

*Awards are granted entirely at the discretion of the Legion, which may refuse applications from eligible applicants; there is no appeals procedure*

## Chapter 2

### **Types of Employment Support Awards Available**

**Skills Development Training Fees & Bursary Awards:** If you are considering applying for any skills development training assistance your current highest skills qualifications must be level 3 or below or you must show your current skills are not employable due to redundancy, disability or available employment opportunities in the area where you reside.

An Employment Support Grant may be awarded to pay for a skills development course (Inc VAT) as long as it is vocational and qualifies you for a job, trade or profession. The course must be wholly undertaken within the UK and if the course includes non-vocational modules, these will not be covered by a Legion Employment Support Grant. An Employment Support Grant may be used to help pay for assessment in achieving vocational qualifications where accreditation of prior learning (APL) is involved.

An Employment Support Grant can be used to assist eligible beneficiaries who have a disability or barriers to attending and remaining on a skills development course. The bursary award can be used to support course related costs only, these may include travel, and course related books and equipment that cannot be provided by the course provider or from normal statutory sources of assistance.

**What We Will Not Fund:** From time to time the Legion may introduce exemptions to the type of skills development courses it will assist with funding. This may be because the cost is restrictive and/or available evidence supports this type of course does not normally lead to sustainable employment outcome that is cost effective.

**Close Protection / Maritime Security / Ship Security Courses:** An Employment Support Grant is not available to support Close Protection / Maritime Security

/ Ship Security course fees or attendance costs on a Close Protection / Maritime Security / Ship Security course. An Employment Support Grant may be awarded to assist eligible clients obtain an SIA license and/or attend a Door Supervisors course within easy commutable distance of the clients home address.

**Higher and Further Education (HE/FE) Awards:** An Employment Support Grant is not available to support HE/FE course fees or maintenance costs. An Employment Support Grant may be awarded to assist eligible disabled beneficiaries who have barriers to attending and remaining on a course of HE/FE vocational learning leading to a qualification that is a requirement of a recognised civilian trade or profession.

The course must be undertaken in a UK government funded HE/FE college/university. Course fees and normal attendance/maintenance costs and/or disability support cost will not normally be supported and these should have already been sourced from the local Education Authority, Student Loans Company (SLC) or University/College Student Support Services prior to an application for a grant award being submitted. Financial Assistance is not normally available to support attendance on post graduate courses of vocational training or education or a second degree or higher level (Level 4 or above) vocational education course.

**Foundation/Access Course Fees & Bursary Awards:** An Employment Support Grant may be used to assist eligible beneficiaries to attend a foundation or access course that leads to a vocational degree course or for a stand-alone foundation course that leads to employment.

**Careers Information, Advice & Guidance:** A Legion Employment Support Grant is not available to fund any course or activity that only provides you with careers information, advice and guidance. It may however be awarded to fund a course that will lead to a professional qualification in career guidance. The Legion provides a Careers Information, Advice and Guidance service which you can access via the Civvy Street website [www.civvystreet.org](http://www.civvystreet.org) or Helpline 0800 169 4073

**Vocational Assessment:** A Legion Employment Support Grant may be used to attend a vocational assessment. To be eligible you must show you are disabled and/or vulnerable to participating in the labour market and you must be

referred via a UK government funded support agency assisting you into employment.

**Business Start-up and Franchise Course Fees Awards:** A Legion Employment Support Grant may be awarded to support the vocational skills needed to start up a business or for attendance on a business-start-up or franchise course, but not to pay for the business or franchise or buy a license from the franchisor. Where an applicant intends to enter into self employment following completion of the course they will be required to provide evidence to support they are receiving professional business advice/support and the business plan is supported by a UK government approved business support service.

**Employment Start Up, Tools, Clothing and Equipment Costs:** A Legion Employment Support Grant may be awarded to assist eligible beneficiaries to fund the essential needs to starting and remaining in a job for the first month of the employment contract that is not normally provided by the employer or available from statutory sources. These costs may include protective clothing, tools or equipment that is not the responsibility of the Employer to provide. Or other essential costs associated with attending and remaining in employment for up to the first month of a new job and/or until the first salary payment.