

National Transition Training Fund (NTTF) Guidance

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The National Transition Training Fund (NTTF)

NTTF is one of the Scottish Governments response measures to the COVID – 19 pandemic. NTTF is available through several different funding mechanisms. Skills Development Scotland were asked to develop one strand of NTTF through a network of Employability Fund Stage 4 Providers.

Guiding Principles of NTTF EF Stage 4

- available between 5th October 2020 and 31st March 2021 and later extended to 24 June 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;
- focus on sectors and occupations that are being hardest hit by the COVID-19 pandemic
- the user journey is at the heart of delivery.

Eligibility for NTTF EF Stage 4

NTTF EF Stage 4 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 on or after 1 March 2020

If an individual is in receipt of DWP benefits or working less than 16 hours per week then additional criteria may apply. Please see EF Rules 2020-21 (as extended to 31 March 2022) for full details.

Any courses booked prior to the completion of the EFEC are not eligible for NTTF EF Stage 4 support.

If an individual is on furlough, they are still in employment and have not been made unemployed therefore do not meet the criteria for NTTF until they have been made unemployed or redundant. If an individual is claiming a grant through the self-employment Income Support Scheme, they do not meet the criteria for NTTF.

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 benefits, 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:
 - For those in receipt of benefit then the referral will be made by DWP and the eligibility will be determined and confirmed by DWP.

- For those not in receipt of benefit and no longer self-employed 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 EF/NTTF - SDS CIAG or Provider confirms on EF Eligibility Confirmation Section 3. The individual confirms this by signing a self-declaration on the EF Eligibility Confirmation in Section 8 and SDS CIAG or Provider will sign Section 7 Confirmation of eligibility and suitability.

SDS commitment

SDS has agreed with Scottish Government that NTTF EF Stage 4 will be delivered using the Employability Fund (EF) Stage 4 infrastructure and adhere to the Employability Fund Rules 2020-21 (as extended to 31 March 2022). 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 of the Stage 4 approved qualifications list and the process for adding further qualifications by exception. Approved Qualifications must fit EF Stage 4 criteria e.g. take no longer than 16 weeks to complete, be industry recognised. SDS is entitled to add and remove any qualification from the Approved List for Stage 4 at any time.

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.
- From 1 April 2021 onward EF referring organisations must ensure that they have fully explained the NTTF Customer Charter as outlined in Appendix 1 and recorded this in Section 5 of the EFEC. The NTTF Provider will not accept a referral if they do not agree with the content of the EF eligibility confirmation.
- 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.
- All NTTF Providers will complete a fact sheet as per EF guidance.
- 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. Full details are available on the [SDS website EF COVID 19 interim measures](#)
- As questions arise SDS will update the published EF FAQ.
- All of the relevant documents will be published on the [EF page of the SDS website](#).

**NTTF (EF Stage 4)
Customer Charter**

What is NTTF EFS4?

NTTF is one of the Scottish Governments response measures to the COVID – 19 pandemic and is available through several different funding mechanisms. Skills Development Scotland were asked to develop one strand of NTTF through a network of Employability Fund Stage 4 Providers. NTTF EF Stage 4 is short, industry led training to move people into employment.

SDS and contracted NTTF training providers follow Scottish Government/UK/HSE COVID 19 guidance therefore lockdown and travel restrictions arrangements could impact on ability to deliver training requested

Who is Eligible?

NTTF is aimed at individuals who are aged 25 and over and (i) under threat of redundancy and within 13 weeks immediately prior to the notified date of redundancy or (ii) have been made unemployed on or after 1 March 2020.

If you are eligible you must be referred to a NTTF Training Provider. The referral process involves a confirmation that your skills, experience and job aspirations can be supported through NTTF. The NTTF Provider will confirm if the training sought links to labour market need and will identify the most cost-effective method of delivery and course supplier. The NTTF Provider will not accept a referral if they do not agree with the content of the EF eligibility confirmation. If your aspiration is to move into self-employment, the Training Provider will seek confirmation of a robust business plan which has been supported by a Business Start-up Provider.

What support is available?

Access to NTTF support can only be made through a NTTF Training provider and cannot be made retrospectively for training booked in any circumstances.

To support you to gain access to employment, NTTF EF S4 offers one qualification if appropriate from an approved list of qualifications. The approved list is for high cost qualifications only. There are alternative lower cost qualifications available from your Training Provider which may be funded if appropriate to progressing into employment. There are qualifications that are not supported through NTTF. SDS is entitled to add and remove any qualification from the Approved List for NTTF at any time. No training can be undertaken outwith the UK

The maximum financial support is £3,500 and the maximum duration of training is 16 weeks. There are exceptions which are detailed on the approved qualification list.

How do I find out more?

- If you are in receipt of DWP benefits, contact your DWP Work Coach
- If you are not in receipt of DWP benefits, contact your SDS Work Coach or SDS Helpline 0800 917 8000

These contacts will provide information, try to establish your eligibility and, if appropriate, sign post you to the most suitable referring organisation.