

Rural Skills Training Support

The CNPA is fully committed to supporting training for land-based businesses in the Park which helps improve their contribution to the aims of the National Park Partnership Plan. We are continuing to offer support for short courses (under five days duration) in key rural skills. It is up to you to arrange training with your choice of trainer, time and place. Once the training has been delivered, we will reimburse 30% of your training costs.

PLEASE NOTE that your application form must be sent in before the training takes place. We will now only accept retrospective claims in exceptional circumstances.

You can apply for more than one training course at a time for any number of trainees. However, there is an upper limit of £200 for the total amount reimbursed per training place, and the maximum total subsidy for one business during one financial year is capped at £1000. Exceptions to these limits will be at CNPA's discretion.

To make your training time and cost effective, we strongly encourage you to collaborate with neighbouring businesses to arrange group training for employees where possible.

If you need further information or help with your application or claim, please don't hesitate to contact:

Penny Lawson, Land Management Officer

pennylawson@cairngorms.co.uk, 01479 870519

or

Catriona Campbell, Admin Support Officer

catrionacampbell@cairngorms.co.uk, 01479 873535

How to apply

1. Check that your training course(s) and trainees meet the Eligibility Criteria and Conditions of the subsidy, below.
2. Obtain a written quote for the training you need (this can be simply an email from the trainer). You can apply for several sessions of training at once, but not more than 6 months in advance.
3. Complete and return the Application Form at the end of this document **along with your written evidence of the cost** to CNPA.
4. We will assess the application and let you know as soon as possible by email whether it has been approved for support.

How to claim

5. Once your training has taken place, fill in and return the Claim Form to CNPA, along with copies of all invoices. The form is available at <http://cairngorms.co.uk/park-authority/training-support/rural-skills-training/> or by emailing pennylawson@cairngorms.co.uk.
6. You can claim for more than one training session at a time, but please note that the Claim Form must be returned **within four weeks of the start of the training you are claiming for**. Claims returned later than this may not be reimbursed.
7. We will notify you by email once your claim has been processed. You will normally be reimbursed by BACS or cheque within 4 weeks of us receiving your Claim Form.

Eligibility Criteria

1. Eligible Trainees

- Employees or owners of businesses (including sole traders) actively involved in practical management of land and/or livestock **wholly or partially within the Park boundary**.
- Individuals not currently employed by eligible businesses but who can demonstrate a firm commitment to working in the land management sector in the Park in future.

2. Eligible business sectors

- Estates
- Forestry and woodland
- Agriculture and equestrian
- Water environment, fisheries
- Horticulture/landscaping/nurseries
- Agents, advisors, contractors and other service providers to the above sectors

Non-eligible business sectors

- Tourism providers, hospitality
- Outdoor recreation providers (other than equestrian)
- Construction/developers

3. Eligible training

Training must be directly related to the skills required for land management activities and best practice in land management. The support is for short courses of up to five days duration on practical rural skills, and excludes long term, formal further education courses. The final decision as to the eligibility of specific types of training is at the discretion of CNPA.

Examples of eligible training include chainsaw, tractor/trailer/ATV driving and handling, and use of pesticides. Examples of ineligible training include office-based IT, ski instruction, Mountain Leader courses and hospitality/catering. **Please note that from March 2016, First Aid training of any kind is no longer eligible.**

4. Eligible costs

- Trainer's charge for course and assessment/test if applicable
- Reasonable trainee travel costs (details on Claim Form). We expect travel costs to be minimised through use of public transport and car sharing where possible. The final decision on eligibility of travel costs is at the discretion of CNPA.
- Subsistence/catering
- Venue hire

Important – please note:

For VAT registered businesses applying, VAT on any element of the training costs is **not** eligible as part of the claim, and the amount reimbursed will be calculated at 30% of net cost. For non-VAT registered businesses, reimbursement will be at 30% of the full cost inclusive of VAT.

Conditions

1. There is an upper limit of £200 for the total amount reimbursed per training place. The maximum total subsidy for one business during any one financial year is capped at £1000. Exceptions to these limits will be at CNPA's discretion.
2. Approval for CNPA funding **must** be in place **before** the training takes place, though training can be booked before approval. Retrospective claims for reimbursement of costs after training has taken place will only be accepted under exceptional circumstances at the discretion of CNPA.
3. Applications should be submitted as far in advance of the training as possible. However, applications will not be accepted for training more than 6 months in advance.
4. Claims must be made within 4 weeks of the training taking place. Claims received more than 4 weeks after the date of training specified on the application form may not be reimbursed. If training is delayed for any reason, CNPA must be notified and informed of new dates.
5. Copies of invoices for all components of a claim (except car mileage) must be sent in with the Claim Form. All invoices must be made out to the named business making the claim.
6. Training should be competitively priced.
7. Applicants should be open to inclusion of other trainees in the locality requiring the same training. Where courses are organised for a group of trainees and only some of them meet the eligibility criteria, reimbursement will be made *pro rata* to cover 30% of the costs of the eligible trainees only.
8. The total amount of funding available in each financial year is limited, and will be granted on a first come first served basis. Once the year's budget had been allocated no further applications will be accepted for that year.