



---

Do you work in schools, health or social care?

---

Do you want to learn something new?

---

Or are you keen to develop your career?

---

Would a

**UNISON Cymru/Wales**

**Wales Union Learning Fund (WULF)**

**£200 Qualification Grant** help?



Ariennir gan  
**Lywodraeth Cymru**  
Funded by  
**Welsh Government**

# UNISON Cymru/Wales WULF Qualification Grants

**For employees working in public services, particularly school support staff and those working across health and social care.**

We know how difficult it is to afford training to improve your job prospects due to huge increases in course fees and the withdrawal by many employers of financial support for career development.

To help you get on at work and develop your career, the UNISON Cymru Wales Wales Union Learning Fund (WULF) Project is proud to offer the opportunity for those working in these sectors to apply for a grant of **£200** towards their qualification.

We will give preference to employees with few or no qualifications when allocating these awards.

Grants are awarded on a quarterly basis at a meeting of the UNISON Cymru Wales WULF Project Board to criteria that are clear and transparent.

## To Apply

Print, complete, sign and return the application form overleaf. Deadlines for application review are quarterly, as follows:

1<sup>st</sup> March 2020

1<sup>st</sup> June 2020

1<sup>st</sup> September 2020

1<sup>st</sup> December 2020

**There will be a maximum of 10 grants awarded per quarter.** We will consider all applications on that date so that grant criteria can be applied fairly, and let all applicants know the outcome very shortly after that date.

Each application will receive a response including reasons for the decision, whether the decision is positive or negative.

Where an application is not approved, the applicant will be supported and signposted to other sources of funding or learning opportunities wherever possible.

**In addition to the conditions mentioned above, the following also apply for receipt of a learning grant:**

- 1) Each member can receive one learning grant only in each financial year (1<sup>st</sup> April – 31<sup>st</sup> March), up to a maximum of four grants.
- 2) Grants will be made at the discretion of the UNISON Cymru Wales Union Learning Fund (WULF) Project Board.
- 3) Grants are available to pay course and/or accreditation fees for accredited courses leading to full or part qualifications up to Level 3.
- 4) Support is not available for qualifications linked to licence to practice or more generally intended to meet an employer's statutory and/or legal responsibilities (e.g. health and safety).
- 5) Grants are available to people employed in health, social care and school support staff.
- 6) A copy of your course registration and proof that you have paid the full cost of the course fees yourself will be required before any grant can be paid, though in

certain circumstances we may look at offering a grant even if you are receiving money from elsewhere. Enclosing a copy of these documents with your application, and completing the attached form will help us to process your application more swiftly.

- 7) Grants can be claimed retrospectively, providing the 'purchase' has been made in the same financial year.
- 8) The learning activity supported must correspond with one or more of the relevant objectives of the WULF Project;
  - a) the learning should promote inclusivity and widen participation amongst non-traditional and hard to reach workers delivering public services in Wales,
  - b) address essentials skills issues and/or,
  - c) build their digital literacies in order to improve their career progression and employability.
- 9) Grants are subject to the continued funding of the Wales Union Learning Fund through Welsh Government.
- 10) The learner agrees to forward a copy of accreditation/qualification certification upon completion of learning.
- 11) The learner agrees to share the details contained within this document with Welsh Government.

### **What should I provide as proof of payment?**

- A copy of the receipt from your course provider that shows you have paid the full amount of fees, or if you are undertaking an online course, a copy of the email confirming your payment; this should also include the title of the course and the start date.
- If you are in receipt of a student loan for your course, please send a copy of your student finance letter/agreement; this should include the date the letter was issued, the academic year the loan is for and the details of your course.
- If you are paying for your course in instalments, you will need to provide either:
  1. a copy of the receipt that shows you have paid a deposit for the course and a copy of an instalment plan/payment agreement between you and the course provider or;
  2. copies of receipts showing that you have paid for the course in instalments

# Application Form

## UNISON Cymru/Wales WULF Qualification Grant

### YOUR DETAILS

Your Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime telephone (work or home): \_\_\_\_\_

Occupation: \_\_\_\_\_

Please tick to tell us of any previous qualifications you have, i.e. from school, college, etc.

There is no need to provide any more details

- Entry and Level 1 (e.g. NVQ Level 1)
- Level 2 ( e.g. GCSEs A-C)
- Level 3 (e.g. A/AS levels)
- Level 4 and above (e.g. first level degree)
- None

### THE COURSE YOU WANT TO STUDY

Course title: \_\_\_\_\_

Name of college: \_\_\_\_\_

Duration of the course:     years     months

For courses of more than one year, which year is this (e.g. 2<sup>nd</sup> of 3 years):

Course start date:     /     /

Course fees this year: £

Are you meeting the full cost of course fees yourself?      Yes      No

If not, what amount of your fees are you paying?     £

I agree to the terms and conditions outlined in this application.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

---

---

**Now send your signed, completed Application Form, WULF Learner Form and supporting evidence to :**

**UNISON Cymru/Wales  
Wales Union Learning Fund  
UNISON House  
Custom House Street  
Cardiff  
CF10 1AP**

**If you have any questions, please contact us on 029 20729414 or 01492 511656**

---

# Wales Union Learning Fund (WULF)

## Learner Form

For you to receive support from the WULF project, which is part funded by Welsh Government, we are required to collect information from you. Please be assured that this information is collected for project monitoring and evaluation purposes only.



Llywodraeth Cymru  
Welsh Government

[www.cymru.gov.uk](http://www.cymru.gov.uk)

## PRIVACY NOTICE – WALES UNION LEARNING FUND (WULF)

### Background

The Welsh Government provides funding to Union led projects through the Wales Union Learning Fund (WULF). This funding allows individual learners to access skills training that support employability.

For you to receive support from the WULF funded project, the Welsh Government needs to process personal data about you.

Upon receipt of your personal data from the Union, the Welsh Government becomes the controller for it.

### What do we do with your personal data?

In our remit as the controller, the Welsh Government uses the information received for the below purposes. These purposes are necessary to enable us to exercise our official authority and for reasons of substantial public interest to assist persons to select, train for, obtain and retain employment.

#### 1. To validate the funding provided to the Union.

To help us verify Unions are meeting the conditions of the funding by delivering access to skills training, Unions provide us with details of individuals taking part in skills training. This identifies individual learners as accessing skills training through a specific Union.

#### 2. To evaluate the effectiveness of WULF.

To help us understand the effectiveness of the WULF scheme, we may share your contact details with approved research organisations acting on our behalf, so that they can talk to you about your experiences. Not everyone who takes part in the scheme will be contacted. If you are contacted by researchers, the purpose of the interview will be explained to you and you will be given the option not to be interviewed.



## How long do we keep your personal data?

The Welsh Government retention scheme requires us to keep your details for 10 years after the end of the financial year in which you receive funding. When we no longer need to retain your information we will ensure it is disposed of securely.

## Your rights in relation to your personal data

You have the right to:

- access the personal data that we are processing about you;
- require us to rectify inaccuracies in that data;
- object to or restrict processing (in certain circumstances);
- request for your data to be 'erased' (in certain circumstances);
- lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

For further details about the information the Welsh Government holds about you and its use, or if you want to exercise your rights under the GDPR, please contact

Email: [WULF@gov.wales](mailto:WULF@gov.wales)

You can also contact the Welsh Government's Data Protection Officer at:

Data Protection Officer,  
Welsh Government,  
Cathays Park,  
CARDIFF,  
CF10 3NQ  
Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

The contact details for the Information Commissioner's Office are:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AD  
Tel: 01625 545 745.  
Fax: 01625 524 610.  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

