

# Sheffield City Region Skills Bank Online Employer Application

## Application Details

Please use the online Skills Bank Employer Application to outline the training that you need.

Your application needs to show how training accessed through Skills Bank will make a difference to your business, the skills of your employees and your ambition to improve and develop/grow your business.

The Skills Bank model is a co-investment model and the employer contribution will be directly linked to the assessment of your application and how the training directly relates to your key business needs and results in business development and/or growth.

If you would like to save your application form and return to it at a later, you can click on the link in the email sent to you during this process.

If you would prefer to discuss your training requirements with a Growth Hub Skills Advisor, please contact [0333 000 0039 \(tel:0333 000 0039\)](tel:0333 000 0039).

Q1 Company Name:

Q2a Registered Company Post Code:

Q2b Postcode of operational base in Sheffield City Region:

**FIND**

Q3 operational Address

Your contact details

Q4a Main Contact: First Name

Q4b Main Contact: Surname

Q5 Your Job Title

Q6 Office Contact Telephone Number

Q7 Mobile Number

Q8 Email address:

Additional Company Details

Q9 Company website

Q10 Company Type

Q10a Company Type - Other

Q11 Companies House Number

Q12 Incorporation date

Q13 Business Sector

Q13a Sector - Other

Q14 SCR Local Authority

Q15a Size of company

Q15b Actual number of staff (full time or full time equivalents) in the last financial year

Q16a Do you have an annual turnover of less than £40 million?

Q16b Actual turnover in the last financial year

Q17a Do you have a balance sheet of less than £35 million?

Q17b Are you VAT registered?

Q18a How did you hear about Skills Bank?

Q18b Name of Skills Advisor/Training Provider

Q19 Please provide a brief description of your business and the sector in which you operate. Outline your main products or services, type of business and any challenges or opportunities



Q20 Please provide a summary of your business projections (it is understood that in some instances projections are being made in an uncertain economy)

**Either:** insert the sub-heading **Business Development / Growth** and then;

a) Summarise your business development/growth ambitions and key business objectives with timescales (e.g. at 1 year, 3 year & 5th year period). Include forecasts of turnover, staffing and any other key indicator of success at various points in time

b) The response should summarise what the opportunities are for development/growth, how well these opportunities are understood, and what steps the company are taking to ensure that this growth/development is actually realised

**Alternatively:** insert the sub-heading **Pandemic Response** and then;

a) If your application is primarily to limit the damage from the pandemic then please outline the effects of the pandemic on your business as it impacts on forecasted turnover, staffing and any other key indicators with timescales (e.g. at 1 year, 3 year & 5th year period). You may wish to use both best and worst case scenarios if you feel that captures your position more fully

b) Outline the immediate effects of the pandemic on your business and what measures you have/are putting in place to deal with it (this may include Furloughing, taking out a business loan, new collaborations etc. in which case these should be stated)

c) Outline what you envisage to be the longer term effects of the pandemic on your business and what measures you are planning to minimise the impact

Q21 Provide a brief description of the training required

**Either** : insert the sub-heading **Business Development/Growth** and;

a) If the planned training is to develop/grow the businesses then please provide a brief description of the training required and explain how this training will support the measures you are taking to develop/grow your business

**Alternatively** : insert the sub-heading **Pandemic Response** and;

a) If the training is to help counter the effects of the pandemic on your business please provide a clear explanation of how the training will support the measures you are taking to safeguard your business

Q22 Is this training already available?

You may be aware of a particular training course or identified a suitable course on the Skills Bank website.

Please Select ▼

Q23a Do you have a preferred training provider?

Please ▼

Q23b If yes, please provide provider name, contact name, email address and telephone number

Q23c Have you discussed your training requirements with this training provider?

Q24 Do you require a training course to be designed to meet your specific business needs?

Skills Bank will source training through a list of approved training providers

Please Select ▼

Q25a In total, how many people require training?

Q25b Please provide number of people against each training programme

Q26a When would you like the training to start?

Please state which month/year

Q26b How long will it take to deliver the training and when will it finish?

**Sheffield City Region priorities of Improving growth and productivity:**

**The financial contribution from Skills Bank is determined by your business case for development/growth and investment in skills. The following question is key in providing us with information about your ambitions to develop/grow and the potential impact training will have on employee skills and your business objectives.**

**Your response needs to outline your business case for growth & productivity and indicate how investment in skills will support this growth.**

Q27 Please indicate how your business will develop/grow as a result of this investment

Tick only those that apply to your business case and that can be explained at Q28.

Please note that the application is not enhanced by the number of criteria selected

- 1) increasing competitiveness
- 2) increasing turnover
- 3) engaging new business markets
- 4) attracting new customers/using new techniques to reach customers

- 5) developing new products/services
- 6) introducing new technology
- 7) use of new tools or equipment
- 8) reviewing and/or implementing new ways of working to improve efficiency (inc. maximising output under safe distancing)
- 9) creating/expanding networks
- 10) introducing innovative products/services/ways of working
- 11) Increase in staffing / increased staff resilience and positioning to maximise post pandemic opportunities (may include furloughed staff)
- 12) other (if applicable include activity to support key services during the pandemic)

Q28 Please outline how the investment in training from Skills Bank will support the development indicators you have selected in Q27

Your response must provide evidence that investment from Skills Bank will help you achieve or accelerate your plans.

**Sheffield City Region wider priorities:**

**In addition to development/growth and improvements in productivity, Sheffield City Region is keen to support businesses who are also addressing wider issues around Supply Chain Development and Raising Aspirations of residents.**

**The following questions are not mandatory, but do provide an opportunity for you to tell us of any additional activity that supports these wider priorities.**

**Information you provide will be taken into account when calculating the Skills Bank financial contribution.**

Q29 If you are engaged in supporting local supply chain development please indicate below



Tick all that apply (please be aware that in Q30 you will be required to provide an explanation for each of your choices)

- 1) Supporting supply chain partners with diversification
- 2) Involving supply chain partners in training and development activity
- 3) Joint working/collaboration with supply chain partners
- 4) Collaboration with supply chain network to source products/services
- 5) Collaboration with supply chain to identify financial savings
- 6) Other

Q30 Please provide evidence on how you are supporting ALL the activities you selected in Q29

In responding to this question please ensure you provide an explanation to support each of the selections you have made above

Q31 If you are engaged in raising aspirations amongst local residents please indicate below

Tick all that apply (please be aware that in Q32 you will be required to provide an explanation for each of your choices)

- 1) Employ/increase number of Apprentices
- 2) Offer into work programmes for the unemployed
- 3) Offer Work Placements
- 4) Offer Work Experience opportunities to Schools/students/unemployed
- 5) Talks/Master Classes/career talks in Schools/Colleges
- 6) Advise curriculum development in Schools/Colleges
- 7) Enterprise Advisor within a school
- 8) Mentoring
- 9) Other

Q32 Please provide evidence on how you are supporting ALL the activities you selected in Q31

In responding to this question please ensure you provide an explanation to support each of the selections you have made above

Q33 Have you received funding through Skills Bank previously?

Please ▼

Q34 Please specify any conflict of interest with any element of any employee role in relation to professional conduct with another organisation

Q35 Please include any other information to support your application to Skills Bank

**Save For Later**

**Employer Portal Privacy Notice**

**The Sheffield City Region Skills Bank project is delivered by Calderdale College on behalf of the Sheffield City Region Local Enterprise Partnership (SCR LEP).**

**In this Privacy Notice, the word "we" refers to Calderdale College and the Sheffield City Region LEP. Calderdale College are acting as the Managing Agent for the project; both of whom act as Data Controllers. We take the privacy of your information very seriously.**

**The Calderdale College Policy can be found at  
<https://www.calderdale.ac.uk/about-us/data-protection/>**

**The Sheffield City Region LEP Policy can be found at  
<https://sheffieldcityregion.org.uk/terms-and-privacy/>**

**These policies explain how we will collect and use the information you give us via our websites and otherwise when you are using our services, for instance when you complete any paper or forms or otherwise, or provide data to us by telephone. We are committed to good information handling principles and protecting the privacy and confidentiality of any personal information we deal with. When we interact with you, we might give you supplementary privacy notices which are more specific to the personal data we're collecting or using at that point. You should read those notices alongside this Privacy Policy.**

**We are collecting this information to understand your requirements, provide a service tailored to your needs, communicate with you in relation to your application for funding (emails, text, post) and maintain a record of your engagement with the SCR Skills Bank. We may share your information with quality approved training providers who can provide the services you need. We will ask your permission and explain which information we are sharing. The information we hold will be accurate, up to date and held securely. Where you notify of us of any incorrect information, we will delete or edit the information promptly.**

**We may use technology to track behaviour patterns of visitors to our website, these include using 'cookies' which are stored on your browser. We may share information provided on this application within Calderdale College, the SCR LEP and with the SCR District Councils, for the purposes of research and evaluation. We may contact you to seek your views in relation to research being undertaken in the district/sector your business operates in. We may invite you to participate in further SCR LEP programmes, which are entirely voluntary.**

**SUBMIT**