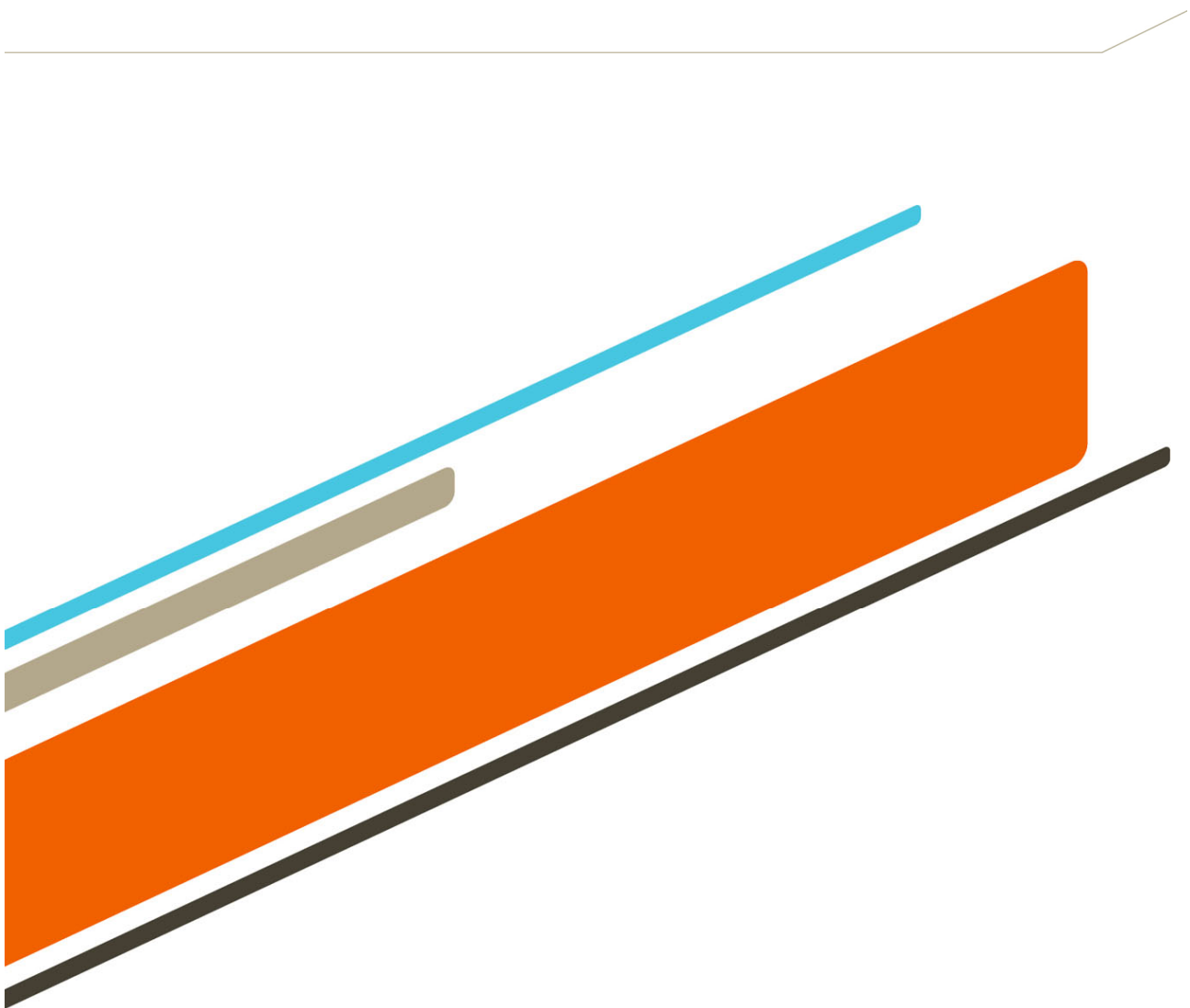


# APPLICATION TO ACCESS TRAIN TO GAIN REGIONAL RESPONSE FUNDS

(FOR PROVIDERS WHO ALREADY HOLD A TRAIN TO GAIN  
CONTRACT)



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## Introduction

This document should only be used by providers who currently hold a Train to Gain contract.

## Section 1 - Instructions and Information on Application Process

### 1. General

- 1.1 These instructions are designed to ensure that all applications are given fair and equal consideration. **It is important therefore that you provide all the information asked for in the format and order specified.** If you have any doubts as to what is required or you have difficulty in providing the information requested, please contact the LSC in the region where you wish to deliver. Details of regional LSC contacts for Train to Gain Regional Response can be found at Annex A National Specification of Service Requirements.
- 1.2 References to the 'Council' throughout this document mean The Learning and Skills Council and the provision of training services will be referred to as the "Service".
- 1.3 Applicant organisations are advised that nothing in this document or its appendices and any other communication made between the Council, and any part thereof, shall be taken as constituting a contract, agreement or representation between the Council and any party (save for the award of a contract made by the Council) nor shall it be taken as constituting a contract, agreement or representation that any contract shall be offered in accordance herewith or at all.

### 2. Application Procedure

- 2.1 Applications for Regional Response funding will only be considered where a training need has been identified which is not funded through commissioned provision or where an employer specifically requests training from a particular provider. Providers must provide details of the training need and how it was identified. The Skills Broker will engage with such employers to confirm the need.
- 2.2 Completed Applications should be returned to the regional contact in the region where the training is to take place. (See Regional Contacts details in Annex A below)
- 2.3 Successful applicant providers will receive a contract variation to their main Train to Gain agreement. The variation will increase the Train to Gain funding available to the provider. The specific training and qualification will also be described in the variation.

- a. The variation will not alter the main Train to Gain agreement in any other respect and Regional Response activity will be monitored alongside existing commissioned Train to Gain activity.

### **3. Costs and Expenses**

- 3.1 The applicant organisation is not entitled to claim from the Council any costs or expenses which may be incurred in the preparation of the application.

### **4. Debriefing**

- 4.1 Following the award of an agreement, feedback to unsuccessful applicants will be available following the decisions on the award of agreements.

### **5. Freedom of Information**

- 5.1 The Council is subject to the Freedom of Information Act 2000 (FOIA). Under the provision of the FOIA the Council is required to provide information it holds in response to a request made in Applicants accordance with the FOIA. This includes information about third parties. Applicants are referred to the Guidance on the Learning and Skills Council's Policy for Access to Information on the LSC website at:  
<http://readingroom.lsc.gov.uk/lsc/2006/internaladmin/inforequest/nat-freedomofinformation-ps-june2006.pdf>

### **6. Assessment of Applications**

- 6.1 Applications will be assessed according to national guidance which is designed to ensure agreements are only awarded to providers who have demonstrated they can deliver value for money, high quality, flexible and responsive provision whilst maintaining financially sound management.
- 6.2 An Assessment Panel will consider each application. The Assessment Panel will be formed from key regional staff from the Council and will assess the applications and make a recommendation to the Regional Director.
- 6.3 The decision of the Regional Director will be final and there will be no appeals process.

### **7. Contract Variation Award**

- 7.1 Only applicant organisations that state acceptance of the Council's terms and conditions for the basis of any contract will be considered.
- 7.2 The Council reserves the right to add or substitute conditions that are more consistent with the offer or are otherwise more acceptable to the parties to any contract.

## 8. The Learning and Skills Council Terms and Conditions of Contract

- 8.1 The Council Terms and Conditions of Contract issued with the main Train to Gain contract will be applicable to any contract variation issued for Regional Response funded activity.

### Annex A –Regional Contacts

REGION	ADDRESS	TELEPHONE	EMAIL
<b>EAST</b>	FELAW MALTINGS 42 FELAW STREET IPSWICH IP2 8SJ	<b>0800 387 326</b>	<a href="mailto:TTG-EOE-LEADREGISTRATION@INFO-REQUESTS.CO.UK">TTG-EOE-LEADREGISTRATION@INFO-REQUESTS.CO.UK</a>
<b>EAST MIDL AND S</b>	ST HELEN'S COURT ST HELEN'S STREET DERBY DE1 3GY	<b>0845 057 1817</b>	<a href="http://WWW.TRAINTOGAIN.GOV.UK/REGIONS/EAST_MIDLANDS.HTML">WWW.TRAINTOGAIN.GOV.UK/REGIONS/EAST_MIDLANDS.HTML</a>
<b>NORT H EAST</b>	MOONGATE HOUSE 5TH AVENUE BUSINESS PARK TEAM VALLEY GATESHEAD TYNE AND WEAR NE 11 0HF	<b>0800 083 3312</b>	<a href="mailto:TRAIPTOGAIN@BUSINESSLINKTW.CO.UK">TRAIPTOGAIN@BUSINESSLINKTW.CO.UK</a>
<b>NORT H WES T</b>	9 <sup>TH</sup> FLOOR ARNDALE HOUSE ARNDALE CENTRE MANCHESTER M4 3AQ	<b>0845 602 0062</b>	<a href="mailto:INFORMATION@TRAIPTOGAINNW.ORG">INFORMATION@TRAIPTOGAINNW.ORG</a>
<b>LOND ON</b>	CENTRE POINT 103 NEW OXFORD STREET LONDON WC1A 1DR	<b>0800 634 0262</b>	<a href="mailto:TRAIPTOGAIN.LONDONREGION@SMART-CONTACT.CO.UK">TRAIPTOGAIN.LONDONREGION@SMART-CONTACT.CO.UK</a>
<b>SOUT H EAST</b>	TRAIN TO GAIN TEAM, PACIFIC HOUSE, IMPERIAL WAY, READING, BERKSHIRE, RG2 0TF TEL:	<b>0845 751 2288</b>	<a href="mailto:INFO@TRAIPTOGAINSE.CO.UK">INFO@TRAIPTOGAINSE.CO.UK</a>

**SOUTH  
WEST**

0118 908 2272/2277

ST LAWRENCE HOUSE  
29-31 BROAD STREET  
BRISTOL  
BS99 7YJ

**08456 047  
047**

[TRAINTOGAIN@BLDC.CO.UK](mailto:TRAINTOGAIN@BLDC.CO.UK)

**WEST  
MIDLANDS**

15 BARTHOLOMEW ROW  
BIRMINGHAM  
B5 5JU

**08000 754  
557**

[INFO@SKILLSHOTLINE.CO.UK](mailto:INFO@SKILLSHOTLINE.CO.UK)

**YORKSHIRE  
AND  
THE  
HUMBERS**

MERCURY HOUSE  
4 MANCHESTER ROAD  
BRADFORD  
BD5 0QL

**0845 833  
7000**

[TRAINTOGAIN@BLWY.CO.UK](mailto:TRAINTOGAIN@BLWY.CO.UK)

## Annex B – Application Documentation

### PART A

#### 1. Organisation Details

- 1.1 Please complete details for your organisation in the right-hand column of the following table.

Name of organisation	
Legal entity	
Registered name and company registration number (if applicable)	
Group name (if applicable)	
Date of formation	
Date of commencement of trading	
Details of parent and/or subsidiary companies	
Vat Registration Number	
Website address	

#### 2. Contact details

- 2.1. In the space below, please give the name of the person in the organisation who can be contacted regarding the application process.
- 2.2. All future correspondence regarding the application such as confirmation of receipt and notification as to whether the organisation has been successful will be sent to this individual.

Contact name	
Title and role in organisation	
Address	
Telephone number	
Fax number	
Email address	

### 3. LSC provider status

3.1. Please provide your UPIN below.

Unique Provider Identification Number	
---------------------------------------	--

3.2. Please tick each region where you deliver Train to Gain training

Region	Train to Gain delivery
East	
East Midlands	
North East	
North West	
London	
South East	
South West	
West Midlands	
Yorkshire and the Humber	

## **PART B - Employer**

Please provide details of the skills need and training to be delivered

Skills need identified	
Skills need identified by	
Employer name	
Employer sector	
Reason for accessing Regional response	

Qualifications to be delivered

Name of Qualification (including QCA identifying number)	Sector <sup>1</sup>	Number of high level funded Qualifications <sup>2</sup>	Number of low level funded Qualifications <sup>2</sup>	Start dates	End dates

1. Sectors

Health, Public Services and Care

Engineering and Manufacturing Technologies

Construction, Planning and the Built Environment

Information and Communication Technology

Retail and Commercial Enterprise

Transportation

Hair and Beauty

Hospitality

Leisure, Travel and Tourism

Business, Administration and Law

2. See *Requirements for Funding Train to Gain 2006/7*

