

## **London Leadership & Management Advisory Service**

The Leadership and Management (L&M) Service is funded by the Skills Funding Agency (in England only) and offers up to £1000\* to support leaders and senior managers to enhance their business-building and leadership skills with the aim of fostering business growth.

### **Eligibility and Grant Funding:**

- The beneficiaries of the Service should be businesses/organisations employing between 5 and 249 employees in the London region. This number can include part-time employees.
- Organisations in the voluntary or community sector may count volunteers as employees, but must employ at least 1 full-time member of staff.
- For organisations employing less than 10 staff, only the owner, CEO or equivalent can access support. For larger organisations, key directors/key managers who report directly to the most senior person and have strategic responsibility for the business are eligible.
- The first £500 of support is directed to the main beneficiary of the grant/the most senior employee. The remaining £500 *can* be used for any of the senior management team (including the original recipient) and needs to be match funded by the employer. All "team" training must be match-funded. You will not be able to reclaim VAT from the L&M Service.

### **Two examples:**

1. If the training programme costs £840 + VAT, the client may claim back the first £500, plus a half of the remaining £340 (i.e. £170), giving a total claim of £670.
2. A programme costs £840 + VAT where team training occurs. If the first £400 is for the Key Director and £440 for the team, the client may claim back £400 plus a half of the remaining £440 (i.e. £220) giving a total claim of £620.

### **Ineligible:**

- Businesses/organisations that have previously been supported through Train to Gain L&M support. In exceptional circumstances (e.g. where the previous key manager of a business has left the organisation) a further intervention *may* be possible.
- Departments of large Public Sector organisations (including Local Authority controlled schools)
- Individuals from outside the EU who have not lived in the EU for the last 3 years.
- Businesses employing less than 5 or more than 249 people can only be supported at the discretion of the regional LSC.

## **How it Works:**

- When a referral from a client or an intermediary organisation is passed across via [funding@ttgbroker.com](mailto:funding@ttgbroker.com) to the service this is logged on our database. The client is then emailed with the contact details of their specialist adviser, telling them the adviser will attempt to make contact within 5 working days. If the advisor makes three unsuccessful attempts to contact the client he/she will email the client asking for them to get in touch if they are still interested.
- The adviser will visit potentially eligible clients and, through professional discussion and analysis, help them to identify their leadership and management development needs; this forms the basis of the Personal Development Plan (PDP). The adviser will suggest providers who can help meet the needs of the client. If the client has a particular training provider they wish to work with, this will always be one of the suggestions shown on the PDP. The client's choice of provider is final and must be made within 15 days of the PDP date.
- Training that commences before the client has completed and signed a PDP with one of our advisers cannot be funded through the service.
- The client is sent an Agreement Letter confirming the course (or courses) and grant approval.
- The client books and pays the chosen training provider in full. Training must commence and the funding claim submitted within 90 days of the date on the PDP.
- The client sends in the required claim evidence for reimbursement of training costs up to a maximum of £1000. Providing all claim evidence is correct, payment will be made within 30 days of receipt.

## **Eligible Training**

- Any leadership or management training recorded as a need on the PDP is eligible. This can include formal training (e.g. qualification based) or informal training (e.g. coaching or mentoring)
- The Service cannot support mandatory or technical training (e.g. IT software training) or training with little or no leadership/management content.
- The Service will not pay for activities unless they are identified on the PDP.
- Training provision can be provided by a LSC quality assured provider, but the final choice of provider always rests with the employer. Should the client choose a non LSC accredited provider, the service cannot accept liability if the quality of training delivered is unsatisfactory.

Further information please contact: Firoz Hussein, Lead Advisor.

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