

# **Level 3 Certificate for Supported Employment Practitioners**

**Subsidised certificate places for eligible members**

**Application Guidance  
Terms and Conditions**

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## Background

The British Association for Supported Employment (BASE) aims to promote the principles and delivery of high-quality Supported Employment services. As such, it has developed [National Occupational Standards](#) for job coaches, a Level 3 [Certificate for Supported Employment Practitioners](#) and model fidelity service standards, the [Supported Employment Quality Framework](#).

The Level 3 Certificate was introduced in 2014 and over 500 people have now enrolled on the course. We recognise that the costs associated with enrolling are not always affordable for small voluntary sector organisations and so we have decided to fund up to 6 subsidised places annually. The only financial contribution needed is to pay the accrediting body's registration fee of £116.50.

## Eligibility

These places are targeted at organisations that would not be able to fund the training otherwise. Applying organisations:

- must be a current paid-up BASE member
- must have a demonstrable turnover of less than £350,000 per annum
- must have a legal status with published annual accounts.
- must not be part of a larger company group or in the public sector.

## Availability of subsidised places

We will fund up to 6 places annually starting on 1 April 2022. Applications will be accepted from 1 April annually. When the 6 places have been allocated then there will be no further places available until 1 April of the following financial year.

## Submitting an application

Please complete the form at <https://www.base-uk.org/funded-training>. You will need to upload several documents:

- Your previous year's annual accounts
- A CV for the nominated certificate learner
- A personal statement from the nominated learner
- An acceptance of the Terms and Conditions

Your application will be considered by the BASE Chief Executive and a panel from the National Executive Committee which meets at least three times per year. You will be notified whether your application has been successful or not. BASE reserves the right to refuse funding where it considers that the organisation is not eligible or where there is inadequate information on the application. There will be no right to appeal.

## Completing the application

### Section 1 – Your organisation

#### Organisation name

This must be the name of the organisation applying for funding. The organisation must be eligible to receive the requested funding.

#### Your contact details

These must belong to the person submitting the application on behalf of the organisation. You must be acting with the authority of the organisation applying for funding and must use a company email address.

### Section 2 – Tell us about your training needs

#### Describe the employment challenges or opportunities that your organisation is currently facing?

- Tell us about your involvement in Supported Employment
- Who are your clients? How many people do you work with?
- How is your staffing organised to provide this support?
- How is this support funded?
- What are your targets or ambitions for the delivery of job outcomes?
- What are the challenges and opportunities that you face?

*An acceptable answer will clearly describe the problems or opportunities your organisation is currently facing, addressing all the above points.*

**How will the training that you have requested help you to address the challenges or opportunities that you have described and what difference will it make to your business?**

What are your organisation's plans for improving the service's quality, capability and capacity? How will having a qualified job coach support this planning?

*An acceptable answer will clearly explain how your training solution will address these problems or opportunities and directly explain what difference the funded learning will make to your business.*

**Who will receive the training?**

Please tell us who will take up the course delegate place, their current job title. Please attach a current CV for them. The nominated learner should also write an upload a personal statement that describes why they wish to complete the course and identifies their personal learning goals.

Please note that the Terms and Conditions require full payment of the course costs if the learner fails to complete the course and there are no extenuating circumstances.

*An acceptable answer will clearly specify who the beneficiary of the training will be including their job title/role in your organisation. A current CV and personal statement will be uploaded.*

**Terms and Conditions**

1. The British Association for Supported Employment (BASE) will allocate up to 6 places annually on the Level 3 Certificate for Supported Employment Practitioners. No further free places will be available for each year following the allocation of 6 places.
2. The certificate course is delivered by Inclusive Trading CIC, the trading arm of BASE.
3. Applications will be accepted annually from 1 April and should be made using the online form at <https://www.base-uk.org/funded-training>. Applications will only be accepted if they are:
  - from an eligible organisation:
    - These places are only open to BASE member organisations with an annual turnover of less than £350,000.
    - The applying organisation must have a legal status and be able to demonstrate their annual turnover through independent accounts.
    - The applying organisation must agree to the terms and conditions of the funding award.
    - Organisations can only request one free place per year and there will be a maximum of 3 places awarded to each organisation.
  - accompanied by audited or scrutinised independent accounts for the previous financial year
  - accompanied by a CV and personal statement for the nominated learner

4. The applying organisation must commit to supporting the learner to completed the course within 12 months. A course extension to 24 months will be available at a standard charge of £200+vat.
5. The applying organisation must pay the registration fees of the accrediting body, Gateway Qualifications. This is currently £116.50 per person (2021-22).
6. The applying organisation agrees to pay the balance of the full course costs (£1383.50+vat) where the learner fails to complete the certificate course. This payment may be waived where there are extenuating circumstances. Non-completion may negatively impact on any future applications from the same employing organisation.
7. The applying organisation must ensure that the learner has every opportunity to fully meet the [evidence requirements](#) of the course.
8. The final decision on whether a place will be made available rests with the BASE Chief Executive and the Operations Manager of Inclusive Trading CIC. They reserve the right to refuse funding, without reason, and there will be no right to appeal.
9. If the application is successful, BASE will endeavour to place the nominated learner on the next available course or an alternative course that meets the applying organisation's needs. It will not be possible to place the nominated learner on the next course if it is already fully subscribed.
10. Where the nominated learner has already fully completed the [Supported Employment Techniques](#) course, they will be placed on a conversion course.
11. The applying organisation agrees to submit an impact report to BASE following completion of the course. The impact report template will be issued when a free place is approved.

## Further information

Further information, please contact us at [training@base-uk.org](mailto:training@base-uk.org).

Inclusive Trading CIC is a registered company no 07307354

BASE is a registered company no. 05794990 and registered charity no. 1136395

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