



Appendix 9

Travel and Lodging Policy for Apprentices in Specified Local Authority Areas 2018/19

This paper sets out the process for providers applying for support for apprentice travel and lodging in 2018/19.

Eligibility Criteria

This policy is to support those apprentices, who as part of the Modern Apprenticeship, are required to **attend structured and formal off-the-job training** as set out within the requirements of the Modern Apprenticeship framework. This may require them to travel and where appropriate require overnight accommodation.

Staying in overnight accommodation – this should apply only for those individuals who are attending formal off-the-job training out with normal daily travel arrangements.

It is available only to apprentices resident in the following local authority areas: Argyll & Bute; Highland; Moray; Orkney; Shetland; Western Isles; and Isle of Arran.

All eligible participants are required to have an appendix 9a completed. Advance approval is required from SDS for combined **travel and lodging** costs over £50 per apprentice per week. Written approval must be sought from SDS in advance, using the form set out in appendix 9a.

What is eligible for support?

The following costs are eligible to be reimbursed:

A) Travel Costs

- Ferry fares – full cost of ferry fare – Note: Island residents are entitled to concessionary rates
- Air fares – full cost of air fare – Note: air travel only to be used if no alternative option such as ferry travel is available
- Train fares – full cost of train fare
- Bus fare – full cost of bus fare
- Taxi – only in exceptional circumstances

Where there is no or limited access to public transport SDS may authorise car travel. This would be reimbursed based on a similar journey by public transport.

B) Lodgings

Overnight accommodation – contribution towards overnight accommodation will be as follows:

1. Employers employing less than 250 employees – SDS contribution will be up to a maximum of £35 per night.
2. Employers employing more than 250 employees – SDS contribution will be up to a maximum of £25 per night.

At all times the provider must seek the most cost effective travel and accommodation costs.

NB The size of employer should be based on all groups, departments, divisions or sites operated by the employer and not the single site where the apprentice is based.



Funding for learning providers and evidence requirements

Providers will be allocated a sum of funds within existing contracts that allows them to make claims against agreed eligibility as outlined above.

Providers must retain evidence of costs paid – i.e. copy of travel costs along with accommodation costs. Such evidence will be subject to monitoring by Skills Development Scotland.

This travel & lodging policy applies to specified Local Authorities in North Region and Isle of Arran only and to all individuals joining Modern Apprenticeship programmes for the period 1 April 2018 to 31 March 2019 only.