



## RURAL-BASED APPRENTICESHIPS

### Application Guidelines

---

#### 1. BACKGROUND

Finderne Development Trust (FDT) was formed in 2018 to act as the anchor organisation and key driver of the sustainable rural regeneration of the area of Finderne.

As part of its 5-year strategy to advance the social, economic, environmental and cultural development of Finderne, the facilitation of apprenticeships in Finderne's rural-based industries was identified as one priority to help enable a major shift in the population profile to grow a vibrant, sustainable and balanced community.

By working in partnership with local businesses to create opportunities and cultivate the skills required for business growth, more young people will be able to remain in the area to train, find employment and develop careers. Rural-based Apprenticeships will act as an enabler for economic activity and talent attraction and retention.

The aim of the project is:

*"To engage local businesses in creating more opportunities for training and career development in Finderne's rural-based industries to generate new employment and thus attract and retain a higher percentage of young people in the area for the long-term to strengthen and grow the local economy and the community."*

FDT will use a percentage of the community benefit funding it receives from the Hill of Glaschyle Renewables LLP to fund the project and support up to 4 new apprenticeship starts per annum.

#### 2. FUNDING

FDT will fund a percentage of salary, travel and training costs per apprenticeship, if necessary, to a maximum of £6,000 per annum. The final amount will vary depending on the context and needs of each business and the apprenticeship opportunity and will be agreed by the Rural-based Apprenticeships subgroup after it has met with the applying business.

If you are applying for other sources of funding, we would ask that you outline these in the application form. We would also expect FDT to be notified if alternative/additional funding support is given by another organisation at any time during the duration of the apprenticeship.

All applications will be assessed on a case-by-case basis; therefore, submission of an application will not guarantee financial support.

The support provided by FDT will complement the support provided by other bodies such as Skills Development Scotland (SDS). FDT ask that all sources of other funding are outlined in the application form. FDT should be notified if alternative or additional funding support is given by another organisation at any time during the duration of the apprenticeship.

Funding will be paid in instalments over the apprenticeship period and may be subject to specific conditions.

Funding will not be paid retrospectively and so we ask businesses to wait for confirmation on funding before employing an apprentice.

### 3. ELIGIBILITY

Rural-based Apprenticeships supports businesses that qualify as a suitable employer and are based within the boundary of the Finnerne Community Council. A map of the boundary can be viewed [here](#).

Each business applying must:

- Have identified an appropriate training provider
- Have adequate equipment to facilitate the required training
- Demonstrate appropriate health and safety policies
- Hold adequate public and employer's liability insurance
- Have registered the apprentice with the appropriate skills body if required

Businesses will be expected to contribute to any project monitoring and evaluation processes that are established.

Apprentices do not have to reside in Finnerne, however, FDT would be particularly interested to support apprenticeships that could help a person to remain living in, or move to, the Finnerne area. With this aim in mind, FDT may also consider supporting local businesses based outside the Finnerne Community Council boundary to recruit an apprentice who lives within the boundary and by doing so, would enable them to remain a resident of Finnerne.

### 4. RECRUITMENT

FDT are not able to help businesses identify suitable apprenticeship candidates but will provide administrative support to businesses in the advertisement of apprenticeship vacancies.

It is expected that on submission of application, that the business has commenced the recruitment process or has identified a suitable candidate.

### 5. APPLICATION PROCESS

FDT would be interested to meet businesses at the start of the application process to gather information about the business, discuss motivations for recruiting an apprentice, offer information on the SDS apprenticeship scheme and assess eligibility.

The application process is as follows:

1. ENQUIRY – contact FDT using the details in section 6 below.
2. INITIAL MEETING (where necessary)
3. APPLICATION SUBMISSION
4. FUNDING MEETING
5. AWARD

6. APPLICATION FORM

To register your interest in the scheme or receive an application form, please contact FDT, using the details below:

01309 221 026 | 07483 133 203

[hello@findernedevelopmenttrust.com](mailto:hello@findernedevelopmenttrust.com)

Rural-based Apprenticeships is a rolling programme with no set deadline for applications. Applications and supporting documents should be submitted as soon as possible after identifying a suitable apprentice.