



Llywodraeth Cymru  
Welsh Government

## **Flexible Skills Programme**

### **Export Training: Meeting the Changing Environment**

#### **Overview**

The *Flexible Skills Programme*: This programme is designed to provide funding support to Wales-based businesses that wish to improve their capability to Export their products and services. The programme is aimed at those businesses that currently Export or plan to establish an Export capability. In the current uncertain climate many businesses may be forced to develop Export expertise and knowledge.

Training areas which are supported include: Finance, Sales & Marketing, Customs Processes & Procedures, Export Processes, Market Awareness and Specialist Support (full list and training examples listed in table 1) these are topics that have been highlighted in numerous Skills reports.

Applications are invited from companies that are located in any area of Wales so long as the training requested falls under one of the topic areas mentioned above and in the table below. Aligned to the governing Flexible Skills Programme principals, this opportunity is able to support up to 50% of training which fall within the listed training areas, up to a maximum Welsh Government contribution of £25,000.

#### **Eligibility:**

- The scheme is open to (solvent) Wales-based employers.
- Training must fall under one of the topic areas mentioned in the table below and be accredited or to an industry standard.
- Applicant employers must commit to release staff to undertake approved training by the end of March 2022.
- Each employer can make one application to this programme per annum.
- The funding is discretionary and the final decision on eligibility rests with the Welsh Government.

### Opportunity:

- Successful applicant employers will be awarded a specified amount of funding that will be 50% of eligible training costs - funding will be paid retrospectively, on completion of the training and provision of the necessary evidence.
- We would expect the Welsh Government 50% contribution to not exceed £25,000.

### Process:

- An application form can be requested from the following email address - [DFESRM@gov.wales](mailto:DFESRM@gov.wales). **This is a very short application – simply gaining essential information from you as the employer to make successful claims against your potential allocation.**
- This will be emailed to the applicant employer, along with a supporting self-assessment document (which seeks information about a company's approach and commitment to the development of its employees). Both should be completed and returned to the same email address (above).
- The application will be assessed and a decision made within 10 working days.
- If approved, successful applicants will receive a Grant Award Letter confirming which training courses on the application have been approved and the funding award. Applicants may then book staff onto the approved courses (***please note that no agreement must be entered into with a training provider until confirmation has been received that the application has been approved.***)
- Applicants are free to choose any certified training provider(s).
- Funding is paid retrospectively. Once individuals have successfully completed the agreed training (which must be evidenced either in the form of an examination certificate or confirmation from the training provider), employers will be able to claim back 50% of the training / course cost (costs do not include T&S or VAT).

**Table 1:**

<b>Pre-Approved Training Areas</b>		
<b>Reference No</b>	<b>Training Topics</b>	<b>Examples</b>
<b>1</b>	Finance	Payment methods; VAT; Pricing goods; International trade and finance
<b>2</b>	Sales & Marketing	International marketing; Building overseas sales; Routes to market; Selecting agents and distributors; E-commerce
<b>3</b>	Customs Processes & Procedures	Incoterms, Documentation; Goods Classification; Import procedures; Preferential rates; rules of origin; duty relief; handling dangerous goods
<b>4</b>	Export Processes	Authorised economic operator (AEO); Export Licences; introduction to exporting; understanding exporting; export essentials
<b>5</b>	Market Awareness	Doing business in a market; e.g. France, China or UAE; Life Science exports in the USA; business culture
<b>6</b>	Specialist Support	Managing risk; Protecting IP; Managing currency risk

The Welsh Government exports team will be happy to offer advice / discuss your requirements, should you have difficulty in sourcing a suitable training provider(s).

### **Leadership & Management**

In addition, **Leadership and Management (L&M)** training may also be added to an Export Training application. Funding requests for L&M training should not exceed 50% of the Export Training grant applied for, up to a maximum of £5,000.

Examples of L&M training topics that may be considered as part of an application include:

*Planning; communication; decision-making; delegation; problem-solving; motivating staff; team building; project management; problem solving; decision making; negotiating; managing behaviour; supply chain management.*

Please note that we may be unable to approve a payment where a claim under this programme includes L&M training support that exceeds 50% of the value of any grant claimed against the training award”.