



Traditional Building Skills Work Placement Scheme – Grant Application

1. Business Details (Applicant)

| | | | |
|-------------------|--|----------|--|
| Business Name | | | |
| Operating Address | | | |
| | | Postcode | |
| Telephone | | | |
| Mobile | | | |
| Email | | | |
| Website | | | |

Legal Status: Sole trader Partnership LLP Ltd Company

If Partnership, please provide names of the partners

If Ltd Company / LLP please provide Registration Number

When did the company start trading?

If relevant, please provide the name of your Business Gateway Adviser

2. Evidence of SME Status (please see Guidelines for definition)

| | | | |
|--|---|----------------------------|---|
| Business Turnover | £ | | |
| Net profit | £ | Gross assets | £ |
| No. of full-time employees | | No. of part-time employees | |
| Most recent Accounts (please provide a link or state if submitting a copy as a supporting document) | | | |

3. Traditional Building Skills & Your Business

| | |
|--|---------------------------|
| <p>What are your main business activities and in what traditional building skill/skills do you specialise? (please detail)</p> | |
| <p>Is your business a member of any professional or conservation bodies? (please list)</p> | |
| <p>Project Examples – please give 2 recent examples of conservation standard building projects your business has delivered, including date of completion, a short description of the scope of work, and (if possible) an image:</p> | |
| <p>Example 1:</p> | |
| <p>Image</p> | <p>Description</p> |
| | |
| <p>Example 2:</p> | |
| <p>Image</p> | <p>Description</p> |
| | |

4. Work Placement Proposal

| | | |
|--|-----------|--|
| Key contact within business for young person during placement | Name | |
| | Telephone | |
| | Email | |
| Location of placement | | |
| Proposed start date | | |
| Duration of placement (52 weeks max.) | | |
| Hours of work per week (should be full-time and 37 hours per week max.) | | |
| Main duties and tasks of the placement (please list, highlighting those tasks and duties which relate to traditional building skills) | | |
| Will any training be offered as part of the placement? (please specify) | | |
| Requirement of young person to be industry certificated before starting work placement e.g. CSCS Card, Personal Protective Equipment (please detail) | | |

| | | |
|--|------------|-----------|
| <p>What benefits will this placement offer a young person, your business and the wider construction sector (please detail)</p> | | |
| <p>The trainee will be expected to attend WCS one day per week to complete an NPA in Construction Skills from September 2021 – June 2020. Do you agree to ensuring their attendance?</p> | <p>YES</p> | <p>NO</p> |
| <p>Do you have Employer's Liability Insurance in place which will cover the young person for this work placement?</p> | <p>YES</p> | <p>NO</p> |
| <p>As part of their work placement, will the young person receive induction and instruction, which includes Health & Safety issues covering identified hazards and control measures, from a competent person?</p> | <p>YES</p> | <p>NO</p> |
| <p>Has a risk assessment been carried out on the activities which will be undertaken by the young person during the work placement and any other process, procedure or environmental factor by which they may be affected (including Covid)?</p> | <p>YES</p> | <p>NO</p> |
| <p>Will adequate and reasonable levels of supervision be provided at all times for activities undertaken by the young person during the work placement?</p> | <p>YES</p> | <p>NO</p> |

5. Grant Request

The grant currently available for a single Work Placement is approximately £8,888.88. This is based on: the 2020/21 National Minimum Wage of £4.62 for a person aged 16-17 years; a 37-hour working week; and a placement lasting 52 weeks. For this level of earnings, Employer's NI & Pension contributions are not applicable.

| | | |
|----------------------|--|-----------------|
| Grant Request | A: Hourly Rate of Pay | £ |
| | B: Hours worked per week (including day release) | £ |
| | C: Duration of Work Placement (in weeks) | |
| | D: Gross Salary (= A x B x C) | £ |
| | Employer's NI Contributions | N/A |
| | Employer's Pension Contributions | N/A |
| | <u>F: Total Grant Request</u> | <u>£</u> |

6. Business Bank Account

Please provide details of your **business** bank account

| | |
|---------------------|--|
| Bank Name & Address | |
| Sort Code | |
| Account Number | |

7. Terms and Conditions

By submitting this application, the applicant confirms and agrees to the following terms and conditions:

1. To the best of the applicant's knowledge and belief, the information provided, including all supporting documentation is accurate and complete, and any offer of support will be made on that basis.

2. If any information provided is found to be incorrect or incomplete then any offer of support may be suspended or withdrawn by Renfrewshire Council with immediate effect.

3. The applicant must not have made any financial or other commitment to the project detailed at section 4 overleaf prior to making this application and no such commitment shall be made unless and until a formal offer of support has been made to, and accepted by, the applicant.

4. The applicant has met, and shall continue to meet, all relevant legal requirements in relation to the applicant's business, including, but not limited to, employment, equality and health and safety legislation.

5. The applicant must have in place at all times all necessary licences and consents for its business activities.

6. The applicant is not, and shall not become, indebted to the Council in any manner (e.g. business rates arrears etc.). Should this be the case, any offer of support may be withdrawn by the Council with immediate effect.

7. The applicant will inform the Council if it receives any support from other public sector bodies and, in such circumstances, the Council, at its sole discretion, may reduce or withdraw the support offered.

8. The Council has sole discretion to decide if an offer of support can be made.

9. The Council may review any offer of support at any time and may suspend or withdraw support if it considers it appropriate to do so.

10. When considering this application, or when reviewing any offer of support, the Council shall be entitled to take account of the following:-

- The economic benefits, to the applicant and/or the wider Renfrewshire area, of providing the support.

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continued

- The resources needed to provide the support.
- Any previous applications from the applicant whether or not support was offered.
- Any information the Council considers is needed to determine if the applicant is a fit and proper person/organisation to receive support; such information may be obtained from public authorities including, but not limited to, other Council Services and relevant agencies, Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland.

11. If the Council requires further information on any of the matters referred to in paragraph 10 above, it shall notify the applicant what information is required and consideration of this application, or any offer of support already given, may be suspended until the required information is received by the Council.

12. These terms and conditions shall form part of any offer of support together with any additional terms and conditions the Council considers to be appropriate.

13. The Council may suspend or withdraw an offer of support if the applicant breaches any of the terms and conditions referred to in paragraph 12 above.

14. If any offer of support is suspended or withdrawn, the Council may reclaim any monies paid in connection with this application.

15. All information supplied by the applicant will be used in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 and the Data Protection Act 2018 ("DP Laws"). It will be processed by Renfrewshire Council's Development and Housing Services for promoting and evaluating business support services offered by the Council, our approved contractors and other public economic development agencies. It may also be shared with other Council Services and relevant agencies including but not limited to Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland to help prevent or detect fraud or crime and to verify consents and licences and compliance with legislation.

8. Declaration

On behalf of and as authorised by the applicant, I confirm that I have read and understood the terms and conditions above and the applicant agrees to be bound by them.

Name

Position

Signature

Date

Please return this form, together with supporting documents to: Renfrewshire Council, Paisley TH.CARS2, Regeneration Team, Chief Executive's Service, Renfrewshire House, 4th Floor, South Wing, Cotton Street, Paisley PA1 1WB or email th.cars2@renfrewshire.gov.uk

PRIVACY NOTICE

About Paisley TH.CARS2

Paisley TH.CARS2 is a Renfrewshire Council led regeneration project.

Its key aim is to improve historic properties and streetscape within the town centre conservation area, supporting the regeneration of Paisley through the preservation of its heritage assets.

This Privacy Notice sets out the basis on which any personal data we collect from you, or that you provide to us will be processed.

For the purpose of this Renfrewshire Council acts as a Controller in relation to the provision of employability and business development services.

The details you have provided will be used:

- to provide you with the information, products and services that you request from us
- to evaluate Paisley TH.CARS2 services
- to notify you about changes to Paisley TH.CARS2 services

To check the accuracy of your application and to administer the scheme we may share your information with other Council Services and our business partners. All information supplied will be used in accordance with the Data Protection Laws.

Your rights

You can find out more about how the Council handles your information and your information rights at www.renfrewshire.gov.uk/privacypolicy

Contact

Contact Data Protection Officer

Email: dataprotection@renfrewshire.gov.uk

Confirm You Would Like to Keep Hearing from Paisley TH.CARS2

- If you wish to receive information about other Paisley TH.CARS2 services or similar services which we feel may interest you, please tick this box.

You can opt-out of receiving our correspondence at any time by emailing th.cars2@renfrewshire.gov.uk