



## EDINBANE COMMUNITY COMPANY – APPRENTICESHIP SCHEME

Edinbane Community Company (ECC) wishes to support individuals from the Edinbane Community to access apprenticeships and training opportunities in order to strengthen the local economy. Support will be to the business rather than the individual. Eligible business will be based within the ECC post code area (see website for definition of postcodes) , businesses based outwith the Edinbane postcode area recruiting an individual that is resident within the ECC post code area will also be eligible for support. Businesses must qualify as a suitable employer, which is defined as follows:

- Demonstration of appropriate health and safety procedures.
- Adequacy of 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 scheme is not intended to replace any existing schemes run by the construction industry or through Skills Development Scotland where support usually takes the form of course fees, costs of travel and accommodation when attending courses. The proposed scheme has been developed in conjunction with representative from Skills Development Scotland and the Construction Industry. The scheme is NOT in a position to help businesses to identify suitable apprentices, it is expected that the business / candidate has identified – or is in the process of identifying – suitable candidates / businesses.

The scheme is based on a 3 year apprenticeship and intends to cover the hourly rate employment costs to the employer of an apprentice attending offsite training in recognition of the fact that this is often a difficult cost for a small business to cover. In effect the proposal is to offer a compensation scheme for businesses taking on apprenticeships but losing their work time while studying. This will be based on the following options:

## OPTION A

Year 1 22 weeks @ current national minimum wage rates dependant on age  
Year 2 14 weeks @ current national minimum wage rates dependant on age  
Year 3 8 weeks @ current national minimum wage rates dependant on age

## OPTION B

Negotiated equivalent based on the above. NB this option is to accommodate businesses / trades for which there is no recognised apprenticeship schemes and for which the “apprenticeship” will be “in house”.

The maximum amount of financial support to any business over the 3 year period is currently estimated to be in the region of £9,000. Support from the ECC fund will be in addition to that provided by any industry governing bodies such as SECTT, SNIPEF or construction skills BUT will not replace funding that would normally be provided by industry bodies. In the case of “in house” schemes where there is no industry / guild support the fund will be limited to the wage equivalent, it will not include transport accommodation, tools etc. Any other grants forming part of the apprenticeship package must be declared on the application form where a budget for the apprenticeship position is required. Support will be paid in instalments and may be subject to specific conditions.

The support is available for any sector and for apprenticeships for individuals of school leaving age and upwards. The support can also be given to businesses in sectors for which there is no formal apprenticeship schemes and for which all training is “in house”.

The scheme will be reviewed on an annual basis.

Application process – Application forms are attached to these guidelines.

Apprenticeship provider – To monitor + mentor apprentices

Payments will be made by the Edinbane Community Company annually in arrears on presentation of an invoice from the business to ECC. In the event of an apprentice / trainee dropping out during the year no payments will be made.

**EDINBANE COMMUNITY COMPANY BENEFIT FUND APPRENTICESHIP /  
TRAINING SCHEME APPLICATION FORM**

**All information provided in this form will remain confidential.**

Please read the accompanying Guidelines and Scheme Proposal before completing this form. You can handwrite or type this form. Please return it to Roddy Macfarlane, 15 Edinbane, by Portree, IV51 9PR, remembering to enclose copies of your latest accounts, insurances and relevant health & safety documentation.

**1. YOUR CONTACT DETAILS**

Name:

Contact phone number:

Alternative contact number:

Email address:

Home address:

Address at which your business is carried out, if different:

**2. YOUR BUSINESS**

Name of business:

Number of employees:

Number of previous/ current apprentices:

Do you have employee and public liability insurance? Employee: Yes/ No

Public Liability: Yes/No

Can you provide evidence of relevant health & safety compliance? Yes/No

**Please send us copies of relevant insurances and health & safety compliance. By health & safety compliance we mean a Health & Safety Policy or risk assessment analysis and evidence of registration with either the Health & Safety Executive or Highland Council.**

Your company number:

Other sources of funding associated with the apprenticeship:

Please attach your latest accounts.

In the process of considering this application the ECC reserves the right to request further financial information.

### 3. THE APPRENTICESHIP POSITION

Apprenticeship to be followed:

Likely start/finish dates:

Do you already have a suitable candidate you are keen to appoint?

Name of apprentice:

Age at recent birthday :

Address:

Qualifications:

How did you identify/ recruit them?

### 4. MAKING A DIFFERENCE

What difference do you anticipate the Apprenticeship grant will make to

- your business?

- the young person?

- the wider community?

### 5. REFEREES

Please provide names and contact details of 2 referees who we can contact about your business and interest in this scheme.

Referee 1:

Referee 2:

### Apprenticeship Budget

Please detail below the total costs for creating and supporting this position (including those incurred by the apprentice) over a three year period from August 2010. Please indicate any other finance available – this might include your own business, grants from industry bodies or entitlements the apprentice may have via the Modern Apprenticeship programme. Please note that at this point it is anticipated that the maximum level of support available will be in the region of £9,000 over a 3 year period. The final packaging of any financial support will be a process of further conversation and negotiation between the ECC and the business and be dependent on specific needs and issues associated with each particular apprenticeship position being developed.

Please insert “actual year” dates under Yr1, 2, 3.

Name of Business:						
Item	Yr 1	Yr 2	Yr 3	Total	Funding source	Confirmed? Y/N
Salary cost whilst attending college						
Equipment						
Clothing						
Course fees						
Travel to college						
Other						
Other						
Other						

**Additional information in support of costs noted above.**

If necessary, please tell us how these costs have been arrived at.

**Objects of Edinbane Community Company**

1.To manage community land and associated assets for the benefit of the Community and the public in general as an important part of the protection and sustainable development of Scotland’s natural environment, where ‘sustainable development’ means development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

2.To promote the benefit of the inhabitants of the Community, without distinction on grounds of race, gender, political, religious, or other opinions, by associating with the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education. Further to provide direct financial support to any inhabitant or inhabitants of the Community (i) entering into tertiary education and /or (ii) for small community development type projects.

3.To provide, or assist in providing, facilities for recreation and other leisure time occupation for the benefit of the inhabitants of the Community , following principles of sustainable development and in the interests of social welfare so that conditions of life may be improved.

4.To advance the education of the Community about its environment, culture and/or history.



## APPRENTICESHIP SCHEME GRANT ACCEPTANCE FORM

I.....  
agree to the conditions that the grant will be used exclusively for the purposes outlined in the application form and subsequent grant offer letter.

Please tick, as appropriate:

I accept the grant

I do not accept the grant as the grant is no longer required / funding has been secured via another source

Signature:

Date:

Address:

**THIS FORM MUST BE COMPLETED AND RETURNED WITHIN 14 DAYS OF THE DATE OF THE AWARD LETTER.**

Please return the form to the Roddy MacFarlane, 15 Edinbane, Isle of Skye IV51 9PR