

# Regional Skills Pilot Phase 2

Guidance

November 2025

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# 1. Overview

The UK's energy sector is undergoing a profound transformation, driven by the need to meet rising energy demand while simultaneously achieving decarbonization targets. This requires a substantial increase in workforce capacity in clean energy sectors (defined in Annex A) critical to meeting the UK's clean energy mission and achieve net zero emissions by 2050. Concurrently, the workforce demand will also decrease in some carbon intensive sectors (defined in Annex A).

As part of the government [clean energy jobs plan](#), the Office for Clean Energy Jobs within the Department for Energy Security and Net Zero (the Department) have developed pilots to support targeted areas where there is evidence of clean energy job opportunities and risk of employment impacts from the transition to net zero. The pilots will develop a better understanding of which local interventions are most successful in building the skilled workforce needed to meet the UK's clean energy mission.

The pilots target four geographical areas and are rolled out in two phases. [Phase 1 \(January – June 2025\)](#) supported skills mapping for insights on the targeted area workforce, skills requirements and gaps; identified key challenges and proposed bespoke interventions to overcome these. Phase 2 (November 2025-March 2026) will focus on piloting the proposed interventions to re/upskill the workforce for transition into clean energy jobs.

The Midlands Net Zero Hub (MNZH – the Hub) manages the [Regional Skills Pilot \(Phase 1 and 2\)](#) in one of the four targeted areas, North and North East Lincolnshire. The Hub is funded by the Department through the Office for Clean Energy Jobs and is hosted by the Nottingham City Council.

Based on the plan developed in Phase 1, Phase 2 targets the following objectives:

- to increase clean energy skills through clean energy technical modules, introductory modules and workforce bursaries.
- to develop skills pathways by connecting careers hubs with clean energy employers
- to develop a communication strategy plan

## 2. Grant Competition

Please note, this programme is subject to funding being received.

This Competition is focused on the first objective of the North and North East Lincolnshire skills mapping plan. It is open to independent training providers and further education colleges for securing funding towards the delivery of subsidised training and the provision of bursary support to upskill and reskill the current carbon-intensive industry workforce in North and North East Lincolnshire for a transition to clean energy jobs.

The Competition will make available up to £490,000 of grant funding across the delivery of 2 Work Packages, including bursary provision. Given the objective of Phase 2 for North and North East Lincolnshire, 70% of the funds available will prioritise organisations with presence in North and North East Lincolnshire and 30% will be open to organisations from England. This split is subject to the number of regional applications that will comply with the competition scoring criteria.

The Competition will be open for applications from 17 November to 9 am 1 December 2025.

This document should be read in advance of submitting any application and should be referred to throughout the competition process.

The Competition will fund the following Work packages:

### **Work package 1 (WP1): Clean Energy Technical Modules**

The grant available for this work package is £200,000.

The level of government subsidy for this work package is 50%. Training providers must match fund the remainder with industry/ employer/ trainee or bursary support (see below).

The following eligible courses are proposed but courses that demonstrate upskilling of the existing carbon intensive workforce for transitioning into clean energy jobs will be considered for review and inclusion. Proposed courses will need to be recognised to an industry standard, and the training provider will need to be accredited and quality assured by the relevant standard-setting body. Examples of courses that are covered include among others: confined space entry, working at height, mechanical join integrity, small bore tubing, 18th Edition (electrical), and inspection & testing of electrical equipment.

### **Work package 2 (WP2): Clean Energy Introductory Modules**

The grant available for this work package is £160,000.

The level of government subsidy for this work package is 80%. Training providers must match fund the remainder with either the provider's own support (i.e. cash match or own transport), industry/employer/trainee support, or RSP bursary support (see below).

These will be short courses that can be industry specific and introduce the existing carbon intensive workforce to clean energy sectors, technologies and the additional skills required for the transition to clean energy jobs.

### **Bursary Provision**

Successful training providers will offer learners of WP1 and WP2 financial support through bursaries. £120,000 will be available for bursaries across both work packages in total. This will be allocated in addition to the grant intended for training course delivery and will equal 33.3% of this amount. Training providers will be able to claim the value of the bursary allocated to the trainees plus an 8.3% of the bursary value to cover bursary administration.

Bursaries can cover but are not limited to training courses costs, travel costs and/or loss of income due to training as complementary support for the learner to be able to access training. Training providers are encouraged to assess trainees' financial need on a case-by-case basis to tackle any unforeseen obstacle preventing trainees to access the training. Proposed bursary categories must be approved by the Hub. Bursaries will be offered on a first come first served basis. The bursary cap per learner is £6,000, subject to the bursary grant allocated to the training provider and noting costs could be lower depending on the length of the course. The cost of living bursary will be calculated on a 37-hour working week at the living wage. Trainees undertaking a 7-hour course for example would be able to claim 7 hours at the prevailing living wage if they are not in employment nor funded by their employer to attend. Bursaries will be paid to the learner in 2 stages. The first 50% will be provided upon learner successful completion of 50% of the courses. The remaining 50% will be provided upon learner completing the course based on the definition of Completed Course in Annex A. Please also find a visual schematic of the grant flow

in Annex D.

Match funding is not essential for bursaries. However, proposals which include some level of match funding to increase the scale of the project and/or reduce funding requirements from Government sources may demonstrate value for money.

**Training providers must not offer the bursary to trainees nor start the project until they have received permission from the Hub to do so.**

## 3. Proposal

Applicants may apply to one or both work packages; each work package will be marked independently. Each course proposed will be assessed individually. Applicants can be individual organisations or consortia. Proposals will need to offer value for money.

The application form is separate to this Guidance document. Please access the application form [here](#). Applicants need to demonstrate compliance with the competition requirements (Section 4.2) within their proposal.

The Hub reserves the right to terminate the Competition at any time, and may decide not to award any grants, or to award grants for less than the total funding available. The Hub will not be liable for any costs incurred in the preparation or submission of applications.

The following table outlines the steps within the Competition, from initial applications to final projects.

**Table 1: Competition timetable**

Milestone	Date	Key actions
Competition launch	17 November 2025	Publication of Guidance and Application form
Deadline for questions from applicants	20 November 2025	Applicants to submit any questions at <a href="mailto:regionalskillspilot@nottinghamcity.gov.uk">regionalskillspilot@nottinghamcity.gov.uk</a>
Application FAQs published	26 November 2025	The Hub's responses to the questions will be made available at <a href="#">MNZH Regional Skills Pilot site</a> .
Deadline for submission of proposals	9:00 am on 1 December 2025	Organisations / consortia with interest in delivering training subsidised through the Regional Skills Pilot to submit the completed application form to the Midlands Net Zero Hub: RegionalSkillsPilot@nottinghamcity.gov.uk  The subject line of the email should include 'RSP Phase 2 application submission – organisation name'.
Project selection and award	12 December 2025	The Midlands Net Zero Hub will notify you of the outcome of your grant application by email. The list of successful training

notification		providers will be uploaded to the <a href="#">MNZH website</a> shortly after.
Signed Grant Funding Agreement submission deadline	31 December 2025	If your application is successful: <ol style="list-style-type: none"> <li>1. A Grant Funding Agreement will be sent to you that you will need to sign and return to the Hub</li> <li>2. On receipt of your signed Grant Funding Agreement, the Hub will proceed to pay 20% of your grant funding for mobilisation (see Table 3).</li> </ol>
First report deadline	23 January 2026	The reporting submission deadline is 5 working days after the last day of each reporting cycle. December reporting data will be included in the first report with January data.
Mid delivery report deadline	20 February 2026	Covers period up to 13 February 2026. Functions as a mid-delivery performance check that can trigger the return to MNZH of a portion of mobilisation funds by 6 March 2026 (see section 8.2).
Training end date - last training day for all courses	31 March 2026	Although funding ends at the end of financial year 2025-26, project monitoring and evaluation will still be taking place after this time. There will be strictly no extensions to these timelines
Final report and finance claim deadline	9 April 2026	This will follow the same reporting template as previous cycles covering only the final cycle with the addition of a short survey on the project delivery.
Audit evidence deadline	20 April 2026	Submission of completion certificates , grant spend evidence, among others (see section 8.3).

## 4. Eligibility and Requirements

### 4.1 Eligibility

**Training provider eligibility** for participating in this competition:

- Submit a project proposal compliant with the competition requirements (see section 4.2).
- Demonstrate the organisation (or lead organisation if a consortium) is based in England. To demonstrate presence in North and North East Lincolnshire, provide the local address of the organisation's office or training facility.
- Provide evidence (e.g. course certificates) of the professional bodies to which the organisation belongs, detailing the accreditations and qualifications held that are essential to the delivery of each relevant training course proposed (where appropriate).
- Registered with the UKRLP (UK Register of Learning Providers) or registered with a body such as City & Guilds, Logic, NOCN, ECITB, EUSR, GWO, CITB, IET, ASME or

equivalent and provide evidence of this.

- Confirm approved centre status for the lead organisation.
- Confirm the directors/partners or persons with powers of representation/decision/control have not been convicted of conspiracy, corruption, bribery, fraud, money laundering or drug trafficking, and have not been declared bankrupt<sup>1</sup>.
- Confirm and evidence that the training offered meets competence requirements set out in the relevant National Standards.
- Provide granular cost breakdowns per course, per work package and for the total grant requested.

Examples of eligible training providers: further education colleges, training academies, manufacturer training centres, green construction advisory panels.

**Learner eligibility** for accessing training and bursaries available through this competition:

- Aged 18 years or older
- Hold the right to live and work in the UK
- Employment in a carbon intensive sector (as defined in Annex A) at any point since December 2023  
**and either** of the following:
  - the location of the relevant office/industrial facility within North or North East Lincolnshire**or**
  - current residency within North or North East Lincolnshire.

The schematic in Annex B provides the eligibility criteria pathway. Evidence of current or previous employment in a carbon intensive industry includes: pay slip, employment contract, bank statement showing salary received (if it details the name of the employer), ID badge from their employer, redundancy letter, DWP or Job Centre Plus letter or certificate.

Learners intending to access technical courses may be required to comply with course-specific prerequisites set by the training provider including an application form and assessment.

## 4.2 Competition Requirements

1. Any classroom-based training delivered as part of the Competition must also take place within North or North East Lincolnshire local authority geographical areas.
2. Provide realistic targets for the Key Performance Indicators (KPI) for each of the courses to be delivered as outlined in section 5.1 and Table 2-a. Special attention should be given to KPI 2, 3 and 5 as they will be underpinning payment claims.
3. Applications must comply with Subsidy Control rules (Section 6).
4. Deliver the training courses to the specific standard resulting in a proven competency level for the trainee. Where there is no formal qualification for the proposed training course, evidence should be submitted to demonstrate how the level of competence of the trainee is assessed, what their skills enhancement will be and how this will enable the individual to work in the clean energy sector or directly supporting supply chain.
5. Training may be delivered either online or in a physical classroom located in North and North East Lincolnshire local authority geographical area, or a combination of the two as appropriate.
6. Training providers must comply with GDPR and DPA requirements, including supporting

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<sup>1</sup> [The Procurement Pathway | Procurement Pathway](#)

the Hub and Department with the provision of relevant data for compliance checks and to support the monitoring and evaluation of the Competition (the MNZH Privacy Notice is found [here](#), the Department Privacy Notice is found [here](#)).

7. Have a learner safeguarding policy in place and implement it throughout the delivery window.
8. Training providers must allow and facilitate access to third-party assessor for quality assurance checks.
9. Successful applicants will engage and participate in evaluation work after the delivery window. This evaluation is to assess the impact of the Competition, including value for money, and to ensure that lessons and best practice can be captured and fed into future skills policy thinking. This includes a third-party evaluation partner. Applicants will be required to collect and share specified personal data from trainees for the purposes of evaluating the programme.

### 4.3 Engagement with the Midlands Net Zero Hub

Successful applicants will be required to work closely with the Hub for the duration of the Competition. Training providers must meet all reporting requirements:

#### Evidence Submission Procedures

1. **Enrolment** – Training Providers share the trainee template enrolment forms with the Hub and record and store each participant enrolment form. The Hub will request this during audit at the end of delivery.
2. **Biweekly reports** – Training Providers to submit to the Hub a completed report template with information on their KPIs actuals. Support will be provided to all training providers to ensure they understand and can fulfil all reporting requirements; this will include report clinic sessions (also available as demo videos) and a report completion guide document. Report templates are to be provided by the hub.
3. **Monthly review meetings** – Training Providers to attend monthly one-on-one Teams meetings with the Hub to discuss delivery challenges and successes, delivery progress and performance along with relevant finances.
4. **Participant data** – Training Providers collect and share with the Hub specified personal data from applicants and trainees to support eligibility, compliance checks, monitoring, third-party quality assessment and third-party evaluation of the Competition. A data processing agreement and a privacy notice will govern this process and will be agreed as part of the Grant Funding Agreement.
5. **Quality Assessment** – Training Providers provide materials as well as physical site and/or digital access needed by the third-party quality assessor. In the case that improvements are recommended, a performance improvement plan will be imposed and access to funding may be withdrawn should recommendations not be implemented within a pre-agreed reasonable time period.
6. **Learner completion certificates** – Training Providers to submit completion certificates for 10% (selected in random by the Hub) of the learners of Completed Courses (defined in Annex A) during the audit stage.

## 5. Monitoring Delivery

## 5.1 Training Provider KPIs

The following Key Performance Indicators (KPIs) are in place to monitor biweekly training provider delivery.

For Clean Energy Technical Modules and Clean Energy Introductory modules

- KPI 1 Number of applicants
- KIP 2 Number of training places enrolled
- KPI 3 Number of training places where the learner has completed 50% of the taught course
- KPI 4 Number of training places where the learner has completed 100% of the taught course
- KPI 5 Number of training places reaching Completed Course status (as per Annex A definition)
- KPI 6 Number of learners that received information and guidance on retrofit career pathways and employment/commercial opportunities
- KPI 7 Number of recipients who move into clean energy roles
- KPI 8 Number of learners that completed a learner experience survey.

For Workforce Bursary

- B-KPI2 Number of bursary applications per category
- B-KPI5 number of workers receiving bursaries per category
- B-KPI9 breakdown of financial support for workers

KPI performance will be rated according to tolerances and acceptance criteria presented in Table 2 below as outlined in the RAG Tolerance column.

A Completed Course (defined in Annex A) is to be evidenced by the qualification accreditation or certificate produced for each learner a claim is made for. Although evidence is not necessary at the point a claim is made, it is to be provided to the Hub at the end of programme delivery during the audit.

## 5.2 Monitoring Processes

**Key monitoring processes will include:**

- Biweekly report submission on the 5<sup>th</sup> working day after the final day of the cycle reported.
- Data checks for accuracy against previous submissions.
- Quality assurance to ensure accurate reflection of progress against targets.
- Compliance against funding conditions.

**Reporting will include:**

- The top five risks of the reporting cycle. A risk register will be included in the application form and in the biweekly reporting template.
- Any issues encountered during the cycle reported.
- Key information surrounding any incidents of fraud/loss or prevented fraud/loss.

- Any highlights, concerns, lessons learned and successes that the Training Provider wishes to bring to the attention of the Hub.

### KPI RAG Tolerances & Acceptance Criteria

The Hub will monitor the biweekly report by RAG rating actual biweekly KPI delivery against the forecast KPI targets submitted in the application. Table 2 includes the RAG tolerances for each KPI.

**Table 2-a:** KPIs for work packages 1 and 2

KPI number	Type	Description	RAG Tolerance	Evidence required
KPI-1	Eligibility	Number of applicants	n.a.	Learner Log as part of the biweekly report
KPI-2	Training places started	Number of training places enrolled	GREEN = above 70% AMBER = Between 40% and 69% RED = below 39%	Learner Log as part of the biweekly report
KPI-3	Training places 50% completed	Number of training places where the learner has completed 50% of the taught course	GREEN = above 80% AMBER = Between 60% and 79% RED = below 59%	Learner Log as part of the biweekly report and Qualification random sample as part of the audit at project closure
KPI-4	Training places 100% completed	Number of training places where the learner has completed 100% of the taught course	n.a.	Learner Log as part of the biweekly report and Qualification random sample as part of the audit at project closure
KPI-5	Learners qualified	Number of training places reaching Completed Course status (as per Annex A definition)	GREEN = above 70% AMBER = Between 50% and 69% RED = below 49%	Learner Log as part of the biweekly report and Qualification random sample as part of the audit at project closure
KPI-6	Learners receiving career advice	Number of learners that received information and guidance on retrofit career pathways and employment/commercial opportunities	n.a.	Link to website and/or sample pack of leaflets provided to Learners
KPI-7	Transitioned Learners	Number of recipients who move into clean energy roles	n.a.	Learner Log as part of the biweekly report
KPI-8	Learner Survey	For programme evaluation learners will be requested to complete a learner survey of their learning experience.	n.a.	Learner survey response from completed learners.

**Table 2-b:** KPIs for bursaries

KPI number	Type	Description	Evidence required
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B-KPI-2	Applications	Number of bursary applications per category	Learner Log as part of the biweekly report
B-KPI-5	Beneficiaries	Number of learners receiving bursaries per category	Learner Log as part of the biweekly report
B-KPI-9	Finance	Breakdown of financial support each learner receives	Learner Log as part of the biweekly report

If two consecutive reports receive Red status in KPI 5, or 3 consecutive reports of Amber status, a progress review meeting with the Hub will be required within a week of the relevant report submission and the recipient shall continue delivering the project in accordance with any reforecast delivery requirements.

If delivery within the remaining time is not possible, or if the same KPI/s is/are not rated Green in the biweekly report following reforecasting, the Hub may withdraw a proportion of funds (which is in the absolute discretion of the Hub) appropriate to the level of underperformance.

Failing to meet all reporting requirements on a consistent basis (e.g., reports are incomplete or inaccurate) will result in a formal escalation meeting with the Hub. In the case of underperformance, supportive steps will be taken by the Hub in the first instance. However, the grant agreement will include a right to reduce, pause, or terminate the agreement and allocate the funding to an alternative provider if the situation cannot be resolved. This could be allocated to an existing successful applicant who is over-performing.

## 5.3 Project Change Request procedure

The Hub will put in place a formal Project Change Request (PCR) procedure should a training provider intend to propose a change to the forecast for:

- the KPI 2 or KPI 5 targets or both
- Grant funding (increasing or decreasing in line with delivery)

The form will be submitted to the Hub and reviewed by both the Hub and the Department. A meeting may be arranged to discuss the proposal in greater detail before a decision is made.

# 6. Subsidy Control Requirements

## 6.1 Eligible Training Project Costs

- Trainer provider personnel costs, for the hours during which the trainers participate in the training associated with the Competition.
- Trainer and trainee operating costs directly relating to the training project, such as travel expenses and accommodation, depreciation of tools and equipment to the extent that they are used exclusively for the Competition.
- General indirect costs such as administrative costs and additional rent overheads required for the running of the project; and
- Costs of advisory services specifically linked to the Competition.

- Trainer providers may be required to pay VAT on purchases made as part of the Project. VAT must only be included in the amount request from MNZH if it cannot be claimed back from HM Revenue and Customs. If it is later found VAT can be recovered, these funds must be returned to MNZH.

The eligible costs will be paid subject to section 8.

## 6.2 Subsidy Control

Since 4 January 2023, public authorities must comply with the UK's subsidy control regime. The Subsidy Control Act provides the framework for the regime<sup>2</sup>. The Competition will be subject to the relevant transparency requirements.

MNZH considers that in the vast majority of cases the provision of training courses to learners by the provider will not constitute a subsidy under the Subsidy Control Act 2022 (the Act). The only exception to this would be if any learners on the courses are sole traders, in which case they will receive a subsidy. In those cases, the provider will need to carry out the administrative requirements set out in the Act to award the subsidy as “minimal financial assistance”. MNZH will provide further detail on this to the successful providers.

Providers will be required to record information about employment status and employer name at the sign-up stage and this will need to be shared with the Hub and may subsequently be shared with the Department<sup>3</sup>. Data will be managed in accordance with the relevant [Privacy Notice](#).

## 7. Application Process

The application process for the Competition will be conducted by the Hub.

### 7.1 How to respond

Training providers will need to complete and submit the separate application form which is available on the MNZH website. Applications must be received no later than 9 am 1 December 2025. Responses should be in Excel format and clearly show how the application meets the requirements of the work package/s chosen. Responses must be submitted via email and the subject line of the email should include ‘RSP Phase 2 application submission – [organisation name]’.

Respond by Email to: [regionalskillspilot@nottinghamcity.gov.uk](mailto:regionalskillspilot@nottinghamcity.gov.uk)

When responding, training providers should state the work package(s) they are applying for.

### 7.2 Assessment Criteria and Scoring Methodology

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<sup>2</sup> <https://www.legislation.gov.uk/ukpga/2022/23/enacted>

<sup>3</sup> <https://www.gov.uk/government/publications/uk-subsidy-control-statutory-guidance>

Applications will be logged, and an acknowledgement email will be issued to training providers, providing a unique reference number for their application within two working days of the closing date. All applications will be checked for eligibility. Only those that are considered to be eligible will be fully assessed.

To ensure a fair and transparent process, applications will be reviewed by a panel of assessors. The assessors will review each application submission; applications will be scored against the criteria below and weighted accordingly.

- Section A – Applicant Details [Not scored]
- Section B – Partner/Sub-contractor Details [Not scored]
- Section C – Project details [20%]
- Section D – Delivery and supporting evidence [10%]
- Section E – Project Management and Governance [10%]
- Section F – Monitoring and Reporting [10%]
- Section G – Project Team [10%]
- Section H – Social Value [5%]
- Section I – Experience of Local Delivery [15%]
- Section J – Breakdown of Costs and Funding [20%]
- Section K – Subsidy Control Information
- Section L – List of Supporting documentation
- Section M – Declaration and Signature

Upon individual completion of the assessments, the assessment panel will meet to review and agree the final recommendations. When considering the awarding of grants, a project may be rejected if its score is unacceptably low in one or more criteria area, even if it achieves a high score overall. Any decision to award made by the assessment panel is final and there will not be an opportunity for unsuccessful entrants to appeal. A short summary of key feedback regarding the applications will be provided via email to applicants that request it. No additional feedback will be provided and there will be no further discussion on the application. The Hub's decision on project funding is final and there will not be an opportunity for unsuccessful entrants to appeal.

All costs incurred by an organisation submitting an application to the Competition are at their expense. No costs associated with preparation of an application for the Competition or early termination of the Competition are claimable.

## 7.3 Intellectual Property

Organisations interested in taking part in the Competition should be aware that the Hub will reserve any R&D results exclusively for its own use. All intellectual property generated during the project will remain with the competition winners.

Participants are responsible for identifying and protecting any patentable outputs within five years of their creation. However, costs related to securing or maintaining IP rights—including patents—are not eligible for funding and must be covered independently by the participant. These costs cannot be included in the grant award.

The Department requires a UK wide, irrevocable, royalty-free, non-exclusive licence, together with the right to grant sub-licences, to use or publish information, data, results, outcomes or conclusions which are created in performing the project, for non-commercial purposes.

## 7.4 Publication of results

The Hub will publicise the results of the Competition at the end of the application and assessment process, which may involve engagement with the media and press. Any public notices are likely

to include:

- Identity of the participant and any partners.
- Project summary information including aims and expected outcomes of the training delivered.
- Ways for prospective trainees to enrol with particular training offers.
- Total award value.

Any organisation that intends to publicise its project, at any stage, **must** contact the Hub before doing so and submit the planned material to be published for review and approval.

## 8. Successful Applications

Successful training providers will receive from the Hub an offer in principle and will have to confirm the organisation's bank details (the Hub will ask for the latter on letter headed paper with the application). Training providers will then have 10 working days to sign, accept and return to the Hub the terms and conditions of the grant. Along returning the signed Grant Agreement Letter, training providers will also need to confirm that all the information within their application is correct.

Important: Training providers must not start their project until the Hub have received, checked and approved the signed offer letter and any other additional documents they may request.

### 8.1 Verifying bank details

MNZH requires Grant Recipients to have their own UK-based bank account. To minimise the risk of improper use of grant funds, we require two authorised signatories on the account for all cheques and withdrawals including internet purchases. Account signatories must not be related or live at the same address.

So that the Hub can verify training provider account details, they will be required to provide an original bank statement which must have all pages included and must not be more than three months old. If the provider is a new organisation that has only recently opened their account, the Hub will require the provider to obtain a letter from their bank confirming when the account was opened, account details and the names/addresses of the account signatories.

Important: the Hub will require original documents. On completion of checks the original documents will be returned to the provider via secured post. If the training provider is unable to provide originals, the hub will require copies that must be stamped and certified as true copies by the provider's Bank or Building Society. Once the Hub have received the training provider's signed form back and completed final checks, the Hub will notify the provider of when they may proceed with the project.

### 8.2 Claims

Claims will be processed within 30 working days of the claim being received by the Hub, as part of the training provider report, and deemed to be complete and accurate.

#### **For training courses:**

Finance will be released against stages of work, rather than a lump sum on approval (see Table 3

below). A claim form will be included in the report.

Initial funds of up to 20% can be claimed in advance of expenditure, for the **mobilisation stage** of work, upon signing the Grant Funding agreement and associated data sharing agreement. This amount is based on the forecasted KPI 5 provided by training providers in their application.

Where the actual KPI 2 achieved across all work packages by 13 February 2026 (reported by 20 February) is less than 60% of the forecasted KPI 2 (for the period until 13 February), the Hub reserve the right to claw back the amount of 20% mobilisation funding associated with the difference between actual KPI 2 and forecasted KPI 2. The training provider has until 6 March 2026 to refund the amount to the Hub.

In relation to the **delivery stage** (as per Table 3), the 70% of the allocated grant will be released biweekly upon satisfactory completion of the report claim form in two stages. The first stage of payment will be based on the reported KPI 3 involving the number of training places where the learner has completed 50% of the taught course. The second stage will be based on the reported KPI 5 involving the number of training places reaching Completed Course status (as per Annex A definition). It is expected that training providers will support learners that fail to re-sit their assessment, where appropriate.

Where the actual KPI 5 achieved across all work packages between 14 February and 31 March 2026 (reported by 9 April) is less than 70% of the forecasted KPI 5 for this period, the Hub reserve the right to claw back the amount of 20% mobilisation funding associated with the difference between this actual KPI 5 and forecasted KPI 5. The training provider has until 23 April 2026 to refund the amount to the Hub.

The remaining final 10% of the grant will be released in the **post delivery stage** upon successful completion (see section 8.3) of a final audit of qualifications and/or certificates.

**Table 3:** Payment stages for training courses

<b>Mobilisation stage: 20% of allocated grant</b>	<b>Delivery stage: 70% of allocated grant</b>		<b>Post delivery stage: 10% final grant</b>
Based on the forecasted figure for <b>KPI 5</b>	35% when learners are reported to have completed 50% of the training course ( <b>KPI 3:</b> Training places 50% completed).	Remaining 35% when learners are reported to have completed 100% of the training course AND have passed their final assessment ( <b>KPI 5:</b> Learners Completed)	Dependent on Project completion and qualification/certificate Audit.

**For bursaries:**

Training providers will be allocated an amount equal to 33.3% of the amount allocated for delivering approved training courses. This amount will be used as a rebate for bursaries requested on a first come first served basis upon learners enrolling in courses (actual B-KPI 2). A bursary claim form will be included in the report. Rather than a lump sum, 50% of the bursary support will be released to training providers based on actual B-KPI 2 claimed (see Table 4). The remaining 50% will be released to training providers when claiming for learners achieving Completed Courses (as per Annex A). At this point training providers will also claim 8.3% of the total bursary amount delivered to the learner as administration fee.

Training providers must release 50% of the bursaries to the learner when they achieve 50% of the course status and the remaining 50% upon learner completing the course based on the definition of Completed Course in Annex A.”

In the case that a learner does not complete 50% of their course (See Annex D), the initial 50%

already paid by the Hub to the training provider is to be returned to the Hub. This will be calculated toward the balance of the remaining 10% final grant payment.

## 8.3 Project Completion

On completion of their project, training providers must submit the following evidence to the Hub for review. When deemed satisfactory by the Hub the final 10% grant payment will be released.

**Final Report:** Submitted on 9 April 2026 to include:

- Full details of the project costs and outputs.
- Lessons learnt during the design and delivery of the training.
- Recommendations on possible design features for future government skills training initiatives in the energy efficiency space.

**Grant Spend evidence:** Evidence of all expenditure such as invoices, receipts and proof of payment are also required. Should training providers have any grant funds remaining on completion of their project these must be returned to the Hub.

**Qualification evidence:** Electronic copies of the qualification certificates achieved from 10% of the total number of trainees who achieved their qualification within training providers' delivery period on the scheme.

For the purpose of the audit the Hub will request among others:

1. Evidence or copies of work undertaken
2. Receipted invoices of expenses for a random full month (selected by the Hub)
3. Qualification accreditation certificates for a random number of trainees the Hub will select amounting to 10% of the Completed Courses by the end of project delivery.

## 8.4 Payment of Grant

Training providers will need to sign up as a supplier with Nottingham City Council. The grant will be transferred to training providers' account via BACs once the Hub receive their signed form and have completed internal checks. A signed Grant Agreement Letter by 31 December 2025 and prior to any funding transfer.

# Annex A

## Definitions

In this guidance the following terms shall have the following meanings:

<b>Application</b>	the application submitted by Training Providers to the Department and the Hub in respect of the Regional Skills Pilot Phase 2 Programme.
<b>Bribery Act</b>	the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.
<b>Carbon Intensive Jobs</b>	Jobs from sectors identified as having a higher emission of CO <sub>2</sub> and CO <sub>2</sub> equivalent of other greenhouse gases emitted per unit of production and are or will be phased down or re-directed according to <a href="#">CCC categorisation of sectors by category of Net Zero Impact</a> (See Table 1 Transition columns and Annex 2).
<b>Clean Energy Jobs</b>	Jobs that directly support the low-carbon energy transition encompassing clean energy generation, transmission and distribution, greenhouse gas removals, clean heat, and energy efficiency. This is not limited to those working in 'clean energy sectors' and can include roles through supply chains as well as in traditional energy sectors linked to the energy transition or decommissioning range to meet the ambitions of the Clean Energy Superpower Mission. See definition on page 13 of the <a href="#">Clean Energy Jobs Plan</a> .
<b>Completed Course</b>	A course is considered completed by a learner when they have attended all aspects of training included in the course (i.e. taught sessions, on-line self-taught modules, workshops, bootcamps etc), they have succeeded in passing all relevant forms of final course assessment (i.e. exam, interview, portfolio, practical application, project presentation etc), and they have achieved the qualification and/or a certificate from the governing body or training provider exists or is pending.
<b>Course</b>	means clean energy technical or introductory modules delivered training providers.
<b>Data Protection Legislation</b>	all applicable data protection and privacy legislation in force from time to time in the UK including the UK GDPR; the Data Protection Act 2018 (and regulations made thereunder) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) as amended and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a party, together with any applicable national implementing laws, regulations and secondary legislation in England and Wales relating to the processing of Personal Data and the privacy of electronic communications, as amended, replaced or updated from time to time and any laws that replace, extend, re-enact, consolidate or amend any of the foregoing. The MNZH Privacy Notice is found <a href="#">here</a> . The Department Privacy Notice is found <a href="#">here</a> .
<b>Grant</b>	the sum to be paid to successful Training Providers upon review and scoring of the Application and signing of the Grant Funding Agreement. The Grant available for any Subsequent Phase will be set out in the Project Change Request for the Subsequent Phase.
<b>KPIs</b>	Key Performance Indicators against which the Recipient's performance of the Project shall be measured, as set out in Table 2.

<b>Law</b>	any law, statute, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, the laws of England and Wales and any other laws or regulations, regulatory policies, guidelines or industry codes which apply to the Project or with which the Recipient is bound to comply.
<b>Learner</b>	means an individual enrolled on a Course.
<b>Milestone</b>	means an event or task proposed in the application which, if applicable, shall be completed by the relevant Milestone Date.
<b>Milestone Date</b>	means a date to which a Milestone relates according to the application.
<b>Biweekly Report</b>	the biweekly report to be produced by the Recipient in accordance with Section 5 (Monitoring Delivery)
<b>Personal Data</b>	shall have the same meaning as set out in the Data Protection Legislation.
<b>Phase</b>	means any period of Course in accordance with the terms of the Scheme.
<b>Phase Two</b>	Means the second Phase of delivery under the Scheme
<b>Project</b>	means the project described at Section 1 (Overview).
<b>Project Change Request</b>	means a change request which, once approved in accordance with the Change Request Process and signed on behalf of the Hub (and the Department as appropriate) shall be binding between the parties).
<b>Project Delivery Plan</b>	means the Training Providers plan for delivery to be confirmed upon successful award of Funding. Relating to the Project in any Phase, as may be updated or replaced from time to time.
<b>Recovery Plan</b>	a process designed to support training providers whose performance falls below expected standards, aiming to bring delivery metrics back in line with KPIs. It is coordinated by the Hub and necessitates Recipient participation to avoid risk of exclusion from Programme funding.
<b>Scheme</b>	means the Regional Skills Pilot Competition delivered pursuant to the Regional Skills Pilot Phase 2 Programme 2025-26.
<b>Scheme Guidance</b>	means the guidance document for the Scheme prepared by the Department and may be amended or updated from time to time.
<b>State Subsidy</b>	has the meaning set out in the definition of 'subsidy' in the Subsidy Control Rules applicable at the time any such State Subsidy is made.
<b>Started</b>	in relation to a Course means that a Learner has enrolled and has commenced the first teaching component of the Course;
<b>Streamlined Route</b>	means the Energy Usage Streamlined Subsidy Scheme, made by the secretary of state under s.10 (4) of the Subsidy Control Act 2022.
<b>Subsidy Rules Control</b>	means all Laws of the United Kingdom limiting State Subsidy, including the Subsidy Control Act 2022, any relevant secondary legislation and government guidance, any relevant case law or decisions of the courts and tribunals of England and Wales interpreting or regarding the application of such laws and to the extent relevant, the Protocol on Ireland/Northern Ireland in the EU withdrawal agreement together with

such rules, agreements, protocols and Laws as may replace them from time to time.

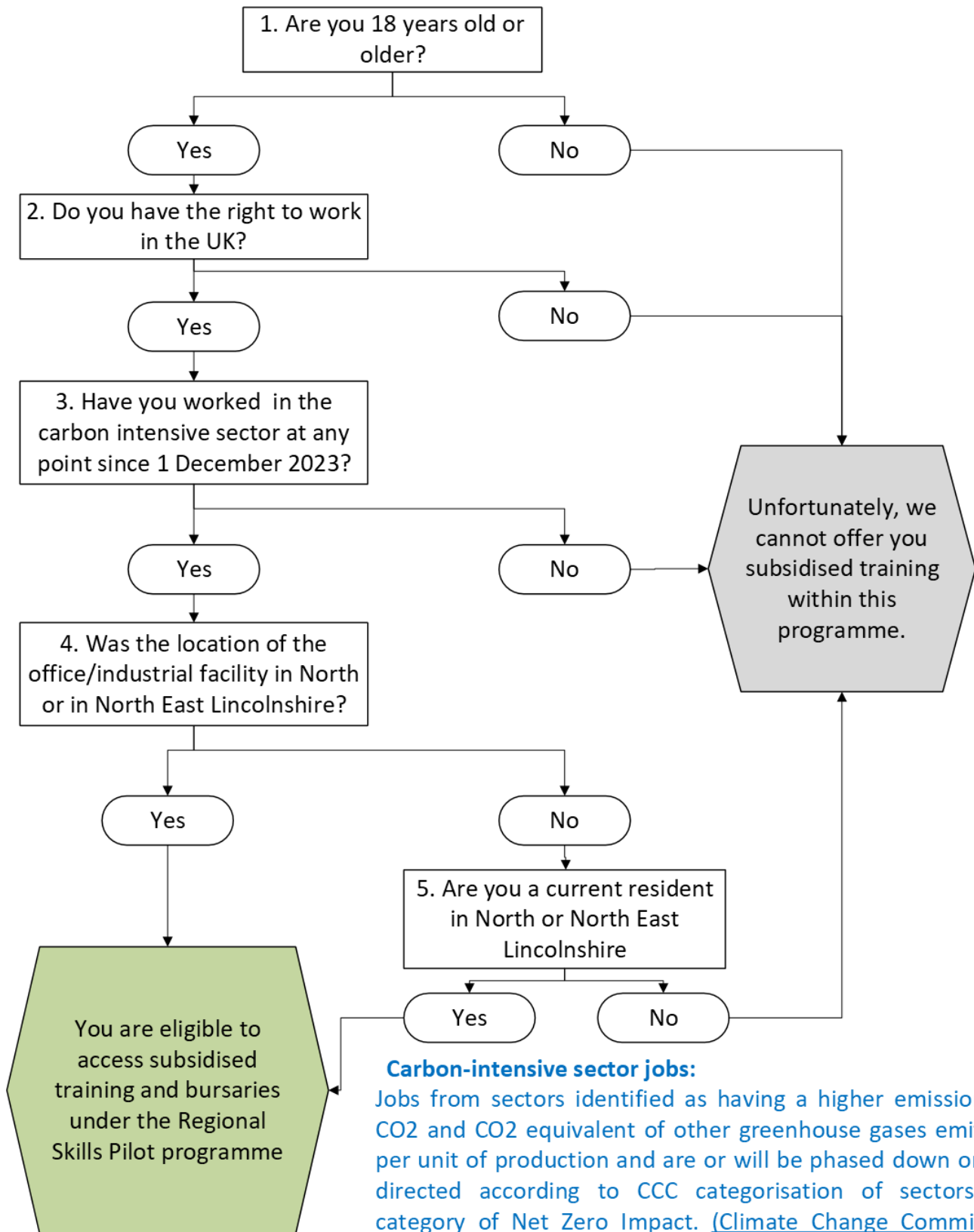
**Term** the term of this agreement, starting on the Commencement Date and ending on [31 March 2026] unless terminated earlier.

**UK GDPR** has the meaning given to it in Section 3(10) (as supplemented by Section 205(4)) of the DPA 2018.

**Working Day** means any day other than a Saturday, Sunday or public holiday in England.

# Annex B

## Learner eligibility criteria pathway

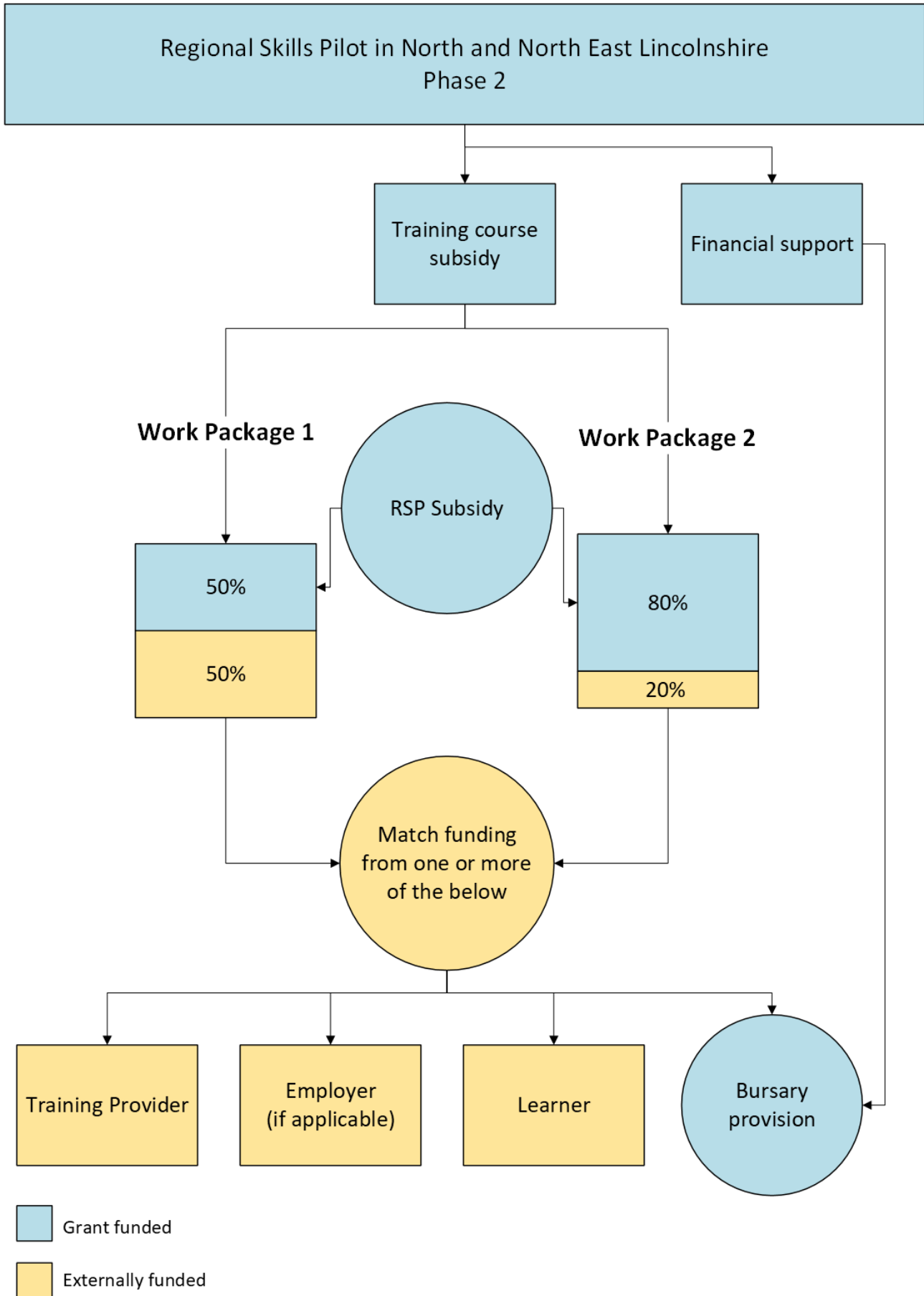


### Carbon-intensive sector jobs:

Jobs from sectors identified as having a higher emission of CO<sub>2</sub> and CO<sub>2</sub> equivalent of other greenhouse gases emitted per unit of production and are or will be phased down or re-directed according to CCC categorisation of sectors by category of Net Zero Impact. ([Climate Change Committee \(2023\) A Net Zero Workforce. See Table 1 and Annex 2.](#)) Please refer to Appendix A for link to the reference.

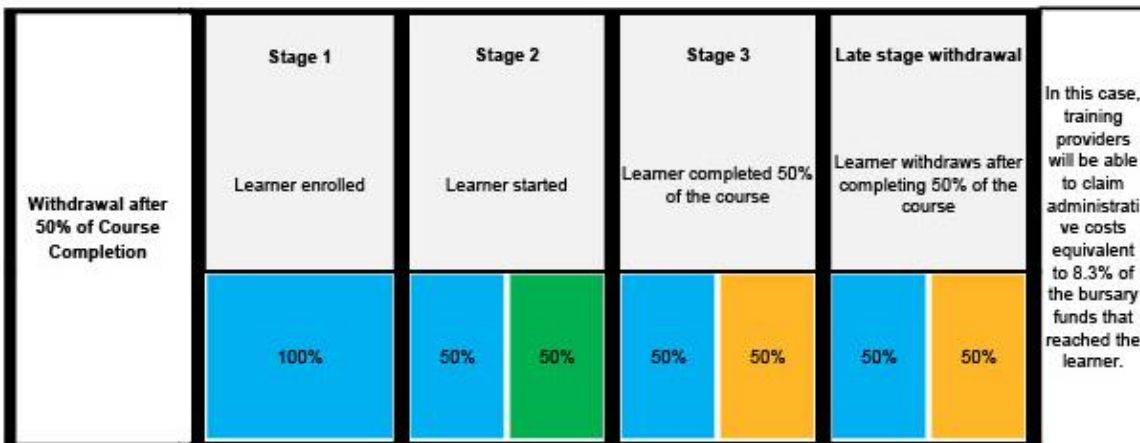
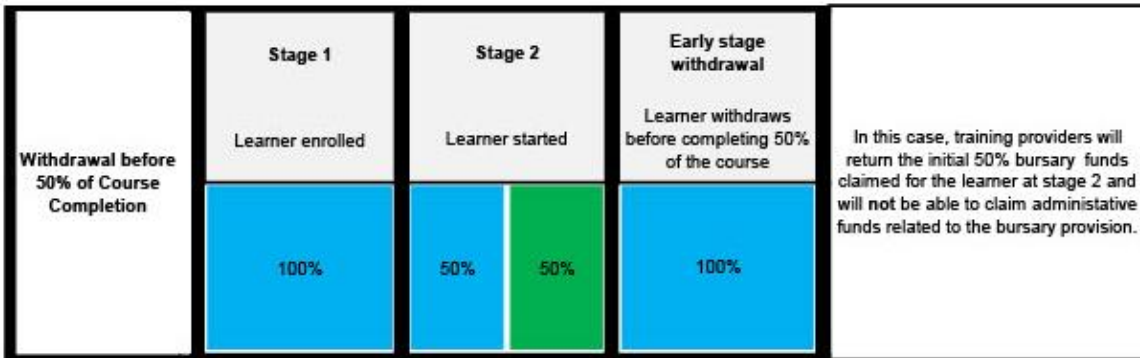
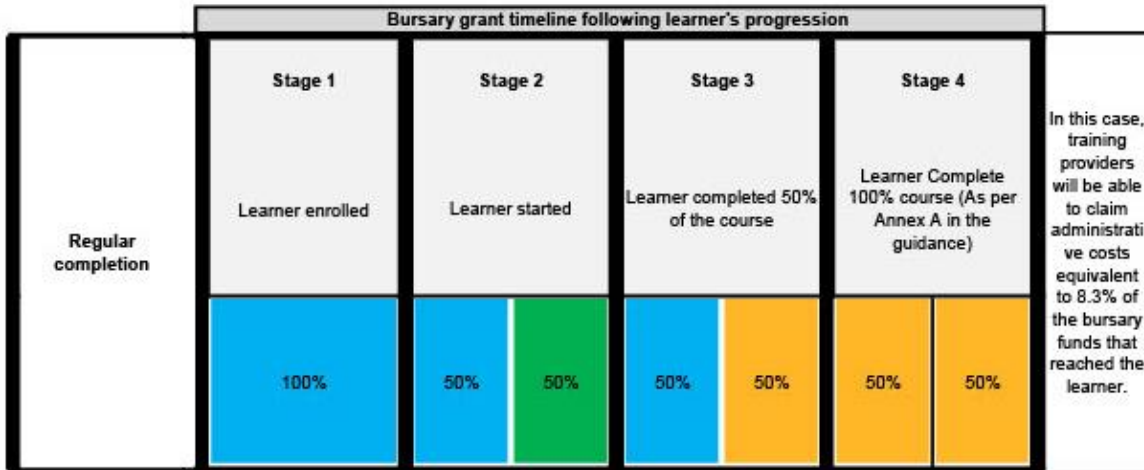
# Annex C

## Grant and external funds



# Annex D

## Bursary funds flow



Colour key

- Funds with MNZH
- Funds with training provider
- Funds with learner