



Recruitment Juice – Funding information

To help your business succeed, it's vital that you invest in skills – whatever the economic circumstances. Training increases productivity and employers who don't train are twice more likely to fail than those who do.

If you cannot afford the investment in training yourself during these tougher times, don't worry – there is help out there!

We have researched that:

- Funding is available to most recruitment companies, depending on circumstances
- It is assessed on a regional and case by case basis
- It involves some paperwork but could help your business if you're prepared to invest a little time

There are various different methods to apply for the funding options available from a variety of sources, but below are the main contact details of the bodies able to help you.

LSC (Learning and Skills Council)	0870 900 6800	www.lsc.gov.uk
Train To Gain (national skills service)	0845 600 9 006	www.traintogain.gov.uk
Learn Direct	0800 101 901	www.learndirect-skills.co.uk
Business Link	0845 600 9006	www.businesslink.gov.uk

Many of the funding and support bodies work together, but speaking to as many people as possible will give you the best understanding of what is available out there.

Customers of Recruitment Juice who have been able to purchase our training programmes through funding have mostly come via Train to Gain and so detailed below is some in-depth information about them and what exactly they may be able to offer you. However they, along with Learn Direct and Business Link may be able to provide funding options for training in other areas you may need and also vital business support. Details on the European Social Fund and their co-financed organisations is listed at the bottom of this document as previous Recruitment Juice customers have also found funding via this body.

Train to Gain

Train to Gain is a service designed to help businesses of all types and sizes access the training they need to succeed.

Managed by the Learning and Skills Council across England, Train to Gain offers access to skills and training advice via three different routes: Business Link Advisers, colleges or training providers. Whatever route you take, you will be introduced to reliable, local training provision and support.

More specifically, the network of independent Business Link Advisers will work closely with you to:

- Identify the skills your business needs
- Pinpoint the right training
- Agree a tailored training package
- Source funding where it is available
- Review progress to ensure real results

The service helps businesses of all sizes, in all sectors, to increase the skills of their workforce and improve the performance of their business. Importantly, it aims to encourage all employers and individuals to value and understand the benefits that learning and skills can bring, and to invest appropriately. As a key part of the Train to Gain service, the Business Link Advisers work with the Department for Business Innovation and Skills and Sector Skills Councils (SSCs) to support you as you gain the skills that matter in your business sector. If you run a small or medium sized private sector business, there are specific packages of support to help you prosper during these tougher economic times.

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t. +44 (0)8700 677 567 • e. info@recruitmentjuice.com

What types of training can I access through Train to Gain?

From National Vocational Qualifications to bespoke on-site training, they'll help you find the right skills solutions to meet your needs. Your adviser will consider the whole spectrum of available training, and tailor their recommendations to your business. They include:

- National Vocational Qualifications
- Apprenticeships
- Leadership and Management training
- Bespoke courses
- Basic skills (literacy, numeracy and English language)
- Sector-specific skills

What kinds of colleges and training providers can I access?

Train to Gain works with colleges and training providers of all kinds – from universities to private training companies and individual business experts.

Helping you through challenging times

Train to Gain can help you use training to meet your short-term challenges and emerge stronger, ready to take advantage of new opportunities when the upturn comes. The service is supported by Business Link Advisers who are qualified to offer quality-assured, impartial and independent advice to help you identify skills needs at all levels of your business and source high quality, vocational skills training.

Priority support for small and medium sized businesses

If you run a small or medium sized private sector business, they offer alternative packages of support to make it easier for you to carry on developing the skills of your employees, particularly when it's most important during tougher economic times. You can access **smaller, focused training programmes** in subjects important to your business, including:

- business improvement
- team working and communications
- sales and marketing
- customer service
- new product design
- cash flow and profit management.

If your business has less than 50 employees you may be able to get a **contribution to wage costs** to cover the cost of staff time off to train.

To find out more, contact your independent Business Link Adviser.

How to access Train to Gain?

It's easy to access the wide range of support available through Train to Gain:

- contact an independent Business Link Adviser on 0845 600 9 006
- fill in an online contact form at www.businesslink.gov.uk/traintogain
- contact your local college or training provider
- or, for general business support and advice, call Business Link on 0845 600 9 006

Leadership & Management Funding within Train to Gain

Via the Train to Gain service, the Learning and Skills Council (LSC) is offering a maximum of £1,000 funding for Leadership and Management training to those who have strategic responsibilities for their business such as Directors and Senior Managers. Previous customers of ours have used this funding to purchase our DVD programmes.

The Leadership and Management offer is part of a broader package of support available through Train to Gain. Support is aimed at working with organisations that have not had the resources to date to think strategically about their organisational development. By providing a specific package tailored towards leadership and management, the LSC hopes to provide organisations with the skills they need to consider broader workforce development issues at a strategic level. If other workforce development needs are required at management or supervisory level, it is expected that these will be discussed as part of a broader Train to Gain Organisational Needs Assessment (ONA) with a Business Link Adviser.

What is the Leadership & Management Funding offer?

Part-subsidy of up to £1,000, with a contribution from the employer, is available to any organisation with between 5 and 249 staff (paid or unpaid) to support leadership and management training and development.

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Who is eligible for this funding?

To be eligible for this funding you must:

- Have between five and 249 employees (paid or unpaid)
- Have not had any funded management training from external bodies in the last 12 months
- Have an office address in England

The process is straightforward:

A Leadership and Management specialist adviser must diagnose the skills need (through a process called a 'skills diagnostic') and write a personal development plan (PDP) with the leader/manager which identifies the training and development needed. Funding is available on the basis of the PDP.

How much money is available?

Up to £1,000 of grant support is available: the first £500 does not require match funding but must benefit the one person identified as the key leader/manager within the organisation. The remaining £500 grant must be match funded in cash by the employer and can be used to support the same leader/manager or one or more other managers (depending on the organisational needs).

How can the money be used?

The funding can be used to support any skills development activity identified through the skills diagnostic and evidenced within the PDP. This means that the money can be used to support qualification or non-qualification based activity, depending on the individual's needs.

Can you go on any course/ get any training you want to?

Yes. That is, providing it meets the skills needs of the individual concerned and is documented within the PDP. The Leadership and Management specialist adviser will work with the individual concerned to identify their skills needs and appropriate skills solutions.

When do you receive the money?

Train to Gain don't fund the organisation directly – the money will be paid upon receipt of an invoice from the training provider for the training/developmental opportunity undertaken.

Will Train to Gain also talk to us about other staff training and development?

Yes. Once the development activity has taken place, the specialist adviser will carry out a review to support the implementation of the new skills within your organisation. In addition, a skills adviser will undertake a follow-up to discuss further workforce development issues.

How to find out more?

Contact Train to Gain – 0800 600 9 006 or www.traintogain.gov.uk

Please note: These programmes and services apply to organisations based in England. Information for the other three home nations is available from:

Scotland – Learn Direct Scotland for Business 08456 000 111

Northern Ireland – The Employment Service 0800 328 91 35

Wales – Skills People Success 0845 60 661 60

European Social Fund

The European Social Fund (ESF) was set up to improve employment opportunities in the European Union and so help raise standards of living. It aims to help people fulfil their potential by giving them better skills and better job prospects.

Previous customers of ours have been able to purchase our DVD programmes via ESF co-financed organisations. The process for accessing this funding varies between the organisations and regions.

- Visit the European Social Fund website www.esf.gov.uk and click on the 'Regions' section on the left hand side.
- Then click on the 'co-financing organisations' tab which will provide you with a list of all the bodies in each region that have been awarded money from the ESF.
- There are different bodies for each Region as the awarded ESF money is used in a variety of ways, and so you will need to take a look at each of them in your region to find out which one is offering funding for training. Mostly these will be the Development Agencies or the Learning and Skills Councils. Further information and contact details for each of the bodies can be found on the website pages that you are linked through to via the ESF site.