

Guidelines for Completing the Concept Note Application Form

Before completing the Concept Note Application Form please read the Background Note for the Training Fund so that you fully understand the purpose of the Fund.

The reason for asking you to submit a Concept Note is to give you the opportunity to convince the Technical Committee that your training proposal is in line with the Fund's purpose and that it will lead to worthwhile employment or career advancement for the trainees. For you to be able to be convincing, you need to know what the Technical Committee is going to look out for. We want to avoid you putting too much effort into this first stage of the application process, if it turns out that your proposal is not acceptable. So, we expect that your application will stretch to no more than three pages. Here are some ideas to guide you on filling in each section:

Section 1: Information about the Training Provider

In this section you need to show the Technical Committee that you bring relevant experience to the training proposed and that it is compatible with the aims of the Fund. Please think about your previous experience and how it relates to the Fund's objectives.

Section 2: Information about the Training Programme

The Committee needs to know in brief how the training programme has been designed, the content of it and the mode of delivery. At this stage we just want an outline – the full proposal document will give you the opportunity to go into further detail. Although being in a partnership is not critical to a successful proposal, the form allows you to tell the Committee about how any proposed partnership will enhance the delivery of the training and increase the likelihood of better employment for trainees on completion.

Section 3: Information about the Trainees

This section covers an area which the Committee will definitely need to be reassured about. First of all it will strengthen your case if you can reassure the members that at least 35% of trainees will be of either gender. It will also be important that in this section you provide information on how you can recruit trainees with disabilities as it will be expected that they will constitute at least 5% of your enrolments. The Committee will also be interested in why your prospective trainees deserve to receive training sponsored by the Fund so you need to provide convincing evidence that without the Fund the training would not be possible and the young people would be disadvantaged. The information you give in this section is critical as it accounts for over a quarter of the total points the Committee can award.

Section 4: Information about Resources Required

Quality training can only happen if there are enough good trainers, facilities, equipment and funds for the number of trainees you propose to enrol. The Committee will want to be assured that this is going to be the case, so use this form to make a convincing case for your institution and show how you will ensure the quality will be of a high standard. Don't just say it will be, explain what measures you will put in place to ensure it. This section attracts the most points in the assessment, so it is important to get it right.

Section 5: Information about Employment Outcomes of Trainees

Getting trainees into good jobs is the ultimate goal of the Fund, so please describe what you think the employment market will be for your trainees and why you have reached that conclusion. We will require you to track the destinations of your graduates; please describe how you plan to do that.