

Introduction to the Development Fund

The STUC has secured European funding to support unions in developing their work around lifelong learning. There are two separate elements of support: the Scottish Fund for Union Learning and the Scottish Union Learning Development Fund.

Scottish Fund for Union Learning

The Scottish Fund for Union Learning directly finances collective learning provision to meet the demands for workplace learning. Delivery is predominantly in the workplace or at an agreed alternative location if delivery within the workplace is not appropriate.

Scottish Union Learning Development Fund

In Lowlands and Uplands Scotland, the Scottish Union Learning Development Fund does not directly fund learning, but supports activity which improves the capacity of trade unions to deliver learning and skills development, the upgrading of basic and occupational skills and the reduction of skills gaps.

There is a separate application process for activity based in the Highlands and Islands through the Scottish Union Learning Development Fund in the Highlands and Islands.

What can the Scottish Union Learning Development Fund be used for?

Access

Your application can include initiatives to widen access that will enable a greater number of learners to be supported.

Innovation

Your application can prioritise developing activity around everyday skills, including developing new innovative approaches for delivery.

In planning your application to the Scottish Union Learning Development Fund, you should consider all of these points. Development Officers are available for support at any point during the application process.

Activity

Your application can support innovative activity that will establish learning in workforces of low or no previous activity.

Expansion

1 Your application can support development work that will enable trade unions to expand the work they are undertaking.

This can include new geographical areas and new work sites and locations.

2 Your application can also support development work that will reach out to new workers in sites already active in union learning.

This can include part time workers and temporary staff and shift and night shift workers.

Finances and Management Responsibility

Trade unions can apply for sums between £5,000 and £45,000. Each initiative must run for a minimum period of 3 months and a maximum of 12 months duration. Each initiative must start at the beginning of a quarter and finish at the end of a quarter.

The dates for each commencement period are as follows:

1 April - 30 June 2010
1 July - 30 September 2010
1 October - 31 December 2010
1 January - 31 March 2011

Commencement of the Project

The applicant trade union is responsible for arranging the appointment, secondment and release of staff. It is essential that these arrangements are completed prior to the start date. Trade unions applying for funding must provide evidence that release and secondment arrangements are in place in advance of the start date. Failure to do so could result in the withdrawal of the funding offer.

Employment of Staff

Development funds can be used to finance staff costs. This includes full time or part time staff, directly employed staff and secondments. There will be a maximum amount of funding available for staff costs of £35,000, including on-costs, based on a 35-hour week. This will be delivered on a strictly pro rata basis.

For example, an application that sees staff employed on a 17.5 hours basis will have a maximum of £17,500 per annum. Where staff are employed on a secondment basis it is expected that they will be paid the equivalent of their earnings. However, for staff who earn over the £35,000 limit the employer or the trade union will have to make up the difference.

Value for Money

Trade unions must justify all financial outlay in the appropriate section of the application form. Ensuring value for money will be an important criteria in deciding on the merits of each application.

How to Apply to the Development Fund

Trade unions should complete a Scottish Union Learning Development Fund application form. The signed application should then be submitted to Scottish Union Learning where it will be put forward to the Scottish Union Learning Development Fund Application Panel for consideration and approval.

Successful applicants will be allocated to a Development Officer who will meet with the trade union to outline the support provided as well as the responsibilities of the trade union. Unsuccessful applicants can request formal feedback on their application.

Additional Criteria for the Development Fund

Union Strategy

The Scottish Union Learning Development Fund should be used to complement existing union strategies on lifelong learning and applications should outline how the Scottish Union Learning Development Fund will contribute to achieving this in the aims and objectives section of the application form.

Learning Outcomes

Each application for funding is expected to outline the learning activity which will take place as a result of development activity. This includes the number of course applications to be submitted during the initiative, the overall target for learners and the educational level of learning undertaken. This information should be included in the appropriate section of the application form. A trade union that applies for development funds must explain the method and strategy it has devised to ensure it can deliver the learning outcomes outlined within its application.

Reporting Back

Each application must include a named individual who is responsible for the compilation and submission of the reports within the stated timescales. It is expected that this will be the individual seconded/employed through the Development Fund. All documentation will be provided by the STUC. Each union must provide an end of quarter report that includes the following:

- ❖ A financial profile;
- ❖ An invoice for spend accrued;
- ❖ A written report of activity undertaken;
- ❖ An output sheet of learning outcomes achieved;
- ❖ A salary pro-forma.

Staffing Criteria

Applications must clearly demonstrate how the resources for staffing costs will be allocated. In particular, applications which look to employ staff on a part-time basis must clearly outline the number and pattern of hours they are employed. Where work patterns vary from week-to-week or from day-to-day, full details of activity undertaken and actual hours worked must be properly recorded on the appropriate form for each individual staff member.

Downloading the Application Form

Visit www.scottishunionlearning.com to download an application form.

www.scottishunionlearning.com/develop



About the Scottish Union Learning Development Fund

What is the Scottish Union Learning Development Fund?

The Scottish Union Learning Development Fund supports developmental work which increases the capacity of trade unions to deliver courses that are funded from the Scottish Fund for Union Learning. **Your application to the Scottish Union Learning Development Fund cannot directly pay for workplace learning.** It must instead be used to develop activity that directly leads to courses that can be supported by the Scottish Fund for Union Learning.

Who can apply?

Bona fide trade unions with membership based within Scotland may apply to the Scottish Union Learning Development Fund. Trade unions can make more than one application to the Development Fund. It is also possible to submit applications to both the Scottish Union Learning Development Fund for Lowlands and Uplands Scotland and the Scottish Union Learning Development Fund in the Highlands and Islands. It is not possible to submit an application for all-inclusive Scotland-wide activity.

Where can development activity be located?

The development activity can be in a single workplace, a group of workplaces or within a geographical area. Your application can include activity across Lowlands and Uplands Scotland as long as you include a description of where, when and how the development activity will take place. In all cases, development activity must explicitly lead to learning outcomes.

Your application does not have to focus on any particular industry sector but you do have the option of choosing a particular sector. Applications that concentrate on up-skilling non-traditional learners will be considered favourably.

Who is the development activity aimed at?

The Development Fund aims to support workers who have no or low qualifications as well as those who have literacy and numeracy needs. Additionally, while it is not a specific requirement, applications which target EU migrants, ethnic minority groups and women workers are encouraged. Unions which target these groups should explain how they will do this in their application.

Scottish Union Learning

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ESF Themes and Criteria Explained

ESF Funding has three cross-cutting themes, including Equal Opportunities, Environmental Sustainability and Social Inclusion. Applications must demonstrate how proposed activity will contribute to each of these themes.

Equal Opportunities

The STUC is committed to supporting, practicing and promoting equality of opportunity. Applicants will have a responsibility to tackle the barriers to skills and learning opportunities faced by disadvantaged groups to ensure equality of opportunity.

Applications should demonstrate how equal opportunities are built into the project, both in terms of managing the initiative and in ensuring that individuals are assisted in overcoming the obstacles that prevent them from participating in learning.

Environmental Sustainability

Environmental Sustainability promotes the sustainable use and conservation of Scottish environmental assets. You should consider the following in your application:

- ❖ Resource Efficiency - particularly improving the efficient procurement and use of energy, water and raw materials and increasing application and use of renewable energy.
- ❖ Environmental Impact - how will the project contribute to the enhancement or protection of the environment and minimise negative impacts
- ❖ Local Sourcing - particularly support for local sourcing initiatives and activities aimed at diversification within the local economy.

Social Inclusion

Social inclusion is about reducing inequalities between the least advantaged communities and the rest of society by closing the opportunity gap. It means actively promoting opportunities to participate, whether in work, in learning or in society more generally. If the following applies to your project, you should demonstrate:

- ❖ the social inclusion aspects of your project;
- ❖ how the project will aim to reduce inequalities between the least advantaged communities and the rest of society.



Scottish Union Learning Development Fund

Criteria for Lowlands and Uplands Scotland
December 2009 - March 2011

