

**Instructions for completing this form:** To help you complete the application form please read the rules and guidance section and the help notes. Please use block capitals. Once you've completed the application form please send it to the following address: Flexible Training Opportunities, Skills Development Scotland Centre, New Lanarkshire House, Dove Wynd, Strathclyde Business Park, Bellshill, ML4 3AD.

**Data Protection Act 1998:** We will use the information you give us on this form to process your Flexible Training Opportunities application. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud. We will share this information with other organisations for the management of your account. We may also share this information with other organisations for research and evaluation purposes or other follow up activity related to Flexible Training Opportunities. Any data shared will refer to the business only, and no individual employee data will be shared.

To avoid delays in processing your application, please ensure that you answer every question within each of the four parts of this form.

## PART 1: Business Details

Name of business					
Address					
Town/City					
Postcode					
Contact name			Job/title position		
Telephone number			Email		
Nature of business (e.g. hotel) <small>(note 1)</small>			Total number of employees <small>(note 3)</small>		
Sector (e.g. hospitality) <small>(note 2)</small>			Annual training budget (if any) <small>(note 4)</small>		
Estimated annual turnover <small>(note 5)</small>	less than £25k <input type="checkbox"/>	£25k-£50k <input type="checkbox"/>	£50k-£100k <input type="checkbox"/>	£100k-£200k <input type="checkbox"/>	£200k-£300k <input type="checkbox"/>
	£300k-£400k <input type="checkbox"/>	£400k-500k <input type="checkbox"/>	£500k- £1m <input type="checkbox"/>	£1m-£5m <input type="checkbox"/>	£5m+ <input type="checkbox"/>

## Acceptance of terms and conditions

I accept and confirm that:

- (note 3) The total employee headcount for the business applying for this funding is under 150. yes  no
- (note 6) The business is based in Scotland and the employees participating in the programme are resident in Scotland. yes  no
- Any training being undertaken through this programme will not commence until the application for funding has been approved by Skills Development Scotland. yes  no
- (note 7) The business is privately run or funded outwith the Public Sector and that Skills Development Scotland reserve the right to request evidence or information to confirm the status of the business. yes  no
- (note 8) Any learning undertaken will meet the learning criteria (outlined in the Programme Rules and Guidance, Section 3) and will be used to support staff development, key business priorities and desired outcomes. yes  no
- (note 9) I agree to participate in any evaluation of the programme, if requested by Skills Development Scotland or their appointed contractor. yes  no

Skills Development Scotland may recoup monies paid to the business if false information is given, or if the business fails to provide evidence that learning has been completed.

I have read, understood and accepted rules of the offer, as outlined in the accompanying Programme Rules and Guidance, Section 4. yes  no

The information I have provided is accurate and true to the best of my knowledge. I confirm that I have read, and agreed to, the rules as outlined above and in the Programme Rules and Guidance, Section 4.

Name					
Signature					
Position					
Date					
Reference Number (please write the reference number that is on your letter here)					

## FLEXIBLE TRAINING OPPORTUNITIES

### PART 2: Business priorities that will be supported through training and development

<p>Building a picture</p>	<p>To help us understand the reasons why you are applying for this funding, it would be helpful if you could provide a short business statement outlining your key business priorities which will be addressed by the implementation of training activities. PART 4 gives you some helpful guidance with this.</p>
<p>Business statement example</p>	<p>We wish to implement a programme of training that will develop new and transferrable skills for our existing workforce that will be used to deliver tangible benefits and will impact on critical areas within the business including sales generation, developing knowledge and capacity through coaching/mentoring and improving customer communications.</p>
<p>Your business statement Please write your statement in the box on the right: (note 10)</p>	
<p>What would happen if you didn't receive funding through this programme? (note 11)</p>	<p>We would carry out all of the training, but it would be over a longer period of time <input type="checkbox"/> Tick one option only</p> <p>We would not carry out any of this training at all <input type="checkbox"/></p> <p>We would only carry out some of the training <input type="checkbox"/></p> <p>We would carry out the training as planned <input type="checkbox"/></p>
<p>Current arrangements (note 12)</p>	<p>Does the business have someone who is specifically responsible for staff training and development? <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span></p> <p>Is the responsibility for staff training and development part of someone's wider role? <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span></p> <p>Do you feel that the business has sufficient capacity to identify and develop staff? <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span></p> <p>Does the business have a method of identifying training needs (e.g. personal development plans)? <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span></p> <p>Is the majority of the business' current training legislative? (e.g. Health and Safety) <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span></p> <p>Does the business usually arrange training on an ad-hoc basis, i.e. just when it's needed? <span style="float: right;">yes <input type="checkbox"/> no <input type="checkbox"/></span></p>

PART 3: Employee details and training identified

Employee name	Date of birth (dd/mm/yyyy) (note 13)	Male or Female	Home postcode (note 14)	Position/job role in company	How long in this position?	Type of training (note 15)	Name of organisation delivering training (must be external)	Anticipated completion date (dd/mm/yyyy)	FINANCIAL COMMITMENT		
									(A) Total cost of each training course (excluding VAT) (note 16)	(B) Contribution sought from SDS (50% of the cost shown in (A) up to £500 per employee) (note 17)	(C) Amount to be funded by business (A minus B) (note 18)
JOHN SMITH	23/06/1986	Male	ML1 1AA	Administrator	2y 4m	Telephone selling skills	XYZ Training, Motherwell	23/07/2010	£1200	£500	£700
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
<b>TOTAL COSTS</b>									£	£	£
<b>TOTAL CONTRIBUTION SOUGHT</b>										£	£

## FLEXIBLE TRAINING OPPORTUNITIES

### PART 4: Objectives linked to business priorities (note 19)

What you would like to achieve as a result of the training that will be undertaken? Please tick the objectives that apply. You can tick as many as you like, but you must tick at least one box.

GUIDANCE	OBJECTIVE NO.	OBJECTIVE OF TRAINING	PLACE A TICK IN THE BOX(ES) THAT APPLY
<p>Improved productivity through better staff development and growth</p> <p>Where you can identify evidence or feedback to show that the utilisation of new skills is impacting positively on the business. This includes training, learning, self growth, corporate culture, behaviours and attitudes.</p>	1	We wish to make better recruitment decisions based on the skills our business needs	
	2	We wish to ensure that our performance appraisals allow us to set objectives that will impact on our business priorities	
	3	We wish to provide more employees with training that has had an impact on the business	
	4	We wish to implement new staff development plans that allow us to build on our employees' strengths	
	5	We wish to improve staff retention	
	6	We wish to improve timekeeping and attendance	
<p>Improved processes</p> <p>Where you can identify evidence or feedback which will show that the introduction of metrics based on internal business processes will allow management to report improvements in the way in which the business is performing.</p>	7	We wish to improve the reliability and delivery times of our suppliers	
	8	We wish to improve product or service availability	
	9	We wish to increase investment in research and development	
	10	We wish to increase the level of repeat business	
	11	We wish to reduce materials wastage	
	12	We wish to increase savings from implementing employees' suggestions	
	13	We wish to reduce product manufacture time	
<p>Improved customer experience</p> <p>Where you can identify evidence or feedback to support that the business will benefit by improving the customer experience through better use of skills and resources which also minimise the time taken on the tasks that are performed by employees.</p>	14	We wish to increase our client base	
	15	We wish to reduce customer complaints	
	16	We wish to reduce customer waiting times	
	17	We wish to respond quicker to customer enquiries	
	18	We wish to improve product or service availability	
	19	We wish to extend our range of products/services	
<p>Financial impact</p> <p>Where you can identify evidence or feedback which supports that the proposed training interventions will contribute to a positive financial return in investment to the business.</p>	20	We wish to increase our product price	
	21	We wish to reduce distribution costs	
	22	We wish to reduce outstanding debts from customers	
	23	We wish to sell our products to new customers	
	24	We wish to increase our domestic market share	
	25	We wish to expand our business into new market sectors	
	26	We wish to improve our unit cost	
	27	We wish to improve our profit	
<p>If you wish, you can add your own objectives. Use the box(es) to the right to record these and place a tick in the end column against each one.</p>	28		
	29		
	30		

	NOTE	RELATING TO	GUIDANCE FOR COMPLETION OF THE APPLICATION (further information can be found in the accompanying Rules and Guidelines section)	WHY DO WE NEED THIS?
PART 1	1	Nature of business	A general description which tells us what your business does.	Under European funding rules, we are required to provide statistical information to inform which industries and sectors participated in the programme.
	2	Sector	A list of sectors (and the Sector Skills Council that represents your industry) is provided in the Programme Rules and Guidance – please choose the one that applies. If you cannot find one that matches, please write 'not known'.	
	3	Number of employees	Please write in the number of staff that are employed in Scotland by your business. The total headcount must be under 150, irrespective of whether they are part time or full time. You will be required to confirm this as part of your acceptance of the terms and conditions.	This information will be used to check eligibility and to give us statistical data around the size of businesses participating in the programme.
	4	Annual training budget	The amount you spend each year on all staff training. An estimate will suffice. If you do not know what this is, then write 'not known'.	We are required, under European funding rules, to provide statistical information regarding the profile of businesses participating in the programme.
	5	Estimated annual turnover	The annual turnover of the business – please tick the appropriate box.	
	6	Location	Any business applying for funding must be based in Scotland. Any employees participating in the programme must be resident in Scotland.	Under European rules, this funding can only be given to support training that benefits businesses and employees based in Scotland.
	7	Status of business	This programme is limited to certain classifications of business. See the Programme Rules and Guidance.	This programme aims to provide funding support for Scottish businesses that may otherwise not have access to Government funding.
	8	Eligible learning	A definition of what can, and cannot, be funded is provided in the accompanying Programme Rules and Guidance.	Programme rules dictate that only learning defined as eligible can be funded, and that the link between this learning and business priorities must be demonstrated within the application by reference to the desired outcomes.
	9	Evaluation	As in many publicly-funded projects, evaluation is an important element of this programme. This will establish how successful it has been for you and what lessons can be learned from the experience. Your feedback will be vital to this process.	Since the evaluation is such a crucial part of the programme, we need to know that you are happy to participate.
PART 2	10	Business statement	To help us understand the reasons for your application, please provide a brief statement outlining what business priorities the training on this application will help you with, and how you expect to see the benefits both in terms of the individual employees' skills and the overall effect on your business.	The fundamental aim of this programme is to identify key success factors which may be achieved by your business as a result of the training that you identify and undertake.
	11	Effect of funding	To allow us to understand the effects of this funding, please indicate how this has affected your plans for implementing the training in your application.	We are required, under European funding rules, to provide statistical information regarding the profile of businesses participating in the programme.
	12	Current arrangements	It is useful for us to know the background to your choice of these particular courses, and what resources you have available within your business to help plan training activity.	
PART 3	13	Date of birth	Please enter the date of birth of the person undertaking the training.	Employees must be resident in Scotland. Also, we are required, under European funding rules, to provide statistical information regarding the geographic and age profile of individuals participating in the programme.
	14	Postcode	Please enter the residential postcode of the person undertaking the training.	
	15	Type of training	The title of the course would be ideal, otherwise a description of the training identified.	This allows us to ensure that the training identified is eligible and allows us to analyse the types of training funded through this programme.
	16	Cost of training	Please enter the cost exclusive of VAT as confirmed by the organisation delivering the training for each individual. Where more than one individual is booked on the same course, please show an average of this against each individual. For example, if four employees are attending the same course and the total cost for that course is £800, then in the line for each person enter £200 in Box (A): (£800 divided by 4).	This will ensure that both parties understand their respective financial commitments. Please provide totals at the bottom of each column.
	17	SDS contribution	This is the amount that Skills Development Scotland will fund, in accordance with the Programme Rules. Using the above example, where more than one individual is booked on the same course, please show an average of this against each individual. For example, if four employees are attending the same course and the total cost for that course is £800, this is an average cost per person of £200. In Box (B), therefore, show the contribution sought as £100 (50% of cost – up to £500).	
18	Funded by business	This is your outlay per training episode. Using the above example, show £100 in box (C).		
PART 4	19	Objectives	A list of objectives has been provided which will help you to define your Business Statement. You can also add your own. You can tick as many as you like, but you must tick at least one box.	The fundamental aim of this programme is to identify key success factors which may be achieved by your business as a result of the training that you identify and undertake. This information will be used in the evaluation phase of the programme.

21<sup>st</sup> January 2011

# Flexible Training Opportunities Rules and Guidance

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## Appendix 1 – Industries by Sector Skills Council

## **1. Flexible Training Opportunities**

### **About Skills Development Scotland**

Created in 2008, Skills Development Scotland (SDS) is a non-departmental public body (NDPB) which brought together the careers, skills, training and funding services of Careers Scotland, Scottish University for Industry (learndirect scotland) and the skills intervention arms of Scottish Enterprise and Highlands and Islands Enterprise.

As Scotland's leading skills body, Skills Development Scotland is equipped to provide people with skills, training and funding advice. Learning and development are essential to productivity and competitiveness, and Skills Development Scotland can help to direct your people development efforts so that you gain more from your investment.

### **The aim of the programme**

The aim of Flexible Training Opportunities is to help Scottish businesses invest in learning and development opportunities for their employees. The focus of the programme is to support learning activity which promotes improved workplace productivity, helping you to increase organisational resilience through this period of economic recovery. Skills Development Scotland will provide a financial contribution to your business to allow you to invest in learning and development for your staff, and so help support the sustainability and growth of small businesses within Scotland.

## **2. Who can apply?**

You can apply for Flexible Training Opportunities if:

- the total employee headcount for the business applying for this funding is under 150
- the business is and the employees participating in the programme are based in Scotland
- your business or enterprises is a private sector organisation including voluntary and community not-for-profit status
- your business is privately run or funded outwith the Public Sector
- you agree that Skills Development Scotland reserves the right to request evidence or information to confirm the status of the business
- you accept the terms and conditions of the programme, as outlined in this document and the application form.

The programme is also open to businesses operating as sole traders or freelancers (as defined below).

You are a sole trader if:

- you are trading as an individual
- your business finances cannot be separated from your personal finances insofar as a sole trader carries unlimited liability and is personally responsible for obligations incurred.

You are a freelancer if you are currently:

- employed on a fixed term contract of not more than 364 days.

### 3. What can I apply for?

#### What type of training will be supported?

This fund has been established to enable employers to have access to funding to support the delivery of flexible interventions to meet specific business needs. and that the link between this learning and business priorities must be demonstrated within the application by reference to the desired outcomes.

The programme will provide funding for the uptake of skills that will contribute to business productivity and success.

You will need to demonstrate that:

- the training courses you identify in your application cover sufficiently different areas of your employees' skills development and also support or are in line with your business priorities
- any training being undertaken through this programme will not commence until the application for funding has been approved by Skills Development Scotland
- the training is delivered by an external organisation

Below is a list of the type of training that is eligible for support. This list is not exhaustive but a guide to the type of activity:

- Qualifications including individual units
- Master Classes
- Learning based on National Occupational Standards
- Industry recognised qualifications
- Management and supervisory training
- Workshops
- Taster sessions

#### What will not be supported?

**Legislative or statutory training** will **not** be funded through Flexible Training Opportunities.

This is any non-negotiable training that is required by legislation or statute - regardless of your own rules and regulations - to comply with the law and requirements of regulatory bodies as below:

- to carry out duties safely and efficiently
- to protect employees from harm
- to maintain competence to required standards

This would exclude the following types of training (examples):

- Diversity including Disability and Race Equality
- Fire Safety: Instruction and Evacuation / Fire Wardens / Fire Marshalls
- Manual Handling / Safe Load Handling
- Health and Safety Awareness (including risk assessment / risk management)
- Display Screen Equipment (VDU Risk Assessment)
- First Aid Appointed Persons and First Aid at Work
- Food Safety.

Other exclusions include:

- training delivered in-house by staff employed by the business
- company teambuilding away days
- company process awareness activity
- travel and accommodation costs for employee or trainers
- staff backfill costs / downtime costs
- employer administration costs.

#### **4. Rules of the programme**

The following rules form part of the agreement between your business and Skills Development Scotland, therefore, please ensure that you fully understand and accept the following:

- funding for Flexible Training Opportunities will be allocated on a first come first served basis
- the business will be responsible for negotiating the cost of the training and meeting the payment terms agreed with the organisation providing the training
- the cost of the training being applied for must not be funded by any other public source
- employers can apply for funding for up to 10 episodes of training
- those employees participating in the programme must also be based in Scotland
- funding through this programme cannot be used to offset the cost of training already undertaken as the required eligibility and verification checks will not have been carried out
- the business will be required to register for the offer by 31st March 2011 and the training must be complete by 30th June 2011
- claims must be submitted by 31st August 2011
- if you need to make any changes to your application after it has been submitted or approved, it is important that you let us know as quickly as possible. Not doing so may result in your claim being rejected (further guidance on this is shown in Section 8 of this document)
- to ensure compliance with the terms and conditions of the programme, and to ensure that the training provided meets the objectives outlined within the application, Skills Development Scotland reserves the right to monitor the Business' progress and outcomes and to ensure that the training is being delivered by a bone fide provider
- during, or at the end of the project, Skills Development Scotland, or its approved contractor, reserve the right to contact the business to undertake an evaluation of the programme, the results of which may be made available to our funders, stakeholders and key partner organisations.

#### **5. Amount of support**

##### **How much can I apply for?**

- the amount we base our match funding on is the cost of your training exclusive of VAT.
- upon receipt of the necessary evidence, we will retrospectively fund 50% of each episode of training up to a maximum of £500. For example, if an episode of training costs £1200 excluding VAT, we will refund £500. If it costs £300 excluding VAT, we will refund £150.
- an employer can apply for funding for up to 10 courses

## 6. Help with identifying the right training for your workforce

Once you receive the application form, you will have to detail what training you wish your employees to undertake, in accordance with the programme rules.

You may have a clear idea of what training you wish to apply for, and the organisations that will deliver that training. Please record this on Part 3 of the application form, ensuring that it meets the criteria set out in Section 3 of this document, and relates to business objectives.

If you require assistance in identifying appropriate training, you can call our free helpline on 0800 783 6000 our advisers will be happy to conduct a course search for you. Alternatively, you can access an online course search tool at:

<http://www.skillsdevelopmentscotland.co.uk/tools>

If you require guidance on training that is specific to your sector, we have provided a list of Sector Skills Councils (SSCs) that represent your industry in Appendix 1. We have provided links to each SSC on our website:

<http://www.skillsdevelopmentscotland.co.uk/knowledge/signposts/sector-specific-sources.aspx>

For further guidance on improving business performance through employee development and on identifying the appropriate training for your employees, we have provided a series of online workbooks that can be found in the employers section of our website:

[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

We suggest the following workbooks to help you at this stage of the process:

### **How do you decide what development you and your people need?**

<http://www.skillsdevelopmentscotland.co.uk/media/49734/workbook1sds.pdf>

### **How do you plan and deliver the development that your people and your business needs?**

<http://www.skillsdevelopmentscotland.co.uk/media/49737/workbook2sds.pdf>

## 7. Information to help you apply

### **How do I apply?**

To apply for funding from the Flexible Training Opportunities Programme you need to:

- read the Programme Rules & Guidelines
- complete all sections of the Flexible Training Opportunities Programme application form
- ensure you sign and date the application form
- return the application form to the address provided in this section

Please ensure that each piece of information is completed clearly and you have made a copy of your application for your own reference. Regrettably, we are unable to accept faxed or e-mailed applications.

**At this stage you are responsible for negotiating the cost of the training and meeting the payment terms agreed with the organisation delivering the training and detailing this on Part 3 of the application form**

Make sure you answer every question on the application form – only complete applications will be accepted.

It is your responsibility to ensure that your application reaches Skills Development Scotland. We cannot accept responsibility for applications that are not submitted in time.

Completed application forms should be sent to:

**Flexible Training Opportunities  
Skills Development Scotland Centre  
New Lanarkshire House  
Dove Wynd  
Strathclyde Business Park  
Bellshill ML4 3AD**

## **8. What happens next?**

### **If your application is successful**

If your application for the programme funding is successful you will receive confirmation in an award letter outlining the detail of the award and documented confirmation of the successful employees and training episode.

Remember that any training being undertaken through this programme should not commence until the application for funding has been approved by Skills Development Scotland.

This award letter will be sent to you within five working days of our receiving your application.

Accompanying the award letter will be a claim form. This will confirm the details of each training course as shown in Part 3 of your application form.

The claim form will ask you to:

- provide evidence from the organisation delivering the training identified in your application has been completed at the costs agreed (for each episode of training). The evidence we need will be:
  - an original bank statement showing that the payment has been made by your business to the organisation providing the training.
  - A copy of the invoice from the organisation providing the training.
- sign a declaration to this effect
- provide bank details so we can transfer costs into your account.

The claim form must be sent to Skills Development Scotland no later than 31<sup>st</sup> August 2011.

## **If your application is unsuccessful**

If your application for Flexible Training Opportunities funding is unsuccessful you will receive a letter informing you of this and the reason(s) why within 10 working days. We will advise you if you are able to reapply, depending on the reasons outlined in our letter.

## **Changes in circumstances**

When submitting your application, please ensure that your employees will be able to commence the training within the timescales outlined. However, we recognise that business conditions can change over a short period of time. Under certain circumstances, changes can be made to your original application.

Any changes must be notified to Skills Development Scotland immediately and, if accepted, will result in an updated claim form being issued to you.

Examples of permitted changes:

- course cancellations
- a nominated training provider can no longer deliver the course
- a nominated employee leaves the company or is otherwise unable to attend the course.

If you are unsure if the change you wish to make is allowed, then our advisers will be happy to provide guidance.

If there are changes to your original application, or you no longer wish to participate in the programme, you should inform your Skills Development Scotland contact immediately, otherwise, your claim may not be processed. Contact details for your Skills Development Scotland will be available in your award letter.

## **When will I be paid?**

Upon receipt of your claim form, we will notify you within **5 working days** as to the status of your claim.

Within a further **10 working days**, one single payment will be made to the business. You will be asked to provide bank details on the claim form to enable this payment to be made.

**If you have any further queries about any aspect of this programme, please contact Skills Development Scotland on 0800 783 6000.**

## Industries by Sector Skills Council

Industry	Sector Skills Council (SSC)
Accountancy and Finance	Financial Services SSC
Advertising	Skillset SSC
Animation	Skillset SSC
Arts	Creative & Cultural SSC
Building Products	Proskills SSC
Building Services Engineering	Summit Skills SSC
Business and Information Technology	E-Skills
Business Change	E-Skills
Central government	Government Skills SSC
Chemical and Pharmaceutical	COGENT SSC
Children, Early Years and Young People's Workforces	Skills for Care & Development SSC
Cleaning	Asset Skills SSC
Coatings	Proskills SSC
Community Justice	Skills for Justice SSC
Community Learning	LLUK SSC
Computer Games	Skillset SSC
Construction	ConstructionSkills SSC
Courts Service	Skills for Justice SSC
Crafts	Creative & Cultural SSC
Custodial Care	Skills for Justice SSC
Design	Creative & Cultural SSC
Education	LLUK SSC
Environment and Land Based Industries	Lantra SSC
Extractive and Mineral Processing	Proskills SSC
Facilities Management	Asset Skills SSC
Fashion and Textiles	Skillfast-UK
Film	Skillset SSC
Food & Drinks Manufacturing and Processing	IMPROVE SSC
Financial Services	Financial Services SSC
Forensic Science	Skills for Justice SSC
Freight Logistics and Wholesaling Industry	Skills for Logistics SSC
Furniture, Furnishings and Interiors	Proskills SSC
Further and Higher Education	LLUK SSC
Gas	COGENT SSC
Glass and Glazing	Proskills SSC
Glazed Ceramics	Proskills SSC

## Industries by Sector Skills Council

Industry	Sector Skills Council (SSC)
Health and Fitness	SkillsActive SSC
Healthcare	Skills for Health SSC
Heritage	Creative & Cultural SSC
Hospitality, Leisure, Travel and Tourism	People 1 <sup>st</sup> SSC
Housing	Asset Skills SSC
Interactive Media	Skillset SSC
Internet and Web	E-Skills
IT Services	E-Skills
Libraries	LLUK SSC
Music	Creative & Cultural SSC
Nuclear	COGENT SSC
Oil	COGENT SSC
Outdoors, Playwork and Caravanning Industry	SkillsActive SSC
Paper and Pulp	Proskills SSC
Parking	Asset Skills SSC
Passenger Transport	GoSkills SSC
Performing	Creative & Cultural SSC
Petroleum	COGENT SSC
Photo Imaging & Publishing	Skillset SSC
Planning	Asset Skills SSC
Policing and Law Enforcement	Skills for Justice SSC
Polymers	COGENT SSC
Power	Energy & Utility Skills SSC
Printing	Proskills SSC
Property	Asset Skills SSC
Prosecution Services	Skills for Justice SSC
Advertising	Skillset SSC
Radio	Skillset SSC
Retail	Skillsmart Retail SSC
Retail Motor Industries	IMI
Science, Engineering and Manufacturing Technologies	SEMTA SSC
Social Care	Skills for Care & Development SSC
Software	E-Skills
Sport and Recreation	SkillsActive SSC
Telecommunications	E-Skills
Training Providers	LLUK SSC
TV	Skillset SSC
Waste Management	Energy & Utility Skills SSC
Water Industries	Energy & Utility Skills SSC
Work-based Learning	LLUK SSC
Youth Justice	Skills for Justice SSC

Our website will give you further information on the opportunities available, plus contact details:

[www.skillsdevelopmentscotland.co.uk/knowledge/signposts/sector-specific-sources.aspx](http://www.skillsdevelopmentscotland.co.uk/knowledge/signposts/sector-specific-sources.aspx)