

Community Apprenticeship Scheme



Guidelines for Businesses Applying

Introduction - The four partners in this scheme, Fort Augustus & Glenmoriston Community Company, Glengarry Trust, Stratherrick & Foyers Community Trust and Laggan Community Council, border each other & jointly run an apprenticeship scheme by using some of their funds from the renewable energy benefit that they receive. The aim of the scheme is to enhance prosperity and promote thriving communities within the Great Glen and South Loch Ness by supporting sustainable local business and employment opportunities.

The scheme will support businesses that contribute to the following outcomes:

- Stimulate new ideas and innovative approaches to generate growth, development and new employment.
- Offer key services to the communities they operate within.
- Strengthen and diversify the local economy through support for social enterprises and businesses.

The scheme is administered by the Fort Augustus & Glenmoriston Community Company with the individual community organisations accepting applicants for their fund locally.

The Community Trust Apprenticeship Scheme is a grant scheme set up to benefit residents within the boundaries of the areas served by the four Community Councils of Fort Augustus and Glenmoriston, Invergarry, Stratherrick & Foyers and Laggan within the Highlands of Scotland. The grant funds will be provided by the four Community Trusts who receive their main funding from community benefit funds generated by local renewable energy projects.

What the Fund will support

Financial support will be available for costs involved in salaries, travel and training. The final amount will vary depending on the context and needs of each business and apprenticeship opportunity & dependent on each Trust to define. The maximum amount of financial support to a business over four years is between £21,000 – £25,000. The final packaging of any financial support will be a process of further conversation and negotiation between the Host Community and the business. It will also be dependent on specific needs and issues associated with the particular apprenticeship position being developed. We expect that minimum wage for age will be used before apprenticeship wage unless the latter is higher for that industry. Grants will only cover the length of time it takes to obtain the qualification/length of apprenticeship (whichever is achieved first). Support from the Community Trust Apprenticeship Scheme will be additional to that provided by any industry governing bodies such as SECTT, SNIPEF or Construction Skills. These grants need to be declared on the application form where we ask you to present a budget for the apprenticeship position. It is likely that any support will be paid in instalments over the apprenticeship period and may be subject to specific conditions.

Eligibility

The scheme will be open to any private business or social enterprise based in the community benefit areas and that qualifies as a suitable employer. When a profession is not available in the area applicants from outside the area of benefit may be considered.

All applicants must provide:

- Demonstration of appropriate health and safety procedures

- Evidence the level of experience and support to host an apprenticeship
- Adequacy of skills and equipment to cover the range of training required
- Existence of relevant employees and public liability insurance
- Registration of the apprentice with the appropriate skills body if relevant.

The apprenticeship should be a recognised apprenticeship with framework. There are Foundation, Modern and Graduate apprenticeships available. Further information regarding this can be found at <https://www.skillsdevelopmentscotland.co.uk/what-we-do/apprenticeships/>

As a condition of the grant the businesses will be expected to contribute to any monitoring and evaluation processes that are established.

Glengarry Trust , Laggan Community Council and Stratherrick & Foyers Community Trust will only accept applications where the apprentice is resident in their area.

Fort Augustus and Glenmoriston will accept applications for either an apprentice living in or a business based in their area. Priority will be however be given to a local business employing a local person.

The Panel would be particularly interested in supporting apprenticeships that could help someone to stay in the area. The scheme is not currently in a position to help a business identify a suitable apprentice and it is expected that the businesses have identified - or are in the process of identifying – suitable candidates. Careers officers through Skills Development Scotland may be able to help. Where possible that an open recruitment process has taken place.

Application Process

You are invited to complete the attached form that will enable us to get a picture of your business and confirm the suitability of your business being part of this scheme. Each Community will be happy to assist you with its completion should you wish.

Please be advised that all the information on the application form will be kept confidential within the Community Trusts Panel and administrator of the scheme. The financial accounts/balance sheet, if required, will only be seen by the sponsoring Trust representatives & the scheme administrator and will be kept completely confidential.

There will be no set timeline for applications. Completed applications and all accompanying paperwork should be submitted as soon as possible after identifying a suitable apprentice. **Grants will not be paid retrospectively**, so please do not employ any apprentice until you have been advised the outcome of your grant application. There may be a wait from being approved for a grant till the apprentice can start due to college dates. We do encourage some work experience before committing to an apprenticeship.

Please send completed application forms and supporting documentation to the appropriate Trust for your area. If you need contact information or help completing this form please contact the administrator on 01320 366800 or email contact@communitycompany.co.uk

If you are successful

In addition to the support and training you will provide to the apprentice you will also be asked to do the following:

- Forward to the scheme administrator a payslip for the apprentice each month
- Forward copies of any reports from the college to the administrator
- Provide update reports on the apprentice's progress in the workplace as required
- Notify the administrator of any concerns about the apprentices commitment or performance immediately
- In the event of apprentice sickness it is the duty of the business to notify the fund administrator of any period of absence from work of over 2 weeks. The administrator will then notify the partner of the situation.
- Fill in a completion report at the end of the apprenticeship.