input type="checkbox"/>	£5m+ <input type="checkbox"/>

Acceptance of terms and conditions

I accept and confirm that:

- (note 3)* The total employee headcount for the business applying for this funding is 50 or less. yes no
- (note 6)* The business is based in Scotland and the employees participating in the programme are resident in Scotland. yes no
 Any training being undertaken through this programme will not commence until the application for funding has been approved by Skills Development Scotland. yes no
- (note 7)* The business is privately run or funded outwith the Public Sector and that Skills Development Scotland reserve the right to request evidence or information to confirm the status of the business. yes no
- (note 8)* Any learning undertaken will meet the learning criteria (outlined in the Programme Rules and Guidance, Section 3) and will be used to support staff development, key business priorities and desired outcomes. yes no
- (note 9)* I agree to participate in any evaluation of the programme, if requested by Skills Development Scotland or their appointed contractor. yes no

Skills Development Scotland may recoup monies paid to the business if false information is given, or if the business fails to provide evidence that learning has been completed.

I have read, understood and accepted rules of the offer, as outlined in the accompanying Programme Rules and Guidance, Section 4. yes no

The information I have provided is accurate and true to the best of my knowledge. I confirm that I have read, and agreed to, the rules as outlined above and in the Programme Rules and Guidance, Section 4.

Name			
Signature			
Position			
Date			
Reference Number (please write the reference number that is on your letter here)			

FLEXIBLE TRAINING OPPORTUNITIES

PART 2: Business priorities that will be supported through training and development

Building a picture	<p>To help us understand the reasons why you are applying for this funding, it would be helpful if you could provide a short business statement outlining your key business priorities which will be addressed by the implementation of training activities. PART 4 gives you some helpful guidance with this.</p>
Business statement example	<p><i>We wish to implement a programme of training that will develop new and transferrable skills for our existing workforce that will be used to deliver tangible benefits and will impact on critical areas within the business including sales generation, developing knowledge and capacity through coaching/mentoring and improving customer communications.</i></p>
Your business statement Please write your statement in the box on the right: <i>(note 10)</i>	
What would happen if you didn't receive funding through this programme? <i>(note 11)</i>	<p>We would carry out all of the training, but it would be over a longer period of time <input type="checkbox"/> <i>Tick one option only</i></p> <p>We would not carry out any of this training at all <input type="checkbox"/></p> <p>We would only carry out some of the training <input type="checkbox"/></p> <p>We would carry out the training as planned <input type="checkbox"/></p>
Current arrangements <i>(note 12)</i>	<p>Does the business have someone who is specifically responsible for staff training and development? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Is the responsibility for staff training and development part of someone's wider role? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Do you feel that the business has sufficient capacity to identify and develop staff? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Does the business have a method of identifying training needs (e.g. personal development plans)? yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Is the majority of the business' current training legislative? (e.g. Health and Safety) yes <input type="checkbox"/> no <input type="checkbox"/></p> <p>Does the business usually arrange training on an ad-hoc basis, i.e. just when it's needed? yes <input type="checkbox"/> no <input type="checkbox"/></p>

PART 3: Employee details and training identified

Employee name	Date of birth (dd/mm/yyyy) <i>(note 13)</i>	Male or Female	Home postcode <i>(note 14)</i>	Position/job role in company	How long in this position?	Type of training <i>(note 15)</i>	Name of organisation delivering training <i>(must be external)</i>	Anticipated completion date (dd/mm/yyyy)	FINANCIAL COMMITMENT		
									(A) Total cost of each training course <i>(note 16)</i>	(B) Contribution sought from SDS (50% of cost up to £500 per employee) <i>(note 17)</i>	(C) Amount to be funded by business (A minus B) <i>(note 18)</i>
JOHN SMITH	23/06/1986	Male	ML1 1AA	Administrator	2y 4m	Telephone selling skills	XYZ Training, Motherwell	23/07/2010	£1200	£500	£700
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
TOTAL COSTS									£	£	£
TOTAL CONTRIBUTION SOUGHT										£	£

FLEXIBLE TRAINING OPPORTUNITIES

PART 4: Objectives linked to business priorities *(note 19)*

What you would like to achieve as a result of the training that will be undertaken? Please tick the objectives that apply. You can tick as many as you like, but you must tick at least one box.

GUIDANCE	OBJECTIVE NO.	OBJECTIVE OF TRAINING	PLACE A TICK IN THE BOX(ES) THAT APPLY
<p>Improved productivity through better staff development and growth</p> <p>Where you can identify evidence or feedback to show that the utilisation of new skills is impacting positively on the business. This includes training, learning, self growth, corporate culture, behaviours and attitudes.</p>	1	We wish to make better recruitment decisions based on the skills our business needs	
	2	We wish to ensure that our performance appraisals allow us to set objectives that will impact on our business priorities	
	3	We wish to provide more employees with training that has had an impact on the business	
	4	We wish to implement new staff development plans that allow us to build on our employees' strengths	
	5	We wish to improve staff retention	
	6	We wish to improve timekeeping and attendance	
<p>Improved processes</p> <p>Where you can identify evidence or feedback which will show that the introduction of metrics based on internal business processes will allow management to report improvements in the way in which the business is performing.</p>	7	We wish to improve the reliability and delivery times of our suppliers	
	8	We wish to improve product or service availability	
	9	We wish to increase investment in research and development	
	10	We wish to increase the level of repeat business	
	11	We wish to reduce materials wastage	
	12	We wish to increase savings from implementing employees' suggestions	
	13	We wish to reduce product manufacture time	
<p>Improved customer experience</p> <p>Where you can identify evidence or feedback to support that the business will benefit by improving the customer experience through better use of skills and resources which also minimise the time taken on the tasks that are performed by employees.</p>	14	We wish to increase our client base	
	15	We wish to reduce customer complaints	
	16	We wish to reduce customer waiting times	
	17	We wish to respond quicker to customer enquiries	
	18	We wish to improve product or service availability	
	19	We wish to extend our range of products/services	
<p>Financial impact</p> <p>Where you can identify evidence or feedback which supports that the proposed training interventions will contribute to a positive financial return in investment to the business.</p>	20	We wish to increase our product price	
	21	We wish to reduce distribution costs	
	22	We wish to reduce outstanding debts from customers	
	23	We wish to sell our products to new customers	
	24	We wish to increase our domestic market share	
	25	We wish to expand our business into new market sectors	
	26	We wish to improve our unit cost	
	27	We wish to improve our profit	
<p>If you wish, you can add your own objectives. Use the box(es) to the right to record these and place a tick in the end column against each one.</p>	28		
	29		
	30		