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ABSTRACT

This booklet explains what training grants are offered by the Furniture and Timber Training Board of Great Britain, indicates how to claim them, and outlines the Board's training philosophy. Foldouts present conditions which apply in whole or in part to the Training Grants Scheme, followed by guidelines for completing forms. The main section (coded for specific grant provisions and claim forms) cites amounts and conditions for craft trainees, technical personnel, clerical and sales personnel, supervisory and management trainees, instructors and training officers, sandwich courses (alternating work and study), metrication (conversion to the metric system), full time higher education, study abroad, incompany training by outside organizations, and other program categories. Other sections cover levy limitations for 1970, the levy and grant cycle, Department of Employment and Productivity grants, course approval, and related generalities. (1y)

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**furniture
and timber
training board**

FOURTH YEAR'S SCHEME

**training grants scheme
1969/70**

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important

how to use this booklet

This booklet aims not only to lay out in the clearest possible fashion what grants are offered by the Furniture and Timber Training Board and how they should be claimed but also to give an outline of the Board's thinking and its philosophy on training.

In order to make your understanding of the Scheme and its requirements as simple as possible:

- (1) all coloured pages should first be read carefully;
- (2) inside the front and back covers is printed a number of conditions which apply in whole or part to the Training Grants Scheme proper and are necessary to its understanding. It is suggested that you open out these covers before beginning to read the white pages in the centre of the booklet;
- (3) on each of the white pages there is a column headed "CONDITIONS". This column contains a number of letters comprising a code which refers to the corresponding paragraphs printed on the inside front and back covers. These paragraphs should be read together with the details of the grants to which they refer;
- (4) on the right-hand side of each white page is shown: first, which claim form should be used for claiming each particular type of grant; second, the code number for that grant which should be marked on the claim form in the column headed "Code Number";
- (5) inside the back cover, there are several notes which will be helpful when claim forms are being completed. These notes do not affect the Training Grants Scheme proper.

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note: inside the folded covers of this booklet are listed the conditions applicable to various grants, together with notes on completing claim forms.

conditions on which grants are paid

Grants for training are paid by the Board only under certain conditions. There are both *general* and *special* conditions. General conditions apply to every grant; special conditions apply only to certain types of grant or training.

When compiling your claim, to make sure that your firm qualifies for the grants which cover the training done, simply cross-check between the white pages of this Scheme and the conditions set out in detail inside the front and back covers.

general conditions applicable to all grants

1. The firm must have paid all relevant levy requirements before the Board will pay any grant. Offsetting of grant claims against levy assessments will not be allowed.

2. (a) All claims must be submitted on the forms supplied by the Board.

(b) All relevant certificates, letters from educational establishments, training programmes as required by this Scheme (if not previously approved) and similar documents must be attached to the appropriate claim.

NOTE: the reference and date of any Board letter approving grant should be quoted.

3. The firm must make available to the Board's staff on request all training programmes, logbooks, records of progress, service agreements and (if necessary) an auditor's certificate.

4. The Board's staff must be allowed access to inspect training and to interview trainees, if required.

5. Grants are paid only to firms and training groups, *not* to trainees individually.

6. Where a trainee either leaves a firm or otherwise does not complete his training, grant can still be claimed for the training given to him.

Nothing in this Training Grants Scheme in any way absolves a firm from its obligations under any National or other Labour Agreement.

special conditions applicable only to certain grants

Please check carefully against each grant to find which conditions apply to it.

A. Day or block release (or the equivalent) is:

(1) an essential condition of grant for young persons in occupations needing a substantial amount of training, unless otherwise indicated;

(2) normally reckoned as a minimum of one full day or two half-days a week over a period of approximately 36-40 weeks a year—or the equivalent by block release. Additional grant is payable for more than 40 days a year.

Trainees must be released to attend an appropriate course at an establishment of further education. If during working hours such a course is not and cannot be made available or accessible * (or, in a particular case, is inappropriate) but there is an evening-only course, then the trainee must attend the evening-only course to be eligible for grant.

* "accessible" normally means less than $\frac{1}{4}$ hours' travel from the trainee's place of work.

NOTE: since attendance at an evening-only course will be in trainees' own time, the Board strongly recommends that firms should give them equivalent time off from work. Equivalent time off means one half-day for each attendance up to a maximum of one day a week.

B. The firm must support any claim based on attendance at a course of associated further education by a certificate, preferably from the educational establishment. The certificate must show the totals of possible and actual attendances. Where the firm can account satisfactorily for the difference between possible and actual attendances (e.g. sickness or annual holiday), then full grant will be paid. In other cases, deduction from the grant will be made for each absence; if absences exceed 25% of the possible attendances without satisfactory explanation, no grant will be payable.

DEDUCTION RATES:

craft trainee: first and second years of course £1.15s. a day
third and subsequent years of course £2.10s. a day
technician/technologist: £3.15s. a day

C. The firm must support any claim for a trainee who cannot benefit from continuing a particular course of further education by a letter from the educational establishment to that effect. The letter must be attached to the claim, together with a certificate from the employer that the trainee nevertheless can be expected to become proficient in his craft.

D. The firm must devise and write down suitable training programmes for all in-company training. Where the in-company programme is complementary to associated further education, it must last right through the course. In general programmes must:

(1) include practical aspects of industrial health, fire precautions and safety training;

(2) where appropriate, cover the whole time not spent on release or other courses;

(3) for every new employee during his/her first year, include induction training.

If a satisfactory in-company training programme either has not been prepared or is not being carried out properly, no grant will be payable.

NOTE: induction training does not itself qualify for grant. Unless definite periods of induction training appear in every new employee's programme, no grant will be payable for any part of that programme.

E. The firm must indicate the periods of direct instruction included in each training programme.

For claims involving more than 10 days of direct instruction the firm must submit all new programmes for approval by the Board. For 10 days or less of direct instruction, programmes may be called for at the discretion of the Board.

NOTE 1: "direct instruction" involves continuous teaching and oversight of a trainee or trainees for a period during which the instructor is engaged full-time on instruction. In any programme, periods are usually reckoned in hours or fractions of an hour—these periods are totalled and converted into 8-hour days. Direct instruction does not include the more general supervision needed for a trainee gaining planned experience.

NOTE 2: the 10 days' period is calculated as a total, even if this overlaps into another training year.

F. The firm must set appropriate practical tests for their trainees.

G. Each craft trainee must be given and himself keep up to date a personal log book.

H. The firm must keep summary records of a trainee's progress throughout training (craft trainees excepted) where more than 10 days' direct instruction is involved.

I. Subsistence grant will be payable only when a trainee is obliged to live away from home while attending a course. No grant will be payable where the course fee includes accommodation and meals. For absence from home for a period of 24 hours including an overnight stay:

RATES: Annual wages/salary Per 24 hours
under £2,000 a year : £2.10s.
£2,000 and over a year : £3.10s.

NOTE 1: no allowance is payable for meals, etc. while attending a day or evening course which does not involve overnight absence from home.

NOTE 2: all expenses must have been reimbursed to the trainee before any claim is submitted by the firm.

continued inside back cover

J. Travelling expenses are payable

- (1) between the location of the course and the place of work;
 - (2) to young persons* taking lengthy external courses (except overseas), for travel to and from their homes each weekend;
- * "Young person" means someone under 18 years of age on 1 August 1969.

- (3) to mature trainees taking lengthy external courses (except overseas), for travel to and from their homes once a month.

RATES: by air tourist class
 by road 5d a mile
 by rail (a) wages/salary under £2,000 second class
 (b) wages/salary £2,000 and over first class

NOTE: all expenses must have been reimbursed to the trainee before any claim is submitted by the firm.

K. Wages/salary grant is payable

- (1) depending upon the type of course attended, at 50% (up to £5) or 100% (up to £10) of the trainee's daily rate, unless otherwise shown;

- (2) for weekend courses only when the trainee is paid over and above his normal remuneration.

DAILY RATE: equals the basic monthly salary divided by 22, or the basic weekly wage divided by 5.

NOTE: "wages" means the amount normally calculated for holiday pay.

- I. Grants for attendance at an approved external course will be subject to the following maxima for wages/salary, fees and subsistence grant—excluding travelling expenses:

- (1) £25 a course day;
- (2) £500 total grant.

NOTE: "fees" means course and examination fees—including, where applicable, all residential charges.

general notes of guidance on completing claim forms

1. Claim forms will *not* be sent out automatically by the Board as in the past but only to those firms which request them.

Last dates:	
(a) for requesting claim forms:	
(1) interim period	30 November 1969
(2) final/consolidated period	30 June 1970
(b) for receipt by the Board of completed claim forms:	
(1) interim period	31 March 1970
(2) final/consolidated period	31 October 1970

2. Each set of forms contains forms FT 1-6 in duplicate. Firms are asked to complete and return one copy of each form in the cover supplied. (The second copies are marked "Employer's Copy" and should be kept as the firm's record of the claim made.) Additional copies of any form will be supplied on request.

NOTE: on the cover supplied there is a Declaration. Please ensure that this is completed and signed before the claim is returned to the Board. No claim can be considered if the Declaration has not been properly completed.

3. Certain columns on each form are clearly marked "For Board Use Only". Please do not enter anything in these columns on the Board's copy of the claim form.

4. Each grant in this Scheme is given a code number. Please enter this code number in the appropriate column on the claim form.

5. To help the Board's work, on forms FT 1-3 please list all trainees of one category together, e.g. all Craft Trainees, all Technician/Technologist Trainees. Please leave one line blank between each category group and the next.

6. In order to simplify claims, please round the totals involved upwards or downwards to the nearest shilling—omitting pence from the totals.

continued from inside front cover

foreword

A TIME FOR RE-ASSESSMENT

Now that the Board is in its fourth year a re-assessment of its policies, particularly in regard to the financial outcome of its Training Grants Schemes, is timely. This is all the more so because the results, now to hand, of the 1967/68 Scheme—the Board's second Scheme—bring the first clear evidence of an unexpectedly large increase, upwards of 40%, in the volume of grant claims. The extent to which and the pace at which this volume may increase further within the foreseeable future, together with an indication of the financial courses to be adopted in regard to them, are considered in this Foreword.

As a preliminary, a simple statement as to how the Board allocates and husband its financial resources may be helpful. The Board's expenditure is mainly directed to returning to industry in the form of grants the bulk of the moneys it has been collecting in the form of levy. The balance which is not returned in the form of grants is needed to cover the Board's own expenses which fall into two parts, viz. its training services and its administration.

If 100 is taken to represent the Board's total outgoings, 87 is currently allocated to grants, while 10 is used for the Board's training services (of which its training advisers are the spearhead) and 3 for its administration. Through its Establishments and Finance Committee the Board exercises strict and continuous supervision over the expenditure needed for its training services and its administration.

There remains the bulk of the expenditure, viz. 87%, which is devoted to the various grants. Periodically these come under searching and individual review. Each of them, within the general pattern of the Training Grants Scheme as a whole, is subjected to a series of questions such as the following. Does the grant in question give value for money? Is it in its own sphere leading to a worthwhile improvement of training standards? Is it, despite such controls as are administratively feasible, open to abuse? Is it encouraging the right training priorities?

These questions are asked against the background of the Board's frequently expressed philosophy that its Training Grants Schemes should open the door to all good forms of training. But now that the Board has been in existence for over three years and is submitting its 1968/70 Scheme, which will be its fourth Scheme, a comprehensive stocktaking of its future financial arrangements has been taking place. As a result—and without impairing in any way its root philosophy—three further

lines of thought have called for exploration.

First, may it not be wise to apply some effective brake to the overall expenditure which would otherwise arise from a continuation of a marked increase in the volume of grant claims, with the corollary that there would equally be a brake on the levy which needs to be collected to meet such claims? (The term "brake" is used advisedly to indicate that it could be applied strongly or gently as circumstances might require from time to time).

Secondly, would the most desirable and equitable form of braking be to carry considerably further the already existing procedure whereby in appropriate cases the Board's contribution would be limited to, for example, 50% of the expenditure on any particular grant? This would leave it to the employer in such cases to make an equal contribution and in doing so would influence him to exercise, in the interests of all, careful discrimination before making his choice. For since there is mounting evidence both that the merits of training lie in its quality and purposefulness, and that, given these requisites, the benefits of training greatly exceed the actual expenditures involved, it is particularly important to require of the employer that he "looks before he leaps". In such circumstances it should not discourage him if he is asked to underwrite the evidence of his genuine concern with training by participating in the cost of the grant. Thus it will be found that in furtherance of limitations previously imposed on individual grants, more particularly in the 1968/69 Scheme, the 1969/70 Scheme will reinforce and develop the concept that for many grants the Board and the employer should be partners in sharing the cost.

New cases in point, for which the Board will now be limiting its own contribution to 50%, are most grants for attendance at external courses and for overseas visits. Similarly with the use of instructors, for which the potential outlay, if uncurbed, could easily go beyond a due proportion of the Board's total resources.

There are four further grants of importance which have also formed part of the Board's general re-appraisal. They can be considered in pairs; their special merits have been found to be such that no cut in grant is suggested for them.

The first pair deal with Craft Trainees and with Technician and Technologist Trainees. For the following reasons no major changes in either grant are proposed. First, all parties concerned, both from industry and education, have been putting their hand to new courses that reflect a re-orientation of outlook and the fullest practicable encouragement by the Board is, therefore,

desirable. Secondly, they involve a long-term commitment by the same parties, the financial terms of which should not now be subject to change. Finally, young people are an important investment for the future and the all-round craftsman or technician is potentially on the ladder of promotion to supervisory and middle management.

The second pair are grants for Training Officers and for Group Training Schemes. These are coupled together here, because the bulk of the expenditure on a Group Training Scheme as such is concerned, directly or indirectly, with its training officer. The Board's view is that these two grants have very special merits—the one for the larger company, the other for smaller companies acting in association—and that they should be continued on the present basis of a per capita limitation which adjusts the grants to the number of employees.

An important word about the future should be added. The process of re-assessment will be an annual one; and it is the Board's intention to pursue this policy of sharing the costs of training grants between employers and the Board and to extend it as and when appropriate.

As a third line of thought the Board has explored how, in addition to its active encouragement in the formation of Group Training Schemes, it could assist in concrete establishments in particular (i.e. those with less than 25 employees) with basically similar training needs as the larger establishments, they find it more difficult for various reasons to provide effective training and to benefit from the Grants Scheme.

A material easement would come by way of a lower levy for the very small establishments. Accordingly the Board is proposing that when the fourth levy (which will fund the 1969/70 Scheme) comes to be fixed in 1970, a differential rate will be applied in graduated form. This will be done by limiting to 1% the rate of levy on the first £10,000 of payroll, and applying a ceiling of 1.4% on payroll in excess of that figure. Broadly this will mean that fully 20% of firms will pay a levy of 1%, and a further 20% a levy between 1% and 1.2% of payroll. Details are given in the next section.

Lawrence Neal

CHAIRMAN

levy limitation for 1970

The foreword will have shown the considerations that the Board has in mind in approaching its future tasks. It, therefore, serves as introduction to a tentative forecast of the finances of the 1969/70 Training Grants Scheme, for which the levy will fall to be collected and the grants will fall to be paid only after the Scheme has run its 12 months' course, i.e., in the year commencing on 1 August 1970.

It must be borne in mind that as a basis for its preliminary estimates of the 1969/70 Scheme, the Board has only the actual financial outcome of the 1966/67 and 1967/68 Schemes to serve as guides. No adequate picture of the 1968/69 grant claims will be available until early next year. The Board is, therefore, at this early stage working largely in the realm of guesswork when attempting detailed calculations of the future growth of its industries' multifarious training activities. In fact it has to make a forecast two years ahead of its last known results. Nevertheless, the detailed calculations, based on a series of closely checked assumptions, have been made and their final shape is summarised in the following paragraphs.

(i) As to expenditure it is expected that:

(a) the volume of claims, although showing different trends in respect of the different categories of grant, may increase from 1967/68 to 1968/69 as an overall figure by no less than 30% and from 1968/69 to 1969/70 by yet a further 17% on top of the 1968/69 results; but (b) the proposed cut-backs in rates for certain grants should reduce the expenditure resulting from these increases in (a) to a net 15% and 3% respectively.

(ii) As to income:

levy, it will be remembered, is collected as a percentage of payroll. On this the Board's view is that the payroll of its industries as a whole, after registering an estimated net advance of 6% in 1968/69 largely because of a buoyant run for the first 8 months of that year, is suffering and will continue to suffer a setback throughout 1969/70. But increased wage rates should somewhat lessen the full effect of the setback.

The final upshot of the Board's conjectures on this issue is that, although there will be differences between the experience of individual industries, the 1969/70 aggregate payroll will fall back by a net 3%.

These are the major elements that go to make up the Board's finances. Additionally, of course, forecasts have been made of expenditure on the Board's own services (held on a tight rein) and also on its other cash needs

required to sustain its operations in advance of the levy collection.

Appreciating on the one hand the difficulties facing its industries and on the other hand that the Training Grants Scheme must continue to provide sufficient incentives for firms to undertake effective training, the Board has decided that the rate of the fourth levy shall not exceed 1.4% of payroll for the year ending 5 April 1970.

Moreover, within this ceiling it is proposing to apply a differential levy that will operate most noticeably in favour of the smallest units with an employee roll of less than 25, and will furthermore be graduated in such a way as to provide a tapering easement above this level. The proposal will be in the following terms:

- (1) the first £10,000 of a leviable firm's assessable payroll will be assessed at 1.0%;
- (2) the whole of the balance of a leviable firm's payroll in excess of £10,000 will be assessed within a ceiling of 1.4%;

N.B. Where a firm embraces two or more establishments, the preferential rate of 1% will apply to only one of those establishments. Thus no multi-establishment firm will be entitled to more than one quota of £10,000 at the preferential rate.

Examples of the rates of composite levy which would under this proposal operate at various levels of payroll are as follows:

Payroll	Composite Levy
(1) £10,000	1.00
(2) £20,000	1.20
(3) £30,000	1.27
(4) £50,000	1.32
(5) £100,000	1.36

The Board's preliminary forecasts suggest that on this proposal the closing balance at 31 July 1971, will be a slender one and there is a danger that a continued upsurge in grant claims in excess of the Board's current anticipations would take us through the ceiling.

To guard against this contingency, it is proposed that, while this Scheme states the *maximum* grants that can be earned, in the first instance only 80% of the authorised amounts will actually be disbursed to firms and the balance of 20% will be retained until the final total of all authorised grants is known. At that date, having taken

into account the Board's running expenses up to 31 July 1971 (i.e. training services, administration and advance cash needs) the reserved 20%, or such lesser sum as may be available, will be distributed between firms in proportion to their approved claims. Group Training Schemes will be exempt from this retention of grants.

Given that the financial outcome for the two years in question (covering the 1968/69 Scheme together with the 1969/70 Scheme) will turn out to be broadly in accordance with our preliminary forecasts, the figures for the second period 1 August 1970 to 31 July 1971 in respect of the 1969/70 Scheme may emerge somewhat as follows:

	Receipts £	Payments £
Anticipated opening balance at 1 August 1970	44,000	
Estimated Levy	2,477,000	
Estimated 80% of authorised grants*		1,699,000
Estimated cost of Board services during 1970/71:		
(a) Training		250,000
(b) Administration		75,000
Net increase in advance cash needs		325,000
		25,000
Estimated 20% balance of authorised grants		2,049,000
		417,000
		2,466,000
Closing balance at 31 July 1971	£2,521,000	

* As stated above, approved grants to Group Training Schemes will be paid 100% without any retention.

Accordingly the "retention" fund plus the closing balance, which together total £472,000, constitute a safety margin against the possibility that the outlay on grants for either the 1968/69 Scheme or the 1969/70 Scheme or both considerably exceeds the Board's preliminary forecasts, which at this stage can only be tentative.

levy/grants cycle

Submission of Interim Claims for period 1 August-31 December 1969	January-March 1970
Submission of Statutory Return of Payroll for year ending 5 April 1970	May 1970
Submission of Final Claims for period 1 January-31 July 1970	August-October 1970
First Instalment of 1970 Levy due	August 1970
Start of payment of 80% of Authorised Grants under Interim Claims	September 1970
Second Instalment of 1970 Levy due	December 1970
Start of payment of 80% of Authorised Grants under Final Claims	January 1971
Start of payment of sum remaining from 1970 Levy	May 1971

principles of effective training

General

Everyone in industry benefits from effective training. New staff have a job to learn; existing staff can become more efficient and prepare for promotion or transfer.

Broadly speaking, training takes two forms: industrial training (usually in-company) and associated further education.

For young persons, release for further education is normally a basic condition of grant. For adults, courses tend to be specialised and optional. The Board encourages the attendance at such courses by all levels of staff.

Management training

Unless management is forward-looking, alive to its responsibilities and up-to-date in its techniques, training cannot succeed. Therefore, effective training is vital both for persons moving towards management status and for stimulating existing management.

Practically every firm has craftsmen of long experience who act as instructors, but their ability to teach varies enormously. That is why the Board insists that, to be eligible for the Instructor Grant, instructors must be qualified.

To show that training is carried out systematically, an instructor must give instruction against written job-breakdown sheets and keep a simple logbook showing the exact periods when he is engaged on instruction and the name(s) of his trainee(s).

Responsibility for training

Every company, large or small, should specify or name a senior executive ultimately responsible for training. Additionally, in larger firms (350 employees or more) the appointment of a full-time training officer is strongly advised. In medium-sized firms (200-349 employees) a part-time training officer is normally justified; his duties are best coupled with related functions—e.g., personnel matters. In firms below this size a senior member of the management needs to be both directly and personally involved in training matters.

In-company training

Effective in-company training is vital at any level, with or without associated further education. To be effective, it must be based on suitable programmes devised by the firm.

Instructors

Effective training needs qualified instructors. They must have the appropriate fund of knowledge and skill *and* be trained to put it over. The special merit of most instructors lies in combining practical work and part-time instruction; in a few cases, they may be engaged full-time on instruction.

Induction

For a new employee, proper induction is an essential part of his basic training and a prior condition of grant for any training which he is given.

optional arrangements for small firms

Firms whose annual payroll is less than £5,000 do not have to pay the levy. Nevertheless, such firms can carry out effective training. So as to encourage those with a payroll of £3,000 - £5,000, arrangements exist whereby they can opt to take part in this Scheme.

Where any such firm decides to participate in the Scheme, the normal grants will be payable but an amount will be deducted equal to the levy which the firm would have paid if assessed under the Levy Order.

grant arrangements

The training year runs from 1 August 1969 to 31 July 1970. It is divided into two periods:

- (1) interim period 1 August to 31 December 1969
- (2) final period 1 January to 31 July 1970

Grants can be claimed separately for each of the two periods; alternatively, the two periods can be "consolidated" and covered by a single claim for the whole year. Details of how to claim are set out in this Scheme.

Claim forms will not be sent out automatically by the Board as in the past but only to those firms which request them.

Last dates:

(a) for requesting claim forms:

(1) interim period 30 November 1969

(2) final/consolidated period 30 June 1970

(b) for receipt by the Board of completed claim forms:

(1) interim period 31 March 1970

(2) final/consolidated period 31 October 1970

The Board would appreciate the help which firms can give by submitting their claims as soon as possible for each period.

standard grants

In the third Training Grants Scheme it was stated that the Board hoped to introduce standard grants in 1968/69, but further practical work is necessary to ensure that the system is both reasonable and flexible.

The intention is to establish fixed grants for certain operations/skills, which will be related to training costs and will be paid in respect of every trainee who has successfully completed the necessary training.

The main advantage to firms will be to eliminate the need to indicate the periods of direct instruction in the training programmes concerned.

This system is likely to be introduced during the final period of the current training year, i.e. after 1 January, 1970.

METRICATION TRAINING

External Courses

Firms are asked to take special note of grants payable for attendance at external courses of training for metrication. Such grants, detailed separately for the first time in 1969/70, are set out on page 13.

In-Company Training

A Training Note (No. 6) was published in July, 1969, entitled "Planning Metrication Training in the Company". This has been sent to all firms on the Board's register; additional copies are available on request.

No grants will be payable for metrication training in-company. This means that the following will not rank for grant:

- a) the trainee's time spent under direct instruction ;
- b) the qualified instructor's time spent on direct instruction ;
- c) teaching aids purchased or hired specifically for metrication training.

This booklet is not a legal document, but the Board's decision in all matters of interpretation is final. The Board reserves the right to call for an auditor's certificate in support of any claim for grant.

Only 80% of Authorised Grants will be paid in the first instance

CATEGORY	DESCRIPTION OF TRAINING	CONDITIONS	GRANT		CLAIM FORM	GRANT CODE				
			INTERIM	TOTAL						
<p>craft trainee</p> <p>Definition An apprentice, pre-apprentice or other trainee receiving comprehensive practical training in a recognised craft which has associated further education (e.g. City and Guilds Intermediate/Final Craft Certificate or similar course). NOTE: Training in a craft for which no appropriate course of associated further education exists is covered by grants for general trainees.</p>	<p><i>Industrial Training with Associated Further Education</i></p> <p>(a) first and second years of day or block release course (b) third and subsequent years of day or block release course (c) evening-only course: with equivalent time off</p> <p>without equivalent time off</p> <p>NOTE 1: release in excess of 40 days a year: first and second years third and subsequent years</p> <p>NOTE 2: fees, travelling expenses and subsistence grant, where appropriate, will be payable.</p>	<p>ABDFGIJ</p>	(a) £50	(a) £120 a year	FT 1	1				
			(b) £60	(b) £150 a year	FT 1	1				
			(c) As (a) and (b) above	(c) As (a) and (b) above	FT 1	1				
			£20	£50 a year	FT 1	1				
			£1.15s. a day	£1.15s. a day	FT 1	1				
			£2.10s. a day	£2.10s. a day	FT 1	1				
			<p><i>Industrial Training Only</i></p> <p>for each completed year of industrial training up to and including that in which the trainee reaches 18 years of age</p> <p>(a) where no appropriate course of associated further education is available, accessible or can be arranged</p> <p>(b) where an establishment of further education advises that a trainee cannot benefit from pursuing a particular course</p>	<p>DFG</p> <p>CDFG</p>	(a) £40	(a) £100 a year	FT 3	15		
					(b) £20	(b) £50 a year	FT 3	15		
					<p><i>Full-time First Year Integrated Course</i></p> <p>(e.g. in engineering)</p> <p>which combines industrial training and associated further education.</p> <p>NOTE: travelling expenses will be payable.</p>	<p>GJ</p>	£10.10s. a week	£10.10s. a week	FT 1	1
							<p><i>Approved External Course (for craftsmen and craft trainees)</i></p> <p>(a) on short courses at an establishment of further education; on courses agreed in advance with specially selected bodies such as universities, establishments of higher education and professional bodies; within their specialist fields, on courses agreed in advance with FDC/FIRA and TRADA</p> <p>(b) on other courses</p>	<p>IJKL</p>	(a) 100% of wages/salary (up to £10 daily) + 100% of fees	(a) 100% of wages/salary (up to £10 daily) + 100% of fees
(b) 50% of wages/salary (up to £5 daily) + 50% of fees	(b) 50% of wages/salary (up to £5 daily) + 50% of fees	FT 2	6							

Only 80% of Authorised Grants will be paid in the first instance

CATEGORY	DESCRIPTION OF TRAINING	CONDITIONS	GRANT		CLAIM FORM	GRANT CODE
			INTERIM	TOTAL		
<p>technician/ technologist trainee</p> <p>Definition</p> <p>Technician: an apprentice or other trainee undergoing general and subsequent specialised training designed to fit him to carry out duties at technician level, and following a course of technical education designed specifically for technicians (e.g. a City and Guilds Advanced Craft/Technician Course or a National Certificate Course).</p> <p>Technologist: an apprentice or other trainee undergoing general and subsequent specialised training designed to fit him to carry out duties at technologist level, and following a course of technological education which will lead to an appropriate qualification (e.g. a Higher National Diploma, degree or membership of a professional body).</p>	<p><i>Industrial Training with Associated Further Education</i></p> <p>NOTE: this section does not include sandwich courses (see page 17)</p> <p>(a) day or block release course</p> <p>(b) evening-only course: where equivalent time off is given where equivalent time off is not given</p> <p>(c) where in-company training is not complementary to the course or does not last its full duration</p> <p>NOTE 1: release in excess of 40 days a year.</p> <p>NOTE 2: fees, travelling expenses and subsistence grant will be payable where appropriate.</p>	<p>ABDFHIJ</p>	(a) £75	(a) £180 a year	FT 1	2
			(b) £75	(b) £180 a year	FT 1	2
			£30	£75 a year	FT 1	2
			(c) £50	(c) £120 a year	FT 1	2
			£3.15s. a day	£3.15s. a day	FT 1	2
			<p><i>Approved External Course (for technicians, technologists and trainees)</i></p> <p>(a) on short courses at an establishment of further education; on courses agreed in advance with specially selected bodies such as universities, establishments of higher education and professional bodies; within their specialist fields, on courses agreed in advance with FDC/FIRA and TRADA</p> <p>(b) on other courses</p>	<p>IJKL</p>	(a) 100% of wages/salary (up to £10 daily) + 100% of fees	
(b) 50% of wages/salary (up to £5 daily) + 50% of fees		FT 2			7	

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CATEGORY	DESCRIPTION OF TRAINING	CONDITIONS	GRANT	CLAIM FORM	GRANT CODE	
<p>general trainee</p> <p>Definition Any worker, not being a trainee as defined elsewhere in this Scheme, who requires a period of training in the specific work processes to be carried out before he attains full productive capacity. This category includes both a person being trained in a craft for which no appropriate course of associated further education exists and a re-trainee, being an adult worker under training to equip him for new duties.</p>	<p><i>In-company Training</i> for the total time (in number of 8-hour days) spent under direct instruction (a) an adult male (b) an adult female (c) a boy/girl under 20</p>	DEFH	50% of:			
			(a) £3 a day	FT 3	17	
			(b) £2.5s. a day	FT 3	17	
				(c) £1.15s. a day	FT 3	17
	<p><i>Approved External Course</i> (a) on day or block release courses of further education (b) on short courses at an establishment of further education; on courses agreed in advance with specially selected bodies such as universities, establishments of higher education and professional bodies; within their specialist fields, on courses agreed in advance with FDC/FIRA and TRADA (c) on other courses</p>	IJKL	(a) 100% of wages/salary (up to £10 daily) + 100% of fees	FT 1	3	
			(b) 100% of wages/salary (up to £10 daily) + 100% of fees	FT 2	8	
			(c) 50% of wages/salary (up to £5 daily) + 50% of fees	FT 2	8	
		<p><i>Young persons serving a minimum 2-year agreement</i> in an occupation requiring a substantial amount of training for which no course of associated further education exists</p>	DFH	INTERIM		
	£40			TOTAL	FT 3	15
			<p>The length of training period to be decided by the Board in consultation with the appropriate trade association</p> <p>Training programme must be submitted for approval by the Board</p>	£100 a year		

Only 80% of Authorised Grants will be paid in the first instance

CATEGORY	DESCRIPTION OF TRAINING	CONDITIONS	GRANT	CLAIM FORM	GRANT CODE
<p>commercial trainee</p> <p>Definition Any person (including an apprentice or articled pupil) receiving commercial or business training—as distinct from training in technical subjects. Examples are office workers, salesmen, representatives, accountants. Courses are diverse and may be in establishments of further education (e.g. those leading to Ordinary/Higher National Certificate of Business Studies), in a private establishment or in-company where no appropriate external course is available.</p>	<p><i>In-company Training</i> for the total time (in number of 8-hour days) spent under direct instruction</p>	<p>DEFHK In the case of a young person*, the firm must show that no appropriate course at an establishment of further education is available or accessible *under 18 years on 1 August 1969</p>	<p>50% of wages/salary (up to £5 daily)</p>	<p>FT 3</p>	<p>19</p>
	<p><i>Approved External Course</i></p> <p>(a) on day or block release courses of further education</p> <p>(b) on short courses at an establishment of further education; on courses agreed in advance with specially selected bodies such as universities, establishments of higher education and professional bodies; within their specialist fields, on courses agreed in advance with FDC/FIRA and TRADA</p> <p>(c) on other courses</p>	<p>IJKL In the case of a young person*, the firm must show that no appropriate course is available or accessible at an establishment of further education *under 18 years on 1 August 1969</p>	<p>(a) 100% of wages/salary (up to £10 daily) + 100% of fees</p> <p>(b) 100% of wages/salary (up to £10 daily) + 100% of fees</p> <p>(c) 50% of wages/salary (up to £5 daily) + 50% of fees</p>	<p>FT 1</p> <p>FT 2</p> <p>FT 2</p>	<p>4</p> <p>9</p> <p>9</p>

Only 80% of Authorised Grants will be paid in the first instance

CATEGORY	DESCRIPTION OF TRAINING	CONDITIONS	GRANT	CLAIM FORM	GRANT CODE
<p>supervisory & management trainee (including graduate)</p> <p>Definition Supervisory (including foreman): persons receiving training with the object of entering or improving their efficiency in the field of supervision or advancing towards management.</p> <p>Management: persons receiving training with the object of entering or improving their efficiency in the field of management.</p>	<p><i>Approved External Course (including Overseas Course)</i></p> <p>(a) on day or block courses of further education</p> <p>(b) on short courses at an establishment of further education; for courses agreed in advance with specially selected bodies such as universities, establishments of higher education and professional bodies; within their specialist fields, for courses agreed in advance with FDC/FIRA and TRADA</p> <p>(c) on other courses</p>	<p>IJKL</p> <p>Firms are advised to seek prior approval for overseas courses</p>	<p>(a) 100% of wages/salary (up to £10 daily) + 100% of fees</p> <p>(b) 100% of wages/salary (up to £10 daily) + 100% of fees</p> <p>(c) 50% of wages/salary (up to £5 daily) + 50% of fees</p>	<p>FT 1</p> <p>FT 2</p> <p>FT 2</p>	<p>5</p> <p>10</p> <p>10</p>
	<p><i>In-company Training</i></p> <p>(a) for a graduate trainee (or equivalent), who must be under 31 years of age when recruited and in his first appointment in the industry</p> <p>(b) for other trainees under 25 years of age undergoing a lengthy programme of training</p> <p>(c) for other trainees 25 years of age and over undergoing a lengthy programme of training</p> <p>NOTE: the trainee's age, salary and experience plus the length and intensity of the training will be taken into account</p> <p>(d) for short periods of in-company training lasting not more than 20 days under direct instruction</p>	<p>All training programmes must:</p> <p>(1) be submitted for approval by the Board;</p> <p>(2) include measures required for safeguarding the health and safety of employees</p> <p>DH</p> <p>A copy of the training programme must be given to the trainee</p> <p>DH</p> <p>DEFHK</p>	<p>(a) £50 a month for not more than 12 months</p> <p>(b) up to £30 a month for not more than 12 months in aggregate</p> <p>(c) up to £50 a month for not more than 12 months in aggregate</p> <p>(d) 50% of wages/salary (up to £5 daily)</p>	<p>FT 3</p> <p>FT 3</p> <p>FT 3</p> <p>FT 3</p>	<p>20</p> <p>21</p> <p>21</p> <p>21</p>

Only 80% of Authorised Grants will be paid in the first instance

CATEGORY	DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>instructor Definition A qualified instructor must either: (a) have successfully completed an appropriate course (as shown on page 21 or otherwise approved) or (b) be experienced in teaching (e.g. at an establishment of further education) or (c) possess a specialist degree or similar educational qualification applied to training in appropriate specialised functions.</p>	<p><i>Attendance at Instructors' qualifying or refresher courses</i> 100% of wages/salary (up to £10 daily) and 100% of fees, plus travelling expenses and subsistence grant</p> <p>NOTE: TWI courses help to equip foremen for their responsibilities and are therefore regarded as desirable in themselves</p> <p><i>Instructor employed by a firm</i> (a) For a qualified instructor engaged <i>full-time</i> on off-the-job instruction, grant payable will be 100% of wages/salary (up to £10 daily) - except for metrication training (b) For a qualified instructor for the actual time spent on direct instruction, grant payable will be 50% of wages/salary (up to £5 daily) - except for metrication training (c) For an instructor for the time released during working hours to teach at an establishment of further education, grant payable will be 100% of wages/salary (up to £10 daily)</p> <p>NOTE: when claiming, the hours spent under (a) or (b) and (c) must be totalled separately. The numbers of hours should be converted into 8-hour days before being entered separately on the claim form</p>	<p>IJKL Except in the case of a foreman, no grant will be payable if the instructor is not engaged on periods of instruction in the firm within three months of completing the course</p> <p>K Training programmes must be devised and written down for the trainees/skills with which the instructor will deal <i>before</i> instruction begins Instruction must be given against written job-breakdown sheets, or the equivalent, prepared in accordance with the requirements of the TWI Job Instruction Courses The instructor must keep a simple log book showing the exact periods when he is engaged on instruction and the names of the trainee(s) instructed The periods shown in the log book must be endorsed as correct by the executive responsible for training, at intervals of not more than three months</p>	<p>FT 2</p> <p>FT 4</p> <p>FT 4</p> <p>FT 4</p>	<p>12</p> <p>23</p> <p>23</p> <p>23</p>
	<p><i>Instructor not employed by a firm</i> Up to £10 fees plus £10 expenses a day for an external lecturer or qualified instructor brought in by a firm for appropriate training purposes</p>	<p>Firms are advised to seek prior approval, giving details of proposals</p>	<p>FT 5</p>	<p>25</p>



Only 80% of Authorised Grants will be paid in the first instance

CATEGORY	DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>training officer</p> <p>Definition A qualified training officer must normally have successfully completed a basic course for training officers at an establishment of further education approved by the Department of Education and Science. (A list of courses is available on request from the Board.)</p>	<p><i>Attendance at a training officer's course</i> 100% of salary (up to £10 daily) and 100% of fees, plus travelling expenses and subsistence grant</p> <p><i>Training Officer employed by a firm</i> Actual salary paid to a qualified training officer (or an executive similarly qualified and in charge of training) for such time as he spends on training duties, subject to these limitations: £5 an employee up to 250 persons £3 an employee over 250 persons (total number of employees as shown in the Statutory Return L.4) For example, a firm with 150 employees might employ an executive who spends 50% of his time as a training officer. Grant payable would be 50% of salary or £750, whichever is the less</p>	<p>IJKL</p> <p>Claims in respect of officers already experienced in training but who have not completed a course as indicated will be considered on their merits</p>	<p>FT 2</p> <p>FT 4</p>	<p>11</p> <p>22</p>
<p>metrication training</p> <p>Grants will be payable for attendance at external courses as follows:</p> <p>Instructors: 100% of wages/salary (up to £10 daily) and 100% of fees, plus travelling expenses and subsistence grant as appropriate, for attendance of an instructor at an approved external course on the techniques of instructing in metrication</p> <p>Other appropriate personnel e.g., supervisory and management: 50% of wages/salary (up to £5 daily) and 50% of fees, plus travelling expenses and subsistence grant as appropriate, for attendance of appropriate personnel at an approved external course on metrication</p> <p>No grants will be payable for metrication training <i>in-company</i>. This means that the following will not rank for grant:</p> <ol style="list-style-type: none"> the trainee's time spent under direct instruction; the qualified instructor's time spent on direct instruction; teaching aid purchased or hired specifically for metrication training. 	<p>CONDITIONS</p> <p>IJKL</p> <p>The course must be approved in advance by the Board</p> <p>IJKL</p> <p>The course must be approved in advance by the Board</p> <p>NOTE: When claiming, please use one of the following codes (as appropriate):</p> <ul style="list-style-type: none"> Craft trainee 6 Technician/Technologist trainee 7 General trainee 8 Commercial trainee 9 Supervisory/Management trainee 10 	<p>CONDITIONS</p>	<p>CLAIM FORM</p> <p>FT 2</p> <p>FT 2</p>	<p>GRANT CODE</p> <p>12</p> <p>See Note</p>

Only 80% of Authorised Grants will be paid in the first instance (except in the case of a Group Training Scheme)

DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>group training schemes</p> <p>Group training schemes are designed to help the smaller and medium-sized firms. A Group can be formed when a number of firms, normally within reasonable distance of each other, decide to act together to provide themselves jointly with training services they might not otherwise afford. A central feature is a qualified training officer appointed to act for all member firms in the group.</p> <p>Full details on how a group training scheme is set up, operated and financed can be found in a booklet available on request from the Board</p> <p>100% of authorised grants will be payable in advance</p>	<p>Claims for development and recurrent costs must be agreed with the Board in advance and subsequently supported by audited figures</p>	---	---
<p>training centres/areas</p> <p>A contribution to costs of a training centre/area set aside solely for training purposes will be considered on its merits. The following items of expenditure will be eligible:</p> <ul style="list-style-type: none"> (a) notional rent (b) rates (c) services and upkeep (d) depreciation of plant, based on 10% of cost or book value (whichever is the lower) 	<p>The Board must be satisfied that it is reasonable and desirable for the firm to provide off-the-job training facilities</p> <p>The calculations must be supported by an auditor's certificate and an explanation of their basis</p>	FT 6	29
<p>international apprentice competition</p> <p>Grants are payable to any firm which enters its trainees for this competition</p> <ul style="list-style-type: none"> (a) 1-day final test, and final interview } 50% of cost (comprising wages, travelling expenses and subsistence grant) (c) 2-week competition } 100% of wages (up to £10 daily). Travelling expenses are covered by the nomination fee and accommodation is provided by the host country; these items are not grant aided 	<p>IJK</p>	FT 6	35
<p>training surveys and research</p> <p>A contribution to costs of an approved survey of training needs or research will be considered on application</p>		FT 6	30
<p>correspondence courses</p> <p>Fees, plus travelling expenses and subsistence grant for examination attendance, will be payable <i>when the course has been completed</i></p>	<p>The course must be related to the employee's work and approved in advance by his employer</p>	FT 2	14

Only 80% of Authorised Grants will be paid in the first instance

DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>in-company training services run by external organisations (including consultants)</p> <p>(a) <i>Approved Courses for Instructors</i> (see page 21) Grant payable will be 100% of wages/salary (up to £10 daily), plus a contribution to the fee as approved on application</p> <p>(b) <i>Standard Courses</i> (other than approved courses for Instructors) A standard course available externally which is run in-company for convenience</p> <p>(c) <i>Specialised Training Assignment</i> Specialised training schemes set up or training courses held which are designed specifically to meet the needs of the firm</p> <p>(d) <i>After-Service Training Assignment</i> The consequential training of staff arising out of the establishment of some new system (e.g. data processing) For (b), (c) and (d) above, grants are considered on application only for the time spent specifically on training. They will comprise: 1. 50% of the fee up to £25 a day and a limit of £500 2. 50% of trainee's wages/salary (up to £5 daily);</p> <p>(e) <i>Training Officer Service</i> A firm may employ a consultant to provide a training officer service The equivalent of a Training Officer grant will be payable, based on the time actually devoted to the service (see page 13)</p>	<p>K</p> <p>K</p> <p>The firm must name an executive ultimately responsible for training If the firm has its own training officer, it must show that the very specialist training is outside his competence</p> <p>The application must: 1. state the name of the organisation running the training service 2. give details of the trainees concerned 3. include a detailed programme for the training 4. state the costs involved 5. for (c) or (d), enclose the consultants' proposals, which must contain full details of the nature, duration and fees of the assignment</p> <p>NOTE: firms are advised to seek prior approval for all services</p> <p>The firm must name an executive ultimately responsible for training</p> <p>The consultants must undertake to appoint a member of their staff to carry out the duties of a training officer in accordance with a specification approved by the Board</p> <p>The Board must be satisfied that the consultant's work is both effective and in line with the Board's policy</p> <p>NOTE: Firms are advised to seek prior approval</p>	<p>FT 6</p> <p>FT 6</p> <p>FT 6</p> <p>FT 6</p> <p>FT 6</p> <p>FT 6</p>	<p>27</p> <p>27</p> <p>27</p> <p>28</p> <p>28</p>

Only 80% of Authorised Grants will be paid in the first instance

DESCRIPTION OF GRANT AND AMOUNT

DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>teaching aids (excluding those specifically for Metrication Training)</p> <p>For the purchase or hire of teaching aids, whether mechanical or not, grant will be payable at a rate of £50 for every 100 employees or part thereof (as stated on the Statutory Return L.4) subject to an overall limit of £200</p>	<p>Claims or applications for grant must be supported by a costed statement establishing the need and function of the aid in relation to the in-company training being carried out</p> <p>Where appropriate, the instructor who will use the equipment must be trained in its use and in the general application of teaching aids</p> <p>Firms are advised to seek prior approval for the purchase of expensive teaching aids</p>	FT 6	34
<p>inter-company training</p> <p>50% of wages/salary (up to £5 daily) is payable for a trainee for the period of a temporary attachment for training to another company within a group or to an external firm. Grants towards other costs will be considered on application</p>	<p>K</p> <p>Attachment must be solely for the specific purpose of training</p> <p>Applications must give details of:</p> <p>(a) the trainee (b) the overall training programme (c) the specific training programme for the period of the attachment (d) the costs incurred</p>	FT 6	32
<p>mature trainee attending full-time course of higher education</p> <p>Definition: any trainee who has been in the employment of his firm for not less than 12 months and who attends a full-time course of higher education related to the activities of the firm (e.g. Furniture and Timber Technology, or Business Studies)</p> <p>Payments by the firm to the trainee are reimbursable up to:</p> <p>(a) £100 a year for course attendance (b) £50 a month for industrial training</p> <p>In addition, £125 a trainee a year is payable as an incentive for the firm to release employees to attend such courses</p>	<p>D</p> <p>Industrial training must be associated with the course and given under a written training programme</p>	FT 6	36

Only 80% of Authorised Grants will be paid in the first instance

DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>sandwich courses/ college based students</p> <p>A grant of £50 a month is payable for the period of practical training given in-company by a firm to:</p> <p>(a) a trainee employed by the firm who is pursuing a sandwich course: e.g., leading to a degree, an award of the Council for National Academic Awards, a Higher/Ordinary National Certificate/Diploma, a Higher National Certificate in Business Studies or other exempting qualification recognised by a professional body*</p> <p>(b) a college-based student gaining industrial experience related to his course, i.e. in vacations</p> <p>*The Department of Employment and Productivity may make additional grants in the case of a sandwich course (see page 19)</p>	<p>The firm must devise and write down a training programme in consultation with the establishment of further education concerned</p> <p>NOTE: when claiming, please show in column (f) the type of trainee</p> <p>E = employee of the firm C = college-based student</p>	FT 5	24
<p>overseas visits for training purposes</p> <p>Overseas visits can be an important method of training and may justifiably involve:</p> <p>(a) for a young trainee, his personal development as part of an overall training programme, including visits to trade fairs and exhibitions</p> <p>(b) for an experienced individual, the acquiring of new knowledge and/or skills which he can either implement or pass on in his firm. This could include:</p> <p>(i) study of specific methods and techniques</p> <p>(ii) acquiring specific technical or commercial experience (but excluding visits to trade fairs and exhibitions)</p> <p>(iii) attendance at appropriate conferences</p> <p>Where a trainee is fully engaged in receiving training during an overseas visit, grants will be payable for 50% of travelling expenses and reasonable subsistence—<i>subject to an overall maximum of £250</i></p> <p>NOTE: the grant will be reduced proportionately if the trainee is less than fully engaged in receiving training (see condition 5 in next column)</p>	<ol style="list-style-type: none"> 1. Training must be the main purpose of the overseas visit 2. The training must be appropriate to the trainee and his firm 3. Where appropriate, the training must form part of a personal programme of managerial or technical development for the trainee 4. The training must be designed to achieve programmed objectives 5. Any contribution during a visit by an experienced individual to his firm's production, buying or sales must be only incidental. To the extent that there is such a contribution, this will be reflected in a reduction in the amount of grant 6. Regard will be paid to the number of previous visits made by any one person, and to the number of persons from one firm necessary to achieve the programmed objectives of the visit 7. Applications for approval must: <ol style="list-style-type: none"> (a) give details of the trainee and, where appropriate, his personal programme of managerial or technical development (b) include a programme for the visit (c) state the specific objectives of the visit (d) give details of the costs involved 	FT 6	26



Only 80% of Authorised Grants will be paid in the first instance

DESCRIPTION OF GRANT AND AMOUNT	CONDITIONS	CLAIM FORM	GRANT CODE
<p>text books</p> <p>Up to £5 a year is payable for text books purchased for a trainee</p> <p>NOTE: No grants are available for the purchase of slide rules, drawing equipment or anything other than books</p>	<p>The trainee must be attending a course of further education</p>	<p>FT 1</p>	<p>—</p>
<p>shop stewards</p> <p>100% of wages/salary (up to £10 daily) and 100% of fees, plus travelling expenses and subsistence grant, while attending an approved course</p>	<p>IJKL</p> <p>The course must be approved in advance by the Board, which will consult with the appropriate bodies</p>	<p>FT 2</p>	<p>13</p>
<p>conferences organised by trade organisations and firms</p> <p>Normally, a trade association's conference is concerned with that association's formal business. On the other hand, it may from time to time adopt a deliberate policy of arranging as part of the conference special training sessions for study and discussion on an <i>industry wide basis</i> of technical or commercial knowledge pertaining to the industry as a whole. To the extent that this can be demonstrated, attendance at such a conference may qualify for grants pro rata</p> <p>Normally, conferences arranged by individual firms are aimed primarily at promoting their own products and/or sales. Attendance at these does not qualify for grant unless it can be shown that the over-riding purpose is training—e.g. study of improved methods or techniques</p> <p>Grants will be considered only for the time devoted to training, with the further proviso that such time in total amounts to not less than one day</p> <p>Grants are limited to :</p> <p>(a) 50% of wages/salary (up to £5 daily)</p> <p>(b) subsistence grant</p> <p>(c) travelling expenses, only if a conference is <i>wholly</i> devoted to training</p>	<p>IJK</p> <p>The conference must be approved by the Board</p> <p>NOTE: When claiming, please use one of the following codes (as appropriate) :</p> <p>6 craft trainee</p> <p>7 technician/technologist trainee</p> <p>8 general trainee</p> <p>9 commercial trainee</p> <p>10 supervisory/management trainee</p>	<p>FT 2</p>	<p>See Note</p>
<p>other training</p> <p>A firm or group of firms may apply for grants in respect of any training not covered elsewhere by this Scheme (e.g. training for transfer or promotion)</p>		<p>FT 6</p>	<p>33</p>

department of employment and productivity grants

Sandwich Courses

1. In addition to the grants paid by the Board, the Secretary of State will pay grants for certain courses started within the three academic years 1965/66 to 1967/68:
 - (1) £40 for each of the first two six-monthly industrial periods of sandwich courses leading to a degree of a technological university or of the Council for National Academic Awards;
 - (2) £30 for each of the two six-months of industrial training forming part of a sandwich course leading to a Higher National Diploma.
2. Where the industrial part of the course lasts for twelve months one payment of £80 or £60, as appropriate, will be made. Grants for periods of less than 12 months will be paid pro rata.
3. Application for grant should be submitted:
 - (1) after the period of industrial training has been completed;
 - (2) on form T.C.1., which is available from the Board;
 - (3) to the Secretary (Training) of the Board.
4. Claims will be accepted only if received within six months of the end of the twelve months qualifying period of industrial training.

Grants for Firms in Development Areas

A Craft and Technician Training

1. The Department of Employment and Productivity makes grants to promote craft and technician training in the development areas. These are administered by the Industrial Training Boards and are additional to the grants paid by them. They are subject to the same conditions applied by the Boards for such training.
2. Although the grants are intended primarily for technician and craft trainees, commercial and administrative trainees are also eligible if their practical in-company training (off or on-the-job) and associated

further education, is organised over a period of not less than three years. Grants are not given where the programmes of training lead to either a degree or an equivalent final professional qualification.

3. There are two alternative types of grant as shown below, and subject to the Board's right of approval, it is open to employers to choose the type of grant which best suits their particular circumstances:
 - (1) Capital Grants—towards the cost of providing additional off-the-job training places; or
 - (2) Per Capita Grants—for industries and situations where training is normally done on, rather than off, the job. This grant is available to employers who take on additional trainees.

4. Full details of these grants have been set out in an extract from the Department's Gazette, which is available from the Board on request, and further information was given in Bulletin No. 9 which has been distributed to all firms.

B Capital Equipment for Off-the-Job Training (Machinery)

1. The Department of Employment and Productivity makes grants through Industrial Training Boards to firms in development areas to help industrial off-the-job training. The grant is:
 - (1) a capital one for machinery and ancillary equipment;
 - (2) designed to increase facilities for off-the-job training for semi-skilled employees and especially adult re-trainees;
 - (3) specifically NOT for the training of craft apprentices;
 - (4) dependent on trainees already being employed or being guaranteed employment, by a company, but not necessarily the company providing the training.
2. The rates of grant are:

New machinery:	70%
Secondhand machinery:	50% of cost.

To qualify for grant it is essential that firms plan a high

rate of usage of the machinery and equipment purchased. A high rate of usage is normally defined as 75% or more of the normal working week for a period of 5 years.

3. The scheme is administered through the Training Boards and grants will be subject to an agreement being made between the Board and the firm concerned, setting out conditions for the use of the machinery and equipment so provided. The machine(s) should be used solely for training purposes for five years, after which full ownership of the machine(s) will vest in the employer. Applications for grant will only be considered from firms in development areas. Firms wishing to apply for the above grant should contact the Secretary (Training) of the Board.

The Department also makes the following grants to Industrial Training Boards to encourage the development of certain training facilities

1 Group Training Schemes:

Grants towards development costs in certain cases.

A contribution to development costs may be payable in respect of a Group Training Scheme which includes firms not covered by an Industrial Training Board, provided that:

- (1) the number of trainees from such firms is significant;
- (2) the Scheme is organised on a non-profit making basis.

The Board has included a grant for Group Training Schemes in its 1969/70 Scheme, page 14.

2 Current Expenses for Off-the-Job Training

The Secretary of State will pay grant of 25% for a period of five years, of the current expenses (excluding the wages of the trainee) of additional places provided for off-the-job training.

Additional places are those places approved by the Board which have been created away from the normal work situation after a starting date has been agreed with the Department of Employment and Productivity. They may be created in 'centres' (which may be within a company)

department of employment and productivity grants-cont.

established after this date or by an extension of existing 'centres' resulting in an increase in the number of places which is substantial in relation to the number of existing ones. Additional places will only qualify for grant where they are used by trainees within the scope of Boards.

Where additional places are created in an educational establishment by specific agreement with the Board, grant will be payable towards these places if it can be demonstrated that places are additional, and that what is involved is not merely a re-arrangement of existing places. This Board has included a grant for Training Centres/ Areas in its 1969/70 Scheme, page 14.

3 Research Projects

The Department will make grants in two ways in respect

of research projects of an applied nature into problems connected with industrial training.

(1) The Department makes grants of up to 100% for:

(a) approved research projects of a general nature, which are not proper to a specific Board, and

(b) for approved projects proper to an industry for which a Board has not yet been set up.

(2) The Department meets 50% of the cost to the Board of those research projects undertaken or sponsored by a Board which have received the Secretary of State's prior approval.

Before approving any project, the Secretary of State normally consults the Research Committee of the Central Training Council.

4 Training Officers, Training Supervisors and Instructors

The Secretary of State will pay a grant of 25% of the cost of the Board's expenditure (excluding wages/salaries) on tuition fees for Training Officers, Training Supervisors and Instructors who have attended courses approved by the Board. In the case of introductory courses for training officers the course must be approved by the Department of Employment and Productivity.

approval of courses

An "approved course" means a course:

- (a) approved by the Board for grant;
- (b) in Great Britain, unless specified, and includes seminars and conferences.

The Board's policy generally is not to approve a course as such, but to approve the attendance of a trainee at a particular course provided that it is appropriate to both the trainee and his firm. The firm thus has two responsibilities:

- (a) to select the right course for the right trainee. Advice is available on request;
- (b) to satisfy the Board as to the standard and suitability of the course.

Provided that the firm is satisfied as to the two criteria above, prior application for approval of a course is not necessary unless otherwise stated. It is emphasised, however, that:

- (1) if a firm is in any doubt as to the suitability of a course, it should write in advance to the Board for advice;
 - (2) the Board reserves the right to refuse any claim which does not meet the conditions.
- For information, the following courses are approved for grant purposes.

Training Officers

Courses run by establishments of further education which have been approved by the Department of Education and Science. A list is available from the Board.

Instructors

Courses arranged and run by the Department of Employment and Productivity (DEP), including Training Within Industry (TWI) courses and courses specially devised by the Training Development Services (TDS).

DEP courses may be held in Instructor Training Colleges (ITC) at Letchworth and Hillington and in Instructor Training Units (ITU) at Cardiff, Perivale, Liverpool, Leicester, Plymouth and Killingworth.

Comparable courses offered by the Industrial Training Services (ITS) and by a number of establishments of further education.

A. Basic courses for Instructors

Course	Organiser	Course Content	Duration
Instructional Techniques	DEP	For full or part-time craft instructors	2 weeks
Job Instruction	DEP/TWI normally held locally	Develops ability in supervisors to give clear instruction	10 hours (5x2 hours)
Operator/instructor Training	DEP/TWI/TDS	Trains skilled operators as operator/instructors	1 x 4 days
Instructor Training	ITS	Techniques for systematic job instruction	2 weeks

NOTE: ITS and TDS courses are normally held in-company; TWI courses may be held at ITCs, ITUs, locally or in-company. Demand for all courses is heavy. Details of DEP courses can be obtained from local Employment Exchanges.

B. Other courses for Instructors

Course	Organiser	Course Content	Duration
Refresher	DEP	Revision and updating of instructor's techniques	1 week

NOTE: Courses are available from time to time at ITCs, ITUs or in-company. Details can be obtained from local Employment Exchanges.

Courses for Trainers of Instructors

Course	Organiser	Course Content	Duration
Job Instruction Trainers	DEP/TWI	Enables a firm to run its own in-company courses for industrial supervisors needing training in instructional responsibilities	2 weeks
Office Supervision Trainers	DEP/TWI	As for course 6, but for training clerical and office supervisors	2 weeks
Operator/instructor Trainers	DEP/TWI/TDS	Enables a firm to conduct its own in-company courses for operatives selected to become instructors	2 weeks

NOTE: Trainers' courses are normally held at Ebury Bridge House, London S.W.1. The DEP may from time to time organise courses at Bristol or Manchester, depending upon the demand. Details are available from the DEP at Ebury Bridge House.

in-company training

Programmes

In-company training, which is the kernel of industrial training, consists of practical instruction. It can be on-the-job or off-the-job. It may be in specific work processes or procedures or in skills needed before the employee reaches full productive capacity.

One of the values of systematic instruction lies in the way in which it can shorten the time a trainee takes to learn his job. It increases his confidence and his capability. Because time and effort are not wasted, productivity rises.

Extra benefit can be gained by a firm if the training covers more than one narrow skill (however valuable that skill may be on its own). Employees who have a wider training and are thus more versatile can 'fill in' more easily when their fellow workers fall ill or leave.

Organised induction training is a condition of grant for the training of a new entrant. It is important that this part of his training is programmed as carefully as any other. Advice on induction training is given in Training Note No. 1, which is available on request.

One of the first steps in establishing systematic and effective training is to compile clear, practicable training programmes. The various stages involved in this process of compilation are clearly set out with practical examples in the Board's Training Note No. 4, which is available on request.

Having once drawn up a satisfactory programme for a skill or operation, the firm can use it for as many trainees as it needs—until the skill or operation changes.

Logbooks

Essentially, a logbook is designed in simple form to give a check on progress and a record of achievement in industrial training. Both craft trainees and all instructors must each be given an appropriate logbook; each one is then responsible for himself keeping it up to date.

The trainee enters in *his* logbook all his work under training. The instructor must record in *his* logbook every period (and its length) when he is engaged on instruction and the name(s) of his trainee(s). Both books must be inspected and countersigned by supervisory/managerial staff as appropriate—at intervals of not more than three months.

When considering claims, the Board will call for a selection of logbooks, any of which must be produced on request.

A specimen of each type of logbook and notes of guidance are available from the Board on request; these can be adapted to the specific need of the firm.

Practical tests

In general, instructors should follow the normal procedure of using practical tests to ensure that the trainee has mastered the operation involved. This is best achieved by setting work of a specified quality and quantity to be completed in a given time.

certificates of attendance at courses

Private establishments

Various forms of attendance certificates may be in use already. These will be accepted *provided* that they give the essential information as shown in the illustration.

Establishments of further education

Establishments of further education normally prepare a sessional report which includes a certificate of attendance—but only for day courses. They cannot be obliged to provide such certificates for any evening course; however, they may do so if the student agrees.

If the firm can arrange with the establishment for the certificate to cover both associated evening and evening-only attendance, this is preferable.

Firms

If a firm is unable to obtain the necessary certificate of attendance from the establishment running the course, it should prepare a certificate itself. Such a certificate must give the essential information as shown in the illustration.

(NAME AND ADDRESS OF ORGANISATION RUNNING
THE COURSE)

To whom it may concern:

CERTIFICATE OF ATTENDANCE AT COURSE

This is to certify that.....
attended the.....course from.....
to....., that he/she was regular in his/her attendance
at lectures, and that his/her work was satisfactory.

Date..... Signature.....
(Position in organisation)

Example of certificate of attendance

training grants scheme 1969/70

Present address:
YORK HOUSE · EMPIRE WAY
WEMBLEY · MIDDLESEX
Telephone 01-902 1046

Future address (from date to be advised):
31 OCTAGON PARADE
HIGH WYCOMBE · BUCKINGHAMSHIRE
Telephone 0494 32751/6

ERIC Clearinghouse

FEB 25 1970

ON Adult Education