

National Transition Training Fund (NTTF) Guidance

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The National Transition Training Fund (NTTF)

Guiding Principles of NTTF

- one of the Scottish Governments response measures to the COVID – 19 pandemic;
- led by Skills Development Scotland;
- available between 5th October 2020 and 31st March 2021;
- clearly support the transition into areas where demand has been identified, growth sectors, or available job opportunities;
- demonstrate support for the provision of green skills to support Scotland’s transition to net zero, in line with the aim on the Climate Emergency Skills Action Plan;
- support those with protected characteristics (including women) and should promote the Fair Work agenda and the transition to meaningful jobs;
- not restricted by sector, skill set or skill level;
- the user journey is at the heart of delivery.

Eligibility for NTTF

NTTF is aimed at individuals who satisfy the following eligibility criteria:

- aged 25 and over and
- who are under threat of redundancy and within 13 weeks immediately prior to the notified date of redundancy or have been made unemployed since 1 March 2020

Any courses booked prior to the completion of the EFEC are not eligible for NTTF support.

Evidence requirements

- For those made redundant – a letter of redundancy is not required, and the individual can make a self declaration on the EFEC as being unemployed. If a letter of redundancy is available a copy should be kept with the EFEC
- For those under threat of redundancy – a copy of letter informing the intended date of redundancy is required as evidence
- For those unemployed and in receipt of DWP confirm that the individual is unemployed
- For those unemployed and not in receipt of benefit -Self declaration is required on EF Eligibility Confirmation (EFEC)
- For those who have been previously Self Employed must now be unemployed:
 - Those in receipt of benefit then the referral will be made by DWP and the eligibility will be determined and confirmed by DWP.
 - Those not in receipt of benefit and has ceased trading due to having no income is treated as an ‘individual who is not in employment education or training and not claiming benefits’. This means they are eligible for NTTF

SDS commitment

SDS has agreed with Scottish Government that NTTF will be delivered using the Employability Fund (EF) Stage 4 infrastructure and adhere to the Employability Fund Rules 2020-21. SDS is confident that the flexibilities available within EF Stage 4 will ensure that NTTF can be delivered quickly and efficiently using existing processes and procedures.

SDS will:

- Identify existing EF Stage 4 Providers with experience of working with those aged 25 and over
- Extend identified Provider contracts to include NTTF
- Continue the use the Stage 4 approved qualifications list and the process for adding further qualifications on demand. Approved Qualifications must fit EF Stage 4 criteria e.g. take no longer than 16 weeks to complete, be industry recognised.

Process

- Existing EF documentation will be updated to include the option of NTTF and the NTTF eligibility criteria to allow SDS to monitor NTTF activity.
- From 5 October 2020 onward EF referring organisations must use the NTTF eligibility group on the EFEC for all individuals who meet the criteria and are being referred to Stage 4. This includes Stage 4 sbwa provision.
- The EFEC is valid for 28 days. If the training is due to start after 28 days the EFEC must be reviewed within the 28 days prior to the start of training to ensure that the individual is still eligible and suitable for the training. If the information has not changed or the changes can be updated on the original EC form, then an updated signature from the EF referring organisation and the individual is enough to ensure that the requirement has been met (an email signature is acceptable and must be printed by the EF Provider and kept with the original EC form). If the information has changed and the changes are not easily updated on the original form, then a new form should be generated and signed
- SDS will publish a full list of the EF Providers who have a contract to deliver NTTF.
- In exceptional circumstances, if an Approved Qualification cannot be sourced locally, excessive travel costs and/or overnight accommodation may be considered by SDS on a case by case basis.
- As questions arise SDS will update the published EF FAQ 2020/21.
- All of the relevant documents will be published on the [EF page of the SDS website](#).