Theme	**People & Skills**
Programme Name	**Local Skills (Revenue)**
Budget	£316,000
Purpose	Support to **retrain and upskill local people** will be provided to help realise the opportunities which just transition and automation can present. This may include the development and delivery of courses which address local skills needs at a wide range of qualification levels. There will be particular focus on shortage occupations.
Investment Plan Priority(ies)	**S36**: Support for local areas to fund local skills needs. This includes technical and vocational qualifications and courses up to level 2 and training for vocational licences relevant to local area needs and high-value qualifications where there is a need for additional skills capacity that is not being met through other provision.
Council Priority(ies)	• Learning for Life • Economic Growth
Programme Priority(ies)	• Provision of support to address skills gaps facing the local economy • Residents are equipped to meet key challenges and transitions in their lives through learning opportunities.

Eligibility Criteria	Eligible	Ineligible
Applicants	Public Sector Organisations	Businesses
	Education and Training Providers	Sole Traders
	Community Organisations	Individuals
Geographical Area	Aberdeenshire	N/A
Costs	Consultancy	Services related to a procured contract
	Equipment	Costs formally committed to or spent prior to the project start date
	Marketing	Costs incurred or invoiced after the project end date
	Overheads (max 15% of total direct staff costs)	Costs involved in winding up a company or organisation
	Staff Costs (Direct project delivery)	Bad debts, fines, financial penalties and expenses of litigation
	Travel Expenses	Payments not supported by invoices and/or documents proving expenditure
		Recoverable VAT
		Costs not procured in line with UK Shared Prosperity Fund requirements
		Alcohol
	Minimum	**Maximum**
Grant (£)	£50,000	£316,000
Grant (%)	10%	100%

PROGRAMME INDICATORS

Indicator	Definitions	Target
Number of people receiving support to gain a vocational licence (numerical value)	Number of people who have received support in order to obtain a vocational licence. - Vocational refers to training and qualifications giving professional knowledge, technical skills and work experience relevant to a particular career and occupation, e.g. car mechanics or cosmetology. - Vocational license is a document that recognises the individual as a qualified professional in a particular trade or business.	0
Number of people supported to gain a qualification or complete a course (numerical value)	Number of people who have received support in order to obtain a vocational licence. - Vocational refers to training and qualifications giving professional knowledge, technical skills and work experience relevant to a particular career and occupation, e.g. car mechanics or cosmetology. - Vocational license is a document that recognises the individual as a qualified professional in a particular trade or business.	50
Number of people in employment, including self-employment, following support (numerical value)	The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four week period following that support. This includes those moving into the "Working with requirements" or the "Working enough i.e. no working requirements" regimes on Universal Credit system. - Unemployed individuals, as defined by the International Labour Organisation (ILO) are those: - Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks. - Out of work, have found a job and are waiting to start it in the next two weeks. - Economically inactive people are those not in work and not actively seeking work.	0

Indicator	Definitions	Target
Number of people in education/training (numerical value)	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.	100
Number of economically active individuals engaged in mainstream skills education and training (numerical value)	Number of economically active individuals engaged in mainstream skills education and training as result of support. Economically active individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: – Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). – Self-employed. – Family workers (unpaid). – People on government-supported training programmes, engaging in any form of work, work experience or work-related training. Education or training is defined as a structured and agreed programme of: • lifelong learning • formal education • educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed). Mandatory training (e.g., job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may, of course, be useful and important support measures).	100
Number of people engaged in life skills support following interventions (numerical value)	Number of people engaged in life skills support following interventions. - Life skills support is defined as additional support which improves confidence, resilience or	0

Indicator	Definitions	Target
	motivation around the process of job searching and may include basic skills (English, maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.	

Decision-Making		
Award Process	Open Challenge Fund	
Assessment Panel/Partnership	Employment Connect	
	1) Call for expressions of interest issued 2) Eligible projects invited to submit full application by Investments & Projects Team 3) Bids scored/prioritised/ranked by Employment Connect 4) Award recommendations made by Local Partnership Group 5) Formal sign-off by Chief Officer or Full Council if above £250k	
Scoring Criteria	1) **Strategic Fit** – To what extent does the project align with the priorities, outputs and outcomes of the framework, Aberdeenshire Council, Locality Plans and Community Action Plans?	20%
	2) **Cross-Cutting Themes** – Can the project demonstrate a neutral or positive contribution to the following themes?: a. Equalities b. Fairer Scotland Duty c. Town Centre First Principle d. Sustainability e. Children and Young People's Rights and Wellbeing	15%
	3) **Legacy and Sustainability** – Will the project deliver a lasting legacy beyond its lifetime and be sustainable once grant funding has ended?	15%
	4) **Project Need and Demand** – Is there sufficient evidence that the project will meet an unmet demand?	20%
	5) **Value for money** – Does the project represent good value for the funding requested and deliver programme outcomes and objectives?	20%
	6) **Capacity to Deliver** – Does the delivery organisation have sufficient capacity (financial and people) to complete the project as set out and on time?	10%

Claims, Monitoring & Reporting	
Frequency	At least quarterly
Process	• Project sponsor completes provided template

	• Project sponsor submits completed template and supporting evidence to externalfunding@aberdeenshire.gov.uk • Investments & Projects Officer acknowledges receipt and processes claim • Any costs which are ineligible or not supported by evidence are removed from the claim • Investments & Projects Executive checks claim • Team Manager approves payment (or refers to Chief Officer if above authorisation limit) • Claim is paid and applicant notified
Evidence required	• Invoices • Payroll records (for funded staff) • BACS records • Bank statements • Timesheets for staff working part-time on projects • Activity report including progress against target indicators • Breakdown of data making up indicator report
Monitoring	• Final project report to be produced • 100% checks on financial information • Minimum 20% checks on activity/indicator records