

Third Level QQI Programme Support Application Guidelines (Autumn 2021)



Background – Our Network

Galway Executive Skillnet (GES) was formed in 2002 as a direct response to the needs of local businesses in Galway city & its environs, to improve the skills of employees within the local business community in order to maintain competitiveness and enhance employability across many different sectors. Although our members are primarily based in Galway, we also have members in the neighbouring counties i.e. Clare, Mayo & Roscommon.

GES fills an important gap by helping member companies fill skills gaps by providing high quality, cost effective, relevant, flexible and customised training locally in the West of Ireland (or in a virtual format) to our member companies. GES is co-funded by member companies and Skillnet Ireland, which is funded from the National Training Fund through the Department of Education & Skills.

Background – This Scheme

The majority of our training support comes through the provision of a subsidised public training schedule for our member companies, typically twice year with a spring and autumn schedule, where companies can purchase individual places on a shared learning programme with others. We can also provide a limited amount of in-company support where an organisation has an internal need at a sufficient scale to warrant a group session.

So while our funding support is targeted in the main at shared learning programmes, the objective of this scheme is to provide a small ring-fenced amount of support for companies who have an individual learner looking to upskill in a business critical area by undertaking a third level (long-term) programme. This qualification should support both the company's strategic objectives and the career progression path of the individual.

Who Can Apply?

- Members of Galway Executive Skillnet (new or existing)

What Information Do I need to Supply?

You must complete our application form and provide the requested information, as follows:

Company Information

- Company Name & Background
 - *Please provide ca. 100 words on your organisation, its relative size, sector and any other relevant information.*

- Company Contact
 - *Please indicate the main point of contact for this application*

Learner Applicant Information

- The name of the learner applying for programme support, their current role or job title, their current highest qualification

Programme Information

- Name of College / Third Level Institution
- Programme / Course Title
- QQI Level - mapped against the [Irish National Framework of Qualifications \(NFQ\)](#)
- Programme Start Date *e.g. Month & Year of first Semester*
- Programme End Date *e.g. Month & Year of Semester (please specify the number of semesters of the course for which you are applying)*
- Learner Contact Days
 - *This is the number of classroom or tutor-led days if the course is being delivered virtually. All programme providers should provide this information in their prospectus*
- Study / Project Assignment Days
 - *An indicative amount of days for project or assignment work outside of classroom or tutor-led days, which is based on the guidelines from the programme provider*
- Course Fees
 - *Total Cost of enrolling in the programme. Please specify the cost per semester i.e. if applying for a programme which has 4 semesters, and the cost per semester is €1,000, the total cost would be €4,000*

Benefits

- Benefits for your company
 - This should state why your company is supporting the learner's application, why it is deemed business critical and how it is aligned to the company's strategic objectives, goals and current challenges. We also advise that you refer to the Skillnet Ireland Statement of Strategy 2021-25 and indicate how it is aligned to this. Ref. <https://www.skillnetireland.ie/strategy2025/>
- Benefits for the learner
 - This should state how this programme fits with the career and progression plan of the individual learner. We also advise that you refer to the Skillnet Ireland Statement of Strategy 2021-25 and indicate how it is aligned to this.

Has your company applied for or received funding from any other source for this programme?

If Yes, please state this. However we should state that Galway Executive Skillnet are precluded from providing funding for a programme which is already in receipt of financial support from another state agency.

Criteria for Assessment

This is expected to be a competitive process, and applications will be assessed on their relative merits. This involves reviewing and assessing the information requested in the application form e.g. company background, alignment to strategic objectives, learner career plan etc.

Level of Grant Funding Available

This will range from 15% - 25% of the total course fees to be approved. The exact amount will depend on factors including the volume of demand and the quality of submissions received.

How to Apply and Timeframe?

You must email a completed application form by **5pm Friday, August 27th** to:

info@galwayexecutiveskillnet.com

A digital signature from the company main point of contact is acceptable.

Applications will be assessed and a decision communicated by mid-September.