

# Regional Skills Pilot Competition: clarification questions with responses

26 November 2025

## Funding and Match Funding

**Question 1: Does the grant funding cover revenue costs only or can it be used for capital costs too?**

Answer: The Regional Skills Pilot funding only covers revenue costs.

**Question 3: Is a profit margin an allowable cost on this grant? If so, is there a cap on the % profit margin?**

Answer: A profit margin is not specified within the Regional Skills Pilot. However, note that value for money is a criterion used for assessing the applications.

**Question 3: Is in-kind match funding allowed?**

Answer: In-kind match funding is not allowed aside from what is already included in the Guidance & Application ('own transport' as part of match funding for the training course allocation and 'IT materials' for the bursary allocation).

## Costs, VAT and Financial Matters

**Question 4: Is VAT to be added in the application?**

Answer: RSP funding is a grant. As such, the grant funded element of the training is exempt from VAT. Please note it is the training providers' responsibility to research whether VAT applies to the element covered by match funding.

**Question 5: Are there guidelines on tool and equipment depreciation?**

Answer: Please refer to the HMRC webpages ([Allowances, expenses and reliefs when you run a business - GOV.UK](#)) and guidance from the Office of Tax Simplification.

**Question 6: Will there be any limit on the cost per learner or courses?**

Answer: Course costs vary depending on the work package, duration, mode of delivery, and training provider. Value for money will be assessed on a case-by-case basis during the proposal evaluation. There will be no preference for funding a specific size of training provider organisations, as there is no minimum KPI for learner enrolment, small organisations are welcome to apply. RSP is looking to prioritise delivery by TPs that are local to the N & NE Lincolnshire areas (70% vs 30% of grant across both work packages). In your application and proposed delivery plan (i.e. biweekly KPI targets in Tab 7. Section J Part 2) take into

consideration the time needed for recruitment, as if successful, your delivery will be monitored biweekly against information provided in your application.

**Question 7: How are you determining what constitutes a Completed Course? Is there a definition?**

Answer: The definition of a Completed Course is provided in Annex A of the Competition Guidance in the following terms: 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.

Please note, learners can re-sit their final assessment(s) until 20 April 2026 to meet the definition of Completed Course

**Question 8: if a learner does not meet the definition of Completed Course (as per guidance Annex A) at the end of their training i.e. if a learner completes all training but fails their final assessment(s), what level of funding would the training provider receive?**

Answer: The **20% mobilisation** grant funding will be paid at the start of delivery based on the total forecast of KPI2 (Learners Started) submitted as part of the Application and Grant Funding Agreement (GFA). Where there are less than 70% Completed Courses across all Work Packages by 31 March 2026 (21 April including re-sits), Training Providers need to return the amount of 20% mobilisation funding associated with the difference in actual Learners Started against the forecast. The training provider needs to refund the amount by 23 April 2026.

The **70%** grant funding payments would be paid based on KPI3 and KPI5 (Completed Courses) as per table 3 'payment stages for training courses' in Section 8.2 of the guidance.

The **final 10%** of grant payment is dependent upon Training Providers passing the audit in April 2026 (See Section 8.3 in the Guidance).

## Eligibility

**Question 9: How will the eligibility of learners be verified, particularly for those who are unemployed or on short-term contracts?**

Answer: Learners can be employed or unemployed. Evidence of current or previous (from December 2023 onward) 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.

## Application and Documentation

**Question 10: Should we provide individual CVs for all staff members or a collective single CV that covers everyone?**

Answer: The following need to be included in a single collective CV representing your project team:

- One document only: two-page CV.
- No personal details: Do not include names, emails, phone numbers, or addresses.
- Include for each team member: - Their role on the project; - Relevant qualifications; - Their Full-Time Equivalent (FTE) status (e.g. full-time, part-time); - Relevant experience, especially in finance or similar projects; - Whether they are internal staff or external (e.g. subcontractor); - Whether they are already in place or will need to be recruited or subcontracted.
- Also include: A short job description for each person, outlining their responsibilities, skills, and expertise.

**Question 11: Will we be able to paste information directly into the application or will this require manual input?**

Answer: The application form, [here](#), supports copying and pasting from Microsoft Word and other text editors. To ensure your response is captured correctly and formatting issues are avoided: Double-click the target cell before pasting your text. This allows the content to be entered properly and ensures the word count is calculated automatically. Avoid cut and pasting directly into cells without double-clicking first, as this may cause formatting errors or prevent the full response from being recorded.

**Question 12: Is there a limit to the number of documents we can embed in each cell of the application form?**

Answer: There is no limit to the number of supporting documents you can attach in the required cells (column E, embedded documents) in tab 10 of the application form. Please follow the guidance in tab 2, for a step by step of the process.

**Question 13: Which KPIs does question 1a in section D of the work Package tabs of the application refer to?**

Answer: Your response should provide the reasoning behind KPI 5 in relation to biweekly targets entered in tab 7. Section J (Part 2) columns G and/or Q (if applicable) and your capacity to deliver them.

**Question 14: In Section L, where accredited course details are requested, is a screenshot of the course sufficient?**

Answer: A screenshot is acceptable as evidence as long as it meets the following criteria:

- The screenshot must be embedded in PDF format within the corresponding cell in Tab 10 of the application form.
- The screenshot must clearly highlight the applicant's training provider as listed on the awarding body's website.
- The evidence must be explicit and unambiguous to verify the course's accreditation status.

**Question 15: Is the risk register scored, what level of detail is required for mitigations and what should be used as the date a risk was identified?**

Answer: The risk register is required for the application to be complete but will not be scored (pass/fail). If a risk register is not included as part of an application, it will be marked as incomplete, and the application will be rejected and not be assessed. If your bid is successful, the risk register will form part of monitoring and evaluating your delivery. Please provide high level mitigations (Column W) at a level that represents your ability to overcome relevant delivery challenges.

In a risk register, the “Date of Risk Identified” refers to the specific date when the risk was first recognised or recorded by the project team or stakeholders. This date is important for tracking the timeliness of risk management actions and understanding how long a risk has been logged.

**Question 16: Can you confirm that we are only required to submit a digital signature on the application form?**

Answer: Yes. Please see the application guidance on tab 2 Cell B50 which states where the input of a digital signature is needed. A wet signature is not required.

### **Work Packages, Courses and Qualifications**

**Question 17: Would non-regulated “CPD/Competency” style courses be acceptable?**

Answer: Yes, in your application, please provide evidence of the relevant CPD certified or equivalent course for the application assessment panel to assess the evidence provided.

**Question 18: Additional information for Work Package 2 courses**

Answer: Training providers can propose introductory courses that lead to clean energy jobs as defined in the [Clean Energy Jobs Plan](#) (page 13). Please note the differentiation the document makes between clean energy jobs vs 'wider green jobs', as the latter are not funded by the RSP programme. Moreover, in the Application question 9a in section C allows applicants to elaborate on the career pathways the proposed courses can lead to in the future in relation to clean energy jobs. The Application includes a table for proposing courses that are accredited by City & Guilds, Logic, NOCN, ECITB, EUSR, GWO, CITB, IET, ASME (Section C question 2a row 28-39) and a table for proposing courses that are not accredited by these (Section C question 2a row 48-59). CPD certified courses and equivalent are also funded by the RSP programme ([CPD UK Training Accreditation](#)).

### **General Clarifications**

**Question 19: How should we define and track learner progress throughout the course, especially for those who may have difficulty completing the qualification? Are there any specific tools or systems recommended for tracking this?**

Answer: RSP does not specify how learner progress is tracked throughout delivery. However, it is expected that successful bids have learner engagement strategies to do this effectively to achieve the Completed Course targets set out in their application. Costs for such services can be included within ‘Costs of advisory services specifically linked to the Competition’ (Guidance document, Section 6.1, page 12). Learners benefiting from RSP funding will be required to participate in a learner survey at the start of a course and provide feedback at the end.