

Broad Lane, Sheffield, S3 7HQ
Telephone: +44 (0)114 289 2000
Facsimile: +44 (0)114 289 2500



**Sources of Funding for Health and Safety
Training or Creating Training Material**

HSL/2002/01

Project Leader: Balraj Sreenivasan

**Balraj Sreenivasan, BSc, MSc
Kirsten Benjamin, BSc**

Human Factors Group

HEALTH AND SAFETY LABORATORY
An agency of the Health and Safety Executive

Distribution

Angela Orr-Ewing (POLD4B)
Robin Barfield (POLD4)
Donald Goodhew (POLD4B)
Phoebe Smith (HSL)
Dr Lee Kenny (HSL)
Dr Norman West (HSL)
HSE LIS (9)

Available to the public.

HSE Authorising Officer: Angela Orr-Ewing

HSL Report Approval: Phoebe Smith
Date of Issue: February 2002
Job Number: JS2002725
Registry File: WP,RE/44
Document Filename: W:Bal/H&Sfunding/report

HEALTH AND SAFETY LABORATORY

An agency of the Health and Safety Executive

Summary

This report will list funding available for health and safety training - primarily sources of funding available for those who wish to create training materials but also sources of funding available for workers to attend training courses. In addition to reporting details of firms and trade associations which provide funding, it will also provide details of government schemes and loans which are sources of assistance.

The results were initially obtained from training directories and health and safety yearbooks which gave details of firms and trade associations which provided funding for general courses. The details obtained were followed up further by searching the Internet and by telephoning individual firms and organisations. These searches also identified details of relevant firms and schemes which were not reported in the directories and yearbook. A table summarising the results 'at a glance' is available at Appendix A.

Although a great deal of effort has been made to identify sources of funding, it is worth noting that the details provided in this report are not exhaustive. Indeed, there may yet be sources of funding for health and safety training which have not been uncovered. Nevertheless, the findings in this report suggest that while there are several sources available for those who wish to create training materials, there is little funding and assistance offered for people who wish to go on health and safety training courses. The help that is available is often restricted to members of particular trade associations. Although there are also government schemes available, these are in the form of loans which are repaid with low rates of interest.

One of the more interesting findings is a health and safety web site which provides advice and information on health and safety. The report suggests that such web sites could be more common in the future with more and more training being conducted on the Internet and with multimedia techniques in general.

Contents

1. INTRODUCTION	1
2. CONSTRUCTION AND INDUSTRY TRAINING BOARD	2
2.1. Section A	2
2.2. Section B1	3
2.3. Section B2	4
2.4. Other financial support	4
3. THE ASSOCIATION OF PROFESSIONAL FORESTERS	5
3.1. APF Education and Provident Fund	5
4. INSTITUTE OF CHARTERED FORESTERS	6
5. SELECT	7
6. TRADES UNION COUNCIL	8
7. THE INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH ...	9
8. NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH	10
9. HTTP://WWW.HEALTHANDSAFETY.CO.UK	11
10. CAREER DEVELOPMENT LOANS	12
10.1. The applicant	12
10.2. The course	12
10.3. The loan	12
10.4. Repayments	13
11. SMALL FIRMS' TRAINING LOAN	14
11.1. The course	14
11.2. The applicant	14
11.3. The loan	14
11.4. Repayment	14
11.5. Links to other sources of funding	15
12. INDIVIDUAL LEARNING ACCOUNT	16
13. THE DEPARTMENT OF TRADE AND INDUSTRY PARTNERSHIP AT WORK FUND	17
13.1. Examples of successful bids	17
14. LEARNING AND SKILLS COUNCIL	19
15. LOCAL BUSINESS PARTNERSHIPS	20
16. HSE SMALL FIRMS GRANT SCHEME	20
17. CONCLUSIONS	21
18. REFERENCES	22

1. INTRODUCTION

Up until it was last published in 1995, the ‘Paying for Training’ yearbook (Manson-Smith, 1995) had been regarded as the authoritative, comprehensive guide to sources and funding for adult and youth education. Its aim was to be a principal source of reference on the details of assistance available to finance or subsidise adult training and was intended for use by employers, training providers, and training, business and education advisers. Furthermore, it included some information about funds for health and safety training.

Since 1995, there has been no alternative source of information, so this report will look at funding available for health and safety training courses with a view to updating the last edition of the ‘Paying for Training’ yearbook. It will provide details of firms and trade associations which provide assistance for individuals who wish to go on health and safety training. It will also provide details of government schemes and loans which offer assistance for individuals who wish to go on health and safety training courses and sources of funding for creating training materials.

In contrast to the ‘Paying for Training’ yearbook, it will specifically look at funding available for health and safety training. Furthermore, it will be concerned with training for adults in the workplace rather than higher or further education courses, and whether assistance is offered to minority groups such as ethnic minorities or the disabled.

The results of the report will provide up to date information on funding and assistance available for health and safety training. It will also be used by HSE’s Policy Division to inform decisions on possible future policy in line with HSC’s Revitalising Priority Programmes and Strategic Plan.

2. CONSTRUCTION AND INDUSTRY TRAINING BOARD

The Construction and Industry Training Board's (CITB) mission is to *'promote and facilitate the training of sufficient workers in the skills needed for a world-class construction industry'* (CITB, 2001). They provide a range of grants which offer financial assistance to employers to invest in quality training for their employees. The grants are provided where they are likely to maintain or improve the quantity and quality of training and development, and particular emphasis is placed on occupations where there is a high level of mobility. The grant scheme is run on a yearly basis, with the grant year starting on August 1st and ending on July 31st. It is divided into two sections:

- Section A relates to grants that are payable for craft, operative and technical training programmes and grants for company training support.
- Section B is further split into two sections. Section B1 is based on the concept of a 'Training and Development Plan' which covers ongoing training and development at all levels for all occupations. The plan must cover employees' training and development needs over a 12 month period, clearly defining which employees are to be trained, and the total number of training and development days planned for the year. Section B2 relates to grants that are payable for short term off-the-job training courses which have been approved by CITB.

Employers can claim grants from Section A and either B1 or B2, **but not from both B1 and B2 concurrently.**

The grants in Section A are payable to employers registered with CITB and who are 'in-scope' i.e. their main activity is related to building and construction. There are a number of general conditions which CITB stipulate must be met before the grants are provided. One of these conditions is that health and safety must be an integral part of all training. Indeed, CITB's training and development (CITB, 2001) document states that legislative requirements place a duty on employers to train their employees in all aspects of health safety and welfare.

In addition to health and safety components being a prerequisite in all training programmes, there are grants available for courses which specifically deal with health and safety. These will now be listed by section order:

2.1. Section A

Modular training for new entrant plant operators

The following health and safety modules attract grant aid if they are delivered by a training provider who has met Certificate of Training Achievement (CTA) standards. Furthermore, the training is only available to new entrants.

- Module 2 - Safety Awareness
- Module 3 - Working safely, efficiently, and productively
- Module 7 - Statutory inspections and safety devices

The grant rates for the individual modules and further information on the courses are available from CITB.

CITB Site management safety training scheme

A grant of £35 for each day attended, and £90 for the award of the certificate is provided for attending and completing this course at a CITB approved training centre. Details of approved centres can be obtained from local CITB offices.

CITB Health and Safety Testing

A grant of £35 is available for employers of workers who pass this test at a CITB approved test centre. Again, details of approved centres can be obtained from local CITB offices.

2.2. Section B1

The grants in Section B1 are available to employers who have devised a training and development plan and who have undertaken subsequent training and development as identified in the plan.

The training and development plan must cover ongoing training and development at all levels, for all occupations over a 12 month period. In addition, the plan should clearly define what training and development is to be undertaken and the total number of training and development days planned for the year.

Production of a training and development plan

A grant of £10 for each employee is paid for this scheme with a maximum of £500 for each employer. An additional payment of 10% is payable to employers who have gained the Investors in People (iP) award before the start of, or, during the 2001/2002 Grants Scheme year.

This grant is available to employers for evaluating the company's training and development needs and for producing a training and development plan. It is intended to encourage employers to develop and implement a structured approach to training and development by evaluating all the activities undertaken.

The employers need to keep evidence which shows they have evaluated all activities along with employee evaluations which identify individual training and development needs. Although this grant does not specifically relate to health and safety, as stated earlier, one of CITB's conditions is that health and safety must be an integral part of all training. This indicates that the training and development should account for health and safety issues.

Training and development undertaken as identified on the training and development plan.

This applies to training covered by the Training and Development Plan and carries a grant of £15 for each training day. The plan should cover all the company's employees but the grant is only paid for training not covered in Section A. CITB audits the Training and Development Plan against the training carried out and may take legal action to recover payments made against the plan if it discovers evidence of false claims.

2.3. Section B2

This section refers to grants available for attendance on short duration off-the-job training courses which have 'general approval' from CITB. It is the responsibility of the employers to determine whether a course is approved by CITB since failure to do so could result in the grant being refused if the course is not approved.

Short duration off-the-job training

A grant of £35 per day is payable to employers for approved training of 30 or more tuition hours carried out over five consecutive days. Each day must consist of at least six hours tuition except for the final day which must have at least three hours tuition.

Courses of two days or more will only attract a grant if the subject matter is directly related to construction industry activities and is not required by legislation; the training is of at least six hours every day excluding all breaks; and that all the training takes place during normal working hours.

2.4. Other financial support

In addition to the above grants, CITB provide various other forms of financial support. These include:

- support towards training for new entrants in the form of tuition fees, local travel for attendance at college, and subsistence.
- allowances for long distance travel and accommodation costs where there are no local courses and the individual has to stay away from home.
- Additional support from CITB if employers have to provide special facilities for innovative off-the-job training. Each application is then considered on its merits.
- A grant of up to £25,000 is available to Independent Group Training Associations which comply with set criteria laid down by CITB and produce a satisfactory group training and development plan.
- An adoption grant of up to £300 is payable if an employer 'adopts' an apprentice who has been made redundant by another employer. This is conditional on the employer entering into the terms and conditions of the appropriate Construction Apprenticeship Scheme.
- CITB will automatically make a supplementary payment of 25% per quarter on all grant claims paid in the 2001/2002 grant year. This is only available for employers who are registered with CITB, are 'in scope', and have submitted a 2000 Levy return and paid the resulting Levy on time.

Further details

Further information on CITB can be obtained from <http://www.citb.org.uk/>

3. THE ASSOCIATION OF PROFESSIONAL FORESTERS

The Association of Professional Foresters (APF) is a trade association for those who derive their livelihood from forestry. It is concerned with the dissemination of information to its members on all forestry matters, including health and safety, and encourages members to train and comply with regulations.

3.1. APF Education and Provident Fund

The APF's Education and Provident fund provides discretionary grants of up to £200 to assist with expenses for personal development or training in the forestry industry for individual students. The fund is available for skilled members who have been members of the APF for more than a year and who wish to improve or update their skills by attending appropriate training courses.

An application form is available from the secretary at the following address:

Jane Karthaus
7-9 West Street
Belford
Northumberland
NE70 7QA

Telephone: 01668 213937

Further details

Further information on the APF can be obtained from <http://www.apfs.demon.co.uk>

4. INSTITUTE OF CHARTERED FORESTERS

The Institute of Chartered Foresters (ICF) is the professional body for foresters throughout the UK. The Institute is regulated by its Royal Charter, Bylaws and Regulations and is required to maintain and uphold a Code of Ethics and rules of Professional Conduct. The ICF regulates the standards of entry to the profession, offers examinations for professional qualifications and keeps under review the status of Chartered Foresters and the profession.

The Institute of Chartered Foresters (ICF) provides an education and scientific trust. At the discretion of the trustees, grants of up to £300-£400 are available to its members. Individual circumstances relating to personal finances and responsibility for dependants are also taken into account.

Application forms are available from the following address and should receive the secretary of the ICF by the 1st of February or the 1st of August since it is awarded twice yearly.

Administration Officer
Institute of Chartered Foresters
7a St Colme Street
Edinburgh
EH3 6AA
Telephone: 0131 220 6128

Further details

Further information on the ICF can be obtained from <http://www.charteredforesters.org/>

5. SELECT

Select is a trade association based in Scotland for the electrical electronics and communications systems industry. It aims to ensure that all electrical installation work is undertaken by fully qualified members of their association. Select run a comprehensive range of one and two day courses and everyone who attends a training course run by Select automatically qualifies for a discount. At the end of each financial year, Select make a refund to the individual or company that has funded the course. The refund is normally a discount of 30% on all courses but this depends on the numbers who attend the training courses. The courses are available to all and not necessarily just members of Select.

Select provide the following training courses:

- Course 103 - Safe Working (Health & Safety at Work and Electricity at Work Regulations)

This one-day assessed course covers the essentials of health & safety in so far as operatives are "Safe aware". It has been introduced to heighten awareness and responsibilities of both supervisors and operatives of health and safety with a focus on the Electricity at Work Regulations. All participants undertake written assessments and these assessment records are maintained and made available for external inspection or validation as appropriate.

- Course 104 - Safety and Compliance Training Course Safe Working in the Electrotechnical Industry

This one day assessed course is intended to update participants in the electrotechnical industry on all relevant safety aspects to ensure their skills are current. It also provides participants with an awareness and knowledge of current health & safety and technical Regulations relevant to the electrotechnical industry.

- Course 101 - Health & Safety & Emergency First Aid

This one day course aims to heighten awareness and responsibilities of health & safety on the one hand and to be competent in dealing with emergency first aid on the other. The course can also be offered on an in-company basis for 10-15 people.

Further details

Further information on the Select can be obtained from <http://www.select.org.uk/index2.htm>

6. TRADES UNION COUNCIL

The Trades Union Council (TUC) consists of more than 70 trade unions and represents more than 7 million workers. In addition to campaigning for better rights for workers, they offer programmes of accredited training courses. Although the courses are free of charge, they are only available to members of the TUC who are affiliated union representatives. The TUC do not provide training for members of the public or trade union members.

The TUC provides the following training courses:

- Stage 1 Health and Safety Representatives course

The course involves 60 hours of guided learning in the following areas: the role and functions of the trade union health and safety representative; organising for health and safety; preventing accidents and ill health; skills for the safety representative; and planning for the future.

- Stage 2 Health and Safety Representatives course

This course also involves 60 hours of guided learning in the following areas: Building a safe and healthy workplace; keeping up to date on health and safety; effecting change in health and safety; and planning for the future.

- The TUC Certificate in Occupational Health and Safety.

This course is designed to develop understanding of health and safety principles and practice and is only available to those who have completed Stage 1 and Stage 2 courses. The course is organised over a year as a day release course (one day per week, over 36 weeks, spread over three terms) and involves health and safety organisation; health and safety law; and research, communication and problem solving.

Further details

Further information on the TUC can be obtained from http://www.tuc.org.uk/h_and_s/index.cfm

7. THE INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH

The Institute of Occupational Safety and Health (IOSH) is Europe's leading body representing individuals with a professional involvement in health and safety (IOSH, 2002). It is a non-profit making organisation with charitable status, and its primary aim is to promote the health, safety, and welfare of people at work and those affected by work activities. In addition to providing seminars, conferences and assistance with publications, IOSH provide a range of professional development courses which are designed to meet the needs of health and safety professionals. The courses are organised into the following seven categories:

- Legal issues
- Risk assessments and techniques
- Risk management and review
- Business practice and organisational effectiveness
- Emergency planning
- Occupational health and behavioural issues
- Environmental management issues

The courses can be taken individually or as a group. Successful completion of a set of courses will result in the award of a professional development certificate. As an incentive to training, a discount of 20% is offered on the training programme if a delegate takes at least four courses or if four or more delegates from an organisation are sent to a course.

Further details

Further information on IOSH can be obtained from <http://www.iosh.co.uk/training/>

8. NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY AND HEALTH

The National Examination Board in Occupational Safety and Health (NEBOSH) is an independent health and safety awarding body accredited by the Qualifications and Curriculum Authority (QCA) and is dedicated to raising the standards of occupational health, safety and environmental management by the provision and maintenance of a framework of robust, reliable and relevant awards. The courses are offered by over 400 programme organisers throughout the UK and overseas and are designed for those who wish to gain a career in health and safety or wish to gain experience to fulfil supervisory or managerial responsibilities.

Although NEBOSH do not provide any training courses they do provide free articles and learning resources for training organisers.

Further details

Further information on IOSH can be obtained from <http://www.nebosh.org.uk/>

9. HTTP://WWW.HEALTHANDSAFETY.CO.UK

This is a web site set up by professional health and safety consultants to provide an online search engine and discussion forum specifically looking at health and safety information. The web site is intended to provide company directors, health and safety representatives, and members of the public with access to information and a prompt response to health and safety related problems. It also provides help to firms who wish to compile a health and safety policy or improve their health and safety arrangements in the workplace. The forum allows users to post queries and share advice and comments.

The information on this site is free to download, and they welcome any information that safety officers or duty holders within industry and commerce might find useful to post on the site.

Further details

Further information can be obtained from <http://www.healthandsafety.co.uk>

10. CAREER DEVELOPMENT LOANS

Career Development Loans (CDL) have been set up by the Department for Education and Skills (DfES) and are a deferred repayment bank loan to help people pay for vocational learning or education. Because the CDLs are for vocational learning, they can be used to pay for health and safety training courses for individuals who wish to pursue a career in health and safety.

The person can borrow between £300 and £8,000 to help fund up to two years of learning plus a year's practical work experience, if relevant, where it forms part of the course. The DfES pays the interest on the loan during the learning and the loan does not have to be repaid until one month after the learning period ends. The loan is then repaid to the bank at a fixed rate of interest.

10.1. The applicant

Anyone over the age of 18 can apply for a CDL as long as the person lives or intends to live in Great Britain and intends to work in the UK or European Union once they have completed the course.

If the person is a sole trader or a partner in a small business then there is also the option of a Small Firms Training Loan rather than the CDL. This is explained in greater detail in Section 11 of this report.

10.2. The course

The CDL can be used to fund any full-time, part-time or distance learning course as long as it is vocational and lasts no longer than two years of study and one year of practical experience if it is part of the course. A foundation course used as a step towards a degree would not be eligible for a CDL, but if the foundation course led to employment in its own right, then it would be eligible.

An advantage of the CDL is that it can be used with a wide range of organisations - both public and private course providers. However, since DfES do not approve or monitor training courses, they advise contacting Learndirect who can provide details of courses and centres around the country (<http://www.learndirect.co.uk>).

10.3. The loan

The amount borrowed can be between £300 and £8,000, and it can be used to cover up to 80% of the course fees and related expenses such as books, childcare, travel costs and any costs associated with a disability. Money can also be borrowed to help with living expenses if the chosen course is full time and such costs are not already covered by other grants and state benefits. If living expenses are claimed then the applicant must not undertake part-time work involving more than 30 hours per week.

If the applicant has been out of work for three months or longer at the time of the application then they can apply for a CDL to cover 100% of the course fees.

10.4. Repayments

The CDL has to start being repaid one month after the learning period is complete. The repayments can be deferred if the applicant is:

- unemployed and claiming benefits
- employed and receiving Income Support, Working Families' Tax Credit, Housing Benefit, Council Tax Benefit, or Disabled Person's Tax Credit
- taking part in a government training programme and is in receipt of Training Allowance
- the applicant has had to attend the course for longer than expected due to ill health or other mitigating circumstances

Further details

Further information on Career Development Loans can be obtained from <http://www.lifelonglearning.co.uk/cdl/>

11. SMALL FIRMS' TRAINING LOAN

In similar respects to the CDL, the Small Firms' Training Loan (SFTL) allows small firms to borrow money to pay for training programmes. Again, the loans can be used to pay for health and safety courses with the Government paying the interest during the period of training.

11.1. The course

An SFTL can pay for any training or training-related consultancy which supports a small firm's business objectives and the development needs of their employees. As with CDL, DfES advise contacting Learndirect who can provide details of courses and centres around the country (<http://www.learndirect.co.uk>).

11.2. The applicant

Sole traders, partnerships, co-operatives, franchises and limited companies can all apply for an SFTL. The only rules are that the business must employ no more than 50 people and must be either already trading or about to trade.

All permanent employees of small firms business can be trained, whether they work full-time or part-time. However, they must intend to use what they have learned to work in a trade or profession within the European Economic Area (EEA). The firms should also make sure that:

- trainees have not already received a Local Education Authority mandatory award (or the Scottish equivalent) or any other grant to cover the training.
- trainees are UK or EEA citizens and either live or intend to train in Great Britain (i.e. England, Scotland and Wales).
- trainees who are not citizens of a country within the EEA must be present in the UK, have indefinite leave to remain in the UK and intend to train in Great Britain.

11.3. The loan

The loan can pay for any education or training course, whether full-time, part-time, open or distance learning. As little as £500 or as much as £125,000 can be borrowed depending on the firm's needs and the number of people being trained. If the loan is to pay for training-related consultancy advice only, anything up to £5,000 can be borrowed.

Training course fees, related expenses and in-house training costs must not exceed £10,000 for an individual trainee and an overall average of £5,000 for each trainee included in the training plan.

The loan can cover up to 90% of training and/or consultancy costs. Other sources such as the Local Enterprise Company (LEC) in Scotland, or Chamber of Commerce Training and Enterprise (CCTE) may be able to provide grants to cover the remaining 10%.

11.4. Repayment

The repayments do not need to start straight away. Depending upon the size of the loan taken out, the small firm does not have to repay anything for between six and 12 months from the

date the loan is received. Generally, the bigger the loan the longer the deferment period. This is in contrast to the CDL where the repayment of the loan has to commence once the learning period is complete.

11.5. Links to other sources of funding

SFTLs are designed to be as flexible as possible. To enable small firms to build the package that best suits the needs of their business, the SFTL can be linked with other sources of funding. For example, a small firm may be able to supplement their SFTL with a loan taken out under the Small Firms Loan Guarantee Scheme to form a package of broader business funding.

The local Business Link (in England), Business Connect (in Wales) or Local Enterprise Council (in Scotland) can offer advice on business and training matters and may be able to help identify other sources of funding. Further details can be obtained by contacting the relevant office:

Business Link Signpost Line on 0345 567 765

Business Connect on 08457 969 798

Scottish Enterprise Network Help line on 0845 607 8787

Highlands and Islands Enterprise Help line on 01463 715400

Further details

Further information on Small Firm Training Loans can be obtained from <http://www.lifelonglearning.co.uk/sftl/>

12. INDIVIDUAL LEARNING ACCOUNT

The individual learning account (ILA) was set up by the Department for Education and Employment (DfEE). The process involved applicants opening a learning account and being given an individual account card which entitled the applicant to incentives and discounts for learning as long as they were aged 19 or over.

A major advantage of the ILA was that it could be used to support a wide range of learning available from a large number of training providers. Thus, it could have been used for health and safety related courses.

The ILA was set up in April 2001, but the programme was shut down in England in November 2001 and in Scotland a month later due to investigations into alleged fraud and theft among the learning providers. Although there were many problems with fraud and theft, the DfEE agrees that the ILAs were a great success in bringing down the financial barriers to learning and providing people the opportunity to study. Subsequently, they are considering what future arrangements might be put in place to support individual learning. It is intended that any new scheme will take the best from the first ILA programme and remedy its shortcomings.

Further details

Further information on Small Firm Training Loans can be obtained from <http://www.my-ila.com> which is updated regularly with developments and the government's position. Telephone queries can also be dealt with by the 'Learning Provider hotline' on 0800 072 4949.

13. THE DEPARTMENT OF TRADE AND INDUSTRY PARTNERSHIP AT WORK FUND

The Department of Trade and Industry (DTI) Partnership at Work fund was introduced to help develop partnerships at work by providing support for projects in the workplace and encouraging the spread of information about best practice. It involves employers, employees, and their representatives working together to solve business problems or avoiding such problems arising in the first place. Up to £5 million is available until 2004 to fund 50% of costs of individual projects up to a limit of £50,000 per project. The remainder of the costs must be met by the applicants from their own resources.

The process involves the applicant submitting a project proposal prepared jointly and agreed by all parties involved in the partnership. The proposal should contain details of objectives, aims and timetable. In addition, the applications are required to detail issues such as demonstrating a focus on partnership at work, the benefits to the business, how the benefits will be disseminated, and the project costs.

The bids are assessed on the following criteria:

- whether they are good value for money and cost effective;
- whether they make use of new technology as the medium of learning;
- whether the benefits are sustainable.

13.1. Examples of successful bids

A number of projects which involve health and safety training have already been successful in receiving funding from the DTI partnership fund.

- British Waterways, along with Unison and the Transport & General Workers Union have submitted an application which intends to introduce an occupational health programme through partnership working. The programme will use the Health and Safety Commission's Securing Health Together strategy as the framework. Most importantly, the programme will provide a platform on which to build real partnership in the workplace. The long-term objective is to change the way in which managers and unions work together by developing an understanding of problems, finding joint solutions and reducing staff absence. An assessment of employees' health will be carried out and then a programme of education and training will be delivered.
- The Amalgamated Engineering and Electrical Union (AEEU), which has 720,000 members, aims to build the capacity of the union through its partnership project in order to convince members and companies of the practical value of partnership. The project will build competencies within the union itself, publish training materials and Partnership Standards and organise regional partnership conferences.
- The TUC National Education Centre have been successful with a project designed to undertake training needs analysis to establish what skills are needed by Trade Union officials and lay representatives in order to be able to implement partnership in the workplace successfully.

- A partnership between GB Railfreight and the Associated Society of Locomotive Engineers and Firemen (ASLEF) has received funding for a project with two main objectives:- to review recently introduced methods of working for train drivers and identify and implement relevant training; and to facilitate open communications between GB Railfreight, its employees and ASLEF through the design and installation of an intranet facility. A steering group comprising representatives from all parties will monitor project progress and a final report will be circulated widely by both partners.

Further details

Further information on the DTI Partnership at Work fund can be obtained from <http://www.dti.gov.uk/partnershipfund/index.html>

14. LEARNING AND SKILLS COUNCIL

The Learning and Skills Council (LSC) is responsible for funding and planning education and training for over 16-year-olds in England, and their mission is to raise participation and attainment through high-quality education and training which puts the learners first.

With a budget of £5.5 billion the Council operates through 47 local offices and a national office in Coventry. Bringing together the skills of the Training and Enterprise Councils and the Further Education Funding Council to work with partners, employers, learning providers, community groups and individuals, the LSC understands, defines and meets training needs. The work covers areas such as; further education, work-based training and young people, workforce development, adult and community learning, information, advice and guidance for adults, and education business links.

For the academic year from August 2002, funds will be made available by the LSC for safety representatives who wish to go on training courses.

Further details

Further information on the LSC can be obtained from <http://www.lsc.gov.uk>

15. LOCAL BUSINESS PARTNERSHIPS

LBP's are an initiative of the Small Business Service (SBS), the single, national agency responsible for Government's small business support activities. The SBS provides business support, advice and access to appropriate expertise, through the Business Link network and Local Business Partnerships on everything a person might need to run their own business.

LBP's help business people understand and comply with regulations, thereby making Local Authorities' enforcement of regulations easier. They also act as a discussion forum that enables businesses to influence how regulations are carried out in their area.

Funding is provided by the Small Business Service which offers financial support for anything that *'is of benefit either to the LBP or local businesses'*. This includes various partnership projects and events, such as mailshots, posters, seminars and training sessions in areas such as hazard analysis and risk assessment among others. Each project or event must show that it will benefit the partnership of local business and each application for funding is judged on its merits.

Applicants can apply for funding by requesting an application form from LBP at 020 7215 4315. Alternatively applicants can complete and submit an electronic application form which is available on the LBP web site.

Further details

Further information on the LBP can be obtained from <http://www.localpartners.org.uk/>

16. HSE SMALL FIRMS GRANT SCHEME

The HSE small firms grant scheme is currently being developed by HSE. Two pilot schemes are being introduced this year but it is in the initial stages, and it is not yet known where the pilot schemes will be introduced.

Further details

Further information on the HSE small firms grant scheme can be obtained by monitoring the HSE web site at <http://www.hse.gov.uk/>

17. CONCLUSIONS

This report has shown that there are a variety of sources of funding and assistance available for health and safety training. Although there is little funding and assistance available from particular trade associations and professional bodies, there is a range of funding and assistance provided by government schemes in the form of low interest loans, grants and partnership funds.

The government schemes are available to all regardless of their profession, and furthermore, the applicants do not need to be members of particular trade associations. In contrast, the trade associations and bodies provide funding and assistance which is often restricted to being a member of the associations or trade. One of the few associations that provides financial assistance for all is Select which is the trade association for electrical, electronics, and communications systems industry. However, the assistance is available for all of its training and not just the health and safety courses. This suggests the assistance is a form of a loss leader to encourage people to attend their training sessions.

This report has also found that there is little in the way of specific assistance for disadvantaged groups such as the disabled or ethnic minorities. Unless such individuals are members of trade associations, their only method of gaining assistance for health and safety courses would be government initiatives such as the CDL or SFTL which provide low interest loans.

An interesting finding from the report is the www.healthandsafety.co.uk web site. Although this is not a training course *per se*, it is a means of gaining free health and safety knowledge and disseminating information to everyone, with the only requirement being access to the Internet. With increasing advances in technology and more people gaining access to the Internet, such web sites may be the way learning and training is conducted in the future.

It seems the government's Individual Learning Account had been the most successful method of providing assistance for people who wish to attend health and safety courses. Indeed, the DfES have stated that they have been a great success in bringing down the financial barriers to learning and providing people with the opportunity to learn. Although the ILA is now being reviewed, the indications are that there will be another scheme which will build on the positive aspects of the ILA. This new scheme would probably provide the best opportunity for people to obtain assistance for individual health and safety training courses.

For those creating training materials, there is more financial assistance available now compared to a few years ago due to the introduction of Government supported schemes such as the Partnership Fund and Local Business Partnerships.

18. REFERENCES

Construction and Industry Training Board (2001)

Grants Scheme August 2001-July2002.

Institute of Occupational Safety and Health (2002)

Professional Development Courses: January - December 2002

Manson-Smith, D (1995)

Paying for Training. Sixth Edition.

Manchester: The Planning Exchange.