



## Skills for the Future 2016 - Q&As

### **Q1 How much should a trainee bursary be?**

We do not stipulate the level of bursary to be paid to the trainees. This will be variable across projects and will depend on your sector, the age of the trainees and, where applicable, the type of role or qualification you are offering.

We would expect the remuneration to be in line with minimum wage standards (which differ for under-21s, people aged 21-24 and for over-25s - who are entitled to the National Living Wage); the bursaries should reflect the trainee nature of the opportunity whilst seeking to remove some of the financial barriers trainees might face in joining the heritage sector. Your trainee costs should take account of any tax liabilities unless you have agreed exemption with HMRC (see the [Skills for the Future online community](#) for information on tax-exemption).

We want to maximise the funding directed towards trainees as a proportion of project costs and this will be an important consideration when we assess whether your application offers value for money.

### **Q2 Is there a limit to how much a training placement should cost to deliver?**

An application is likely to be most competitive if all costs relating to a 12-month equivalent trainee placement come in under £25,000. We advise you to divide your project *delivery* grant by the number of 12-month-equivalent full time placements you plan to create. If the figure is more than £25k we advise you to make a case for why we should make an exception. Any development grant you are requesting does not need to be factored into this calculation.

### **Q3 Why do you call the trainee payment a 'bursary'?**

We consider a bursary as a payment to assist with day-to-day living costs whilst a person is in training, as opposed to a 'wage'. Using the term 'bursary' helps to differentiate between a trainee and an employee, strengthening any case made to the HMRC that the trainee will not be making an employee contribution to the workforce and that therefore the payment should not be subject to income tax deductions or national insurance contributions.

### **Q3 Is the bursary payment taxable?**

Our experience of previous projects tells us that the situation varies between tax offices and on the case you make in your correspondence. Some of our grantees have secured tax free status for the trainees; others have made a case and not been successful, with trainees categorised as workers. Applicants should speak to their local tax office to confirm the arrangement before applying. Advice from those who have been successful in securing tax-free status is to use the language of 'training' and 'bursary' and not 'work' and 'wage', and not to put the payments through your payroll but to treat them as honoraria or as you might payments to consultants.

There is some additional information in our [online community](#)

### **Q4 Can we include costs for a coordinator post?**

Yes, when this is an additional post for the applicant organisation. If you decide to manage the project using current staff resources, you can include these costs as your organisation's in-kind contribution to the project but you will need to convince us that the tasks are manageable.

### **Q4 Is management of the project an eligible cost?**

We will not fund existing staff costs (unless you are a Third Sector organisation and will be taking a full cost recovery approach in your application). We can fund new posts, where a case is made, and you can include management costs as part of your organisation's or partner organisation's in-kind contribution to the project.

### **Q5 Can we build-in costs to pay the people who lead on day-to-day training?**

We would not normally expect to pay for the trainer's time, although some expenses are acceptable. Through the project, in return for passing on their expertise, they will benefit from trainees working alongside them on real projects. In fact, in some past projects, where the placement host is different from the grantee, they have contributed to the costs of the trainee bursary. If you are working with a target group with high support needs then you may need to include costs for additional support workers or include these as in-kind contributions from your organisation or partners.

### **Q6 Can we include costs for equipment for trainees?**

Yes, where they are appropriate and reasonable. Value for money will be important to our assessment and we would not expect to see a significant budget for equipment and capital expenditure in this programme.

### **Q7 What should be the frequency of bursary payments to trainees?**

In previous projects, trainees have tended to be paid monthly, in arrears. Some organisations have built a completion bonus into the payment system.

### **Q8 Can we include the costs of training new assessors?**

Yes, not least to meet the programme's aim of building capacity for vocational learning in the sector. Costs should be proportionate and the balance of costs in the

project should be towards providing opportunities for trainees not assessors. We would not expect, however, to subsidise the core work of a private training provider or an FE college. Where you are including costs for training new people to be assessors you will need to make the case that this work is additional and that it is appropriate that the Lottery should fund it. You should explore whether training new assessors could be delivered by partners and included as an in-kind contribution to your project.

**Q9 Can we train people who are under 16 years old?**

No, this programme will create training opportunities of three months or more for people who are 16 and over. It is not focussed on creating work experience opportunities.

**Q10. Can we include costs for training that are not strictly focussed on heritage skills?**

Yes, where it is clearly relevant to a career in the heritage sector, helps enhance the experience of the trainee, adds to their employability and/or increases the sustainability of the project. The majority of the project should be focussed on heritage-related training but we accept that a small part of the budget might be spent on, for example, health and safety training, or, even more specifically, an abseiling course to enhance the skills of a trainee learning millwrighting skills. We will also fund training in additional skills such as marketing or business planning to prepare heritage trainees for the workplace.

**Q11 How much of the training should be work-based?**

A large majority of the training should be delivered in the work place and employer-led. Trainees working towards qualifications might need to spend some time in a college or with a learning provider but this should be proportionate.

**Q12 What is HLF's expectation about the progression of trainees?**

You should factor in some sustainability into your project. We do not expect all applicants or training providers to provide trainees with employment, but as a minimum you should think about what support you will give trainees to ease the transition into employment.

**Q13 Can existing staff apply for a training placement?**

Existing staff within the applicant organisation/partnership can only apply if they formally resign from their existing post.

**Q14 We are developing a cross geographical / multi skills project, should we make one application?**

We will leave it to you to decide. However, you will need to consider value for money and whether it will be more efficient to manage a large project with one co-ordination

team or several smaller ones with potentially more staff. Based on past experience, we expect competition for the available programme budget to be high.

**Q15 Can our organisation apply both as a lead applicant in one bid and as a partner in other bids?**

Yes, in theory. You would need to demonstrate that you have the resources to manage your involvement in several projects and demonstrate why you are the most suitable organisation to provide support. Although your application will be assessed by one of our local offices, we will keep a central log of applicants and partners and share this information across HLF.

**Q16 Will there be a regional/country allocation of funding?**

No. This is a strategic, UK-wide programme and whilst our Trustees may choose to fund a spread of projects across the country, we will not ring-fence money for particular countries or regions.

**Q17 Can non-heritage organisations apply?**

Yes, but the project needs to have a strong heritage focus.

**Q18 What is the minimum number of training placements we can bid for?**

Three placements of 18 months or four placements of 12 months is the minimum number you can deliver. If you are providing three month placements, then you will need to provide a minimum of 16 over the period of your project.

**Q19 Do all placements have to run concurrently?**

No, you can stagger the start of placements across the period of your project (up to five years).

**Q20 Is this an Apprenticeship scheme?**

No. [Apprenticeships](#) are jobs with specific training elements built-in. They combine on the job training with nationally recognised qualifications. Apprenticeship frameworks or standards need to be approved by government. Different organisations deal with [Apprenticeships in Scotland](#) and [Apprenticeships in Wales](#).

In contrast to an Apprenticeship, we are not asking you to employ the trainees in your Skills for the Future project. However, many of the benefits you offer to individuals as part of a Skills for the Future placement will be similar to the benefits that an Apprentice might expect to receive: high-quality, paid, work-based training that is relevant and accredited.

We do not anticipate that Skills for the Future projects will fund Apprenticeships, though the activity in a Skills for the Future project might lead to the development of a new Apprenticeship standard for the future. We can support Apprenticeships as part of Heritage Grants application. You might also be able to access government grants for certain age groups of trainee and certain job roles.

**Q21 We've had an HLF Training Bursaries/Skills for the Future grant, can we apply again?**

Yes. But your organisation will need to demonstrate that there remains a skills shortage despite our previous investment. You need to show that the new application is an appropriate strategic response to your sector skills needs and you are the right organisation to manage the delivery of the training. We will expect you to refer to previous evaluation to make your case. Your organisation should have the capacity and resources to deliver a new training project, especially if your current project is ongoing. We expect competition to be high and it is unlikely that we can fund all of the good-quality applications we receive.