



Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

NTTF and YPG in colleges AY 2021-22

SFC Guidance

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National Transition Training Fund and Young Person's Guarantee in colleges for AY 2021-22

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Summary: Guidance and activity/funding allocations for colleges in Academic Year 2021-22 under the National Transition Training Fund and Young Person's Guarantee.

FAO: Principals / Chairs / Finance Directors of Scotland's colleges

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Contents

National Transition Training Fund and Young Person’s Guarantee in colleges for AY 2021-22.....	4
Summary.....	4
Background.....	4
Policy drivers.....	4
National Transition Training Fund.....	5
Young Person’s Guarantee.....	5
Overview of funding and eligibility.....	6
Funding parameters and timelines.....	7
Allocation of activity/funding.....	7
FE student support.....	7
Conditions of funding.....	8
Reporting and monitoring.....	8
Reporting to SFC.....	8
College monitoring through FES.....	8
Acceptance of grant.....	9
Further information.....	9
Annex A.....	10
NTTF and YPG: breakdown of activity/funding allocations for AY 2021-22.....	10
Annex B.....	11
FES reporting requirements for Young Person’s Guarantee and National Transition Training Fund 2021-22.....	11
Introduction.....	11
Specific FES reporting requirements.....	11
FES 1.....	12
FES 2.....	12
Student support.....	12
Annex C.....	13
Frequently Asked Questions.....	13

National Transition Training Fund and Young Person's Guarantee in colleges for AY 2021-22

Summary

1. I am writing to provide guidance on the National Transition Training Fund (NTTF) and Young Person's Guarantee (YPG) for colleges for Academic Year (AY) 2021-22, including activity/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 COVID-19. 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 pandemic and associated restrictions have led to an unprecedented impact on our society, economy and labour market and we continue to operate in uncertain times. The NTTF and YPG have key roles in providing skills interventions that can be flexed to address the very significant employability and skills needs we know individuals, employers and employees will have over the coming period.

Policy drivers

4. The key policy drivers for the NTTF and YPG 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.
 - **Transitioning through the pandemic** – helping sectors that are disproportionately impacted by the pandemic, and those that will see growth to adapt to the new labour market conditions facing them.
 - The **future skills transition including transition to net zero** – providing opportunities for upskilling and reskilling to support the development of green skills in support of the ambitions in our Climate Change Plan and our Just Transition and Digital Strategy.
 - **Transitioning out of the European Union (EU)** – helping sectors that are experiencing skills gaps or shortages as a result of EU Exit to access talent and ensuring growth sectors are supported.

National Transition Training Fund

5. In AY 2021-22, the £30 million National Transition Training Fund (NTTF) aims to continue to tackle the rise in unemployment in adults aged 25+ by offering short sharp training opportunities for people to learn in-demand skills. It should 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. All NTTF activity should:

- **Mitigate the projected rise in unemployment** by supporting individuals who have been made unemployed, are facing unemployment, or whose jobs are at risk as a result of the COVID-19 pandemic and/or EU Exit, to access training which will increase their chances of gaining employment.
- Take action through the programme to **tackle inequality**, supporting those with protected characteristics who are most likely to be in sectors affected by the pandemic and/or EU Exit to further promote the Fair Work agenda.
- **Support sectors that have been disproportionately impacted by COVID-19**, through upskilling and reskilling interventions and the movement of workers into sectors where we are most confident of a strong recovery, or where demand has increased.
- Contribute to our **transition to net zero**, and by enabling individuals to access re-training or upskilling opportunities in emerging green job sectors, ensuring a Just Transition.
- Contribute to the Scottish Government ambition of **increasing the number of people with advanced digital skills** by supporting the transition of workers into the digital sector.
- **Mitigate impacts of EU Exit** by using data to identify sectors most at risk and ensuring training to help individuals transition to sectors where we anticipate growth.

Young Person's Guarantee

6. In AY 2021-22, the £70 million Young Person's Guarantee (YPG) programme aims to give all young people the chance to succeed despite the economic impacts of COVID-19, while also ensuring employers continue to benefit from the fresh talent and new perspectives that young people bring to workplaces across Scotland. Building on activity delivered in early 2021, £10 million is available to colleges across Scotland in AY 2021-22 to continue providing targeted and tailored training to meet the needs of young people in each region. Separate to this funding an additional £3.5 million is targeted at a University Graduate Internship Programme.

Overview of funding and eligibility

7. An overview of eligibility criteria for each funding stream is set out in the table below:

Funding stream	Age criteria	Eligibility criteria
NTTF	Aged 25+	Unemployed, at risk of redundancy or have been made redundant at any time from 1 March 2020 or their job is under threat as a result of COVID-19 or EU Exit and those who are in work but need skills linked to the 'Just Transition To Net Zero'.
YPG	Aged 16-24	Provide opportunities for 16-24 year old of targeted and tailored training to meet the needs of young people.

8. Colleges will be responsible for carrying out the appropriate checks to ensure that students meet the qualifying criteria above.
9. In AY 2021-22 there are five elements of the NTTF and YPG in colleges which are detailed in the table below:

Funding stream	Programme	Places allocated	Funding allocated	Sector(s)
NTTF	Transition to net zero	2,685	£4.4m	Construction/engineering
	Skills Boost Academies			Regional variation dependent of local skills demand
	Accelerated HNCs			
YPG	Skills Boost Academies	3,162	£5.4m	Regional variation dependent of local skills demand
	Accelerated HNCs			

10. We have allocated YPG and NTTF funding in line with engagement and feedback from the college sector.
11. For YPG we have allocated £5.4 million of the initial £10 million fund to colleges. We will issue a further announcement in-year to meet any residual demand which will ensure the fund addresses areas of need and provides the greatest impact.

12. A breakdown of NTTF and YPG activity/funding for AY 2021-22 is set out in [Annex A](#).
13. The expectation is that activity under NTTF and YPG 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

14. All courses should commence and complete in Academic Year (AY) 2021-22 (by end of July 2022).
15. Funding allocations for non-incorporated colleges, as set out in Annex A, will be paid in November 2021. Incorporated colleges/regions should draw down funds as required, as per their monthly cash flows, from November 2021 up to the end of March 2022.
16. The allocation of YPG funding for AY 2021-22 is subject to the transfer of funding from the Scottish Government in FY 2022-23.

Allocation of activity/funding

17. Consistent with principles established by the Scottish Government, SFC has set out NTTF and YPG regional allocations of funded activity for AY 2021-22 to colleges totalling £9.8 million.
18. In response to feedback from the sector we have allocated £0.4 million of the YPG funding to be used for development of any new provision. This has been distributed in proportion to the volume of credit activity across the sector.

FE student support

19. Colleges should apply a fee waiver for all FE students undertaking NTTF and YPG activity. For FE student support funding, colleges should follow existing SFC student support guidance.
20. Student Awards Agency Scotland (SAAS) will provide the student support funding for HE courses including the Fast track HNC, and the standard undergraduate funding package will apply. Students will be assessed using the standard SAAS eligibility criteria and previous study rules. HE students should make their application through the SAAS website.

Conditions of funding

21. The following conditions of grant apply:
 - This funding must only be used for the purpose(s) 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 guidance.
 - Activity delivered under NTTF and YPG must be in excess of colleges' core credit targets for AY 2021-22.
 - Any shortfall in activity may result in the recovery of funding.
 - Colleges must provide updates on the funded activity as requested by SFC.
22. All media releases must mention projects have been funded by the Scottish Government and SFC; this must be included in the body of the release (not in the notes to editors). Final releases should be shared with SFC for wider ongoing circulation. In addition, in acknowledgement of SFC's funding contribution, SFC and Scottish Government's logo must be displayed on any publicity material relating to this activity (signage, posters, website, etc.). If you have any queries in this regard, please contact SFC's Communications team to discuss (email: communications@sfc.ac.uk).
23. 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.)

Reporting and monitoring

Reporting to SFC

24. Colleges must provide data returns requested by SFC to the following deadlines - 1 November 2021, 1 February 2022 , 1 July 2022 and 1 December 2022 - and standards specified, including Further Education Statistics (FES) reporting requirements for colleges (as set out in [Annex B](#)).

College monitoring through FES

25. SFC will monitor the uptake of activity (including student support spend) through FES returns, and for AY 2021-22 additional fields have been added to

facilitate this. The specific FES reporting requirements for NTTf and YPG are attached as [Annex B](#).

Acceptance of grant

26. Institutions are invited to formally accept this offer of funding by writing to Sharon Drysdale, Assistant Director, Skills & Economic Recovery, email: sdrysdale@sfc.ac.uk by Friday 29 October 2021

Further information

27. Should you have any queries or require any additional information, please contact Sharon Drysdale, Assistant Director, Skills & Economic Recovery, email: sdrysdale@sfc.ac.uk.

A handwritten signature in black ink, appearing to read 'Dunphy'.

James Dunphy

Director, Access, Learning & Outcomes

NTTF and YPG: breakdown of activity/funding allocations for AY 2021-22

National Transition Training Fund					
College/region	Places	Credits	SFC credit funding	SFC student support	Total NTTF funding
Ayrshire	0	0	£0	£0	£0
Borders	24	86	£25,847	£12,869	£38,716
Dumfries & Galloway	40	175	£50,642	£26,297	£76,939
Dundee & Angus	316	1,265	£366,273	£189,701	£555,974
Edinburgh	110	440	£124,079	£65,931	£190,010
Fife	494	1,271	£377,513	£190,649	£568,162
Forth Valley	86	293	£85,037	£43,868	£128,905
Glasgow	543	2,811	£861,819	£421,610	£1,283,429
Highlands & Islands	0	0	£0	£0	£0
Lanarkshire	211	539	£156,343	£80,813	£237,156
Newbattle Abbey	0	0	£0	£0	£0
North East Scotland	24	52	£14,748	£7,825	£22,573
SMO	0	0	£0	£0	£0
SRUC	28	111	£40,766	£16,599	£57,365
West	557	1,518	£444,712	£227,641	£672,353
West Lothian	253	1,012	£381,709	£151,761	£533,470
Scotland	2,685	9,571	2,929,488	1,435,564	£4,365,052

Young Person's Guarantee						
College/region	Places	Credits	SFC credit funding	SFC student support	Development funding	Total YPG funding
Ayrshire	20	300	£85,442	£45,000	£10,745	£141,187
Borders	0	0	£0	£0	£0	£0
Dumfries & Galloway	36	144	£41,538	£21,570	£5,151	£68,259
Dundee & Angus	200	800	£231,695	£120,000	£28,654	£380,349
Edinburgh	508	2,030	£573,137	£304,542	£72,719	£950,398
Fife	390	921	£255,529	£124,650	£32,988	£413,167
Forth Valley	138	1,008	£215,994	£43,200	£36,104	£295,298
Glasgow	809	4,561	£1,268,675	£594,150	£163,363	£2,026,188
Highlands & Islands	0	0	£0	£0	£0	£0
Lanarkshire	0	0	£0	£0	£0	£0
Newbattle Abbey	0	0	£0	£0	£0	£0
North East Scotland	130	228	£64,456	£34,200	£8,166	£106,822
SMO	0	0	£0	£0	£0	£0
SRUC	100	400	£147,359	£60,000	£14,327	£221,686
West	795	1,380	£404,388	£207,000	£49,428	£660,816
West Lothian	36	540	£103,899	£0	£19,341	£123,240
Scotland	3,162	12,312	3,392,112	1,554,312	440,986	£5,387,410

FES reporting requirements for Young Person's Guarantee and National Transition Training Fund 2021-22

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.
 - National Transition Training Fund (NTTF) for persons aged 25 and over who are unemployed, at risk of redundancy or have been made redundant at any time from the 1st March 2020 or their job is under threat as a result of COVID-19 or EU Exit and those who are in work but need skills linked to the transition to net zero.
 - Courses should be set up as they normally are using the SLC's Course Management System (CMS) using the three termly dates, for example:-
 - Term 1: 24/1/2022 - 4/3/2022.
 - Term 2: 7/3/2022 – 6/5/2022.
 - Term 3: 9/5/2022– 10/6/2022.
2. The following naming convention should be used for each course being set up, using the month the course starts as shown:-

HNC NAME OF SUBJECT (October start) (6 month)
3. Students applying for both the National Transition Training Fund (NTTF) and Young Person's Guarantee (YPG) will be assessed under this one course, there is no requirement to add these separately.
4. If, for example, a particular 'Skills Boost' course has students in both age groups, that is - 24 and under (YPG) and 25 plus (NTTF), then the course will require to be marked with (YPG/NTTF), in the FES 1 'Title of programme' field.

Specific FES reporting requirements

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

FES 1

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

Please refer to SFC's [FES Guidance 2021-22](#)

Field name	Use code and/or description
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 target group include either (NTTF) or (YPG) or (NTTF/YPG) in the programme title.
Title of programme	If an Accelerated HNC, the additional words 'YPG HNC 6m' or 'NTTF HNC 6m' or 'YPG/NTTF HNC 6m' must also be included in the programme title.

FES 2

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

Please refer to SFC's [FES Guidance 2021-22](#)

Field name	Use code
Target group	05 - Young Person's Guarantee (YPG)
Target group	06 - National Transition Training Fund (NTTF)

Student support

8. Student support spend should be recorded in FES is the usual way against flagged YPG/NTTF students.

Frequently Asked Questions

Q1. *What fee waiver applies to students enrolled on a YPG/NTTF course?*

All students on a FE YPG or NTTF course should receive an automatic fee waiver regardless of the length of course or pattern of attendance.

Q2. *The NTTF/YPG guidance states that colleges should follow existing SFC FE student support guidance. This is problematic as students don't benefit from accessing this due to issues faced with Universal Credit (UC) and the time it takes to come on and off UC and then claim funding from the college.*

In many cases students are financially better off remaining on UC whilst they study, as the rate of support (particularly where students have families and homes of their own) is higher on UC than it would be on the maximum bursary of £108 per week.

Some full-time students who are on UC may be eligible to remain on UC whilst studying and, at the same time, receive a UC Bursary of £28 per week which does not affect their UC. Students should take this option if possible. College bursary officers are aware of the availability of the UC Bursary of £28 per week and we would expect them to advise students on short courses to do this, if possible.

Where full-time students are not eligible to remain on UC and want to apply for bursary, Department for Work and Pensions (DWP) processing times can lead to delays in accessing funding. Students can ask their college for support from the Discretionary Fund for periods where they are without support because of DWP processing delays.

If students are part-time, they are not eligible for bursary maintenance (living costs) support. Therefore there should be no issue with transitioning from UC – if the student is eligible for UC they can remain on UC whilst they study.

Only student bursary support allocated for maintenance (living costs) should impact UC. Other elements of student support (Discretionary, Childcare, Travel, or help with Study Materials) are allocated for a specific purpose and should not impact on UC payments. If DWP is adjusting students' UC awards for any of these reasons the student should challenge this, and seek the help of college bursary staff in doing so if required.

Q3. *What type of evidence is required to demonstrate that a student meets the eligibility criteria for NTTF set out in paragraph 7 of the Guidance?*

Students may be unable to provide evidence that they are at risk of redundancy, that their job is under threat as a result of COVID-19 or EU Exit, or that they require upskilling linked to the 'Just transition to net zero'. In these circumstances a self-declaration by the student that they need the training, either for the reasons above or for future proofing as their industry/role/skillset is at risk from a number of factors, would satisfy the evidence requirements.

Q4. *The Guidance states that funding is only available once colleges have exceeded their existing core funding targets. In a multi-college region does this relate to the regions target rather than an individual college target?*

Yes, in multi college regions funding is available once the regional target is exceeded.