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 reduce 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 of providing high quality education and training opportunities, and developing 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 Falklands 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

- Applications will be considered from people currently in employment or self-employment and people not currently in work. *School age children are not eligible.*

- You must hold Falkland Islands Status or a Permanent Residence Permit (PRP) to be considered

- You may also apply if you have been in full time education in the Falkland Islands for at least three years but have not been eligible to apply for PRP because of not having reached the age of 18.

WHO CANNOT APPLY

- If you are already undertaking training/development funded through the CDS, you cannot apply for a second activity to start on a date before the first one has been completed

- If you have not successfully completed a previously funded course ofstudy, without good reason, any future funding will be disallowed. Early consultation with the Falkland College Careers Lead is necessary before reapplication

- Applications must be submitted by individuals. Employers cannot apply for funding for their company's benefit or on behalf of their employees.

HOW DO I APPLY?

Individual applications can be made at any time, and are considered and analysed by a panel that meets regularly. Deadlines to submit applications to reach each panel meeting are advertised in 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 to ensure that the panel has a clear understanding of your career plan and receives advice on the academic process. This step is considered as a requirement for the applicants

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

Please contact Alison Ford, Careers & Development Officer:
aford@college.ac.fk and JBirmingham@college.ac.fk

The CDS application form can be obtained by e-mailing
cds@education.ac.fk

You should submit your application to **cds@education.ac.fk** or to the *Education Department*. 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 very exceptional circumstances
- Evidence of being able to meet the 50% funding contribution, where relevant, e.g. a letter of support from your employer
- For FIG employees, evidence from your line manager supporting the application

In determining whether your application will benefit the Falkland Islands, the panel will take account of the most recent Skill Shortages List (pages 14-18). If your application would not be covered by that list, the panel may consider other evidence that you will be developing skills that 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 10 for more information)

Funding cannot be applied for retrospectively, in order words, you cannot apply for this funding after having started your course.

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 does depend on your circumstances:

- Large employers are expected to match any funding provided by the scheme (up to 50% of the cost) if an application for funding is made to help you progress in your current role/career

- If you work for a company with 10 or fewer employees (or are self-employed) and total revenues of less than £500,000, the CDS will provide up to 100% of the total costs. (If the company is part of a larger group, the whole group must be below these thresholds)

- If you are seeking funding for training and development that is unrelated to your current job/ career, applications for up to 100% of the total costs will be considered

- If you are employed by FIG, the CDS will provide up to 100% of the total costs, because FIG has incorporated some of its training budget into the CDS

- If you are unemployed, the CDS will fund 100% of the total costs

Funding cannot be applied for retrospectively

HOW IS THE FUNDING PAID?

Course and exam fees	Normally paid directly to the education or training provider.
Accomodation and living costs	**Long term/residential courses** £8,965 for UK courses £10,308 for London (funded at same levels for Higher Education Students) **Short term courses without accomodation included** Up to £75 per day - reimbursed upon valid receipts
Travel expenses	Paid for the most economical form of transport, unless agreed in advance. CDS will not normally pay for: • Taxis (unless previously agreed) • First class travel

For training in the UK or elsewhere outside the Islands that is more than 12 months in duration, a mid-course return flight may be awarded in between 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 I AM 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 payments to you
- provide regular formal feedback on your progress to the CDS administration.
- provide evidence of successful completion of any training/development activities that are funded to the CDS.
- participate in communication, 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 and to be ordinarily resident for a minimum of two years, and to repay the funding if you fail to do so
- 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
- repay any course fees or travel costs, which are refunded to you or for which you receive funding from any source.

WHAT HAPPENS IF I DO NOT COMPLETE THE TRAINING I AM FUNDED FOR?

If you withdraw from the course you are funded for, or if you fail to successfully complete the activity, you must advise CDS through the Education Office as soon as is practically possible.

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

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 Lead 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

Careers and Development Team at Falklands College
Email:
aford@college.ac.fk / JBirmingham@college.ac.fk

Submitting an Application

Please send applications to:
Post: Department of Education, Stanley
Email: cds@education.ac.fk

WORKFORCE SHORTAGE LIST

SOCC = Standard Occupational Classification Codes
(published by the UK Office for National Statistics)
n.e.c. = not elsewhere classified

Description	SOCC	CDS No.
Skilled building trades - (Carpenters, Plumbers, Electricians, Stone masons)		1
Bricklayers and Masons	5312	1.1
Plumbers and heating ventilating engineers	5314	1.2
Carpenters and jointers	5315	1.3
Glaziers, Window fabricators and fitters	5316	1.4
Electricians and electrical fitters	5241	1.5
Construction and Building Trades (n.e.c.)	5319	1.6
Administrative and Secretarial Occupations		
Administrative officers, supervisory clerical	4159	2
officers and personal assistants		2.1
Office clerks and computer systems operators	4161	2.2
office managers and supervisors		2.3
Elementary Services Occupations		3
Hospitality and kitchen staff inc bar staff		3.1
Kitchen and Catering Assistants	9272	3.2
Bar Staff	9274	3.3
Engineering Professionals		4
Vehicle technicians, mechanics and electricians	5231	4.1
Mechanical Engineers	2122	4.2
Electrical Engineers	2123	4.3
Civil Engineers	2121	4.4
Marine engineers and technicians	2122	4.5
Aircraft flight engineers and loadmasters	3512	4.6
Engineering Professionals n.e.c	2129	4.7

Description	SOCC	CDS No.
Information Technology Professionals		5
IT project managers	2131	5.1
IT managers	2132	5.2
IT business analysts, architects and systems designers	2133	5.3
Programmers and software development professionals	2134	5.4
Cyber security professionals	2135	5.5
IT quality and testing professionals	2136	5.6
IT network professionals	2137	5.7
Information technology professionals n.e.c.	2139	5.8
Managers, Directors and Senior Officials		6
Chief Executives and Senior Officials	1115	6.1
Functional managers and directors n.e.c (e.g. Government heads of department, heads of service and other public service managers)	1169	6.2
Deputy heads of department, deputy heads of service, heads of section and deputy section supervisors	4141	6.3
Teaching and Educational Professionals		7
Primary & Nursery education teaching professionals	2315	7.1
Secondary Education Teaching Professionals	2314	7.2
Childcare and Related Personal Services		8
Teaching assistants	6125	8.1
Special needs education teaching professionals	2316	8.2
Therapy Professionals		9
Speech and language therapists	2223	9.1
Physiotherapists	2221	9.2
Chiropodist/Podiatrist	2218	9.3
Food Preparation and Hospitality Trades	5434	10
Chefs incl. pastry chefs and sous chefs	5435	10.1
Cooks	5432	10.2
Bakers and Flour Confectioners		10.3

Description	SOCC	CDS No.
Transport Associate Professional		11
Aircraft flight engineers and loadmasters	3512	11.1
Aircraft Pilots and Flight Engineers	3511	11.2
Protective Service Occupations	3312	12
Police officers sergeant and below	1172	12.1
Senior Police Officers	1162	12.3
Health Professionals		13
Medical Practitioners and Consultants	2211	13.1
Occupational Therapists	2222	13.2
Psychologists	2212	13.3
Pharmacists	2213	13.4
Medical radiographers	2217	13.5
Dental Practitioners	2215	13.6
Health Professionals n.e.c	2219	13.7
Veterinarians	2216	13.8
Nursing and Midwifery Professionals		14
Nurses	2231	14.1
Welfare Professionals		15
Social workers and support workers	2442	15.1
Social services consultants and support workers	2461	15.2
Senior care workers, Care workers and home carers	6136	15.3
Worker, support, disabilities, health, mental, autism, social, residential	6135	15.4
Ministers of religion and other religious professionals	2463	15.5
Conservation & Environment Professionals		16
Conservation professionals	2151	16.1
Environment professionals	2152	16.2

Description	SOCC	CDS No.
Natural and Social Science Professionals		17
Chemical scientists	2111	17.1
Biological scientists and biochemists (including fisheries scientists, observers and inspectors)	2112	17.2
Physical scientists (including agronomists)	2113	17.3
Science, Engineering and Production Technicians		18
Science, engineering and production technicians n.e.c.	3119	18.1
Laboratory technicians	3111	18.2
Legal Professionals		19
Barristers and judges	2412	19.1
Solicitors	2413	19.2
Legal professionals n.e.c.	2419	19.3
Legal secretaries	4212	19.4
Business, Research and Administrative Professionals		20
Business and financial project management professionals	2424	20.1
Business, research & administrative professionals n.e.c.	2429	20.2
Chartered and certified accountants	2421	20.3
Actuaries, economists and statisticians	2425	20.4
Auditors		20.5
Media Professionals		21
Public relations professionals	2472	21.1
Editors, journalists, graphic designers, market analysis and web designers,	3554	21.2
Production, television, broadcasting, entertainment	3416	21.3
Architects, Town Planners and Surveyors		22
Architects	2431	22.1
Quantity surveyors	2433	22.2
Building and civil engineering technicians	3114	22.3
Construction and building trades n.e.c.	5319	22.4

Description	SOCC	CDS No.
Administrative Occupations: Finance		23
Book-keepers, payroll managers and wages clerks	4122	23.1
Functional Managers and Directors		24
Financial managers and directors	1131	24.1
Financial administrative occupations n.e.c.	4129	24.2
Electrical and Electronic Trades		25
Telecommunications engineers	5242	25.1
Metal Forming, Welding and Related Trades		26
Welding trades	5213	26.1
Managers and directors in transport and distribution	1162	27
Agricultural, Fishing and Related Trades		28
Oil industry consultants and specialist technicians incl. drilling superintendents and engineers		28.1
Agricultural, Fishing and Related Trades		28.2
Sheep Shearers	5120	28.3
Farm workers	9111	28.4
Agricultural and fishing trades	5119	28.5
Wool handlers, classers and pressers		28.6
Horticultural workers	5112	28.7
Butchers & slaughtermen	5431	28.8
Aquaculture managers and workers	1212	28.9
Handyman, Labourer, gardeners, farming	9119	28.1.0
Vessel operations managers, shipping agents, merchant and fishing company managers		28.1.1
Ship's deck and engineering officers, and other merchant and fishing vessel crew members		28.1.2
Fish filleters and other fish factory workers	5433	28.1.3

Description	SOCC	CDS No.
Security guards and related occupations		29
Security guards and related occupations	9241	29.1
Retail managers, Sales and retail assistants, Retail cashiers and check-out operators		30
Retail managers	1420	30.1
Sales and retail assistants	7111	30.2
Retail cashiers and check-out operators	7112	30.2
Domestic Services (Cleaning operatives)	9233	31
Tour guides	6219	32
Drivers and transport/machinery operatives	8211-	33
(Large goods vehicle, bus, coach)	8214	33.1
GCSE - IGCSE / Maths & English		34

NOTES

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