

To: ECONOMIC DEVELOPMENT COMMITTEE		Subject:  NORTH LANARKSHIRE COUNCIL YOUTH EMPLOYMENT & TRAINING INITIATIVE 1996
From: DIRECTOR OF PLANNING AND DEVELOPMENT		
Date: 29 May 1996	Ref: JT/DD/REP.	

## PURPOSE OF REPORT

This report seeks to advise the Committee of the nature and management of the Youth Employment and Training Initiative (YETI) which has been successfully operated for 8 years within the Strathclyde area. Over this period the initiative has created in excess of 600 new jobs, approximately 200 of which were created in North Lanarkshire.

The report recommends that the Committee approve the operational guidelines of the scheme, with minor amendments to accommodate a more local focus, in North Lanarkshire during 1996.

## THE YOUTH EMPLOYMENT AND TRAINING INITIATIVE

The Youth Employment and Training Initiative provides a grant to businesses to encourage them to recruit and train young persons in skills directly required for the growth of the business.

Eligible trainees must be unemployed (or in temporary/unskilled jobs that offer no skills training) and be aged between 18 and 24. They must not be in receipt of similar support from any other source.

Jobs created must be additional to the company (ie. routine or replacement intakes will not be eligible) and involve specific skills that will assist company growth. Preference will be given to applications that are addressing skills shortages across North Lanarkshire.

Training must include a minimum of a day release or similar of the job course leading to a qualification recognised within the industry. Applicant companies must also be able to demonstrate they can provide on-the-job training to industry standards. Trainees will be recruited as full time, permanent employees of the applicant company and must be engaged under terms and conditions as for other, similar, employees within the company.

The grant will be paid for a 2 year period. In year one all of the job training costs ie. wages and fees will be paid, in addition to a 35% wage subsidy during on-the-job training. In year two the on-the-job wages grant will be reduced to 10% for the majority of projects. However, it is expected that a small part of the scheme will be targeted at young persons living in Areas of Priority Treatment. Because of the special difficulties they will have in obtaining employment the grant level in these areas will be 35% in years one and two.

#### UPTAKE OF THE SCHEME IN THE NORTH LANARKSHIRE COUNCIL AREA

The uptake of the YETI since 1993 in North Lanarkshire is as follows:-

	1993/94	1994/95	1995/96
No. of companies	10	30	15
No. of trainees	70	58	29
Total value of grant	322,278	155,190	60,987

#### PROPOSED ORGANISATION AND MANAGEMENT OF THE SCHEME

The scheme will be delivered by the Economic Development Unit in accordance with the attached guidelines (Appendix 1). These will be reviewed annually by the Economic Development Unit to ensure that the scheme is being implemented in a manner which fully complement Council policy and other public sector programmes.

All applicant companies will be required to submit a Company Application Form (Appendix 2). If eligible the company will be visited by an officer of the Economic Development Unit to discuss the application where the proposed training will be explored and scheme requirements explained. A final application (Appendix 3) will be left with the company in order that the proposed trainee details can be completed. Final approval will not be confirmed until this application form has been submitted and examined by a senior officer of the Economic Development Unit.

All companies, which have been approved, will be required to submit a 4-weekly claim in order that wage payments can be issued. Companies will be monitored on a 6-monthly basis by an appropriate officer within the Economic Development Unit and at the completion of training a final monitoring visit will be undertaken in order that final payment can be made.

Formal approval or rejection will be made by a senior officer within the Economic Development Unit in accordance with the undernoted delegated authority:-

- ◆Applications with a value of under £5,000 would require to be approved by the Senior Economic Development Officer and the Economic Development Manager
- ◆Applications of a value between £5,000-£10,000 would require to be approved by the Economic Development Manager and the Head of Economic Development and Property
- ◆Applications with a value exceeding £10,000 would require the approval of the Economic Development Committee.

A monitoring and evaluation report will be submitted to the Economic Development Committee on a quarterly basis.

Given the present staffing resources within the Economic Development Unit the following timescales, for approval or rejection of applications, can be achieved.

- ◆Applications with a value below £5,000 - 3 weeks
- ◆Applications between £5,000-£9,999 - 4 weeks
- ◆Applications with a value of £10,000 and above - 8 weeks

## BUDGETS ALLOCATION AND TARGETS

The Committee have considered and agreed a report dated 8 January 1996 entitled "Business Development Support and Budgets", which outlined a range of programmes, including YETI, which will be provided by North Lanarkshire Council.

An application for European funding, from the European Social Fund, has been approved by the Strathclyde European Partnership. The European Social Fund will provide match funding, not exceeding 45% of the total public sector funding, for the YETI scheme.

Committee has agreed a revised budget of £34,420. This, including eligible expenditure of £3,500 for marketing and promotion provides for an ESF contribution of £28,162. The total budget would therefore be £62,582.

The total budget, excluding marketing and promotion would provide for 100 grants (based on an average cost of £2,500).

## RECOMMENDATIONS

It is recommended that the Committee

- (i) approve gross expenditure of £62,582 on YETI during 1996/97, subject to budget provision:-
- (ii) approve the proposed administrative and management arrangements detailed in the report
- (iii) approve expenditure of £3,500 on marketing and promotion of the YETI scheme:-
- (iv) Note that progress reports will be presented to Committee on a quarterly basis



Stanley C Cook  
Director of Planning & Development

For further information contact Gordon Smith, Head of Economic Development & Property

**YOUTH EMPLOYMENT & TRAINING INITIATIVE  
OPERATIONAL GUIDELINES**

**1996**

**NORTH LANARKSHIRE COUNCIL**



# 10 YOUTH EMPLOYMENT AND TRAINING INITIATIVE

## 1996 OPERATIONAL GUIDELINES

### 1. PURPOSE OF THE SCHEME

- 1.1 The aim of this initiative is to increase the number of vocational traineeships available to people who are resident in North Lanarkshire.
- 1.2 This will be achieved by the Council offering grant to companies who are prepared to employ additional persons whilst they undergo on-the-job vocational training. Priority will be given to jobs which are shown to be filling a skills gap in the North Lanarkshire area.

### 2. ELIGIBLE COMPANIES

- 2.1 Employ less than 250 people on a world-wide basis.
- 2.2 Have existing employees able to pass on skills to the proposed trainee.
- 2.3 Have a permanent base within North Lanarkshire.
- 2.4 Where companies have other amounts owing to the Council, this may be taken into consideration in determining grant eligibility.

### 3. ELIGIBLE TRAINEES

Eligible trainees must:

- 3.1 Be aged between 18 and 24.
- 3.2 Have been resident in the Strathclyde area for the period of grant otherwise payment will cease.
- 3.4 Have no remaining entitlement to any other Government or Local Authority sponsored schemes (e.g. YT., Skillseekers, etc.).
- 3.5 Be unemployed  
or  
Be in an unskilled job which offers no training.
- 3.6 If the proposed trainee is already in a non-skilled job and is to be offered the opportunity of training for a skilled job, within the same company, the Council will require to see a copy of the existing and new contracts of employment.
- 3.7 If the proposed trainee was previously on a different scheme with the same company (YT/Skillseekers, etc.) this particular grant will only be paid if the former training was of a general/work experience nature. Grant is not available to continue training started under another scheme.

### 4. ELIGIBLE JOBS

- 4.1 Eligible jobs must be skilled and require off and on-the-job training leading to a specific qualification.
- 4.2 The Council reserves the right to include or exclude any occupation.

- 5.1 The off-the-job element must include at least a day release course or equivalent at a local college of Further Education leading to a qualification recognised within the industry. This day release can be an integral part of an off-the-job block course.
- 5.2 Only in very exceptional circumstances will training be approved at an establishment outside the Strathclyde area.
- 5.3 The on-the-job element must be organised by the firm and conducted in a way recognised within the industry.
- 5.4 Degree level training is ineligible.

## 6. RATE OF GRANT

The grant will be paid for a minimum of 1 year and a maximum of 2 years.

- 6.1 During the first year, the grant will cover:
  - a) 100% of wages (including employers NIC) whilst the trainee attend off-the-job training.
  - b) 35% of wages (including employers NIC) during on-the-job training.
  - c) 100% of fees for off-the-job training. (See guideline 10.3).
  - d) Travel expenses to/from College (if normal practice of company).
- 6.2 During the second year, the grant will cover:
  - a) 100% of wages (including employers NIC) whilst the trainee attend off-the-job training.
  - b) 10% of wages (including employers NIC) during on-the-job training.
  - c) 100% of fees for off-the-job training. (See guideline 10.3).
  - d) Travel expenses to/from College (if normal practice of company).
- 6.3 The minimum wage paid must be at least £60 per week, and the grant will not be paid on wages above £160 per week.
- 6.4 The Council reserves the right to limit the amount of grant awarded.

## NUMBER OF TRAINEES PER COMPANY

- 7.1 The number of trainees per company is limited to a ratio of one permanent skilled employee to 2 trainees with a maximum of 4 trainees. At the discretion of the Council, the maximum may be increased.
- 7.2 This scheme is aimed at creating additional employment. Companies will have to demonstrate that any jobs funded under this scheme are additional to any routine intake of trainees over the last 3 years.

## 8. APPLICATION PROCEDURE

- 8.1 Applications must be made as follows:
  - a) Employer submits company application form which includes brief details of the type of training proposed.
  - b) If the proposals appear eligible, a Council Adviser will contact the Company to assist in the next stage of the application.

## RECRUITMENT AND CONDITIONS OF TRAINEES

- 9.1 Trainees will be employees of the participating company, which will be responsible for their recruitment.
- 9.2 Recruitment of a trainee must not be confirmed without prior written consent from the Council.
- 9.3 Trainees must be offered conditions similar to other employees of the Company and must be given a contract covering at least the training period. Companies will be encouraged to retain trainees as permanent employees on completion of the training programme.
- 9.4 It will be the employer's responsibility to ensure that the trainees of appropriate calibre are recruited. However, if their performance is unsatisfactory, **A DECISION TO DISMISS MUST ONLY BE TAKEN BY THE EMPLOYER AFTER CONSULTING THE COUNCIL AND RECEIVING APPROVAL IN WRITING.**
- 9.5 **IF THE TRAINEE IS DISMISSED WITHOUT THE COUNCIL'S CONSENT, REPAYMENT OF THE GRANT WILL BE SOUGHT.**
- 9.6 If the trainee leaves to take up a permanent post elsewhere, or if the Council accepts the circumstances of the dismissal, the Company will be given an opportunity to recruit a "replacement" trainee, for the remainder of the period. This will only be agreed to under the following conditions:
- i) The new trainees must be able to attend College for at least one full academic year's off-the-job training whilst on the scheme.
  - ii) The company must enter into an agreement with the trainee to honour the complete training period and the conditions required for the job.
- 9.7 Any change in circumstances of the company or trainees must be notified to the Council **IMMEDIATELY.**

## 10. PAYMENT PROCEDURE

- 10.1 Grant covering wages and travelling expenses will be paid automatically on a 4 weekly basis. No payment will be made for the final 2 months of the scheme until the final monitoring has been carried out.
- 10.2 The proposed wage rises over a period of grant must be specified and agreed at the application stage, and the grant payment will otherwise only be adjusted to reflect nationally agreed negotiations.
- 10.3 All fees should be paid by the Company, and will be reimbursed by the Council upon submission of receipts. Full instructions on these procedures will be included in the approval letters to Companies.
- 10.4 A Council Adviser will monitor training and costs at regular intervals.

- 11.1 Dual funding is not permissible under any circumstances. A claim for financial assistance from other sources in respect of the training programme will immediately disqualify the applicants from the scheme and they will be required to repay any monies already paid.
- 11.2 Trainees must record training given on simple log sheets which will be provided by the Council.
- 11.3 To provide opportunities across the range of eligible occupations/activities, the Council retains the right to give preference to certain applicants.
- 11.4 The Council reserves the right to impose such conditions as it considers appropriate in relation to any grant awarded.
- 11.5 The name of all Companies offered grant and the number of trainees will be reported to the Economic and Employment Development Committee of North Lanarkshire Council.

Continuing compliance throughout the grant period with these guidelines and any further conditions imposed is, in itself, an essential part of any grant. In the event of failure to comply, the Council will terminate the award and will seek repayment of grant already paid.

**SEND YOUR APPLICATION TO:  
SENIOR ECONOMIC DEVELOPMENT OFFICER  
NORTH LANARKSHIRE COUNCIL  
PLANNING & DEVELOPMENT DEPARTMENT  
ECONOMIC DEVELOPMENT UNIT (THIRD FLOOR)  
FLEMING HOUSE  
2 TRYST ROAD  
CUMBERNAULD  
G67 1JW**

**TELEPHONE 01236 457266**

**YOUTH EMPLOYMENT TRAINING INITIATIVE  
COMPANY APPLICATION FORM**

# 1996

**NORTH LANARKSHIRE COUNCIL**



YOUTH EMPLOYMENT AND TRAINING INITIATIVE  
1996 COMPANY APPLICATION

PLEASE USE BLOCK CAPITALS

COMPANY BACKGROUND

1. Registered Company Name: \_\_\_\_\_  
2. Address: \_\_\_\_\_  
\_\_\_\_\_ Post Code: \_\_\_\_\_  
3. Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

4. Type of Business:  
 Sole Trader                       Partnership                       Ltd Company  
 PLC                                       Co-op                                       Community Business

5. Contact name for application purposes: \_\_\_\_\_  
Job Title: \_\_\_\_\_

6. How long has the Company been trading for under this name?

Years

7. Is your Company part of a holding company?

Yes                       No

If yes, please provide name and address of holding company.

\_\_\_\_\_ Post Code \_\_\_\_\_

8. Please provide a brief description of your main business activity including principal products/services.

\_\_\_\_\_

Manufacturing?                       Yes                       No

RECENT EXPERIENCE

9. Is your Company  
 Expanding                       Rationalising  
 Contracting                       Static

10. How many people in total does your company employ (i.e. in all branches and subsidiaries)?

In the West of Scotland                       Full Time

Part Time

World-wide                       Full Time

(N.B. part time is taken to be equivalent to under 30 hours per week)

11. Please indicate your approximate turnover in the last financial year:

- Less than £100,000
- £100,001 - £250,000
- £250,001 -£500,000
- £500,001 - £1m
- £1m - £15m
- More than £15m

12. What percentage of your turnover comes from outwith:

- West of Scotland
- UK

**OTHER INFORMATION**

13. How did you hear about the scheme?

- Mailshot
- Newspaper (Please specify) \_\_\_\_\_
- Poster/Leaflet
- Radio Advertisement
- Enterprise Trust / Local Development Company
- Local Enterprise Company
- Job Centre/Careers Office
- Other (Please specify) \_\_\_\_\_

14. The Council provide a wide range of business support services, many of which provide financial assistance. If you would like to learn more about these additional free services, simply tick the appropriate box(es).

- Business Advisory Service
- International Trade Development
- Training Grants Scheme
- Employment Grants Scheme
- Business Opportunities Database
- Loan Finance Scheme
- Property Enquiry Service

15. Give details of Trainees/Apprentices recruited during past 3 years (excluding Trainees under YT or ET).

Name	Job Title	Date Employed	Date Left	Reason for Leaving

16. Give details of YT or ET Trainees currently employed.

Name	Job Title	Date Employed	Completion Date of Scheme

17. Type of job recruits will be trainees for, and main duties.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Numbers to be recruited under this scheme? \_\_\_\_\_
19. How many qualified persons do you currently employ doing this job? \_\_\_\_\_
20. Detail the main skills to be taught whilst trainee is working (i.e. "on-the-job training").
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**DECLARATION**

I understand that if any of the above information is wilfully incorrect, the Council will stop payment of grant and I will be required to pay any monies already received. I have read the detailed guidelines for this scheme and agree to comply with all requirements.

Signature \_\_\_\_\_

Status \_\_\_\_\_

Date \_\_\_\_\_

**ADDRESS**

**Business Development and Training Manager**

**North Lanarkshire Council**

**Economic Development Department**

**Fleming House**

**Cumbernauld**

**G67 1JW**

**Tel: 01236 457266**

**YOUTH EMPLOYMENT & TRAINING INITIATIVE  
FINAL APPLICATION FORM**

**1996**

**NORTH LANARKSHIRE COUNCIL**



# YOUTH EMPLOYMENT AND TRAINING INITIATIVE

## FINAL APPLICATION

### TRAINEE DETAILS (To be completed by the Trainee)

Registered Company Name: \_\_\_\_\_

1. Name \_\_\_\_\_ Title :  Mr  Ms  Mrs

2. Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

3. Telephone No: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

5. Employment Status:

Employed  Unemployed  Part-Time Employed

Self-employed  Under notice of redundancy

6. Are you disabled?  Yes  No

7. Previous Employment Experience

Name of Employer	Job Title	From	To

8. Qualifications/Skills Held

Subject/Skills	Award	Date Awarded

9. Previous Training Experience

Training Organisation	Course Title	Dates Attended

10. Please indicate your ethnic origin

- UK  Other European  African  
 Caribbean  Bangladeshi  Indian  
 Pakistan  Chinese  Other Please specify

11. Give details of the efforts you have made to obtain a permanent job, (such as applications made or participation on other schemes e.g. YTS).
  
12. Give the name and address of any Careers Advisor or Job Centre Counsellor, etc. who you have had contact with:

**DECLARATION To be signed by the trainee**

**I understand that if any of the above information is wilfully incorrect, approval of grant under this scheme may be refused or withdrawn**

Signed \_\_\_\_\_ Date \_\_\_\_\_

**TRAINING DETAILS**

To be completed by the Employer.

13. Give details of "off-the-job" courses to be attended in the first year:
  - (A) College name
  
  - (B) Names and details of college courses
  
  - (C) Details of any other "off-the-job" training
  
  - (D) Exact dates when trainee is attending "off-the-job" training (if it is not possible to specify at this stage, an estimated grant will be paid initially - it may be some time before this can be corrected)
  
14. Give details of "off-the-job" courses to be attended in the second year:
  - (A) College name
  
  - (B) Names and details of college courses
  
  - (C) Details of any other "off-the-job" training
  
  - (D) Exact dates when trainee is attending "off-the-job" training (if it is not possible to specify at this stage, an estimated grant will be paid initially - it may be some time before this can be corrected)

**COST DETAILS (To be completed by the Employer)**  
Give details of all costs

15. **WAGES** : It is in your interest to accurately forecast pay rates since grant will be based on either the actual pay or the estimated below, which ever is the lowest. Trainees must receive pay awards in accordance with company policy.

		Date
Initial pay rate per week		
Revised pay rate per week		
Revised pay rate per week		
Revised pay rate per week		
Revised pay rate per week		

16. **FEES**: Include College Fees

	Establishment	Course	Fee
First Year			
Second Year			

17. **TRAVEL TO COLLEGE** - Only complete this section if it is company policy to re-imburse trainees

	Travel To/From	Daily Amount
First Year		
Second Year		

**DECLARATION** To be signed on behalf of the Company

I understand that if any other above information is wilfully incorrect, the Council will stop payment of grant and I will be required to pay any monies already received. I have read the detailed guidelines for this scheme and agree to comply with all requirement.

**ADDRESS**

Senior Economic Development Officer  
North Lanarkshire Council  
Economic Development Department  
Fleming House  
Cumbernauld  
G67 1JW  
Tel: 01236 457266

Signature\_\_\_\_\_

Status\_\_\_\_\_

Date\_\_\_\_\_