

Women and Work Sector Pathways Initiative: Phase 4

Terms and Conditions Document

1. Overview

1.1. These training opportunities are only open to women in organisations within the Justice Sector, Legal Services and Fire and Rescue Services. Member Organisations of Skills for Justice will be given priority.

1.2. Funding opportunities for training and development can only be accessed by each woman once. If a candidate has accessed funding through previous phases of the Women and Work Sector Pathways Initiative, they will not be eligible to participate in Phase 4 of the Women and Work programme. Further development should be funded by the employer or through other available adult training initiatives such as Train to Gain.

1.3. All training must be arranged to be completed by 31st January. If training has to be postponed due to unforeseen circumstances, 16th February is the latest date training can occur and trigger funding. Any changes to the dates of the training need to be communicated immediately to the Women and Work Team.

1.4. Funding is released upon the return of all relevant documentation and is only be secured upon completion of training. If the training is not completed, any funding which has been paid will need to be returned with an additional £270 fee for processing the claim.

2. State Aid Rules

The Women and Work Sector Pathways Initiative is covered by the State Aid Training Block Exemption on the basis of the training being of a general nature. General training includes “tuition which is not applicable only or principally to the employee’s present or future position in the assisted firm. It provides qualifications that are largely transferrable to other firms or fields of work and thereby substantially improve the employability of the employee”.

According to European Law, the employers have to make contributions to the training which add up to the same value as the money put in by the Government. 10% of this match funding needs to be in the form of cash contributions, the rest can be made up of in-kind contributions (value of staff time, provision of training venues, etc.)

Skills for Justice has a duty of care to ensure that all participating organisations comply with State Aid rules. However, the employer organisation is **legally responsible** for making sure they match the Government funding.

All records for claims such as Travel and Subsistence payments, need to be kept for ten years.

3. Documentation

3.1. The funding is triggered by a combination of the Participant Registration Form and the Participant Completion Form. These forms need to be returned by the agreed dates in order to release the funding.

3.2. The details about the match funding is collected on the Match Funding Forms. It is the employer's legal responsibility to match this funding, but we will collect the information and advise you if you meet the match funding or not.

3.3. We cannot ringfence places for an employer without the return of an Organisational Booking Form.

Below is an overview of all the available documents and forms.

Document	Aimed at	Description
Umbrella Organisation Discussion Log	Umbrella Organisations	This document is to ensure that all the important terms, conditions and provisos are made clear to the umbrella organisation right from the start of the engagement. The central contact will be asked to sign the form saying that these points have been discussed. This document will also be used to discuss the preferred contacts between Skills for Justice and the umbrella organisation
Statement of Intent	Umbrella Organisations	This document will outline the agreed number of places which have been ringfenced for the umbrella organisation and how long they will be held for. If these reservations have not been replaced by the return of an Organisational Booking Form by the agreed date, the places will be released to other employers.
Umbrella Organisation Match Funding Form	Umbrella Organisations	As the time and energy put in by the umbrella organisation is a valuable contribution to enabling the training to take place, this contribution can be counted towards the match funding for the training. This form will collect evidence of the value of the umbrella organisation's input into the Women and Work Project.
Umbrella Organisation Flow Chart	Umbrella Organisations	A simple guide to the Women and Work funding process, specifically aimed at umbrella organisations
Employer Discussion Log	Employer	This document is to ensure that all the important terms, conditions and provisos are made clear to the employer organisation right from the start of the engagement. The central contact will be asked to sign the form saying that these points have been discussed. This document will also be used to discuss the

		preferred contacts between Skills for Justice and the employer organisation
Organisational Booking Form	Employer	This form will outline the places ringfenced for each employer, the required registration and completion targets, and associated cancellation fees associated with places not being filled.
Employer Match Funding Form (Available on the website)	Employer	As the time and energy put in by the employer organisation is a valuable contribution to enable the training to take place, this contribution can be counted towards the match funding for the training. This form will collect evidence of the value of the employer organisation's input into the Women and Work Project.
Employer Flow Chart (Available on the website)	Employer	A simple guide to the Women and Work funding process, specifically aimed at employer organisations
Individual Discussion Log	Individual Learner	This document will be used with individual candidates approaching us independently for funding. This will usually be emailed to the candidates and discussed over the phone. It outlines all the major terms and conditions of the training.
Bursary Application Form (Available on the website)	Individual Learner	The bursary application form is the initial document submitted by individuals wishing to apply for a bursary. It enables us to enter into a discussion about the candidate's suitability for this funding scheme, and provides evidence of the agreed training completion dates and costs.
Participant Registration Form (ITP 1)	Individual Learner	This form needs to be completed, signed and returned by the individual candidate to start the funding process to release the funding to pay for the training. The deadline for the return of these forms is 15 working days before the start of training or January 20 th 2011, whichever is earliest.
DPA Form	Individual Learner	This is the last page of the Registration Form. This needs to be completed to allow us to process the data we receive in order to trigger the funding. Skills for Justice will handle the data within data protection guidelines and will not use the information for other purposes without prior consent.
Individual Cancellation/Non-Completion Policy	Individual Learner	This document outlines the charges an individual's organisational will face should the individual fail to start or complete their training (this document is not provided for individuals accessing this funding through their employers).
Registration Acceptance Document	Individual Learner	Upon the acceptance of a candidate not accessing funding through their employer, a Registration Acceptance Document will be emailed to them when their registration form is received and approved. This will outline the

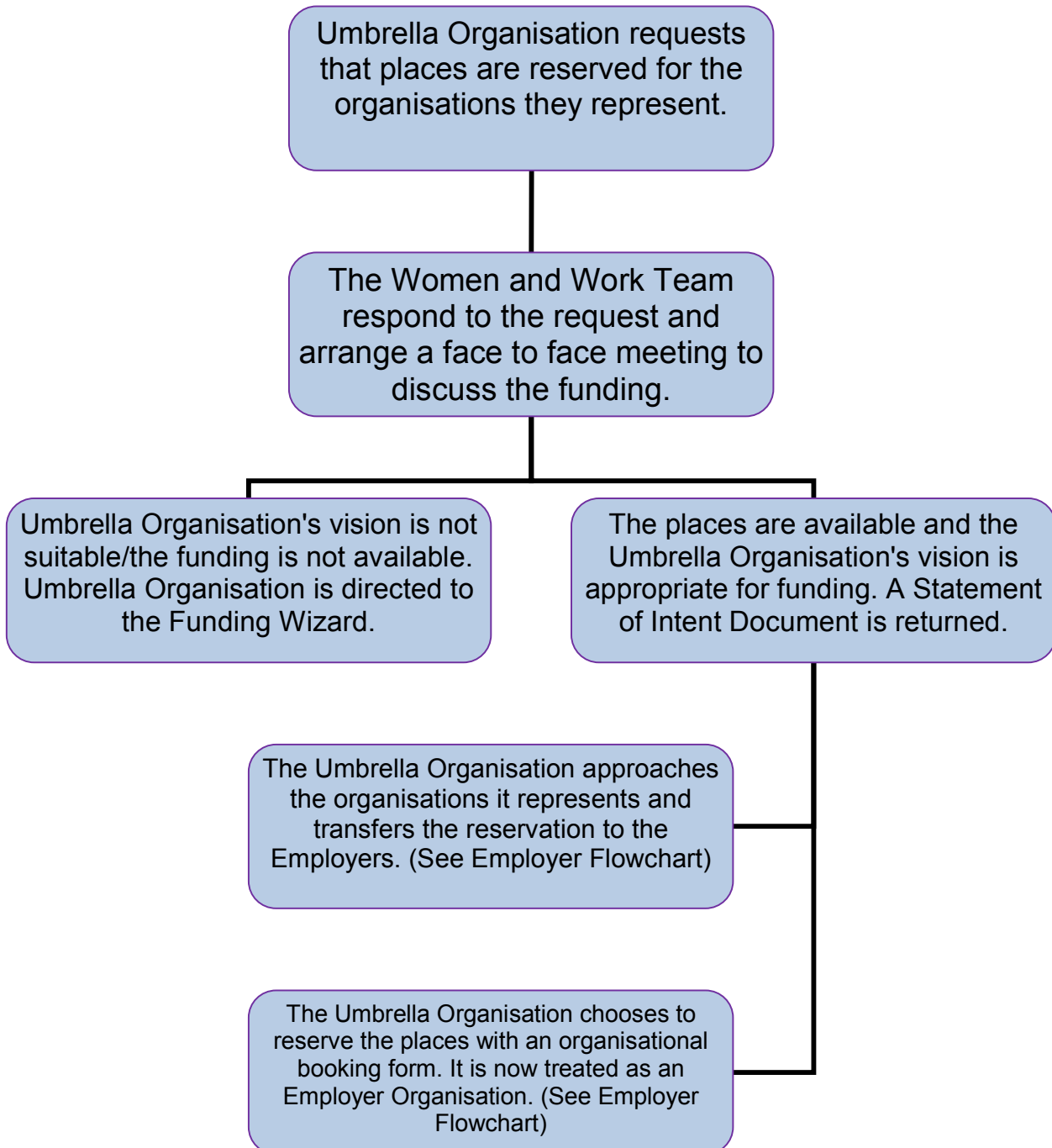
		training costs, completion dates and cancellation charges the candidate has agreed to.
Participant Completion Form (ITP 2) (Available on the website)	Individual Learner	This form needs to be completed, signed and returned by the individual candidate to release the funding to pay for their training. The deadline for the return of these forms is 15 working days after the completion of training or 28th February 2011, whichever is earliest.
Individual Match Funding Form (Available on the website)	Individual Learner	This form collects the evidence of the employer's contribution to the training.
Non-Completion Form (Available on the website)	Individual Learner	If a candidate is unable to complete the training, we cannot trigger the funding to pay for their training. However, we need to know why they were unable to complete the training to assess any sector wide trends preventing women from accessing training and to assess whether or not to allow the individual a second chance to access funding in future phases of the project.
Learner Flow Chart (Available on the website)	Individual Learner	A simple guide to the Women and Work funding process, specifically aimed at the individual learner.
Terms and Conditions (Available on the website)	All	Outlines all of the main terms and conditions. By returning any booking form or registration form, you are agreeing to these terms and conditions.
Information leaflet: Overview (Available on the website)	All	Brief overview of the funding available
Information Leaflet: Training available on call off contracts (Available on the website)	All	Brief overview of the training on offer through our consultants.
State Aid Match Funding Guide (Available on the website)	All	Will be attached to the front of all match funding forms. Provides a guide to match funding with examples.

4. Data Protection

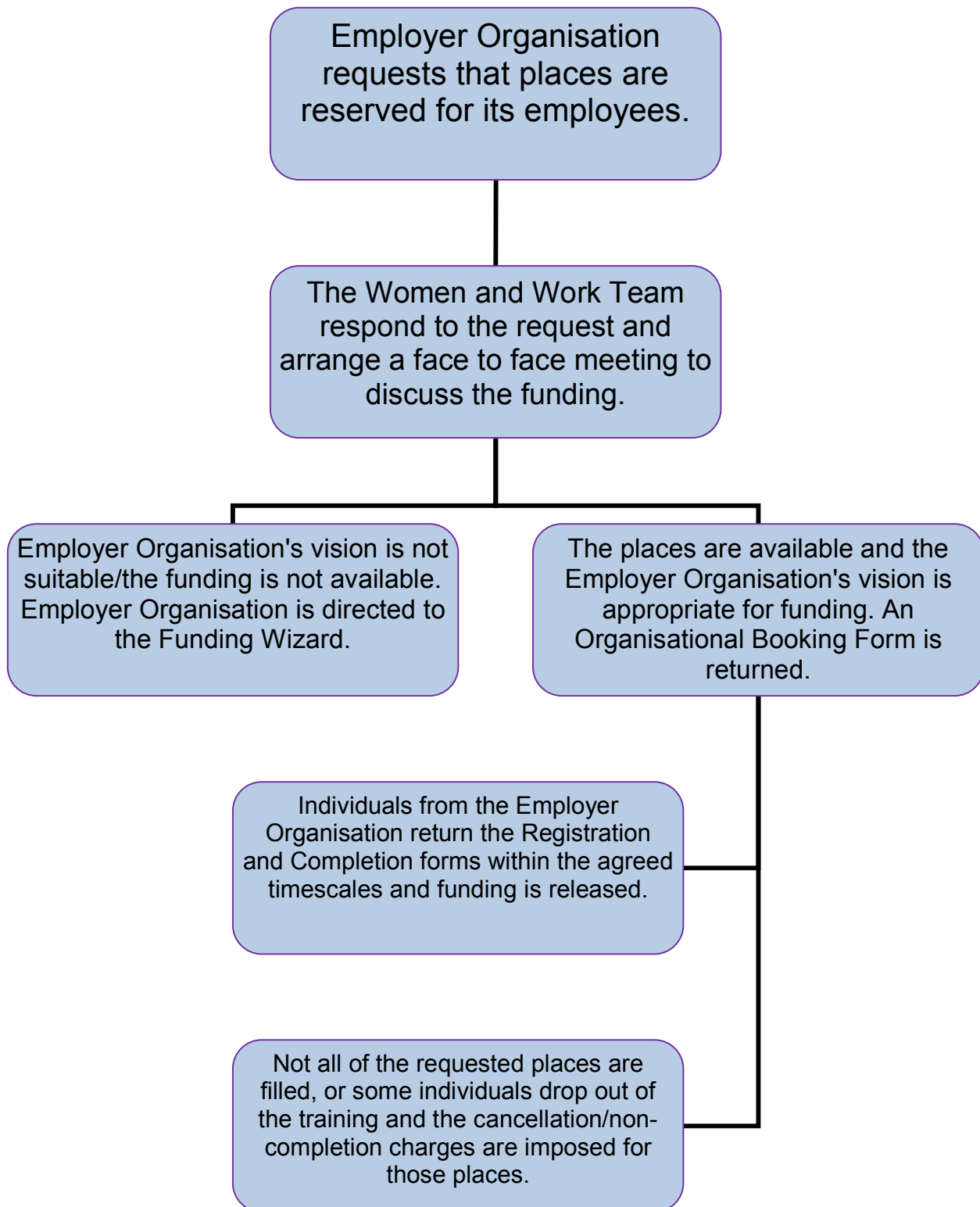
Skills for Justice is registered through the ICO. All information is treated confidentially and documentation is safely secured. Skills for Justice complies with the relevant provisions of the Data Protection Act 1998 and all regulations made under it (including the Privacy and Electronic Communications (EC Directive) Regulations 2003).

5: Processes

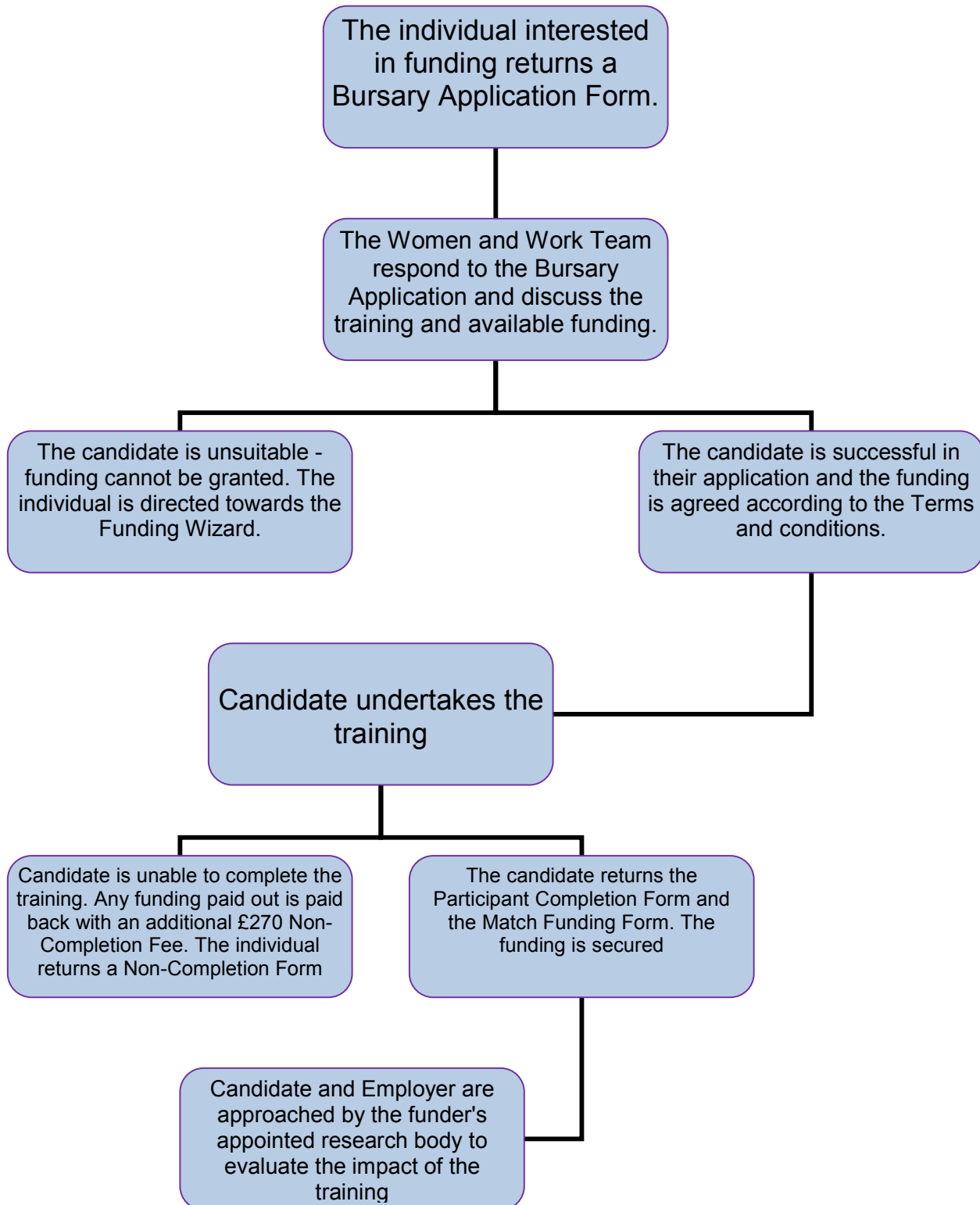
5.1. Umbrella Organisation Flowchart:



5.2 Employer Flowchart



5.3 Flowchart for Individuals who are not accessing funding through their employer:



6. Cancellation and Non-Completion Charges

These will depend on the Payment method the employer chooses and the stage of the project. The Cancellation/Non-Completion charges will be made clear to the individual or the employer organisation through either the Individual Cancellation/Non-Completion Policy or the Organisational Booking Form.

7. Training Providers

7.1. Organisations which appoint their own training providers will be responsible for maintaining this working relationship in terms of the quality of the training delivery and the risk.

7.2. Skills for Justice is able to provide the names of suitable training providers for the Women and Work courses with whom we hold contracts. However, Skills for Justice cannot be held liable for the quality of the delivery of the courses. Organisations using this facility will be responsible for managing the training provider, ensuring the quality of training and the management of risk.

8. Evaluation

As the Women and Work Programme is part of a larger Government scheme to tackle gender inequality in the workforce in England, the funding body sees the agreement of each employer organisation and each individual woman to take part in the evaluation of the project as a fundamental condition of the training. If for security reasons, the organisation or learner needs to opt out of this research, this can be discussed.

9. Publicity Material

Organisations who wish to produce publicity material to internally promote courses available through the Women and Work project are to ensure that they use the Skills for Justice logo (obtained from our Marketing and Communication Department) as well as using the full name of the Initiative being “Women and Work Sector Pathways Initiative”.

Where possible, please use the official Skills for Justice colours, they are:

Pantone: 2685
CMYK: C96 M100 Y0 K10
RGB: R89 G0 B 140
WEB: #330066

and

Pantone: 300
CMYK: C100 M44 Y0 K0
RGB: R0 G98 B195

WEB: #0066CC