



Scottish Funding Council  
Comhairle Maoineachaidh na h-Alba

## National Transition Training Fund and Young Person's Guarantee in Colleges 2020-21

**SFC Announcement**

Issue Date: 3 March 2021

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Summary: Programme guidance for the National Transition Training Fund and Young Person's Guarantee for colleges in 2020-21, including funding allocations.

FAO: Principals/Chairs of colleges and Regional Strategic Bodies.

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## **National Transition Training Fund and Young Person's Guarantee in Colleges 2020-21**

### **Summary**

1. I am writing to provide guidance on the National Transition Training Fund and the Young Person's Guarantee for colleges for Financial Year 2020-21, including funding allocations, eligibility criteria and reporting requirements.

### **Background**

2. *Protecting Scotland, Renewing Scotland: The Government's Programme for Scotland 2020-2021* sets clear priorities for dealing with the economic, health, and social crisis created by coronavirus. Central to economic recovery is a new national mission to help create new jobs, good jobs and green jobs and to work with employers and individuals to build the skills and infrastructure that will be required in the industries of the future.
3. The coronavirus pandemic and associated restrictions have led to an unprecedented impact on our society, economy and labour market. In response to the rise in unemployment caused by COVID-19, the national mission includes funding to support skills training which will include elements delivered across Scottish colleges.

### **Policy drivers**

4. The key policy drivers for the National Transition Training Fund and Young Person's Guarantee are:
  - Supporting employer workforce development in line with the aims of the Scottish Government's [Labour Market Strategy](#), [Disability Employment Action Plan](#), [Race Equality Action Plan](#), [Gender Pay Gap Action Plan](#) (particularly in the areas of upskilling/reskilling Scotland's existing workforce) and the [Fair Work Action Plan](#) and consistent with the ambitions to raise productivity.
  - Supporting employees to upskill and reskill in a rapidly changing labour market.

### **National Transition Training Fund**

5. The £25 million National Transition Training Fund (NTTF) aims to tackle the rise in unemployment in adults aged 25+ by offering short sharp training opportunities for people to learn in-demand skills. It will provide adults with tailored support to identify relevant training and employment opportunities, followed by funded training to match each individual's needs. This will be made up of a range of smaller initiatives working in the areas of the economy where there is the greatest need for additional skilled staff.

## Young Person’s Guarantee

6. The £60 million Young Person’s Guarantee (YPG) proposes that within two years, every person aged 16 - 24 will have the opportunity, depending on their circumstances, to study; take up an apprenticeship, job or work experience; or participate in formal volunteering. £10 million of the fund has been allocated to colleges.

### Overview of funding and eligibility

7. There are two elements of the NTTF and YPG in colleges which are detailed in the table below:

Funding stream	Programme	Funding allocated	Sector(s)	Eligibility criteria
NTTF	Skills Boost Academies	£1.87m	Regional variation dependent of local skills demand.	25+ years old Unemployed, at risk of redundancy or job under threat as a result of COVID-19 (can include furloughed workers).
YPG		£6.75m		16 – 24 years old
YPG	Accelerated HNCs	£0.79m*		16 – 24 years old

\* excludes fees from SAAS

8. The expectation is that activity under YPG and NTTF should be targeted at new students. However the aim of the programme does make it possible to provide a ‘Skills Boost’ to current students or those who have completed a qualification/course and have limited opportunity for employment where there is evidence that this would improve their employability prospects.

### Funding parameters and timelines

9. All courses should ideally commence in this current Financial Year (FY) 2020-21, i.e. by end of March 2021, but must be completed in this current Academic Year (AY) 2020-21, i.e. by end of July 2021. Associated funding must be fully committed within the FY and spent within the AY. Any underspend may be recovered by SFC.

## **Allocation of activity/funding**

10. SFC shared a methodology for distributing indicative allocations of funded activity to individual colleges/regions in December 2020, based on the current distribution of core student activity (credits). However, we recognised that individual institutions would have varying capacity to deliver additional activity in the timescales set by the Scottish Government, and within the varied regional COVID-19 restrictions. We therefore met with individual colleges prior to Christmas to discuss their indicative allocations and their capacity to deliver. This allocation of funded activity for 2020-21 reflects those discussions and the responses received from colleges on the ability to deliver – on that basis not all colleges are receiving funding in this announcement.
11. Consistent with principles established by the Scottish Government, SFC has set out NTTF and YPG credit and funding allocations for AY 2020-21 to colleges/regions totalling £9.4 million. (Funding has been transferred to SAAS for fees/support associated with Fast-Track Higher HN provision.)
12. A breakdown of those allocations for individual colleges/regions is shown in [Annex A](#).
13. Colleges should draw down funding from their allocations, as required, up to the end of AY 2020-21. Any underspend may be recovered by SFC. Colleges will have already returned their March 2021 cash-flows with their March drawdown requirements. However, if a college requires to draw down any of these funds in March, please get in touch with Catherine Atkinson (catkinson@sfc.ac.uk). If you would like a payment to be made alongside SFC's main payment run on 15 March, you should contact SFC by 5 March. Otherwise, any requests for March payments will be made later in the month.

## ***FE student support***

14. Colleges should apply a fee waiver for FE students undertaking 'Skills Boost' activity under NTTF and YPG. For FE student support funding colleges should follow existing SFC student support [guidance](#).

## **Conditions of funding**

15. The following conditions of grant apply:
  - This funding must only be used for the purpose for which it is being allocated. SFC retains the right to audit relevant institutional data/records/documentation in order to satisfy itself that this is the case (and the institution undertakes that it will provide such assistance as SFC reasonably requires).

- Use of funding must meet the eligibility criteria set out in this announcement.
- Activity delivered under NTTF and YPG must be in excess of colleges' core credit targets for AY 2020-21.
- Any shortfall in activity may result in the recovery of funding.
- Colleges must provide data returns requested by SFC to the deadlines and standards specified, including FES reporting requirements for colleges (as set out in [Annex B](#)). (SFC is committed to processing any personal data fairly, transparently and in accordance with the law. [SFC's privacy notice](#) is available on our website. SFC will use the information submitted by colleges to provide regular updates to the Scottish Government on the current uptake and use of the funding. The Scottish Government's privacy notice is available on their website.)
- Colleges must provide updates on the funded activity as requested by SFC as required.
- In acknowledgement of SFC's funding contribution, our logo must be displayed on any publicity material relating to this activity (signage, posters, website, etc.). Please contact [SFC's Communications team](#) to discuss.

## **Reporting and monitoring**

### ***Reporting to SFC***

16. Colleges are required to report separately on activity funded through NTTF and YPG allocations at the end of the AY.

### ***College monitoring through FES***

17. SFC will monitor the uptake of activity through Further Education Statistics (FES) returns. The specific FES reporting requirements for YPG and NTTF are attached as [Annex B](#).

### **Further information**

18. Should you have any queries or require any additional information, please contact Sharon Drysdale, Deputy Director, Skills & Economic Recovery, email: [sdrysdale@sfc.ac.uk](mailto:sdrysdale@sfc.ac.uk).



**James Dunphy**

Director, Access, Learning & Outcomes

## **FES reporting requirements for Young Person's Guarantee and National Transition Training Fund 2020-21**

### **Introduction**

1. We require each sub-group; Skills Boost (non-advanced level) and Accelerated HNC (advanced level), from the Young Person's Guarantee and National Transition Training Fund, to be clearly identifiable within FES reporting.
  - Young Person's Guarantee (YPG) for persons aged 16 to 24 years old.
  - Transitional Training Fund (TTF) for persons aged 25 and over currently under threat of redundancy, or have been made redundant at any time from the 1 March 2020.
  - Please ensure when registering the term dates for the 'Fast-track HNC' courses in the Student Loan Company's course management system that they follow the formatting as detailed in the example below:
    - 20/1/2021 – 6/3/2021;
    - 9/3/2021 – 1/5/2021; and
    - 4/5/2021 – 12/6/2021.
    - SAAS also require the words 'Youth Guarantee Scheme (6 months)' to be included in the Programme Title. You will register with SAAS, as part of your normal process for funded HN courses.
2. If, for example, a particular 'Skills Boost' course has students in both age groups, that is - 24 and under (YPG) and 25 plus (TTF), then the course will require to be split into two distinct programme groups that can be marked with (YPG) or (TTF), as appropriate, in the FES 1 'Title of programme' field.

### **Specific FES reporting requirements**

3. With the introduction, in-year, of the YPG and TTF education/training funds colleges should ensure that the following guidance is followed.

#### **FES 1**

4. Although all FES 1 fields must be completed for both YPG and TTF activity, please ensure for the following fields that the noted code and/or description below is entered.

Please refer to SFC's [FES 1 Guidance notes 2020-21](#).



<b>Field name</b>	<b>Use code and/or description</b>
Source of finance for programme	09 - Scottish Funding Council (SFC)
Type of programme	08 – Vocational programme supported by Government training scheme
Title of programme	Dependant on the age group include either (YPG) or (TTF) in the programme title
Title of programme	If an Accelerated HNC the additional words 'Youth Guarantee Scheme (6 months)' must also be included in the programme title

## **FES 2**

5. An enrolment with full personal details is required for both YPG and TTF students. In addition please ensure for the below field that the noted code is entered.

Please refer to SFC's [FES 2 Guidance notes 2020-21](#).

<b>Field name</b>	<b>Use code and/or description</b>
Source of finance of fee for student	05 - Government Training Credit