

Focus on Forestry First Ltd.

## Training Provider Guidance - Skills Development Scheme

### Training Agreements

The beneficiary must have a valid training agreement with FFF Ltd. Check that it has not expired.

There is no guarantee of funding for courses listed in the Training Agreement. Funding is only secured once the notification for an event has been accepted by FFF Ltd. and the Beneficiary has paid their contribution. If they have not paid before the start of the course and you continue with the training, then you will have to make arrangements to collect the full cost directly from the Beneficiary.

The information within your notification must correspond with the information in the Training Agreement. If the beneficiary does not have the course title listed on their Training Agreement, they must contact FFF to amend this before you can notify us.

### Notification Form Procedure.

1. All notifications must be made on the correct form – [Notification Form](#)
2. Notifications must be made at least 28 days before the start date. Any submitted with less than 28 days between the notification date and the start date will be returned and funding is not secured. We may accept notifications at shorter notice, but you will need to get our agreement in writing (email) before sending in the notification.
3. A notification for a course with a start date that is more than 3 months from the date of receipt of the notification will not be accepted. This will not be processed.
4. Notification forms must be submitted online – [Notification Form](#)
5. Check a notification is correct before submitting.
  - a. It is on the correct form.
  - b. It matches the Training Agreement.
  - c. Training Agreement is valid.
  - d. Business / Trainee Name and ID's all match.
  - e. Course dates present in notification are within timeframe of Training Agreement and the rules for submission.
  - f. That any pre-requisites have been booked/completed/evidenced if applicable.

Please note a notification will not be accepted if there are any dates TBC (Course or Assessment) or any Instructors or Assessors TBC.

**Produced by:** Focus on Forestry First Ltd.  
C/O Coed Pwllacca, Buith Wells, LD2 3SE  
[www.focusonforestryfirst.co.uk](http://www.focusonforestryfirst.co.uk)  
01982 448 110  
[info@focusonforestryfirst.co.uk](mailto:info@focusonforestryfirst.co.uk)

**Last updated:** March 2023

## Purchase Orders

A Purchase Order will be issued to you, by email as soon as the Beneficiary has paid their contribution.

If you have not received a Purchase Order before the course takes place, then the Beneficiary has not secured funding and therefore no payment can be made to the training provider by FFF Ltd.

Please ensure that you keep FFF Ltd updated with any changes to planned training by emailing including date changes, cancellations, or non-attendance to [info@focusonforestryfirst.co.uk](mailto:info@focusonforestryfirst.co.uk).

Purchase Orders are course, date, and trainee specific. They are not transferable. If the course details change from what is specified in the notification, the Purchase Order is no longer valid.

If you do not tell us of changes and proceed with a course that differs from the Purchase Order, we will not pay the invoice for the costs, and you will need to recover these from the Beneficiary. (We will reimburse the Beneficiary's contribution.)

When you inform us of changes to the course, a new notification will be required. Once received, we will issue you with a new Purchase Order.

## Evidence and Invoicing FFF Ltd

After the training event, please send the claim invoice and supporting evidence via the Training Portal on <http://www.focusonforestryfirst.co.uk> within 6 weeks of the course end date.

Invoices must contain one Purchase Order Number only. Invoices without all the required evidence or incorrectly labelled will be returned until all evidence is submitted together.

### All invoices must contain:

PO number, Business ID & Name, Trainee ID & Name, Event Date, and the Course Title. Invoices received without this information will be returned for correction and not paid.

### Evidence must include:

1. Course attendance register. Please use the following register to record the names and signatures for each Beneficiary funded by FFF on the course. Do not include those attendees who are not Beneficiaries of FFF. [FFF Attendance Register](#). The upload must be correctly labelled with the PO Number and the beneficiaries name(s).
2. Certificates/proof of pass. If the course includes assessment for a certificate of competence, and the Beneficiary is successful then a copy of the certificate and/or ID card must be included. If it does not

**Produced by:** Focus on Forestry First Ltd.  
C/O Coed Pwllacca, Buith Wells, LD2 3SE  
[www.focusonforestryfirst.co.uk](http://www.focusonforestryfirst.co.uk)  
01982 448 110  
[info@focusonforestryfirst.co.uk](mailto:info@focusonforestryfirst.co.uk)

**Last updated:** March 2023



or they are not successful, then the training organisations certificate of attendance must be included. The upload must be correctly labelled with the PO Number and the beneficiaries name(s). We will also accept a 'proof of pass' document from the assessor in place of official certification.

The Invoice, copy of the Attendance Register, and the Proof of Pass document, must be submitted as separate documents. They must not be submitted as a single PDF.

If invoices and/or evidence does not conform to the guidance, then this will be returned with a request to resubmit correctly.

**Produced by:** Focus on Forestry First Ltd.  
C/O Coed Pwllacca, Builth Wells, LD2 3SE  
[www.focusonforestryfirst.co.uk](http://www.focusonforestryfirst.co.uk)  
01982 448 110  
[info@focusonforestryfirst.co.uk](mailto:info@focusonforestryfirst.co.uk)

**Last updated:** March 2023

