MODULAR TRAINING FOR INDUSTRY PROGRAMME

APPLICATION FORM GUIDANCE NOTES

BACKGROUND INFORMATION

The Modular Training for Industry Programme aims to extend the technical abilities of graduates working in industry.

- It supports master level technical update training in areas of significant need for clearly defined sectors of the industrial community
- Modules may provide, if appropriate, an element of managerial and business skills to complement the technical training elements. However modules comprising only management material will not be supported
- Training should be provided at the masters academic level
- Cases for support of 'clusters' of 2-3 complementary modules will be considered where there is sufficient evidence of industrial need for this approach
- The training can be in any area within our remit but preference will be given to applications which address rapidly developing areas of science and technology
- All delivery mechanisms will be considered (distance learning, intensive workshops etc), and industrial support for the proposed delivery mechanism should be shown
- We will provide funding towards the preparation of course materials, initial marketing and launch of the module
- The level of BBSRC support will vary depending on the preparation stage of the proposed training and full justification for the requested level of funding should be given
- The average level of funding provided by BBSRC in the previous round was £15k per module. This value should only be used as a guide as lower/ higher levels may be sought providing full justification is given

PREPARATION

Applications must include:

- Details of application (Section A)
- A business plan (Section B)
- A statement of endorsement of the application from the Vice-Chancellor or Principal of the (lead) institution
- Completed 'evidence of industrial support' form(s) from supporting companies

Data Protection Act 1988

BBSRC will use information provided on the application form in processing the applicatioin, any contract awarded and subsequent payment, including maintenance and review processes. This includes:

- registration of applications
- operation of BBSRC processing and management information systems
- the acquisition of UK and possibly international referee comments on the application
- the preparation of material for use by peer review panels
- policy and strategy studies

Terms of conditions

Successful applicants will be awarded a contract to deliver the proposed course. The terms and conditions of the Modular Training for Industry contract can be found at www.bbsrc.ac.uk/business/training/modular_training.html

SECTION A: NOTES ON COMPLETION OF THE APPLICATION FORM

This form **must be completed in typescript, which is legible and sufficiently clear to ensure good quality reproduction**. A minimum font size of 11 point Arial must be used.

Title of proposed programme

The title of the programme should be as informative and understandable as possible.

Summary of resources required

Give the proposed start date for the module(s) and indicate the total sum of all costs associated with the training during the year of BBSRC funding. State the amount of BBSRC funding sought.

Aims and objectives

Summarise the aims and objectives of the proposed training. This box is expandable.

The market

Provide evidence of the need and demand from industry for the proposed module. The target industrial sector to be served should be identified and their graduate training needs stated. This box is expandable.

Track record of course proposers

Provide information highlighting the suitability of the proposers to deliver the course and previous relevant experience. This box is expandable.

Industrial lead and support

Industry is expected to be the main driver for the development of training modules. Indicate the extent of industrial involvement in defining the proposal and in the delivery of the proposed module(s) as well as intention to send delegates. Append completed 'evidence of industrial support' form(s) from supporting companies.

Additional industrial contributions

Provide details of any industrial contributions secured/ to be sought in cash/ in-kind.

Advisory group membership and frequency of meetings

Comment on the membership of the Advisory Group which should have at least 50% industrial representation and indicate who will Chair the group and the frequency with which it will meet.

The module

Outline the content of the proposed module, indicating the structure of the module, delivery mechanisms, support for students and any assessment/ evaluation procedures. Indicate how frequently the module will be run. Please ensure that enough detail is given to allow the module content and delivery to be peer reviewed.

SECTION B: NOTES FOR COMPLETION OF THE BUSINESS PLAN

Our funding is intended to pump-prime the development of individual modules or clusters of 2-3 modules. We provide a cash contribution in the first year, towards the development and initial running costs of the training, with the intention that industry should take on the full share of the costs. Our contribution could also cover marketing and promotion of the module(s). Funding for modules will depend on the present state of preparation of the modules, and whether the modules are additions to an established programme of training or whether they are "stand alone" or form the start of a programme of training.

It is expected that modules supported by BBSRC will continue to be offered for a period of at least two years after the initial funding, and may run several times in the three year total period. All business plans should therefore cover a three year period to demonstrate the continued viability of the proposed training.

Note 1 DELEGATE NUMBERS

Proposed *delegate numbers* should be realistic and based on evidence of market need. Numbers should be given for two years beyond the year of BBSRC funding. The MTI programme supports the development of courses for graduates working in UK industry. Therefore the number of delegates in the business plan and the future viability of the proposed course should be based on delegates from companies which are incorporated in, or have a place of business in, the UK. Provided that this is the case, the institution may enrol on the course additional delegates from academia or non-UK companies, but priority for places must always be given to delegates from UK companies.

Note 2 PRICING

The full price of the module for delegates should be given in this section.

Note 3 INCOME

Fee income from industry, broken down by module if more than one module is to be run.

Host Institution contribution any financial input from the host university/ institute should be stated.

Other income may represent additional cash funds provided by industry, or money from European sources, charitable foundations etc. In kind contributions must not be included.

Note 4 EXPENDITURE

Management costs

Marketing to cover all publicity and marketing activities relating to the proposed module(s). This should include the launch, advertising and visits to the interested and prospective companies for delegate recruitment purposes.

Advisory Group An advisory group (with at least 50% industrial membership) may be convened where it would be useful to collectively determine the content and structure of the module(s). The costs associated with such a group should be included.

General administration to cover all other expenditure such as telephones, postage, printing, consumables etc.

Tuition related costs

Module development should include all work relating to the preparation of the module.

Module delivery/ tuition costs would include tuition fees, fees for visiting lecturers, room hire, materials, travel and subsistence if necessary. The figure will vary considerably from module to module depending on the chosen delivery method and whether overnight accommodation is to be included.

NOTES FOR COMPLETION OF INDUSTRIAL SUPPORT FORM

The aim of the ‘evidence for industrial support’ form is to provide evidence for industrial demand for the proposed module(s) from supporting companies. A copy of the form should be sent out to companies supporting the proposed module(s) for them to complete part 2, showing whether they will be involved in the development or delivery of the module and whether they intend to send delegates on the module.

The form(s) should be appended to the completed application.

HOW TO SUBMIT AN APPLICATION

One copy of completed application form, with original signatures, should be sent to the address below **and must also** be submitted electronically via e-mail to modular.training@bbsrc.ac.uk

Skills & Careers Unit
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

DECISION

Decisions and feedback on applications will be provided following review by the MTI panel. Please note that there are 2 application deadlines per year and applicants are invited to resubmit unsuccessful applications in response to referees comments.

ENQUIRIES

Specific enquiries about the programme and application form should be addressed to:

Skills & Careers Unit
BBSRC
Polaris House
North Star Avenue
Swindon
SN2 1UH

Tel (01793) 413275;
Fax (01793) 414674
e-mail: modular.training@bbsrc.ac.uk