



Llywodraeth Cymru
Welsh Government

Where can I get expert advice on funding to help me advance my learning and employability skills?

The answer is the **Funding & Support Guide 2018-19.**

Funding and Support Guide



Cronfa Gymdeithasol Ewrop
European Social Fund



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Did you know different funding is available based on your personal circumstances?

Benefits of learning

You might want to develop new skills, return to work after redundancy or unemployment, change career or get promoted. Whatever you're looking to achieve, there are loads of places you can find funding and support, including the Welsh Government, your local council or a specialist training provider.

Your eligibility for support or funding and the amount you're entitled to depends on your situation. Age, personal income and family circumstances, where you intend to study and whether you're learning part-time or full-time all play a part.

You may also be able to get help from an employer, a trade union, a charitable foundation or a trust. Sponsorships and scholarships are also a possibility if you show real flair in your field – after all, no-one wants to see talent get held back by money problems. If you opt for a part-time course, you may qualify for housing benefit or an exemption

or reduction in your council tax. But if you're already claiming benefit, you need to check how this might be affected by any funding you receive to aid your learning.

Confused? Check out our **Employment Routes online tool**. We've created it to make everything easier to understand. Simply answer a few questions about who you are and what you want and we'll instantly let you know which support programmes are best suited to you, plus what funding you might be eligible for and how you can get it. For more information, visit www.careerswales.com/skillsgateway or call Careers Wales on 0800 028 4844.



How can I get qualifications after school when learning costs so much?

Further Education



Tuition fee support

You could be charged tuition fees if you are studying full-time or part-time. But most colleges will give you free or discounted tuition if you are on means-tested benefits, on a low income or you have disabilities. For further information, contact your local college or visit www.collegeswales.ac.uk

Welsh Government Learning Grant Further Education (age 19+)

This covers the cost of books, equipment and travel. You have to be studying on a course that leads to a nationally-recognised qualification. The amount you receive depends on whether you are studying full-time or part-time and your household income.

- Full-time, you may receive up to £1,500;
- Part-time (minimum 275 hours a year), you may receive up to £750.

To receive financial support you or your family must be earning £18,370 or less.

For further information, contact your local college or visit www.studentfinancewales.co.uk/wglgfe

Education Maintenance Allowance (EMA)

EMA is money for 16 to 18-year-olds who are living and studying full-time in Wales, and want to continue their education into Year 12 or are considering further education after leaving school. Eligibility is subject to your household income.

For further information, contact your local school or college or visit www.studentfinancewales.co.uk/ema

Further Education Colleges

If you don't want to stay on for the Sixth Form but are keen to continue to learn a new skill or subject after leaving school, have a look at the choice of courses available at Further Education Colleges across Wales. Many of them offer courses through the medium of Welsh or bilingually, so get in touch with your local college to find out more. From entry level courses to apprenticeships – there's a course to suit everyone on all sorts of subjects. Every provider should offer bilingual courses but sometimes you will need to ask for them.

For further information, visit www.collegeswales.ac.uk



How can I get into higher education when studying is so expensive?

Higher Education

Tuition fee loans and grants (current students)

You can apply for a tuition fee loan of up to £4,200 if you study in Wales or up to £4,450 if you study in England, Scotland or Northern Ireland. You won't have to start paying it back until you're earning more than £25,000 a year – or £18,333 a year if you started your course before 1st September 2012.

If you study in Wales you might also be entitled to a grant of up to £4,800 to pay the balance of your tuition fees, up to a maximum of £9,000. If you study in England, Scotland or Northern Ireland you might be entitled to a grant of up to £4,954 to pay the balance of your tuition fee, up to a maximum of £9,250. You won't have to pay this grant back. That's if you're going to a publicly-funded institution. At a private institution, you might be able to get a fee loan of up to £6,165 if your course is specifically designated.

For further information, contact Student Finance Wales on **0300 200 4050** or visit www.studentfinancewales.co.uk

Tuition fee support (for new students starting courses in 2018-19)

New full and part-time students can apply for a loan to cover tuition fees. Tuition fees are set by the university or college. In Wales, tuition fees have been capped at £9,000 per year, but in other parts of the UK you could be charged up to £9,250 per year for a full-time undergraduate course.

Student Finance Wales provides a loan to cover your tuition fees, which you will have to repay once you start earning over £25,000.

Loans to cover tuition fees are not means-tested.

For further information, visit www.studentfinancewales.co.uk or call **0300 200 4050**.

Maintenance loans (current students)

These help with your living costs while you're studying. You must be aged under 60 and doing a full-time or sandwich course, including initial teacher education. The main yearly rates are:

- Living at home – £5,529;
- Living away from home – £7,143;
- Living away from home and studying in London – £10,007;
- Studying overseas – £8,517.

The rules on repayments are the same as for tuition fee loans.

For further information, contact Student Finance Wales on **0300 200 4050** or visit www.studentfinancewales.co.uk

Welsh Government Learning Grant (current students)

This grant of up to £5,161 a year depends on your own and your family's income. You could be entitled to the full amount if you earn less than £18,370. If you earn between £18,370 and £50,020 you might get part of the grant. You won't get anything if your income is more than £50,020.

The Welsh Government Learning Grant is usually paid with your student loan but you don't have to pay it back.

For further information, contact Student Finance Wales on **0300 200 4050** or visit www.studentfinancewales.co.uk

Living costs - loan and grant (for new students starting courses in 2018-19)

The minimum grant you could get is £1,000, which you do not have to pay back. If you're studying full-time as an undergraduate, through a mixture of grants and loans, you could be eligible for up to £11,250 per year towards your living costs if you live away from home and study in London, and £9,000 per year in the rest of the UK. Part-time undergraduates will receive similar support, on a pro-rata basis based on the course's intensity.

Grants will be means tested to support those who need them most. If you are from a lower income household, you will receive the highest grant. You can take out a maintenance loan to top up what you get. The maximum loan amount will depend on how much grant you receive.

You could also get up to £1,500 towards reducing your maintenance loan when you make the first loan repayment under the Welsh Government partial cancellation scheme.

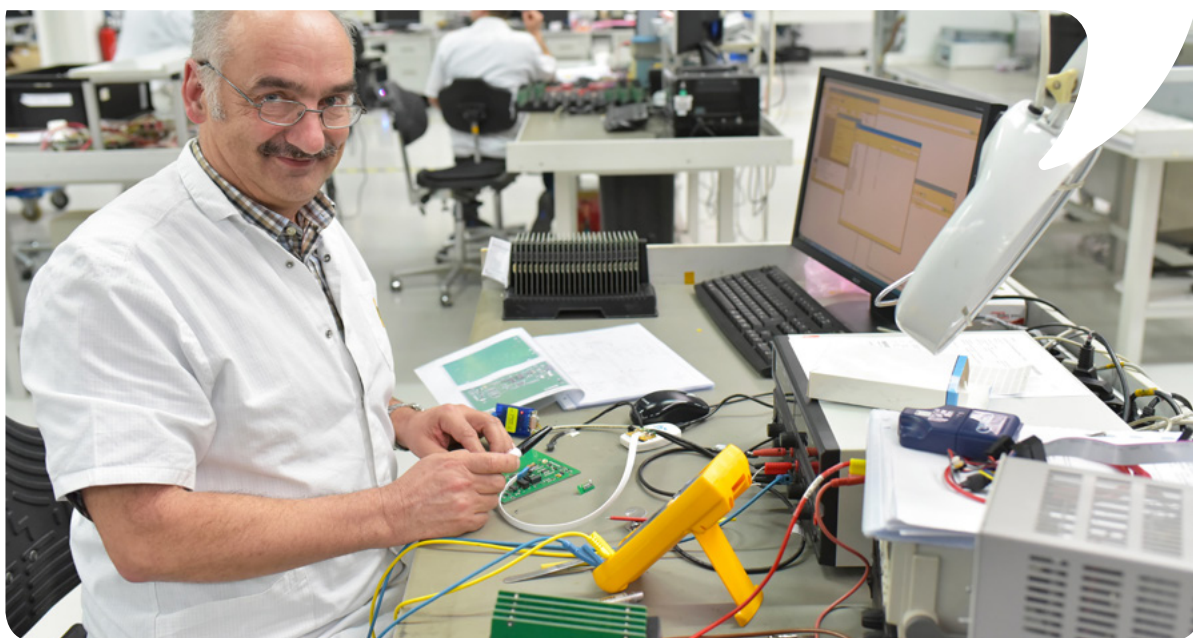
The rules on the repayment of maintenance loans are the same as for tuition fee loans.

For more information, visit www.gov.wales/studentmoney or www.studentfinancewales.co.uk or call 0300 200 4050.

Scholarships and bursaries

Other sources of financial help may be available from your university or college such as a bursary or scholarship. These can depend on your household income and vary at different universities and colleges and for different courses. Universities and colleges will have details of the scholarships and bursaries they offer on their websites and may be able to offer extra help if you're in financial difficulty.

For further information, contact your university or college to see what additional financial help may be available.



Adult Dependants' Grant

You can claim up to £2,732 if you have a husband, wife or civil partner or another adult member of your family who depends on you financially. Your overall income dictates the exact amount.

Part-time undergraduates will receive support on a pro-rata basis based on the course's intensity.

For further information, contact Student Finance Wales on 0300 200 4050 or visit www.studentfinancewales.co.uk

Disabled Students' Allowances (DSAs)

These allowances are to help with extra costs you have as a result of undertaking your course and as a direct result of your disability, mental health condition or specific learning difficulty.

For further information, contact Student Finance Wales on 0300 200 4050 (minicom 0300 100 1693) or visit www.studentfinancewales.co.uk

Part-time fee loans and course grants (new students only)

You can apply for a fee loan of up to £2,625 when studying in Wales. If you wish to study outside of Wales, you can apply for a fee loan of up to £6,935 (publicly funded university) or up to £4,625 (privately funded institutions). You can apply for a mix of grants and loans of up to £4,987.50 to cover living costs. Eligibility rules will apply.

For further information, contact Student Finance Wales on 0300 200 4050 or visit www.studentfinancewales.co.uk

Part-time fee and course grants (continuing students only)

Apply for a grant of up to £1,025 to help with your fees and a grant of up to £1,155 to cover the costs of books, travel and other course-related items. You won't normally be eligible if you already have a degree.

For further information, contact Student Finance Wales on 0300 200 4050 or visit www.studentfinancewales.co.uk

Parents' Learning Allowance

This meets course-related costs of up to £1,557 a year if you have dependent children. The amount depends on your overall income and it won't affect your benefit. Part-time undergraduates will receive support on a pro-rata basis based on the course's intensity. For further information, contact Student Finance Wales on **0300 200 4050** or visit www.studentfinancewales.co.uk

Childcare Grant

You can claim towards the cost of registered or accredited childcare during term and short holidays – up to £161.50 for one child or up to £274.55 a week for two or more children. Part-time undergraduates will receive support on a pro-rata basis based on the course's intensity.

For further information, contact Student Finance Wales on **0300 200 4050** or visit www.studentfinancewales.co.uk

Postgraduate Loan (current students)

If you are on a full-time or part-time postgraduate Master's course (taught or research based) you can apply for a Postgraduate Loan of up to £10,280 as a contribution towards your course and living costs.

For further information, contact Student Finance Wales on **0300 200 4050** or visit www.studentfinancewales.co.uk

Support for postgraduate and doctoral students (for new students starting courses in 2018-19)

If you are starting a postgraduate Master's in 2018-19, you can apply for an increased postgraduate loan of £13,000 wherever you decide to study in the UK. The Welsh Government will also provide universities in Wales with additional funding (up to £4,000 per student) for postgraduate students who choose to study in Wales. You need to contact your university about this funding.

Those commencing a doctoral course in 2018-19 will also be eligible for support. The proposals will allow eligible students residing in Wales to access a loan of up to £25,000 as a contribution to costs over the duration of their course.

From September 2019, postgraduate Master's students will receive a similar package of support to undergraduates. The support will be made up of a mixture of grants and loans as a contribution to costs, rather than allocated specifically to fees and maintenance.

For further information, visit www.gov.wales/studentmoney or www.studentfinancewales.co.uk or call **0300 200 4050**.

GO Wales: Achieve through Work Experience

This programme offers students expert one-to-one support to enable you to undertake meaningful work experience. It has been created to help you improve your work skills and enhance your career prospects.

For further information, contact Higher Education Funding Council for Wales on atwe@hefcw.ac.uk or visit www.gowales.co.uk

KESS 2

KESS 2 is for postgraduates interested in a PhD or Research Master's qualification conducted in collaboration with a company partner.

This programme is only available in certain areas and eligibility criteria apply; please see the reference guide on page 25. For further information, visit www.kess2.ac.uk

Materials and Manufacturing Academy (M2A)

The M2A is for graduates with a 2:1 degree or better in Science or Engineering. It offers funding for one year Master's or four year Doctorates co-funded by M2A and some of the most innovative companies in Wales. If accepted, you'll be working with one of these businesses on a pre-agreed novel research project based on the company's products, processes or markets.

While carrying out the research project, you'll be paid an annual stipend of up to £20,000. This programme is only available in certain areas; please see the reference guide on page 25.

For further information, visit www.materials-academy.co.uk

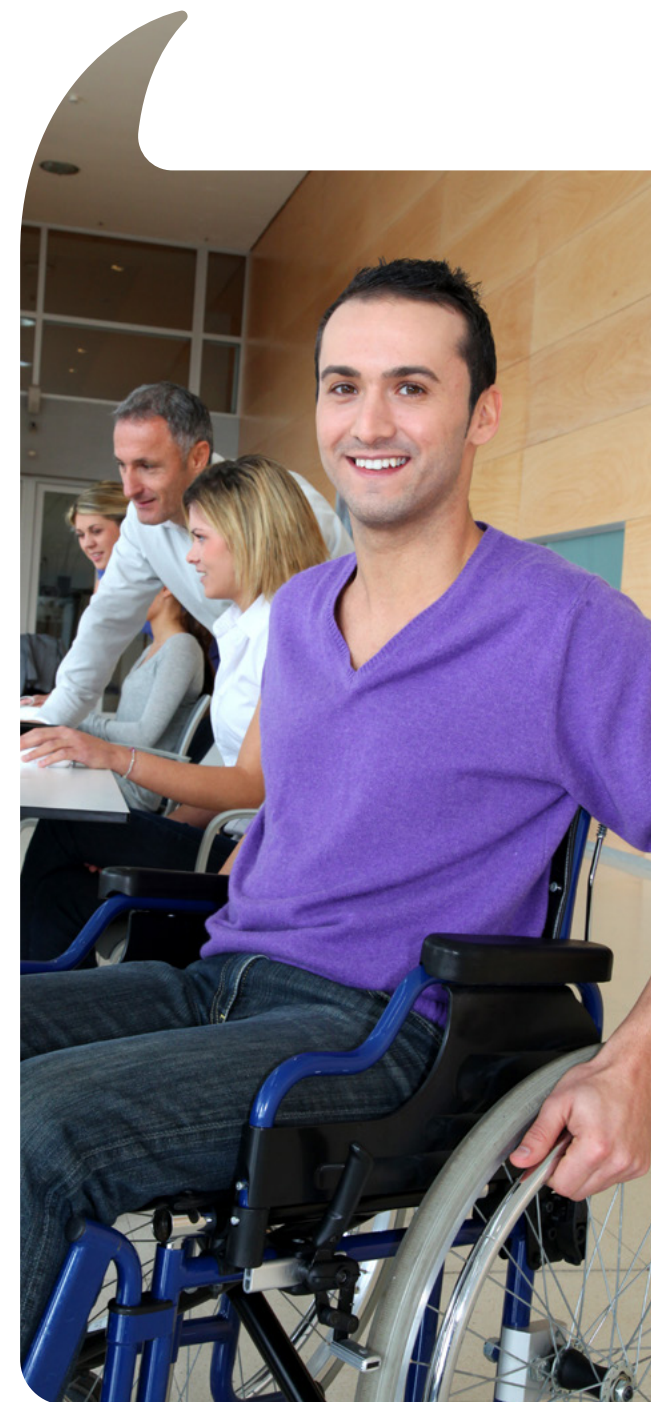
METaL 2

Materials and Manufacturing Education, Training and Learning (METaL) is a work-based learning project led by Swansea University and funded by the European Social Fund, through the Welsh Government. The programme provides accredited technical training to Welsh businesses and industries in the field of Advanced Materials and Manufacturing. The subsidised training course allows employees to achieve higher qualifications that will positively impact morale and the business.

It is only available to employed and self-employed people.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, visit www.project-metal.co.uk



How do I get a job when I have little or no experience?

Preparing for work

Traineeships

These are for young people in Wales aged between 16 and 18 who are not in employment or training. A traineeship will give you the skills you need to get a job or move on to further training. You will receive a training allowance between £30 and £50 per week. You could also get support with travel expenses and childcare costs.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844** or visit www.careerswales.com

Work Trials

A Work Trial gives you the chance to try out a job and keep getting benefits. It can last up to 30 working days, and you might get offered a job at the end. Work Trials are voluntary, and your benefits won't be affected if you finish early or turn down a job you're offered. If you are claiming Universal Credit you will need to have a discussion with your Jobcentre Work Coach before committing to any education or training (part-time or full-time), giving information about any proposed education or training, for example:

- the type of education or training you will receive;
- the number of hours you plan to attend;
- how long the course will last.

For further information, contact your local Jobcentre Plus on **0800 055 6688**. You can also ask your Jobcentre Work Coach to explain how work experience opportunities can help you.

Workways +

Workways+ provides mentoring support to unemployed adults across Neath Port Talbot, Swansea, Carmarthenshire, Pembrokeshire and Ceredigion.

Individual support includes training, volunteering and paid work experience ensuring you have the skills, qualifications and experience needed to gain employment. This programme is only available in certain areas; please see the reference guide on page 25.

For further information, visit www.workways.wales

Into Work Advice Service

The Into Work Advice Service is for all Cardiff residents who are looking for work or to develop their skills, to improve their chance of employment. It provides free help and advice on learning new skills and enhancing career prospects. This programme is only available in certain areas; please see the reference guide on page 25.

For further information, call the Into Work Advice Service on **029 2087 1071** or e-mail intoworkadvice@cardiff.gov.uk.

Employability Skills Programme

This programme is for unemployed people, including offenders in the community. By joining you can access good quality work experience placements, plus essential skills training and help on preparing for work.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844** or visit www.careerswales.com/skillsgateway

Active Inclusion

Unemployed? Through Active Inclusion funded projects across Wales you could gain new skills and qualifications to help you return to work. You could also access paid work placements for between 16 and 26 weeks for up to 35 hours a week at National Living Wage (Minimum Wage). Eligibility criteria apply.

For further information and advice, e-mail activeinclusion@wcva.org.uk

Bridges into Work

This programme provides free one-to-one support to unemployed adults. With tailored provision, the programme is designed to help you build confidence, gain new skills, prepare for work, get valuable work experience and secure employment.

It is only available in certain areas; please see the reference guide on page 25.

For further information and advice, call **01633 647743**.

Communities for Work

Communities for Work may be able to support you if you are aged 16-24 and not in education, employment or training (NEET) or if you're over 25 and have been unemployed for 12 months or more. The programme offers one-to-one mentoring and support to help you take up training or work opportunities. Depending on your circumstances, you can also get help with travel, childcare and suitable clothes or tools to help you start work.

For further information, contact C4W@gov.wales.

PaCE

PaCE helps parents/guardians who are not in education, employment or training (NEET) and do not live in a Communities First area move closer to or into employment. The programme aims to find and fund solutions to childcare barriers whilst parents/guardians take up training or other work opportunities. It is totally voluntary, delivered throughout Wales and parents/guardians will receive

individualised support from their Parent Employment Adviser in family friendly locations.

For further information, contact PaCE@gov.wales.

Inspire to Achieve

Inspire to Achieve provides support to 11-25 year olds at risk of becoming NEET (not in education, employment or training). You will be offered a tailored programme of support to help address barriers to ensure you continue with your education or training. This programme is only available in certain areas; please see the reference guide on page 25.

For further information, if you live in Newport, Cardiff, Monmouthshire or the Vale of Glamorgan e-mail

inspire@newport.gov.uk or visit www.newport.gov.uk/inspiretoachieve

If you live in Torfaen, Merthyr Tydfil, Blaenau Gwent, Rhondda Cynon Taff, Bridgend or Caerphilly e-mail

inspire2achieve@blaenau-gwent.gov.uk

Inspire 2 Work

Inspire 2 Work is for young people aged 16-24 who are not in education, employment or training (NEET). By signing up you'll get one-to-one support to help you overcome any obstacles holding you back, plus tailored training specific to your needs and access to work experience and volunteering opportunities.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, if you live in Newport, Cardiff, Monmouthshire or the Vale of Glamorgan e-mail

inspire@newport.gov.uk

If you live in Torfaen, Merthyr Tydfil, Blaenau Gwent, Rhondda Cynon Taff, Bridgend or Caerphilly e-mail

inspire2work@blaenau-gwent.gov.uk

Out-of-Work Peer Mentoring Service

The service is available across Wales and is for people who are recovering from substance misuse (including alcohol) and/or mental health issues. It can support people in recovery who are aged 16 and older, and who are long-term unemployed (12+ months) or not in education, employment or training (NEET). It offers one-to-one support from someone who has personal experience of recovery, along with a range of activities. If you are looking for encouragement and sympathetic, non-judgemental support to build confidence, get into work, education or training, please e-mail outofworkservice-peer@gov.wales or call 03000 25 5000.

Sova Achieving Change through Employment (ACE)

This programme is for black and ethnic minority individuals, as well as migrants, who are long-term unemployed (12+ months) or economically inactive and aged over 25. It provides access to training and support to help you get back to work and stay there. By signing up, you'll get individual support from a mentor, who will work alongside you to help you achieve your goals.

For further information and advice, e-mail ace@sova.org.uk or call 029 2022 1936 for details of your local Case Officer.

OPUS

OPUS is for those who are economically inactive, long-term unemployed and aged over 25 in areas of North Wales. It aims to help you to get back into work through skills training, work experience and volunteering opportunities.

It is only available in certain areas; please see the reference guide on page 25.

For further information and advice, e-mail opus.regional@conwy.gov.uk or call 01492 576362 or 07826 876969.

Community Learning

If you're looking to get back into learning but not sure where to start, a taster course at an adult or community centre could be right for you. Courses include everything from learning languages and cake baking, to improving your reading and maths. Courses start all year round and course times are flexible – taking place during the day and evening. One day or weekend workshops are also available.

For further information and advice, call Careers Wales **FREE** on 0800 028 4844 or contact your Local Authority.

Trac 11-24

TRAC 11-24 supports young people aged 11-24 in North Wales who are at risk of becoming NEET (not in education, employment or training).

It provides targeted vocational courses and extended work placements as well as counselling, coaching and mentoring services.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information and advice, e-mail regionalTRAC@denbighshire.gov.uk or call 01824 706781.

Journey 2 Work

Journey 2 Work has been designed to help long-term unemployed (12+ months) and economically inactive adults, living outside of Communities First areas, who require extra guidance and support to find work or progress into training or further education. The programme offers one-to-one mentoring and support to help you take up training or work opportunities. Depending on your circumstances, you can also get help with travel, childcare and suitable clothes or tools to help you start work.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, e-mail journey2work@newport.gov.uk.

ADTRAC

ADTRAC has been developed to inspire unemployed young people aged 16-24 residing in North Wales to get into work, education or training. Support is delivered by local teams and is tailored specifically to your needs. The programme offers:

- one-to-one intensive support;
- personalised action plans;
- support to help develop confidence;
- support to overcome barriers to work;
- wellbeing and mental health support;
- access to training.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, e-mail adtrac@gllm.ac.uk or visit www.gllm.ac.uk/adtrac

Cam Nesa

Cam Nesa helps 16-24 year olds who are not in education, employment or training (NEET) to get ready for work. The programme is designed to give you all the support you need to overcome barriers preventing you from getting a job. The support is given in four stages depending on your situation.

Participating in Cam Nesa can help you to:

- raise confidence and self-esteem;
- gain new skills and qualifications;
- become job ready;
- develop entrepreneurial skills.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information and advice, e-mail cam.nesa.regional.team@pembrokeshire.gov.uk





How do I find a new job if I'm out of work or being made redundant?

Returning to work

ReAct

ReAct is for people who are under formal notice of redundancy or who have become unemployed in the last three months because of redundancy – and haven't been in continuous employment for six weeks or more since then. Depending on your circumstances, ReAct can pay towards the cost of your vocational training and help out with travel, accommodation and childcare costs. If you have special needs, you may be able to get help with the equipment you need for training.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844** or visit www.careerswales.com/skillsgateway

Access

Access provides vocational training grants to help you update your skills and improve your employment opportunities. You could receive:

- a vocational training grant of up to £1,500 to help you update your skills to return to work;
- up to £200 of extra support to help remove barriers to vocational training such as childcare or transport costs.

To be eligible you must:

- live in the south Wales valleys area;
- be aged 18 or over (and not eligible for any other programmes, including European Social Fund programmes);
- be unemployed and registered with Jobcentre Plus;
- not have very much current, relevant and transferable work experience.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844** or visit www.careerswales.com/skillsgateway

Access to Work Grant

An Access to Work Grant helps pay for practical support if you have a disability, health or mental health condition. You'll be offered support based on your needs. An Access to Work Grant can pay for:

- special equipment, adaptations or support worker services to help you do things like answer the phone or go to meetings;
- help getting to and from work.

Eligibility criteria apply. You might not get a grant if you already get certain benefits.

The money doesn't have to be paid back and won't affect your other benefits.

For further information, e-mail atwosu.london@jobcentreplus.gsi.gov.uk or call **0345 268 8489**.

Jobs Growth Wales

This offers a six-month experience in a job paid at or above the National Minimum Wage, with the chance of a permanent job or an Apprenticeship at the end. Job opportunities are available across all sectors in Wales. You could be eligible if you're aged 16 to 24, unemployed, and looking for a job.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844**

or visit

www.facebook.com/jobsgrowthwales or www.careerswales.com

The Work and Health Programme

The Work and Health Programme helps you find and keep a job if you are out of work. It's voluntary - unless you've been out of work and claiming unemployment benefits for 24 months. As part of the programme, you could get support to help you:

- identify your employment needs;
- match your skills to work that's available;
- put you in touch with employers;
- find long-term employment;
- get training to help you find work;
- manage health problems to reduce their impact on work.

Eligibility criteria apply.

For further information, call your local Jobcentre Plus on **0800 055 6688** or visit www.gov.uk/work-health-programme

How can I learn more skills so I can look forward to a good career?

Learning in the workplace

Apprenticeships

Apprenticeships are for people aged 16 and over who want to learn on the job. They provide you with free training and better still you'll earn while you learn whilst picking up essential skills.

You can enter the Apprenticeship Programme at the level that suits you best: Foundation Apprenticeships, Apprenticeships and Higher Apprenticeships. Depending on the level, they take between one and four years to complete. Apprentices will work towards nationally recognised qualifications, equivalent to an NVQ level 2 right up to level 7.

To search Apprenticeship vacancies, visit the Apprenticeship Matching Service on careerswales.com. This free online service is your job matchmaker. You can search apprenticeship opportunities from around Wales in one place, filtered by industry and location. You can easily match your skills and ambitions to the right vacancies.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844** or visit www.careerswales.com

Agile Nation 2

Agile Nation 2 is ideally suited to women looking to progress into team leader or first managerial positions. This comprehensive support programme helps women develop the skills and confidence needed to successfully progress in the workplace. Participants gain an accredited Institute of Leadership and Management qualification, whilst building an action plan to support career development. Throughout the programme you will receive individual advice, support and guidance from a dedicated and experienced team.

For further information, contact Chwarae Teg on **0300 365 0445** or visit www.agilenation2.org.uk

Welsh for Adults

Welsh for Adults courses are available in all areas of Wales to develop the Welsh language skills of beginners, learners and speakers at all skill and confidence levels. There may be support available if needed to help Welsh language learners to be able to continue with their learning where financial barriers arise.

Discuss your needs with a Welsh for Adults provider.

For more information, visit learnwelsh.cymru

SEE (Skills for Employers & Employees)

This programme provides support to employed individuals working in North Wales-based companies. It's designed to help you develop your skills through work related qualifications up to Level 7.

It is only available in certain areas; please see the reference guide on page 25.

For further information, contact esfenquiries@cambria.ac.uk.

Skills for Industry

Skills for Industry delivers relevant training and workforce planning across all areas of south west Wales. It will support employed individuals gain recognised qualifications from level 1-7. It will assist and improve the acquisition of skills within local businesses and provide an opportunity for employers to develop the expertise and knowledge that exist in the organisation.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, e-mail the Skills Industry Team at SFI@gowercollegeswansea.ac.uk or call **01792 284209**.

20Twenty Leading Business Growth

This successful programme is dedicated to helping ambitious organisations deliver impressive and sustainable growth. Stand out from the crowd by gaining valuable skills to deliver improved efficiencies, plan growth strategies and implement expansion goals. 20Twenty also offers a full range of qualifications through the Chartered Management Institute (CMI).

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, call **029 2041 6300** or visit www.20twentybusinessgrowth.com

ION Leadership

ION, the extension of the hugely impactful LEAD Wales programme, offers employed business leaders and managers a practical toolkit to facilitate real business growth. Business improvement is investigated and actioned through a series of 'experiential' masterclasses, workshops and business support activities.

This programme is available in West Wales and the Valleys; please see the reference guide on page 25.

For further information, contact the ION Leadership team on **01792 606738** or visit www.ionleadership.co.uk

Working Skills for Adults

Working Skills for Adults provides support to employed individuals with immediate career ambitions. It will provide you with free support, training and the chance to gain new qualifications.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information and advice, call **01633 647743**.

North Wales Business Academy

The North Wales Business Academy (NWBA) provides bespoke higher level training for growth businesses by choosing support from a range of short university accredited modules that are designed to help you grow your business further, improve performance, move into new markets and gain a competitive advantage.

The project is designed to enable you to develop or enhance your business strategy so that you can tailor your choice of modules around individual business requirements. You will be supported by experienced business mentors who can help you achieve your organisational goals.

This unique approach allows you to strategically take control of your business' future through bespoke training and specialist support.

This programme is only available in certain areas; please see the reference guide on page 25.

For further information, visit www.nwba.ac.uk/contacts



How can I be my own boss?

Starting your own business

New Enterprise Allowance

This programme provides support and funding to individuals wishing to start a business. By joining you will receive a specialist assessment and, if successful, you will be assigned a business mentor to help you develop and grow your business.

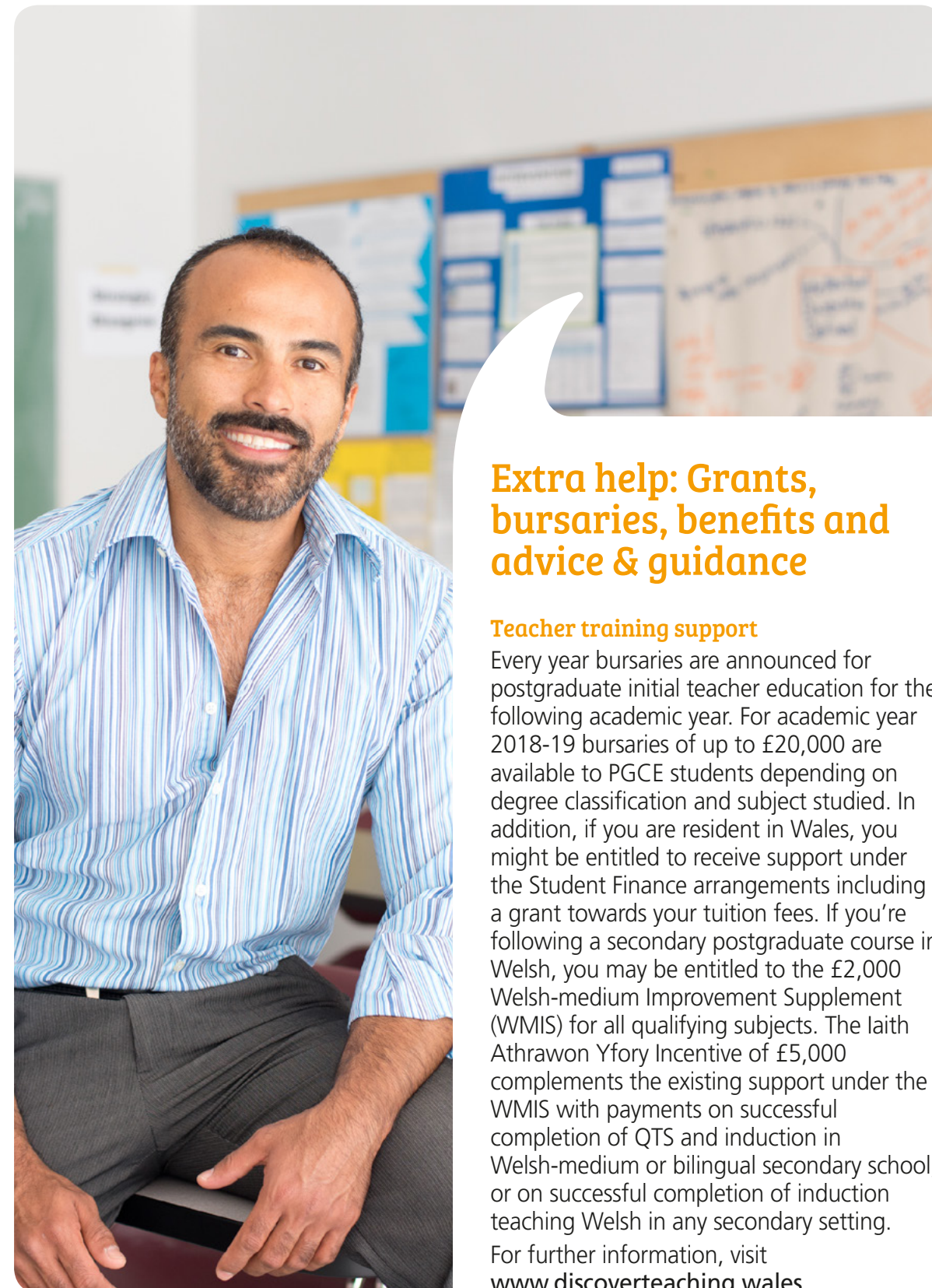
For further information, visit www.gov.uk/moving-from-benefits-to-work/starting-your-own-business or contact your local Jobcentre Plus on 0800 055 6688.

Prince's Trust Enterprise Programme

The Prince's Trust Enterprise Programme is for 18 to 30 year olds, living in the UK and unemployed, or working fewer than 16 hours a week, who have a business idea to explore.

It will provide you with a personal business mentor who can help you draw up a business plan, develop your skills and advise you on applying for a grant to help you kick-start your business.

For further information, contact Prince's Trust on 0800 842842 or visit www.princes-trust.org.uk



Extra help: Grants, bursaries, benefits and advice & guidance

Teacher training support

Every year bursaries are announced for postgraduate initial teacher education for the following academic year. For academic year 2018-19 bursaries of up to £20,000 are available to PGCE students depending on degree classification and subject studied. In addition, if you are resident in Wales, you might be entitled to receive support under the Student Finance arrangements including a grant towards your tuition fees. If you're following a secondary postgraduate course in Welsh, you may be entitled to the £2,000 Welsh-medium Improvement Supplement (WMIS) for all qualifying subjects. The Iaith Athrawon Yfory Incentive of £5,000 complements the existing support under the WMIS with payments on successful completion of QTS and induction in Welsh-medium or bilingual secondary school, or on successful completion of induction teaching Welsh in any secondary setting.

For further information, visit www.discoverteaching.wales

NHS bursaries

There are NHS bursaries for full-time or part-time pre-registration courses in a wide variety of subjects. You must be accepted for an NHS funded place and commit to work in Wales for two years after graduation. New NHS students are eligible for loans and grants from Student Finance Wales.

For further information, contact Students Awards Services on **029 2090 5380**.

Employer support

It's up to your employer how much support they give you – see if you can negotiate a package. If you're already training with them they might be willing to sponsor you to take a degree or diploma. Part-time students can still get paid for the time they're at classes or lectures. Full-time students may not get a wage but are usually guaranteed work from their employer during holidays. You'd probably be expected to keep working for your employer for a while after you finish your studies.

For further information, speak to your employer.

Trade unions

There are more than 1,300 Union Learning Representatives (ULRs) in workplaces throughout Wales whose job is to help trade union members take part in all kinds of learning. Many unions also provide Wales Union Learning Fund (WULF) projects offering learning opportunities including ICT, numeracy, literacy, Welsh, foreign language and vocational training.

For further information, call Wales TUC on **029 2034 7010** or e-mail wtuc@tuc.org.uk.

Welsh Language Grants

The Welsh Government provides funding to numerous organisations under its programme to promote the Welsh language. Coleg Cymraeg Cenedlaethol also offers scholarships to students who wish to pursue degree courses through the medium of Welsh.

For further information, visit www.colegcymraeg.ac.uk





Engage to Change

Engage to Change is for individuals aged 16-25 with learning disabilities or autism. The programme helps you develop your job skills by supporting you in a six to twelve month work placement. During this placement, you'll earn a real wage and get a chance to gain accredited qualifications that will help you develop your career further.

For further information, visit www.engagetochange.org.uk, call 029 2068 1160 or email engagetochange@ldw.org.uk.

Pre-Employment Contact Centre

This programme gives adults an in-depth look at Contact Centre work plus the chance of finding employment in the same industry. By joining you'll get a full induction plus in-depth training. And on completion, you'll get a guaranteed interview for a Contact Centre role.

For further information, contact The Welsh Contact Centre Forum on 029 2070 9800.

In-Work Support

This programme provides free and confidential support to individuals who are struggling in work, or who are on sickness leave due to mental health problems, hip or back pain, or substance misuse.

It is only available in certain areas; please see the reference guide on page 25.

For further information, if you live or work in Conwy, Denbighshire, Gwynedd or Anglesey, please call 01745 336442.

If you live or work in Bridgend, Neath Port Talbot or Swansea, please call 0845 601 7556.

Benefits

Depending on your circumstances you can still claim a wide range of benefits when you're studying part-time or even full-time. But it's really important to check with your local Jobcentre Plus to make sure your training won't affect any benefits you're already on.

If you are claiming Universal Credit you will need to have a discussion with your Jobcentre Work Coach before committing to any education or training (part-time or full-time), giving information about any proposed education or training, for example:

- the type of education or training you will receive;
- the number of hours you plan to attend;
- how long the course will last.

For further information, call your local Jobcentre Plus on 0800 055 6688 or visit www.gov.uk/browse/benefits

Better Jobs, Better Futures

This programme provides employment and career support to employed and unemployed people in Swansea. It aims to assist people to gain, retain and progress within employment through a range of support tailored to individual needs.

The programme also works directly with employers to match individuals to local job opportunities and long-term career pathways through a dedicated workforce advice and recruitment brokerage service.

For further information, contact the Better Jobs, Better Futures team on 01792 284450, e-mail info@betterjobsbetterfutures.wales or visit www.betterjobsbetterfutures.wales





Advantages of learning in Welsh

One of the main advantages of choosing to study in Welsh or studying bilingually is that you are maintaining your Welsh language skills which is incredibly valuable when it comes to looking for employment.

There can be financial incentives for students too. The Coleg Cymraeg Cenedlaethol awards scholarships to undergraduates and postgraduates choosing to study in Welsh and some degree courses offer special bursaries for students studying in Welsh.

Apprenticeships can also be completed in Welsh or bilingually with flexibility that suits the individual learner.

For further information and advice, call Careers Wales **FREE** on **0800 028 4844** or visit www.careerswales.com, www.cymraeg.gov.wales or www.colegcymraeg.ac.uk

Programme Location Reference Guide

	ADTRAC*	Access	Better Jobs, Better Futures	Bridges into Work*	Cam Nesa*	Inspire 2 Achieve	Inspire 2 Work*	Into Work Advice Service	In-Work Support	ION Leadership	Journey 2 Work*	KESS 2	Materials and Manufacturing Academy (M2A)	MEtaL 2	North Wales Business Academy	OPUS	SEE (Skills for Employer and Employee)	Skills for Industry	Trac 11-24	20Twenty Leading Business Growth	Working Skills for Adults Workways+*
Blaenau Gwent		✓		✓		✓	✓			✓		✓	✓	✓							✓
Bridgend		✓		✓		✓	✓		✓	✓		✓	✓	✓							
Caerphilly		✓		✓		✓	✓			✓		✓	✓	✓							✓
Cardiff						✓	✓	✓			✓									✓	
Carmarthenshire		✓			✓					✓		✓	✓	✓				✓			✓
Ceredigion					✓					✓		✓	✓	✓				✓			✓
Conwy	✓								✓	✓		✓	✓	✓	✓	✓	✓		✓		
Denbighshire	✓								✓	✓		✓	✓	✓	✓	✓	✓		✓		
Flintshire	✓														✓		✓		✓	✓	
Gwynedd	✓								✓	✓		✓	✓	✓	✓	✓	✓		✓		
Isle of Anglesey	✓								✓	✓		✓	✓	✓	✓	✓	✓		✓		
Merthyr Tydfil		✓		✓		✓	✓			✓		✓	✓	✓							✓
Monmouthshire						✓	✓				✓									✓	
Neath Port Talbot		✓			✓				✓	✓		✓	✓	✓				✓			✓
Newport						✓	✓				✓									✓	
Pembrokeshire					✓					✓		✓	✓	✓				✓			✓
Powys																				✓	
Rhondda Cynon Taf		✓				✓	✓			✓		✓	✓	✓							
Swansea		✓	✓		✓				✓	✓		✓	✓	✓				✓			✓
Torfaen		✓		✓		✓	✓			✓		✓	✓	✓							✓
Vale of Glamorgan						✓	✓													✓	
Wrexham	✓														✓		✓		✓	✓	

*Except those living in a Communities First Area.

Please note: programmes NOT included in the above chart are available across Wales.

Go for it!

We know you have the confidence and enthusiasm to learn new skills – and we hope we've helped you see how you might be able to afford it. It could make a huge difference to your life and career.

For more information on funding for learning, call **FREE** on **0800 028 4844** or visit www.workingwales.gov.wales

