

Version 4: Issued February 2013

INTRODUCTION

Shaping the Future is a unique talent management programme that focuses on the development of an entire region. It is designed to create new jobs in North West Wales that take advantage of the high concentration of engineering and technical expertise present in the nuclear power industry. As the Magnox stations at Wylfa and Trawsfynydd are decommissioned, it is vital that new outlets are found for the skills, knowledge and experience of the people currently working there.

AIMS OF THE LEARNING & DEVELOPMENT PHASE OF THE PROJECT

To build a learning partnership between the Beneficiary and the Shaping the Future project

To support and retrain beneficiaries by providing careers advice and mentoring, training, and job search support.

To provide access to learning & development focused on personal development in order to bring economic success to North West Wales, within the following target industries of the project;

1. **Energy & Environment**, such as
 - Renewable Low Carbon Energy (solar, wind, tidal etc.)
 - Environmental Goods & Services
2. **Advance materials & manufacturing**¹ such as
 - Aerospace
 - Digital Engineering

¹ Advanced manufacturing and materials covers a wide range of industries such as, aerospace, automotive, electronics, food, defence, pharmaceuticals, paints and personal care products. Businesses in this sector use a high level of design or scientific skills to produce new products and processes, which are technologically advanced. | Definition Source: Careers Wales

3. **Creative Industries²**
4. **Financial & Professional Services**
5. **Life Sciences³**
6. **Information & Communication Technologies (ICT)**
 - Online entrepreneurship
 - E-commerce
7. In addition, due to location of the project, the business case of the project will also consider funding learning and development activity in sustainable **outdoor activities, tourism and agriculture.**

GOVERNANCE

The Shaping the Future project's main responsibilities will include providing career management counselling to identify a clear career transition and learning plan; covering such issues as:

- a. Introducing, implementing and monitoring learning initiatives.
- b. Prioritising learning needs with the beneficiary & their career coach.
- c. Identifying groups of beneficiaries and individuals who can benefit from the various learning initiatives designed & commissioned by the project.
- d. Ensuring that all learning & development funded is underpinned by the 'Credit & Qualification Framework for Wales' (CQFW) and learning is assessed by the allocation of credits
- e. Determining and monitoring the regional education & training provisions available for beneficiaries.
- f. The maintenance of any contract with outside education and training providers.

² Creative Industries covers a wide range of sectors and jobs. High tech role in computer games production, interactive media, social network and web development, digital post production as well as traditional creative role in the performing arts, writing or art and design | Definition Source: Careers Wales

³ The Life Science Industry includes: Pharmaceuticals, Medical biotechnology, Medical technology | Definition Source: Careers Wales.

- g. Ensuring that a Learning Plan is effectively implemented so the beneficiary meets their goals and targets for the learning provision identified.

The Project commits to sharing learning log data solely for;

- a. Identifying and tracking Project objectives
- b. Procurement purposes to secure best value learning and education services

The data from learning logs will not be shared with Magnox (unless with the permission of the beneficiary) or for other issues such as pay, performance appraisal, redundancy, disciplinary procedures etc.,.

EQUAL OPPORTUNITIES, EQUAL ACCESS

The project recognises the importance of equal opportunities and equal access to enhance skills levels in order to meet the project objectives, as well as individual learning and development of their career transition.

Any criteria used in this document to decide eligibility for the Scheme will be regardless of gender, disability, ethnic origin, religion or belief, age, sexual orientation and with regard to the bilingual nature of many of the region's communities.

The project will:

- a. Make every effort to ensure that when any learning takes place, the specific needs of beneficiaries are taken into account.
- b. Respect the beneficiary employers and offer out-of-hours learning & development
- c. Ensure that any advice and guidance about learning & development is impartial and confidential
- d. Assist the individual to make informed choices with regard to learning programmes in the region, giving those concerned the ability to secure the maximum benefits possible from the opportunities available.

FUNDING PRINCIPLES

Shaping the Future can provide funding for learning & development that may complement and/or enhance near future career aspirations, within, but not exclusive to, the following industry sectors, as previously stated;

1. Energy & Environment, such as
2. Advance materials and manufacturing such as
3. Financial and professional services
4. Creative Industries
5. Life Sciences
6. Information & Communication Technologies (ICT)
7. In addition, due to location of the project sustainable outdoor activities, tourism & agriculture.

The project can also fund essential training or development provided to meet the specific generic requirements of a new industry role (e.g. CPD, Health & Safety).

Each case will be judged on its merits, along with its coherence within a career transition plan. If the personal plan has a broader remit / scope than the project's business case, then the most relevant modules or elements of a course will be funded with regard to the project objectives.

All learning must be completed by February 2015

Personal Career Journals including Learning Requests CANNOT be changed after Approval Panel

In the unlikely event of a course being cancelled or postponed the Shaping the Future Project will not be liable to pay any travel and accommodation costs incurred by the beneficiary. The project strongly recommends that the beneficiary purchase refundable accommodation/train tickets wherever possible

APPLICATION CRITERIA

Any beneficiaries may apply to take advantage of this funding. The factors, which will determine the participation in this Project, will include, among other things, the following:

- a. The course the beneficiary seeks to attend must obtain him/her a CQWF or nationally recognised qualification.
- b. The relevance of the proposed course to the beneficiaries' realistic career transition into the target industries of the project (listed on page 1), which will be the outcome of the career counselling phase of the project.
- c. The benefit to the region of the particular knowledge and skills the beneficiary would acquire as a result of the course.
- d. The degree to which, the beneficiary would be able to take advantage of the course.
- e. The degree of assistance previously provided by the project to the beneficiary making the request.

APPLICATION STEPS

A beneficiary wishing to take advantage of this project funding should:

- a. read all of the conditions and qualifying criteria of the project, before deciding to pursue the application;
- b. obtain full details on course contents, length of course, start date, course fees and other associated costs, and the name of the provider where he/she wants to attend;
- c. consider the nature of the assistance he/she wants the project to provide, including cultural, diversity and disability needs;

- d. be fully prepared to sign a learning agreement if approval is granted;
- e. discuss the above details with his/her line manager;
- f. complete a Career Development Journal (Part 1, 2 and 3) for submission to Site Project Operations Officers.

Note - for courses where the duration is of more than one academic year, must be recorded and requested on your learning log. For StF budget & administrative purposes each academic year is treated as a separate course. Funding will be reserved for the full duration of the course until Feb 2015, but released year by year.

No funding is available for courses that end after the Project's end date of 28/2/2015.

INTERFACE WITH MAGNOX

Learning funded by the Shaping the Future project is not subject to the Magnox Learning & Educational Support policy (MCP HR 002) (Issue 2).

There is currently no agreement in place with Magnox to allow you to neither take time out of work nor fund any travel and subsistence costs incurred as a result of taking learning and development courses funded by this project.

FUNDING

Funding may be obtained for:

- a. course fees – for all approved forms of study;
- b. registration fees;
- c. exemption fees;
- d. examination fees (examination re-sit fees are not included);
- e. Subscription to a professional body, but only if it is a condition of course attendance, and only for the duration of the course/academic year;
- f. A book allowance to a maximum of £100 - but only if the required reading material is not available through a local city library, college, university or divisional library facilities.
- g. Child Care expenses incurred by the participant, or those incurred in the normal course of activities, or if a workplace nursery place is not available during the time of study and alternative nursery accommodation is secured.

Funding will not be available for:

- h. Travelling and subsistence (including accommodation, meals etc.)
- i. Fees for the memberships and professional organisations, unless a condition of acceptance for a course of study, or examination
- j. Apparatus or equipment costs
- k. Distance learning fees that are in addition to tuition fees, unless approved at the time of the original application for the Shaping the Future project funding
- l. Revision courses
- m. Retaking of any part of, or the whole of the course of study already undertaken

***** In the unlikely event of a course being cancelled or postponed the Shaping the Future Project will not be liable to pay any travel and accommodation costs incurred by the beneficiary. The project strongly recommends that the beneficiary purchase refundable accommodation/train tickets wherever possible *****

WITHDRAWAL OF ASSISTANCE

All Assistance will be withdrawn in the following situations:

- a. The beneficiary has not attended classes regularly, without an explanation acceptable to the Project Director / Project Board;
- b. The beneficiary has not been making satisfactory progress (in the opinion of those running the course);
- c. The beneficiary did not sit the required examination, and/or submit required course work and/or assignments;

- d. The beneficiary has not co-operated in the normal supervisory process required for the administration of this scheme – a final decision to be made by the Project Director / Project Board;
- e. The beneficiary has not provided a suitable contact at their course centre who can provide, or help to verify the above.
- f. If the beneficiaries' use of this scheme negates the work of the Project which is paramount, then the beneficiaries' participation may be postponed or withdrawn.
- g. Failure to provide adequate evidence to support financial claims for expenditure incurred within the scheme guidelines in addition to the course fees.

CLAW-BACK POLICY

Reimbursement will be required in the following circumstances:

- Where there has been an abuse of assistance provided to the beneficiary and as a result
- The beneficiary fails/does not complete the course in the specified time

The 'claw-back' policy will not apply if the beneficiary discontinues participation in the course for any of the following reasons:

- At the request of the Project
- As a result of certified long-term ill-health (Confirmed by a doctors certificate)
- Because of maternity leave

UNFAVOURABLE DECISIONS

Any beneficiary that believes that he/she has been unfairly prevented from participating in this Project should firstly ask the Project Finance and Compliance Officer to explain the reason why. If the decision is still thought to be unreasonable, the participant is able to put their case in writing to the Project Board. The Project Board's decision is final.

PERSONAL CAREER JOURNAL & LEARNING REQUEST APPROVING PANEL

The purpose of the awarding panel is to confirm that 'validated applications for funding' support the strategic framework and operational targets of the European Funding Principles that govern the project. (Priority 3: raising skill levels, Theme 2: higher level skills).

The approving panel sits on a monthly basis**.

***Validated applications** – all Personal Career Journals & Learning Requests are subject to a 'Validation Process' which takes into account

- (1) Career Management Support usage
- (2) Benefit the economy (North West Wales)
- (3) Project Target industries
- (4) Career Transition ownership
- (5) Learning Request (commitment and work-life balance)

****Personal Career Journals including Learning Requests CANNOT be changed after it has gone to the Approving Panel****

In partnership with:

