Heat Training Grant: Heat Pumps

Training Provider Application Form

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# Application to offer the Heat Training Grant for heat pumps training

Please email your completed application form to [heattraininggrant@beis.gov.uk](mailto:heattraininggrant@beis.gov.uk). You must not offer the grant to trainees until you have received permission to do so.

Guidance on completing this application form, including the privacy notice for personal data received via the application form, can be found at <http://www.gov.uk/government/publications/heat-training-grant-for-heat-pumps>. Alternatively, you can request a copy of these documents by emailing [heattraininggrant@beis.gov.uk](mailto:heattraininggrant@beis.gov.uk).

Please read the guidance document in full before completing this application form.

#### Contents

Section A: Applicant details

Section B: Eligibility criteria

Section C: Details of training to be offered

Section D: Additional information required for some training courses (List C)

All applicants should complete Section A, B and C. Section D is only required if you plan to offer training from List C (see further explanation in Section C for details on eligible training courses).

## Section A – Applicant Details:

1. Applicant organisation
2. Applicant organisation address (Organisation registered address)
3. Applicant organisation post code
4. Company Contact email address (general enquiries)
5. Company Contact phone number
6. Applicant organisation company or charity registration number
7. Applicant organisation VAT number
8. Applicant organisation – what is the size of the enterprise applying for funding (Small, Medium, Large or not applicable)

Small  Medium

Large  Not applicable

1. Applicant Information Commissioner’s Office registration number
2. Primary contact name (Name of Signatory for grant offer letter)
3. Primary contact job title (Signatory Job Title)
4. Primary contact email (Signatory Direct Contact email)
5. Primary contact phone number (Signatory direct contact phone number (Direct line only, others non-acceptable)
6. Alternative contact name (Accountable officer name (regular reporting and communications)
7. Alternative contact job title (Accountable officer job title)
8. Alternative contact email (Accountable officer contact email)
9. Alternative contact phone number (Accountable officer direct contact phone number (Direct line only, others non-acceptable)
10. Is your organisation registered on the UK Register of Learning Providers (UK RLP)? (Y/N/Don’t Know)

Yes

No

Don’t Know

1. (Optional) Please provide your UKRLP Reference Number

## Section B – Eligibility criteria

The following questions relate to requirements for offering the heat training grant.

1. Can you confirm you will collect data from trainees on whether they are: a) sole traders, b) employed by a business of 10 people or fewer, c) employed by a business of 50 people or fewer, d) employed by a business of 250 people or fewer, or e) unemployed?

Yes  No

2. Can you confirm you will make reasonable efforts not to provide the grant to trainees employed by a business larger than 250 employees?

Yes  No

3. Can you confirm you will collect data from trainees on whether they, or the business they work for, are certified by a competent person scheme? (Specific data required to be set out by the scheme administrator. This will include certification number and details of which types of work they are certified to undertake.)

Yes  No

4. Can you confirm you will make reasonable efforts not to provide the grant to trainees who cannot demonstrate that they, or the business they work for, are certified by a competent person scheme to install heating and hot water systems? A list of appropriate schemes will be provided.

Yes  No

5. Can you confirm you will not knowingly offer the grant more than once to the same trainee, even for different courses? E.g. A trainee completing a course for air source heat pumps and another for ground source heat pumps may not receive the grant twice.

Yes  No

6. Can you confirm you will ask trainees to confirm whether they, or their employer, has received £315,000 or more in Government subsidies over the past three years. If their answer is yes, they must not be offered the grant.

Yes  No

7. Can you confirm you will collect data from trainees for equality monitoring purposes? (Specific data required will be set out by scheme administrator. This will reflect standard questions relating to race and ethnicity, gender, age and disability. Trainees will have the opportunity to indicate that they prefer not to disclose this information.)

Yes  No

8. Can you confirm that you will comply with GDPR and other relevant legal requirements?

Yes  No

9. Can you confirm you will collect employer contact information from trainees, to allow for the scheme administrator or Government to contact their employer with information relevant to heat pump installations. (Unless trainees choose not to disclose this contact information.)

Yes  No

10. Can you confirm you will provide trainees with a feedback form, in a format to be provided by the scheme administrator? Training providers are expected to take reasonable steps to encourage trainees to complete this form, and not to interfere with their responses.

Yes  No

11. Can you confirm that your organisation (including any directors or partners or any other person who has powers of representation, decision or control) has not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and has not been declared bankrupt.

Yes  No

## 

## Section C – Details of training to be offered

When completing this section, please refer to the list of approved courses set out in the application guidance document which can be found at <http://www.gov.uk/government/publications/heat-training-grant-for-heat-pumps>.

1. Please indicate which of the courses listed (from lists A, B or C) above you wish to offer the heat training grant for, and confirm which list they fall under. (N.B. You may also offer other training as well or separately, but trainees will only receive the grant if they complete an eligible course or qualification as part of their studies.)

Please state the relevant Training Grant reference code(s) (from the tables above) in your answer. If any of the courses you intend to offer are from List C, please also complete Section D below.

2. Please indicate if you also intend to offer any of the training listed under the “prerequisite competencies” list, or alternative equivalent training. Please either state the relevant Training Grant reference code(s), or provide sufficient detail to identify the course.

3. Do you confirm that you will ensure that all grant recipients either:

a) have previously completed appropriate training in the sizing and selecting of low temperature heating systems, OR

b) complete appropriate training in the sizing and selecting of low temperature heating systems

Yes  No

4. Please provide a list of locations where training will be offered. In each case, please provide details of the post code for the training centre (except for mobile/movable training facilities), and which course(s) will be offered if this varies by location. If the training centre is temporary or mobile, please indicate this and provide a short description of the areas covered. Please note that the grant will only be available to training taking place in England.

5. Have you previously offered these course(s) or qualification(s)? (Y/N)

Yes  No

(Please provide further details below if you have previously offered some, but not all, of the courses you intend to offer for the grant.)

6. If yes, how many trainees successfully completed and passed these course(s) or qualification(s) in 2023? (If you listed multiple courses under Q1, please provide figures for each course)

7. If no, have you previously offered any similar courses or qualification? If yes, please provide details of what course, and how many trainees completed this course in 2023.

8. Considering only the courses listed in your answer to Q1, i.e. those for which you would like to offer the grant: How many trainees would you expect to successfully complete and pass this course or qualification in the first 6 months of the grant?

9. If you intend to offer training at more than one location, please indicate roughly how you expect the answer to Q8 to be split between different locations.

Previous delivery rates in 2023 and projected delivery rates in 2024 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.

10. Is there any other information you would like us to consider when determining initial budget allocations?

## Section D – Additional information for List C courses

(Please complete this section only if you intend to offer any courses from List C)

1. I understand that approval to offer the grant for List C courses may be revoked at the discretion of the scheme administrator.

Yes  No

2. Please can you provide more detail on how the course is assessed?

3. Please can you provide more details on how you ensure that the assessment is robust and impartial?

4. Do all trainees typically pass the course, or would you usually expect some trainees not to pass the assessment process? If so, roughly what percentage of trainees would you usually expect not to pass the assessment process?

## How to submit this application form

Please submit your completed application form to [heattraininggrant@beis.gov.uk](mailto:heattraininggrant@beis.gov.uk).

This publication is available from: [www.gov.uk/beis](https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy)

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