



SNIEPF Training Services Ltd – Travel & Subsistence Rules & Regulations

About SNIEPF Training Services Ltd Travel & Subsistence

Apprentices undertaking the Modern Apprenticeship in Domestic Plumbing & Heating SVQ Level 3 programme may be eligible to receive Travel & Subsistence support from SNIEPF Training Services Ltd whilst in attending training at college.

Travel & Subsistence support from SNIEPF Training Services Ltd is funded from the SNIEPF Education & Training Trust. The Trust offers discretionary financial assistance to apprentices' outwith the Skills Development Scotland Travel & Subsistence areas. Unfortunately, SNIEPF Training Services Ltd is only able to provide Travel & Subsistence to apprentices who meet the criteria of the Travel & Subsistence Rules & Regulations.

Travel & Subsistence Criteria

In order to apply for SNIEPF Training Services Ltd Travel & Subsistence support the apprentice must meet the following criteria:

Travel

Public Transport - The apprentice's round trip from their home address to college and college to home address must be greater than £7.00. SNIEPF Training Services Ltd will not pay the first £7.00 of public travel (train/bus services).

Car - The apprentice's round trip from their home address to college and college to home address must be greater than 40 miles. SNIEPF Training Services Ltd will not pay the first 40 miles of travel. We calculate the length of the apprentice's journey using the AA Route planner.

Lodgings (if applicable)

A contribution up to a maximum of £35.00 per night, to cover bed, breakfast and one hot meal per day or the actual amount incurred if less. The maximum contribution available for employers with 250 or more employees is reduced to £25.00 per night.

Please note that all Lodgings are required to be approved by SNIEPF Training Services Ltd prior to the apprentice starting college each year.

If you **are not** located in the areas listed under the Skills Development Scotland (SDS) Travel & Subsistence Criteria section you may be eligible to receive Travel & Subsistence support from SNIEPF Training Services Ltd providing you meet the criteria of the Travel & Subsistence Rules & Regulations.

•Please look at the criteria to see if you are eligible for Travel & Subsistence support before submitting the application form

Rules & Regulations

In order for SNIPEF Training Services Ltd to provide Travel & Subsistence support to apprentices which meet the above criteria, all apprentices must adhere to the following rules & regulations:

1. The apprentice must be registered with SNIPEF Training Services Ltd and undertaking the Modern Apprenticeship in Domestic Plumbing & Heating SVQ Level 3.
2. The apprentice must be located outwith the Skills Development Scotland Travel & Subsistence areas.
3. All Travel & Subsistence forms must be fully completed and signed by all required parties.
4. All Travel & Subsistence receipts must be attached to the relevant forms when required.
5. Travel & Subsistence Claim Forms submitted by the apprentice during the Period of Claim for the year must submit their last Travel & Subsistence Claim Form no later than 3 months after the Period of Claim has ended for that year.

E.g. when submitting Travel & Subsistence Claim Forms for the Period of Claim: August 2018 – June 2019, the last Travel & Subsistence Claim Form for that period must be submitted 3 months prior to the new Period of Claim year: August 2019 – June 2020.

6. The apprentice must complete a new Travel & Subsistence Initial Form at the beginning of each college year.
7. If your circumstances change i.e. mode of transport or change of address during the period you have been approved for Travel & Subsistence you must contact SNIPEF Training Services Ltd to request a new Travel & Subsistence Initial Form.
8. Travel - the apprentice must use the most cost effective route from their home address to the college address i.e. if the train is more expensive than the bus, the apprentice must travel by bus.
9. Lodgings – SNIPEF Training Services Ltd will only pay the amount as instructed under the Travel & Subsistence criteria and anything above this amount SNIPEF Training Services Ltd will not be liable i.e. if the apprentice's lodgings costs £45 per night, SNIPEF Training Services Ltd is only liable up to £35 and the remaining £10 will be required to be paid by the apprentice or the employer.
10. SNIPEF Training Services Ltd will only pay Travel & Subsistence to an eligible apprentice whose employer has chosen the college closest to the apprentice's home address i.e. an apprentice based in Edinburgh would attend an Edinburgh-based college. However, the employer has chosen to attend a Glasgow-based college. In this circumstance, the apprentice would not be eligible for Travel & Subsistence as they are not attending their closest college.

Travel & Subsistence Process

SNIPEF Training Services Ltd Travel & Subsistence is available for apprentices undertaking the Modern Apprenticeship in Domestic Plumbing & Heating SVQ Level 3 between August – June each year for apprentices attending college and who meet the criteria of the Rules & Regulations. Please see below the process:

1. The Travel & Subsistence Initial Form must be completed by the apprentice and the employer before submission to SNIPEF Training Services Ltd for review and approval.*
2. After SNIPEF Training Services Ltd has reviewed the Travel & Subsistence Initial Form and declared the apprentice eligible, SNIPEF Training Services Ltd will send a 'Confirmation of Travel & Subsistence' notification to confirm the amount of assistance which will be available for the forthcoming year. If the apprentice is not eligible for Travel & Subsistence SNIPEF Training Services Ltd will send a 'Not Eligible for Travel & Subsistence' notification.
3. If the apprentice is eligible for Travel & Subsistence, the 'Confirmation of Travel & Subsistence' notification will include the Travel & Subsistence Claim Forms.
4. The Travel & Subsistence Claim Form must be fully completed by the apprentice and requires the signatures of the employer and college lecturer. This must then be submitted to SNIPEF Training Services Ltd along with all Travel & Subsistence receipts.
5. Once the Travel & Subsistence Claim Form & Receipts are received by SNIPEF Training Services Ltd they will be processed and approved.
6. Once approved, SNIPEF Training Services Ltd will send a Confirmation of Travel & Subsistence Payment notification along with the payment (cheque) and a new Travel & Subsistence Claim Form.
7. Once you have received the new Travel & Subsistence Claim Form you can follow steps 4-6 above.

**Each year of your apprenticeship you are required to complete a new Travel & Subsistence Initial Form. Your Regional Training Officer will assist you in the completion of the Travel & Subsistence Initial Form during your college induction (start of 1st year). Once you have entered your 2nd and 3rd year at college, if you have claimed Travel & Subsistence in the previous year SNIPEF Training Services Ltd will send you a Renewal of Travel & Subsistence notification along with a new Travel & Subsistence Initial Form for you to complete and return.*

Travel & Subsistence Forms

All SNIPEF Training Services Ltd Travel & Subsistence Forms (Initial & Claim Form) can be downloaded from our website at www.becomeaplumber.org. If you require hard copies of Travel & Subsistence Forms SNIPEF Training Services Ltd can post these out on request.

Skills Development Scotland (SDS) Travel & Subsistence Criteria

SNIPEF Training Services Ltd unfortunately does not provide Travel & Subsistence support for apprentices located in the following areas: **Arran/Isle of Arran, Argyll & Bute, Western Isles, Highland, Moray, Orkney and Shetland**. Apprentices located in these areas may however be eligible for Travel & Subsistence from Skills Development Scotland (SDS).

For more information on SDS Travel & Subsistence please contact SNIPEF Training Services Ltd.

Contact Us

If you have any questions regarding the apprenticeship training programme or this “SNIPEF Training Services Ltd –Travel & Subsistence Rules & Regulations” please contact SNIPEF Training Services Ltd on 0131 524 1245 or alternatively you can email us at training@snipef.org