

Funding Support Fact Sheet

General

Financial support may be available to support Employers, registered with TGI Apprenticeships, satisfying certain conditions, who propose to employ apprentices enrolled on courses with The Guernsey Institute (TGI).

Funding is provided by the Committee for Education, Sport and Culture and is administered through the TGI, following set eligibility criteria agreed by the Grants Working Group.¹

TGI Apprenticeships is continuing to work with industry and government representatives to look at how it can best support both employers and apprentices who participate in TGI Apprenticeships scheme in the future.

Application

Application is made online and a separate application must be submitted for each apprentice for whom the employer seeks support.

Each application is considered by TGI Apprenticeship Team. Applications will be assessed:

- As to whether they satisfy the eligibility criteria (see below) and:
- If so, they will proceed to assessment for priority.

Any application not satisfying the eligibility criteria will be rejected.

Eligibility Criteria

To ensure that the funding available reaches those who most need it, eligibility criteria have been established and applications are welcomed from an employer or prospective employer who:

- holds 'Approved Registered Employer' status with TGI Apprenticeships; and
- is a company or business that has been in operation for at least three years; or
 - is a company or business that has been in operation for at least two years with the owner having had five years' industry experience post qualification; and
- employs or wishes to employ an apprentice on TGI Apprenticeships programme that will last for not less than two years from the date that funding is approved; or
- is a sector that can demonstrate significant skills shortages and economic challenges as a result of external factors

¹ The Grants Working Group was an advisory body to TGI Apprenticeships, with the mandate to oversee and advise on the process for Funding Support applications for TGI Apprenticeships and approve or reject Funding Support appeals. This has now completed its mandate and is replaced by the Funding Support Committee.

An application that meets the eligibility criteria is then assessed for priority.

Priority

Priority will be given to:

- Small businesses² - if yes, funding will be awarded.
- Businesses who support a large number of apprentices in relation to their size. If the percentage 'apprentice to full-time equivalent ratio' is between 15%-50%, funding will be awarded.
- Members of the GBTEA as at May 2019 that continue to be members, funding will be awarded.

Any application not meeting any one of the priority factors will be rejected for funding.

Funding Support Appeals Process

Employers registered with TGI Apprenticeships who are unsuccessful in their application for funding support have the right to appeal through the appeals process.

An appeal may be made on one or both of the following grounds if the applicant believes the TGI has:

- not followed the correct procedures in assessing the application; and / or
- failed to consider relevant information.

There are no other grounds for appeal.

The appeal will be heard by the Funding Support Committee³. The appeal will take the form of a review of the decision. If the Funding Support Committee allows the appeal the case will be remitted to the Apprenticeship Team for further consideration and assessment.

Relevant Information means information that applies to the employer only and whether they satisfy the eligibility criteria and / or meet the priority factors.

You can only appeal once per application.

How to appeal

An appeal must be submitted in writing:

- by recorded delivery to The Apprenticeship Team, TGI, Route des Coutanchez, St Peter Port, Guernsey GY1 2TT; or
- by email to apprenticeships@gcfe.net

within 14 working days of notification of the TGI's decision. An appeal will usually be acknowledged within three working days of receipt.

² A small business means a business with 15 or fewer employees (or equivalent staff).

³ Funding Support Committee is an advisory body to TGI Apprenticeships – details of their Terms of Reference are also contained in this document.

How your appeal is dealt with

The appeal will be assessed and if there are grounds for appeal, it will be heard by the Funding Support Committee who will consider the application on one or both of the grounds above with reference to all relevant information (as defined above) and which may include:

- Procedural issues arising from the application;
- Number of years that the applicant has been in operation;
- Number of full-time employees or equivalent engaged by the applicant;
- Number of apprentices including eligible employees in the business;
- Any relevant exceptional circumstances.

The Funding Support Committee will be constituted with at least five members present, including either the Chair or a member of the Senior Leadership Team at TGI, to review the claim.

The applicant will be notified of the outcome of the appeal in writing within 20 working days of receiving an appeal.

Complaints

The Committee has no jurisdiction to hear complaints. If the appeal does not specify in sufficient detail the failure to follow procedure or to consider relevant information or is merely expressing dissatisfaction with the outcome of an application, this will be treated as a complaint, not as an appeal.

Complaints should be made in writing:

- by post to Louise Misselke, Principal, TGI College, Route des Coutanchez, St Peter Port, Guernsey GY1 2TT; or
- by email to louisem@gcfe.net

Amendment of Funding Support, Operation of the Funding Support Committee, and this Fact Sheet

The operation of the Funding Support Committee's functions including the Appeals Process and the contents of this fact sheet may be amended or withdrawn by the Committee for Education Sport & Culture (acting by and through the College of Further Education) at any time.

Further details

Further details can be found on TGI College website www.college.tgi.ac.gg

Availability of Funds

Please note that the grant of funding is subject to sufficient funds being available within the funding budget at the time of application. The offer of funding is discretionary. If there are insufficient funds within the funding budget to grant the application (even though it satisfies the eligibility and priority requirements), the Apprenticeship Team will work with the applicant and other stakeholders to see if an acceptable solution can be found (for example by deferring the application or establishing a reserve list of applications).

Funding Support Committee - Terms of Reference

1. Mandate of committee

The Funding Support Committee, has been set the following mandate to:

- Oversee and advise on the process for funding support applications for TGI Apprenticeships;
- Maintain oversight over funding support applications by conducting funding support application award reviews and participate in the appeal process for rejected applications;
- Ensure that TGI adheres to the Committee *for* Education, Sport and Culture governance on the approval and administration of TGI Apprenticeships funding support.

2. Scope

The scope of the Committee is limited to reviewing the Funding Support Application Process and decision making in the case of any appeals.

(a) Funding Support Application Process

Review termly funding support applications information, trend analysis and reports and make recommendations for improvements to the system where necessary;

(b) Appeals Process

Hear and vote on appeals for application rejections through the agreed appeals process.

3. Composition of the Committee

The committee comprises members from all industries in which apprenticeships currently work, as well as those from potential industries, members of the States of Guernsey Economic Development and Finance departments and representatives from the TGI. Industry professionals have volunteered through expressions of interests.

The core members of the committee are:

- The Chair
- A member of the Senior Leadership Team at the TGI
- Such other Members as are appointed by the Chair and ratified by Members.

4. Chair of Funding Support Committee

The Chair at meetings of the Funding Support Committee shall be the Chair if in attendance, or if he/she is not present, a member of the Senior Leadership Team at TGI.

5. Quorum

The quorum for any meeting of the Funding Support Committee shall be at least five members present, including either the Chair or a member of the Senior Leadership Team at TGI, at the time of the meeting. For an appeal claim, one of the members must be a representative from the industry area for which the claim is being made. The members must not have been involved in the original evaluation of the application being considered.

The members of the Funding Support Committee may participate in a meeting from separate locations by means of conference telephone or other communication equipment which allows those participating to hear each other and shall be entitled to vote or be counted in the quorum accordingly.

6. Accountabilities

The committee reports to the Chair, who has overall accountability for the committee.

7. Roles and Responsibilities

Committee members' roles and responsibilities are as follows:

The Chair

- To respond to applicants in a timely fashion upon receiving an application for Funding Support;
- To adhere to the criteria set by the Grants Working Group when assessing Funding Support applications;
- To have the casting vote in the case of a tie vote by the committee, during an appeal claim;
- To direct and control the protocol of the committee meetings;
- To prepare an agenda for each meeting and distribute to all committee members at least two working days in advance;
- To compile and circulate the meeting minutes to all committee members within 5 working days of the last meeting;
- To follow-up on actions resulting from the committee meetings.

8. Frequency of Committee Meetings

The committee will meet at least once every academic year, normally in the January of the Spring term. Ad hoc committee meetings will be called upon within 20 working days of receiving an appeal claim.

9. Administrative Matters

A policy development life cycle review will be conducted every 12 months to determine continued improvements to the committee activities.