



Department for
Energy Security
& Net Zero

Heat Training Grant: Heat Pumps

Guidance for training providers on how to
apply to offer the grant for heat pump training

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Guidance for Training Providers

This document provides guidance for training providers on the process of applying to offer the Heat Training Grant to trainees for **heat pump** training.

There will be a separate application process to offer the grant for **heat networks** training. For more details please visit www.gov.uk/government/publications/training-providers-how-to-offer-the-heat-training-grant-for-heat-networks or email heattraininggrant@beis.gov.uk.

Training providers must not offer the grant to trainees until they have received permission to do so.

Background

Low-carbon heat pumps and heat networks are critical technologies for decarbonising heat. To meet the UK's legally binding climate targets, thousands more heating engineers will need to learn to install and maintain these technologies.

The Heat Training Grant

The Heat Training Grant will provide grant payments to support trainees in England undertaking short training courses relevant to heat pumps and/or heat networks.

Under the scheme, training providers will be able to offer trainees grants of up to £500. In most cases, this will be presented to the trainee as a discount on the cost of the training. However, it could also be offered as a rebate or payment on completion of training.

Several heating manufacturers are also expected to offer additional discounts and offers to participating trainees. These benefits could be worth a further £500 to trainees in product vouchers and additional training (subject to relevant terms and conditions).

The eligible courses will be short courses aimed at trainees with existing heating, construction or building services experience. Apprenticeships and other longer courses aimed at new entrants to the sector will not be eligible for the Heat Training Grant, but may be eligible for other forms of Government support.

Government is currently funding discounted heat pump training as part of the Home Decarbonisation Skills Training Competition, which is set to support training to the end of March 2023. The new grant will support training from Spring 2023 to at least March 2025, with the potential to be extended in future.

Opportunities for training providers to offer the grant to trainees

We are seeking applications from training providers interested in offering the grant to trainees. Successful applicants will have the opportunity to offer discounts or rebates of up to £500 towards eligible courses.

To offer the grant, heat pump training providers will need to agree to:

- Offer an eligible training course and meet the other eligibility criteria set out in the application form. (Further detail on which courses are eligible can be found below.)
- Confirm that trainees are sole-traders, work for a business with 250 employees or fewer, or are unemployed. And record details of this.
- Confirm that trainees themselves, or the business they work for, are certified by an appropriate competent person scheme for heating and hot water systems e.g. APHC, BESCA, Blue Flame Certification, Gas Safe Register, Certsure/NIC EIC, HETAS, NAPIT, OFTEC or Stroma. And record details of this certification.
- Ensure that the grant is not offered for training which is already in receipt of other Government funding, except where explicitly agreed with relevant officials at the Department for Energy Security & Net Zero.
- Ask trainees to confirm whether or not they, or their employer, has received £315,000 or more in Government subsidies over the past three years. If the answer is yes, they must not be offered the grant.
- Collect any other information required by the scheme administrator for oversight and monitoring of the scheme, and share data with the scheme administrator where required for this purpose.
- Provide information as set out in the application form and inform the scheme administrator immediately should any of these details change.

Eligible heat pump courses

A list of pre-approved training courses is provided below. Trainees must complete any one of the courses from list A, B, or C below to receive the grant. They must also complete any pre-requisite training requirements that they have not previously completed. These are listed in the “prerequisite competencies” section below. Figure 1 illustrates these requirements.

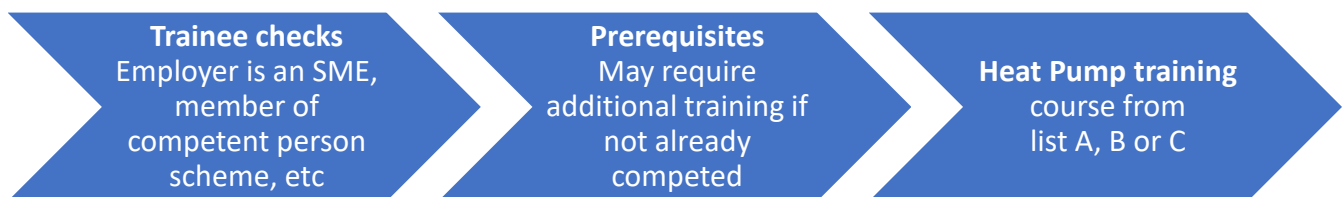


Figure 1 – Process for ensuring trainee’s eligibility to receive the grant

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Courses from List A and List B are eligible for funding (so long as other eligibility conditions are met). Courses from List C may be eligible for funding, but you will be required to provide supporting evidence that assessment is rigorous and meets industry best practice.

Other training courses can be proposed but will be subject to strict checks to ensure they meet the same high standards in terms of both training content and assessment. They will then be added to the appropriate list.

We intend to consult further on whether List C courses will remain eligible for funding in 2024 onwards. The scheme administrator reserves the right to remove List C providers from the scheme if they identify evidence that training and assessment is not being delivered to an appropriate standard.

List A – Courses which deliver the Minimum Technical Competencies for heat pump installation, are regulated by Ofqual.

List B – Courses which deliver the Minimum Technical Competencies for heat pump installation, which are assessed and certified in accordance with ISO17024.

List C – Courses which deliver the Minimum Technical Competencies for heat pump installation, have provided additional supporting evidence that assessment is rigorous and meets industry best practice, and are widely accepted as a demonstration of competence.

The current lists of approved courses are as follows:

Table 1: List A Courses

Name of qualification	Awarding Organisation	Training Grant reference code: (Ofqual qualification number):
<u>Level 3 Award in the Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)</u>	EAL	600/5253/3
<u>Level 3 Award in the Installation and Maintenance of Air Source Heat Pump Systems (Non-refrigerant Circuits)</u>	LCL	603/7790/2
<u>Level 3 Award in the Installation and Maintenance of Ground Source Heat Pump Systems (Non-refrigerant Circuits)</u>	LCL	603/7791/4
<u>Level 3 Award in the Installation and Maintenance of Heat Pump Systems (Non-refrigerant Circuits)</u>	LCL	603/7792/6
<u>Level 3 Award in Heat Pump Systems (non-refrigerant Circuits)</u>	BPEC	610/0821/7
<u>Level 3 Award in Air Source Heat Pump Systems (non-refrigerant Circuits)</u>	BPEC	610/0817/5
<u>Level 3 Award in Ground Source Heat Pump Systems (non-refrigerant Circuits)</u>	BPEC	610/0820/5

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Table 2 – List B Courses

Name of qualification	Certification Scheme Owner	Training Grant reference code:
Installation, commissioning and servicing of air source heat pumps (OFT21-504A)	OFTEC	OFT21-504A
Installation, commissioning and servicing of ground source heat pumps (OFT21-504G)	OFTEC	OFT21-504G

Table 3 – List C Courses

Name of qualification	Awarding Organisation	Training Grant reference code:
NICEIC Heat Pumps	NICEIC	NICEIC-HP
BPEC Heat pump systems (NOS mapped)	BPEC	BPEC-HPSNOS

Prerequisite Competencies

In addition to any other prerequisites required for the relevant list A, B or C course above, all trainees must demonstrate appropriate competence in the sizing and selecting of low temperature heating systems.

This could require trainees to complete additional training if they have not done so previously. Examples of suitable courses include:

Table 4 – Prerequisite Competencies

Name of qualification	Awarding Organisation / Certification Scheme Owner	Training Grant reference code:
LCL Level 3 award in low temperature heating and hot water systems in dwellings	LCL	603/7761/6
Design of heat pump systems (OFT21-504D)	OFTEC	OFT21-504D
BPEC low temperature hot water heating systems	BPEC	BPEC-LT

Trainees will typically also have:

- an existing Level 2 or 3 qualification in plumbing or heating engineering, or demonstrable equivalent practical experience
- appropriate competence in the installation of vented and unvented hot water storage

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- an understanding of Water Regulations/Water Byelaws or equivalent

As per the pre-requisites of the course they are undertaking.

Offering a course that is not listed

If you wish to offer a course which is not listed on lists A, B, or C, but which you believe meets the criteria to be listed, please contact heattraininggrant@beis.gov.uk. For the course to be added to the appropriate list, you will need to demonstrate:

- Evidence that the course delivers the Mandatory Technical Competencies (MTCs) for heat pump installation. This will typically include confirmation by one or more appropriate [competent person schemes](#) that this is the case.
- Robust evidence that the assessment process is rigorous and meets industry best practice.
- That the course does not exceed 240 Guided Learning Hours. In most cases, we expect courses to be significantly shorter than this.

Note that apprenticeships already receive Government support and are not eligible to receive funding via the Heat Training Grant. Training providers with the capability to offer heat pump training may be interested to consider offering either the [Low Carbon Heating Technician Apprenticeship](#) or the [Plumbing and Domestic Heating Technician Apprenticeship](#).

How to submit your application

An application form can be found can be found at www.gov.uk/government/publications/training-providers-how-to-offer-the-heat-training-grant-for-heat-pumps. Alternatively, you can request an application form by emailing heattraininggrant@beis.gov.uk. The privacy notice for personal data received via the application form can be found in Annex A.

Completed application forms should be emailed to heattraininggrant@beis.gov.uk. Once application forms have been received and processed, we will contact training providers to finalise the details of their application, conduct any additional checks required to verify the information provided on their application, and finalise agreements between the applicant and the scheme administrator.

Training providers must not offer the grant to trainees until they have received permission to do so. A list of authorised providers will be published on GOV.UK.

Once a heat pump training provider has been added to the register of providers approved to offer the grant, the provider will be able to request a budget allocation. We expect budget allocations to be set on a 6-monthly basis. Within these 6-monthly periods, training providers who have spent >80% of their allocation will be able to request additional budget, and training providers who have spent <30% of their allocation within the first three months of the period may have their allocations reduced for that period.

Initial budget allocations will be based on previous rates of delivery, demonstration of capability to scale up delivery, and geographic distribution of training opportunities. However, as set out

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above, allocations will be reviewed based on training uptake, and we expect trainee demand to be the primary driver of where budget is spent within geographic regions.

Previous delivery rates in 2022 and projected delivery rates in 2023 will be used as the basis for initial 6-monthly budget allocations. These allocations may also be weighted to ensure availability of opportunities across all regions of England.

Training providers who have delivered >80% of their initial budget allocation will be able to request additional budget within the 6-monthly delivery window. Training providers who have spent <30% of their allocation within the first three months of the period may have their allocations reduced for the latter part of that delivery window.

Annex A - Privacy Notice

This notice relates to personal data collected for training provider applications for the Heat Training Grant.

Your Data

We will process the following personal data:

- Name and contact details of primary and alternative contacts listed on the application form

Purpose

We are processing this personal data so that we can contact you regarding your application to offer grants as part of the Heat Training Grant scheme.

Legal basis of processing

The lawful basis of processing personal data is that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller, such as the exercise of a function of the Crown, a Minister of the Crown, or a government department; the exercise of a function conferred on a person by an enactment; the exercise of a function of either House of Parliament; or the administration of justice. In this instance, the delivery of the Heat Training Grant

Recipients

The data will be collected by the Department for Energy Security & Net Zero and will be shared with the scheme administrator where necessary for delivery, administration and evaluation of the Heat Training Grant. We may share your data if we are required to do so by law, for example by court order or to prevent fraud or other crime.

As your personal data will be stored on our IT infrastructure it will also be shared with our data processors Microsoft and Amazon Web Services.

Retention

Your personal data will be kept by us for a period of two years for monitoring & decision making. At the end of the retention period the Department will securely delete your personal data held by the department.

Automated decision making

The personal data you collect will not be subject to automated decision making.

Your Rights

You have the right to:

- request information about how your personal data are processed, and to request a copy of that personal data
- request that any inaccuracies in your personal data are rectified without delay
- request that any incomplete personal data are completed, including by means of a supplementary statement
- request that your personal data are erased if there is no longer a justification for them to be processed
- in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted
- object to the processing of your personal data where it is processed for direct marketing purposes
- object to the processing of your personal data
- request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used and machine-readable format

A full list of your rights under the General Data Protection Regulation (GDPR) is available on the [ICO website](#).

You have the right to withdraw consent to the processing of your personal data by contacting: heattraininggrant@beis.gov.uk.

International Transfers

As your personal data is stored on our IT infrastructure, and shared with our data processors Microsoft and Amazon Web Services it may be transferred and stored securely outside the UK and European Economic Area. Where that is the case it will be subject to equivalent legal protection through the use of Model Contract Clauses.

Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an UK independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office

Email: icocasework@ico.org.uk

Website: <https://ico.org.uk/make-a-complaint/>

Telephone: 0303 123 1113

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Textphone: 01625 545 860

Contact Details

General queries regarding the Heat Training Grant should be directed to heattraininggrant@beis.gov.uk.

The data controller for your personal data is the Department for Energy Security & Net Zero.

Contact the DPO:

Data Protection Officer
Department for Energy Security & Net Zero
1 Victoria Street
London
SW1H 0ET

Email: dataprotection@beis.gov.uk

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