

# Train to Retain - Funding Round 4

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## Introduction

The **Train to Retain** scheme continues to support the retention of essential skills in the industry by providing grants for professional development activities for apprentices, graduates and trainees that meet the qualifying criteria set out below. These development activities will support the continuation of learning and will be carried out when individuals are not working on their normal activities.

**In-scope employers** can apply for funding to commence on 29<sup>th</sup> March from 15<sup>th</sup> February until 5<sup>th</sup> March and funding decisions in principle will be awarded by 9<sup>th</sup> March. This round of the scheme will run until December 2021. The ECITB Board will review the operation of the scheme on a regular basis and consider any changes that may be necessary. This includes the possibility of extending the scheme beyond December 2021.

## Employer and contact details

Employername  *Required*

Contactname  *Required*

Position  *Required*

Contact telephone number  *Required*

Email address  *Required*

# Train to Retain - Funding Round 4

## Scheme evaluation

The ECITB Train to Retain scheme will be subject to evaluation processes to enable us to continuously improve the mechanisms through which we provide support to employers.

Employers accessing the scheme agree to participate in evaluation processes. These will include providing data on the apprentices, graduates and trainees at phase 2 (location, demographic data, occupational speciality etc.) and taking part in follow-up interviews with ECITB staff.

To evaluate the success of the scheme, the ECITB will conduct follow-up interviews with employers after 6 months and 1 year after the support has been accessed. We will request the employment status of the individuals benefitting from the scheme and will also ask individuals to complete a survey on how the training and development they received benefitted them. If, at these points in time, the individuals are no longer in your employment, we may also wish to follow-up with the individuals that participate on the scheme to enquire about their employment status. The ECITB may also decide to conduct a small-scale survey once the scheme concludes.

All data provided for monitoring and evaluation purposes will be handled in strict accordance with GDPR regulations and will be anonymised for analysis and reporting purposes.

Please check the following box to say you understand the above and by applying for the scheme, agree to participate in evaluation process

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I understand and agree to participate in the evaluation process |
|--------------------------|---|

# Train to Retain - Funding Round 4

## Extended funding

Does your company wish to apply for extended funding for an individual? (If 'no' skip to the trainee application page.)

Companies can apply for up to an additional 120 days of funding for individuals who have an approved development plan in place and as at 29th March are within 30 days of utilising all their approved days. Please note regular reviews on the demand for extended funding will take place as required.

|  |     |  |    |
|--|-----|--|----|
|  | Yes |  | No |
|--|-----|--|----|

Please list the names of the individual(s) and the number of additional days required for each individual.

# Train to Retain - Funding Round 4

## Trainees

Does your company wish to apply for Train to Retain support for trainees? (If 'no' skip to the apprentice application page.)

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

Do the trainees meet the following criteria? (please tick)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Currently training or recently qualified in one of the following engineering and related disciplines: aeronautical, aerospace, civil, chemical, construction, electrical, environmental, design & draughting, instrumentation and control, marine, mechanical (includes piping), mechanical manufacturing, NDT (non-destructive testing), plating, pipefitting, process, process technical safety, petroleum, project controls, project management, rigging, structural (including structural architect), thermal insulation and welding. |
|--------------------------|---|

and the following? (please tick one)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Within the first 3 years of a formal entry level/early careers programme, delivered in one of the qualifying disciplines and employed prior to 31 December 2020 |
| <input type="checkbox"/> | If you are unsure whether your trainees meet the criteria, please tick this box   |

Please give details below if the 'unsure' box was ticked

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

Will the continuation of learning for these trainees be at risk without Train to Retain support?

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

Total number of eligible trainees

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

Estimate the maximum number of days support required in total for all these trainees (a maximum of 120 days for each trainee)

|                      |
|----------------------|
| <input type="text"/> |
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Give a brief overview of the main development activities planned for these trainees to receive through Train to Retain. (If your stage one application is successful, this plan will be further developed at stage two of the application process with your account manager.)

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

# Train to Retain - Funding Round 4

## Apprentices

Does your company wish to apply for Train to Retain support for apprentices? (If 'no' skip to the graduate application page.) *Required*

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

Do the apprentices meet the following criteria? (please tick)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Employed prior to 31 December 2020 and currently training or recently qualified in one of the following disciplines: Plating, pipefitting, welding, rigging, electrical installation, electrical maintenance, mechanical fitting, mechanical maintenance, instrumentation and control, project controls, design and draughting, thermal insulation, NDT (non-destructive testing), civil engineering or mechanical manufacturing. |
|--------------------------|---|

and one of the following? (please tick one)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Not in full time off-the-job training  |
| <input type="checkbox"/> | Due to complete their full time off-the-job training between February and April 2021 |
| <input type="checkbox"/> | Completed their apprenticeship between September 2020 and February 2021              |
| <input type="checkbox"/> | If you are unsure whether your apprentices meet the criteria, please tick this box   |

Please give details below if the 'unsure' box was ticked

|          |
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| <br><br> |
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Will the continuation of learning for these apprentices be at risk without Train to Retain support?

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

Total number of eligible apprentices

|      |
|------|
| <br> |
|------|

Estimate the maximum number of days support required in total for all these apprentices (a maximum of 120 days for each apprentice)

|      |
|------|
| <br> |
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Give a brief overview of the main development activities planned for these apprentices to receive through Train to Retain. (If your stage one application is successful, this plan will be further developed at stage two of the application process with your account manager.)

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# Train to Retain - Funding Round 4

## Graduates

Does your company wish to apply for Train to Retain support for graduates? (If 'no' skip to the supplementary information page.) *Required*

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

Do the graduates meet the following criteria? (please tick)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Currently training or recently qualified in one of the following engineering and related disciplines: aeronautical, aerospace, civil, chemical, construction, electrical, environmental, design & draughting, instrumentation and control, marine, mechanical (includes piping), petroleum, process, process technical safety, project controls, project management and structural (including structural architect). |
|--------------------------|--|

and one of the following? (please tick one)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | All graduates within the first 3 years of an in-scope company's graduate programme and employed prior to 31 December 2020 |
| <input type="checkbox"/> | If you are unsure whether your graduates meet the criteria, please tick this box  |

Please give details below if the 'unsure' box was ticked

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| <br><br> |
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Will the continuation of learning for these graduates be at risk without Train to Retain support?

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

Total number of eligible graduates

|      |
|------|
| <br> |
|------|

Estimate the maximum number of days support required in total for all these graduates (a maximum of 120 days for each graduate)

|      |
|------|
| <br> |
|------|

Give a brief overview of the main development activities planned for these graduates to receive through Train to Retain. (If your stage one application is successful, this plan will be further developed at stage two of the application process with your account manager.)

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# Train to Retain - Funding Round 4

## Supplementary information

Which of the following best describes your order book as a result of Covid 19?

|                          |                   |
|--------------------------|-------------------|
| <input type="checkbox"/> | Reduced orders    |
| <input type="checkbox"/> | Remained the same |
| <input type="checkbox"/> | Increased orders  |
| <input type="checkbox"/> | Don't know        |

Have you had to furlough any staff?

|                          |     |                          |    |                          |            |
|--------------------------|-----|--------------------------|----|--------------------------|------------|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know |
|--------------------------|-----|--------------------------|----|--------------------------|------------|

How many in total?

How many apprentices?

How many graduates?

How many trainees?

Have you made any redundancies as a result of Covid 19?

|                          |     |                          |    |                          |            |
|--------------------------|-----|--------------------------|----|--------------------------|------------|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Don't know |
|--------------------------|-----|--------------------------|----|--------------------------|------------|

How many in total?

How many apprentices?

How many graduates?

# Train to Retain - Funding Round 4



# Train to Retain - Funding Round 4

How many trainees?

What is the total number of apprentices currently employed in your company?

- 0
- 1-9
- 10-29
- 30-49
- 50+
- Don't know

What is the total number of graduates currently employed in your company?

- 0
- 1-9
- 10-29
- 30-49
- 50+
- Don't know

What is the total number of trainees currently employed in your company?

- 0
- 1-9
- 10-29
- 30-49
- 50+
- Don't know

Please give further details regarding how your business has been affected by Covid 19

Thank you for applying to the ECITB Train to Retain grant scheme. Your application will be reviewed and we will provide a decision in principle by 9th March 2021. You may receive a call from your ECITB account manager to verify some aspects of your application during the review period. If your stage one application is successful, your ECITB account manager will provide support to compile the information required for stage two of the application process.