

<p>What is Skills Bank?</p>	<ul style="list-style-type: none"> Skills Bank provides employers across the Sheffield City Region with access to high quality training and funding to support business growth through investment in skills training. Skills Bank supports the mission of the Sheffield City Region to create jobs and drive economic growth by providing local businesses with the tools they need to succeed. Skills Bank funding will contribute to the overall cost of the training and reduce the amount that an employer has to pay. The Skills Bank objectives are: <ol style="list-style-type: none"> Supporting businesses with clear growth plans through co-investment in the development of their workforce. To be sufficiently flexible to ensure the offer to business meets both immediate and emerging skills needs. To develop the skills base, labour mobility and educational performance in line with the SCR objectives so that businesses can flourish and grow. To place purchasing power for skills in the hands of employers. The amount each employer contributes towards the cost of training will depend on the employer’s ability to evidence business growth, how the training requested links to this and their business contribution to the key SCR Priority of: <table border="1" data-bbox="302 715 1948 1152"> <tr> <td data-bbox="302 715 627 821">Improving Growth</td> <td data-bbox="627 715 1948 821">This could include; increasing competitiveness, engaging new business markets, attracting new customers, diversification, where survival would plug gaps in the market, securing new businesses and developing products and services.</td> </tr> <tr> <td data-bbox="302 821 627 896">Improving Productivity</td> <td data-bbox="627 821 1948 896">This could include; the use of technology, training staff to use new tools or equipment, reviewing and implementing new ways of working to improve efficiency.</td> </tr> <tr> <td data-bbox="302 896 627 1042">Enhancing supply chain networks</td> <td data-bbox="627 896 1948 1042">This could include; supporting Supply Chain partners with diversification, involving Supply Chain partners in training and development activity, offering flexible payment terms, joint working/collaboration to source products/services and financial savings creating or expanding networks, developing partnerships to provide cost effective products and services.</td> </tr> <tr> <td data-bbox="302 1042 627 1152">Raising Ambition</td> <td data-bbox="627 1042 1948 1152">This could include; taking on or increasing number of apprentices, offering work placements, work programmes to the unemployed, work experience opportunities, offering talks/masterclasses/career talks, advising on curriculum development schools & colleges, becoming a mentor or advisor within a school.</td> </tr> </table> Skills Bank commenced in April 2019, the project is due to close on 31st March 2021. Due to the way the Treasury operate their spending reviews the ESFA have only been able to contract with us for the year ending 31st March 2020 although it is their intention to extend the contract as soon as the spending review has been approved at national level. Technically this means we can only support training up to 31st March 2020 but we do not want to prevent any good projects from being supported if training is required beyond that point. 	Improving Growth	This could include; increasing competitiveness, engaging new business markets, attracting new customers, diversification, where survival would plug gaps in the market, securing new businesses and developing products and services.	Improving Productivity	This could include; the use of technology, training staff to use new tools or equipment, reviewing and implementing new ways of working to improve efficiency.	Enhancing supply chain networks	This could include; supporting Supply Chain partners with diversification, involving Supply Chain partners in training and development activity, offering flexible payment terms, joint working/collaboration to source products/services and financial savings creating or expanding networks, developing partnerships to provide cost effective products and services.	Raising Ambition	This could include; taking on or increasing number of apprentices, offering work placements, work programmes to the unemployed, work experience opportunities, offering talks/masterclasses/career talks, advising on curriculum development schools & colleges, becoming a mentor or advisor within a school.
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	<ul style="list-style-type: none"> Small and Medium sized Enterprises (SMEs), which are businesses with less than 250 staff (1-249) and either an annual turnover of less than €50 million (approximately £40 million), or an annual balance sheet of less than €43 million (approximately £34 million) (see further clarification below). 								

<p>Which employers are eligible?</p>	<p><i>SME: Meeting the staff headcount criterion of less than 250 is mandatory to be considered an SME but an enterprise may choose to meet either the turnover or the balance sheet total ceiling. It does not need to satisfy both requirements and may exceed one of them without impact on its SME status.</i></p> <p><i>Data to consider for headcount/financial amounts are the latest approved accounting period, calculated on an annual basis. Staff headcount includes full-time, part-time, temps and seasonal staff but does not include Apprentices/students in vocational training or those on maternity/parental leave. Headcount is based on Annual Working Units (AWU). Learners working full time during the accounting period, count as one unit. Part-time staff, seasonal workers and those who did not work the full year are fractions of one unit. If at close of year accounts, the employer has exceeded the 249 headcount limit, it does not automatically mean it is no longer an SME. It will only cease to be considered an SME if the headcount limit is exceeded over two consecutive accounting periods. Where an enterprise is owned by, linked to or partnered with a larger enterprise, it may not be considered as an SME.</i></p> <ul style="list-style-type: none"> • Large Companies can be supported through Skills Bank up to a maximum 50% cost of training. • The employer must have an operational base within one of the nine Local Authority Areas of the SCR - Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham or Sheffield. • An operational base is defined as a physical site in the SCR (i.e. office, depot etc.) that is owned or leased by the employer, which their employees are contracted to work from. • New businesses can be supported through Skills Bank but will need to demonstrate clear business objectives and the initial success of their existing business model as well as their capacity to grow. We may ask for further information from businesses that are less than 12 months old. Skills Bank must not be used to support the start-up of a business. • Skills Bank can support all businesses across the Sheffield City Region no matter which business sector or SCR postcode. • All business sectors can be supported through Skills Bank, there are no priority sectors. However, we are keen to engage businesses that have a proactive and inclusive approach to business and can demonstrate added value in the form of; taking on apprentices, working with local Colleges and Training Providers to develop Apprenticeships, work with schools and Colleges to develop employer and skills focussed courses, provide work placements/work experience opportunities etc.
<p>Which learners are eligible?</p>	<ul style="list-style-type: none"> • Learners must be legally resident in the UK. • Learners must be 19+ and employed by an organisation that has an operational base in the Sheffield City Region.
<p>How will the employer's application for funding be processed?</p>	<ul style="list-style-type: none"> • The employer will make an online application for funding, setting out training required, learner numbers, preferred training provider (if known) and impact the training will have on their business. • Decisions/requests for further information will be made within 10 working days of receipt of application. • Outcome of all applications will be communicated within 14 days of receipt of application. • Small value applications (up to £9,999) where the investment per learner is below £2,000 and where all other criteria for delegated authority are met will be assessed by the Skills Bank Management Team (Calderdale College) at the Skills Bank Appraisal Panel. Appraisal panels take place weekly and we will endeavour to notify employers of the outcome of their application within 5 days of a decision being made. • Applications which sit outside of the agreed scheme of delegation, e.g. Large value applications (over £10,000), aggregate deals, 2nd or subsequent applications from the same employer, applications from public or 3rd sector organisations, deals which include in-house training or require the development of new provision will be further considered and assessed by the Skills Bank Investment Board which takes place every two weeks, we will endeavour to notify Employers of the outcome of their application within 5 days of a decision being made. There may be occasions when Appraisal Panel /Investment Board take place less frequently. In this case the employer will be informed. • If a Training Provider has been identified and the Training previously approved for Skills Bank the Skills Deal will be sent to the employer within 14 working days of receipt of application. Where a Training Provider has not been identified this process will take longer. Timescales will be dependent

	<p>on discussions between the employer and the Training Provider and the submission of Due Diligence Questionnaire/Training Directory. Employer will be sent a 'holding' email and informed of the progress. CC will aim to identify a Training Provider within 10 working days but this will depend on the specialist nature of training required.</p>
<p>How much will they have to contribute?</p>	<ul style="list-style-type: none"> • The intervention rate will be calculated during the appraisal process and will be directly linked to the employer's growth case, for this reason it is important that the growth case is clearly and fully outlined and provides a full explanation of how the learning is linked to that growth. • Maximum intervention rates are: <ul style="list-style-type: none"> • 50% for Large Companies • 60% for Small and Medium Companies (10 – 249 employees) • 70% for Micro businesses (0 – 9 employees) • Maximum intervention rates will be awarded where: <ul style="list-style-type: none"> ✓ the growth case is clearly demonstrated, well documented and evidenced within the application ✓ It is clear that the learning is directly linked to the anticipated growth ✓ The training is specialist, management and/or higher level ✓ The employer can evidence how they support supply chain development ✓ The employer can evidence how they are helping to raise aspirations <p>Intervention rates will be reduced where any of these are missing or felt to be weak.</p> • Q27 asks employers to identify how their business will grow by selecting from the drop down menu, it is important to remember that for each selection made a full explanation will need to be provided in Q28 to explain how the training requested will support this growth. • These two questions are key in demonstrating the growth case so the drop-down selections should be made carefully and each one supported by a clear and full explanation. • The maximum intervention rate is inclusive of 5% which is awarded where employers can evidence their support for local supply chain development and a further 5% for those directly involved in activity which helps to raise aspirations within the region, related to Questions 29/30 and Q 31/32. Again a drop down is provided and all those selected need to be accompanied by an explanation and evidence.
<p>What can be supported through Skills Bank?</p>	<ul style="list-style-type: none"> • Training/skill development/learning that directly supports business growth objectives. • The programme focus is to deliver training which responds directly to an employer's needs, this could be be-spoke/tailor made training which can be regulated, non-regulated or a mixture of: <p>Bespoke Training</p> <ul style="list-style-type: none"> • Unique training that has been devised specifically for a single employer. It is likely that this training has been commissioned by the employer as it is specialised in nature and does not already exist. This is unique, it has not been adapted from any existing regulated or none regulated training. <p>Regulated Learning</p> <ul style="list-style-type: none"> • Qualifications that are reviewed, recognised and regulated by an awarding body. • Regulated qualification numbers (full levels and units) will be listed on the ESFA Learning Aim website (The Hub) (<i>subject to the note below</i>). • We can support a full level qualification or selected units from a full level qualification. (<i>subject to the note below</i>). • Up to Level 2 - The credit value of the qualification is not relevant (no cap on the number of credits we can support). • Level 3 or above - We can only support <u>units</u> of level 3 as long as the combined credit value of the units does not exceed 14 (i.e. a full level 3 qualification worth 15+ credits is eligible for Advanced Learner Loans and therefore cannot be supported on this programme).

	<p>Non-regulated Learning</p> <ul style="list-style-type: none"> • Training courses developed by training providers but not recognised by an awarding body. • This is standard training that can be offered to employers. • The focus is usually on the acquisition of skills as opposed to assessment and achievement of a qualification/certificate • These courses can be at any level and in any Sector Subject Area. <p><i>Note: We can only support learning where mainstream and other publicly funded skills activity is unavailable. The programme must not replace pre-existing funding streams (e.g. Qualifications eligible for 19+ Advanced Learning Loans or First full Level 3 qualifications [19-23])</i></p>
<p>What can't be provided through Skills Bank?</p>	<p>Skills Bank will not usually support the courses listed below. However there may be exceptions to this where one of the training programmes below is an integral element to a package of training that support growth.</p> <ul style="list-style-type: none"> • Low level learning, unless it is part of a bespoke package that demonstrates the overall objectives and a strong growth case, such applications should be considered for SSW • Training that is mandatory, legally required or duty of care (e.g. health and safety, first aid, food hygiene, manual handling etc.) • Licence to Practice • Training that demonstrates existing competency • Worldhost • CSCS cards • Customer services for taxi drivers • DBS • Delivery to own staff
<p>Skills Bank Training Directory</p>	<ul style="list-style-type: none"> • The Skills Bank Training Directory is a collection of training programmes available through Skills Bank. • The Skills Bank Training Directory is available on the Employer Portal https://www.scrgrowthhub.co.uk/services/skills/. • The Skills Bank Training Directory is not an exhaustive list of training available through Skills Banks as the list is under constant review and refresh. It is anticipated that most employers will require something that isn't included on the Training Directory, request that a package of training is devised for their requirements or may request a bespoke training programme to meet their specific business needs. • The Training Directory has a useful search facility and employers can browse the Training Directory to generate ideas about potential training required. It is advisable that an employer has a discussion with a Training Provider as early on in the application process as possible to ensure training is designed to meet their requirements. • A list of Skills Bank Approved Training Providers with links to their Web Page is available on the Employer Portal.
<p>Training Providers</p>	<ul style="list-style-type: none"> • Any enquiries from Training Providers should be sent to skillsbankproviders@calderdale.ac.uk
<p>What if an employer doesn't know what training is required?</p>	<ul style="list-style-type: none"> • Skills Advisor to use ONA to increase understanding of business priorities and focus. • The employer can also look at the Training Directory on the Employer Portal and view the list of Skills Bank approved Training Providers. • If in doubt, include as much info as possible before referring to Skills Bank. The employer needs to be aware that this will potentially delay the application process, as we will have to source a suitable Training Provider. • If the employer is really unsure then the role of the Gateway/Skills Advisor is key in supporting and signposting the employer. Part of this support may be to identify suitable training providers and work in partnership to agree a training package which responds to the employers needs.

Can an employer make multiple applications to Skills Bank?	<ul style="list-style-type: none"> • We would expect employers to consider their short and long term plans for growth and address identified gaps in skills in one Skills Bank application. However, Skills Bank is flexible and acknowledges that growth cases are not always straight forward and, in some cases, may take a more 'building block' approach to growth. • We would not, therefore, anticipate multiple employer applications but in exceptional circumstances these can be considered but must be supported by a very clear rationale in the employer application. Such applications will be referred to the Skills Bank Investment Board for final decision. • Skills Bank will request a list of learner names on second/subsequent applications to clarify if these are new or repeat learners.
Employer Application	<ul style="list-style-type: none"> • The online application is here: https://www.scrgrowthhub.co.uk/services/skills/
Employer Application Guidance	<ul style="list-style-type: none"> • Employer Application guidance is available for Skills Advisors to use. Anticipate that this will be reviewed regularly, and subsequent updates provided to Skills Advisors.
What happens next?	<ul style="list-style-type: none"> • See the Apply Now section of the Employer Portal for an outline of what happens next and the stages through the application process. • The application will be reviewed (eligibility for Skills Bank). If eligible, a proposed Skills Deal will be developed which will include suggestions on the detail of the training programme and the proposed intervention rate. The application and Skills Deal proposal will then be submitted to the Skills Bank Appraisal Panel/Skills Bank Investment Board for consideration and decision. Applications that sit within the agreed scheme of delegation criteria (d £10,000 will be submitted to the next Appraisal Panel (CC), applications over £10,000 and any that sit outside the agreed scheme of delegation will be submitted to the next Skills Bank Investment Board (SCR) for final decision. • The outcome will be communicated to the employer, we will endeavour to notify employers of the outcome of their application within 5 days of a decision being made by the Appraisal Panel/Investment Board. • If successful, the Skills Deal will be sent to the employer and Training Provider. • If unsuccessful, the employer will be given the option to resubmit their application – following a discussion with a Skills Advisor. • Any queries regarding an application that has already been made should be referred to skillsbankemployers@calderdale.ac.uk, or through the Employer Portal or 0845 644 3753.
Additional Information and resources available to support the Employer	<ul style="list-style-type: none"> • A Business Directory listing other businesses across the Sheffield City Region can be found on the Growth Hub website here: https://www.scrgrowthhub.co.uk/directory/accountants/ • Working Win contains a Service Directory which provides information on a range of other organisations offering support across the region and can be found here: https://www.workingwin.com/service-directory