

Vocational Training Assistance Scheme (VTAS) Application for Maintenance Assistance

This form is for employees with difficulty accessing employment, whose employer made an application on their behalf. This form must be completed by the employee after the employer has submitted an online application. Individuals applying on their own behalf should apply for maintenance via the online portal.

1. Details of Employee

First Name		Address Line 1	
Middle Name		Address Line 2	
Last Name		Town	
Date of Birth		Postcode	
Email Address		Country	
Telephone Number		VTAS Reference (obtain from employer)	
Employer			

2. Difficulty with Accessing Employment

Are you experiencing difficulties in accessing employment, or advancing your career, as defined in the Vocational Training Assistance Scheme Guidance? (see criteria below)

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If yes, please select the applicable difficulty by ticking the box: (Please note further investigation may be required)

<input type="checkbox"/>	Care-experienced
<input type="checkbox"/>	Learning difficulties and/or disabilities
<input type="checkbox"/>	Registered disabled
<input type="checkbox"/>	Left custody less than 12 months before applying for funding
<input type="checkbox"/>	Ex-Armed Forces personnel

Describe your circumstances and how the difficulty is affecting accessing employment or advancing your career.

I agree that the Department of Education, Sport and Culture may process, share or approach your institution directly to obtain relevant information as described below.

Legal basis	The data subject has given consent to the processing of his or her personal data for one or more specific purposes.
Shared with	Relevant education/training establishment and employment services
Retention period	Six years after completion of studies
Privacy notice	https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion

Name (please print)

Signature **Date**

Please scan completed applications back to training@gov.im, or return to the below address:

The Training Services Team
Department of Education, Sport & Culture
University College Isle of Man, Homefield Road,
Douglas, Isle of Man, IM2 6RB
Telephone: 682379

For Official Use	
Document seen:	
Further investigation required:	
Approved (Yes/No)	
Approved by:	Date:

VTAS Bank Details Maintenance Grant Form

VTAS Reference (must be completed):

Please complete this form in Block letters.

**Please provide proof of successful completion of the training within 6 months
Claims will not be processed after this cut-off period.**

All offers of assistance are made on the condition that payment, when due, will be made by automated bank transfer. As such, you **MUST** complete the following section:

Account Holder Name:

Account Holder Address:

.

. Post Code:

Bank Name:

Sort Code: Account Number:

Please read carefully before ticking the box to agree:

- To the best of my knowledge and belief, the information provided in this form is correct and complete.
- I have read the Vocational Training Assistance Scheme (VTAS) guidance document and understand the conditions of the grant. <https://www.gov.im/categories/benefits-and-financial-support/grants-and-loans/vocational-training-assistance-scheme/>
- I agree that the Department of Education, Sport and Culture may process, share or approach the relevant education/training establishment and employment services directly to obtain relevant information as described below.

Legal basis	The data subject has consented to the processing of their personal data for one or more specific purposes.
Shared with	Relevant education/training establishment and employment services.
Retention period	Six years after completion of studies.
Privacy Notice	https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/

I agree

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Signature:..... Date:.....

Please return this completed application via email to training@gov.im. Alternatively you may post it to: Department of Education, Sport and Culture, Vocational Training Assistance, University College Isle of Man, Homefield Road, Douglas, Isle of Man IM2 6RB.