



CDS

COMMUNITY DEVELOPMENT SCHEME

GUIDE FOR APPLICANTS



CDS funding aims to financially support you to pursue education and training that contributes to the growth of the local economy

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AIMS OF THE COMMUNITY DEVELOPMENT SCHEME

The Community Development Scheme aims to:

- help people to fulfil their aspirations and further their careers
- help people to increase their earning potential and progress to higher skilled jobs
- help the economy to grow, by increasing the availability of skills, qualifications and expertise in the Falkland Islands, and reducing workforce and skills shortages
- be inclusive and transparent, encouraging applications from all eligible applicants at all skill levels

This supports the vision of successive Islands Plans to provide high quality education and training opportunities, and to develop our workforce to ensure we have the skills needed to carry our nation forward.



WHAT TYPES OF TRAINING OR DEVELOPMENT WILL BE CONSIDERED FOR SUPPORT?

A broad range of training or development opportunities

- **Academic qualifications**
(at all levels, including PhDs and Masters)
- **Vocational qualifications**
- **Professional qualifications**
- **Distance learning**
- **Non-certified competency based training**
- **Secondments**
- **Structured learning visits**
- **and others**

Training may take place in the Islands at Falkland College or via distance learning options, but may also take place overseas (in the UK or elsewhere), or a combination of both.

WHO CAN APPLY?

- You must hold Falkland Islands Status or a Permanent Residence Permit (PRP) to be considered
- All applications will be considered, whether you're employed, self-employed, or if you're not working right now. However, *school-aged children are not eligible.*
- You may also apply if you have been in full time education in the Falkland Islands for at least three years, and you are not able to apply for PRP yet because you are under 18.

BUT:

- You can't apply for funding for a training or development course you have already started. All applications **MUST** be submitted before you begin the activity.
- If the CDS has already funded a training or development activity for you, you can't apply for a second activity until you finish the first one.
- If you didn't complete a previously funded course of study and don't have a good reason why, you might not be able to apply for future funding – we recommend that you talk to the Falkland College Careers Advice & Guidance Officer first, before applying for another activity.
- If you're in employment, you must submit your own application – your employer or the company you work for can't submit one for you.



HOW DO I APPLY?

Individual applications can be made at any time, and are assessed by a panel that meets regularly. The deadlines for submitting applications to reach each panel meeting are advertised in the Penguin News.

Applications are welcomed from all eligible individuals

To help you find the right opportunity to meet your aims, you are encouraged to seek careers advice and guidance from Falkland College.

This may include advice on opportunities available through other routes such as Higher Education (HE) funding or an Apprenticeship, as well as the CDS.

Please contact the Falkland College Careers Advice & Guidance Officer at: aford@college.ac.fk

Remember - you can only apply for funding for training you haven't started yet

You can get the CDS application form can by e-mailing **cds@education.ac.fk**

Email your completed application to cds@education.ac.fk or send it to the *Education Department, Stanley* by the advertised closing date. You will need to complete the application form in full – we will not be able to progress your application until we have all the relevant information.



WHAT DO I NEED FOR A SUCCESSFUL APPLICATION?

Your application will be considered by the CDS panel. It is more likely to be successful if it includes:

- Evidence that the proposed training or development opportunity will improve your future career prospects
- Evidence that the proposed skills/training that you will obtain will benefit the Falkland Islands in the future
- Evidence to demonstrate that you are likely to successfully complete the education/training/development activity
- A detailed and realistic breakdown of the costs of the training (and any travel and accommodation costs). Try to identify all the relevant costs, as it will not be possible to increase the funding later except in exceptional circumstances
- Where relevant, evidence that your employer will meet the 50% funding contribution e.g. a letter of support from your employer
- For FIG employees, evidence that your line manager supports your application

In determining whether your application will benefit the Falkland Islands, the panel will take account of the most recent Skills Shortages List (pages 14-18). If your application is not covered by that list, the panel may consider other evidence that you will be developing skills which will benefit the Falkland Islands.

Try to include as much relevant information as you can

WHAT CAN THE FUNDING BE USED FOR?

CDS funding can meet, or contribute to, all necessary costs in undertaking the training or development:

- Course fees and exam fees
- Costs of essential training materials
- Reasonable travel, accommodation and living costs associated with the training (see page 11 for more information)



HOW MUCH FUNDING CAN I APPLY FOR?

There is no cap on the total amount of funding that you can apply for under the CDS, and the funding is not means-tested. However, the proportion of training costs that the CDS will fund depends on your circumstances:

If you are in employment

- If the training you want to do will help you progress in your current role or career, large companies are expected to provide up to 50% of the total cost of the training. If you work for a small company, or if you are self-employed, the CDS will provide up to 100%.

Here we consider a small company to have 10 or fewer employees.

A large company has more than 10 employees and total revenues of more than £500,000 per year. If a company is part of a larger group, the whole group must be below these thresholds.

- If the training you want to do will help you pursue a different role or career, the CDS will provide up to 100% of the costs.
- If you are employed by FIG, the CDS will provide up to 100% of the total costs, as FIG has incorporated some of its training budget into the CDS

If you are not currently working

- If you don't have a job right now, the CDS will fund up to 100% of the total costs.

Remember - you can only apply for funding for training you haven't started yet

OVERVIEW OF FUNDING AVAILABLE

Course and exam fees Normally paid directly to the education or training provider.
No cap on the amount of funding provided for course and exam fees.

Accommodation and living costs Normally paid directly to the education or training provider.
Funded at same levels for Higher Education Students.

Long term/residential courses

Up to a maximum of £10,027 for London-based courses

Up to a maximum of £8,721 for all other UK locations

Short term courses without accommodation included

Up to £75 per day - reimbursed to the applicant upon submitting valid receipts

Travel expenses Either paid directly to the travel provider, or after valid receipts are submitted.
Only the most economical (best value for money) forms of transport will be covered by CDS funding, unless otherwise agreed in advance.
CDS will not normally pay for taxis or first class travel.

For training in the UK or elsewhere overseas which is for more than 1 year in duration, a return flight may be awarded after each full year of study.

The CDS will only fund travel and subsistence costs for the individual named in the application. No financial support will be provided in respect of any accompanying family members.

Advance payments can be made in exceptional circumstances. These payments would need to be agreed by the Director of Education.

WHAT IS EXPECTED OF ME IF MY APPLICATION IS SUCCESSFUL?

You will need to sign a financial agreement stating the terms on which you will be provided with the funding.

This includes your agreement to:

- provide evidence of expenditure (receipts etc.) to support any reimbursement claims you may submit
 - provide regular formal feedback on your progress
 - provide evidence of successful completion of any training/development activities that are funded by the CDS
 - participate in publicity, including social and print media, which promotes the CDS and those funded by the scheme
 - commit to return to the Islands within five years of completing your course; be ordinarily resident in the Islands for a minimum of two years, and to repay the funding if you don't fulfil this commitment
 - participate in future monitoring to ascertain how you have applied the training/development to further your career, and how this has contributed to the development of the Falkland Islands
 - repay any funds that are not used for the purpose for which they were awarded
- CDS will not make any deposit straight to the student unless the funds correspond to a reimbursement which it will be carry out through an Expenses Claim form and receipts presented

WHAT HAPPENS IF I DON'T COMPLETE THE TRAINING I'M FUNDED FOR?

If you withdraw from the course you are funded for, or if you fail to successfully complete the activity, you must advise the CDS panel of this as soon as possible.

You will be required to repay the funding unless you have a good reason. For example, this might include illness, a family emergency or a course being cancelled; provided you can submit supporting evidence for this.

You should contact the Director of Education's office at an early stage if you think there is a risk you will not be able to complete your course.

If you have not completed a previously funded course of study, without a good reason, any future funding may be disallowed.

In exceptional circumstances, you may be funded for a second attempt at a course or exam that you have failed. Early consultation with the Falkland College Careers & Development Officer is advised before reapplication.



WHERE TO ACCESS HELP ABOUT THE SCHEME

Further information and application forms

Contact the Finance Clerk Tel: 27289

Email: cds@education.ac.fk

Careers Advice

Contact the Careers & Development Officer
Falkland College, Stanley

Tel: 27133

Email: aford@college.ac.fk

Submitting an Application

Send by email to: cds@education.ac.fk / financeclerk@education.ac.fk

Send by post to: Department of Education, Stanley

Skills Shortages List

Description

Skilled Building Trades
Bricklayers & masons
Plumbers & heating ventilating engineers
Carpenters and joiners
Glaziers
Window fabricators and fitters
Electricians and electrical fitters
Construction and building trades not classified elsewhere
Administrative and Secretarial Occupations
Administrative officers
Supervisory clerical officers
Personal assistants
Office clerks
Computer system operators
Office managers and supervisors
Elementary Services Occupations
Hospitality and kitchen staff including bar staff and catering assistants
Bar staff
Engineering Professionals
Vehicle technicians
Mechanics
Mechanical engineers
Electrical engineers
Civil engineers
Engineering professionals not classified elsewhere
Information Technology Professionals

IT project managers
IT managers
IT business analysts
IT architects
System designers
Programmers and software development professionals
Cyber security professionals
IT quality and testing professionals
IT network professionals
Information technology professionals not classified elsewhere
Managers, Directors and Senior Officials
Chief executives and senior officials
Functional managers and directors not classified elsewhere (e.g. Government heads of departments; heads of service and other public services managers)
Deputy heads of departments
Deputy heads of service
Heads of sections
Deputy action supervisors
Teaching and Education Professionals
Primary and nursery education teaching professionals
Secondary education teaching professionals
Childcare and Related Personal Services
Teaching assistants
Special needs education teaching professionals
Therapy Professionals
Speech and language therapists
Physiotherapists
Chiropodist/podiatrist
Food Preparation and Hospitality Trades
Chefs including pastry chefs and sous chefs

Cooks
Bakers and flour confectioners
Transport Associate Professionals
Aircraft flight engineers and loadmasters
Aircraft pilots
Protective Service Occupations
Police officers including Sergeants
Health Professionals
Medical practitioners and consultants
Occupational therapists
Psychologists
Pharmacists
Medical radiographers
Dental practitioners
Veterinarians
Health professionals not classified elsewhere
Nursing and Midwifery Professionals
Nurses
Midwives
Welfare Professionals
Social workers
Support workers
Social services consultants
Ministers of religion and other religious professionals
Conservation and Environmental Professionals
Conservation professionals
Environment professionals
Natural and Social Science Professionals
Chemical scientists
Biological scientists and biochemists incl. fisheries; observers & inspectors
Physical scientists incl. agronomists

Science, Engineering and Production Technicians
Science technicians
Engineering technicians
Production technicians
Laboratory technicians
Technicians not classified elsewhere
Legal Professionals
Barristers and judges
Solicitors
Legal secretaries
Legal professionals not classified elsewhere
Business, Research and Administrative Professionals
Business and financial project management professionals
Chartered and certified accountants
Economists
Statistician auditors
Business, research & administrative professionals not classified elsewhere
Media Professionals
Public relations professionals
Editors
Journalists
Graphic designers
Web designers
Architects, Town Planners and Surveyors
Architects
Quantity surveyors
Building and civil engineering technicians
Construction and building trades not classified elsewhere
Administrative Occupations: Finance
Book-keepers
Payroll managers

Wages clerks
Functional Managers and Directors
Functional directors
Functional managers
Financial administrative occupations not classified elsewhere
Electrical and Electronic Trades
Telecommunications engineers
Metal Forming; Welding and Related Trades
Specialist professional consultants not elsewhere specified
Ship's deck officers
Engineering officers
Other merchant and fishing vessel crew members
Managers and Directors in Transport and Distribution
Oil industry consultants
Specialist technicians including drilling superintendents and engineers
Agricultural, Fishing and Related Trades
Sheep shearers
Farm workers
Agricultural and fishing trades
Vessel operation managers
Shipping agents
Merchant and fishing company managers
Security Guards and Related Occupations
Sales and Retail Assistants
Retail Cashiers and Check-out Operatives
Domestic Services (Cleaning Operatives)
Tour Guides
Drivers and Transport/Machinery Operatives
(Large goods vehicles; buses; coaches)



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