

EMFF Operational Programme 2014-2020

Seafood Training Scheme





Contents

About the Scheme	2
1 Objectives	2
2 Definitions	2
3 What is included?	2
4 Where can I apply for the Seafood Training Scheme?	3
5 Who is eligible?	3
6 Approval guidelines for EMFF Training Grant Aid	4
7 What is funded? Eligible and Ineligible Costs	4
8 Support Rates	5
9 Declarations by the applicant	5
10 How BIM will use your information	5
11 Terms and Conditions	5
List of eligible courses	9
Contact details	12



About the Scheme

1. Objectives

In accordance with the Implementation Plan for the Seafood Skills & Training Measure of the EMFF OP, the objective of this Scheme is to promote the development of professional training, new professional skills and Lifelong Learning. The Seafood Skills Scheme will seek to develop knowledge, skills and competencies across the Irish Fisheries, Aquaculture and Seafood Processing sectors. Training the trainers, skills development, Technology-Enhanced Learning (TEL) and Business Skills development will be promoted through a diverse range of courses at BIM facilities around the coast.

In addition to training courses provided by BIM, funding is also provided for training undertaken with reputable training providers.

This Scheme is co-funded by the Government of Ireland and the European Union under the European Maritime and Fisheries Fund Operational Programme 2014-2020.

2. Definitions

For the purposes of this document:

SSCF or Small Scale Coastal Fisheries means fishing carried out by fishing vessels of an overall length of less than 12 metres and not using towed fishing gear as listed in COMMISSION IMPLEMENTING REGULATION (EU) 2017/218.

Eligible SME enterprises means SMEs in the Fishery, Aquaculture or Seafood Processing sectors.

3. What is included?

The Seafood Training Scheme, to be administered by Bord Iascaigh Mhara (BIM), aims to achieve the above objective by providing supports for the following areas of training:

- Commercial Fishing.
- Fishing Vessel Engineering.
- GMDSS Radio Communications.
- Skippers.
- Aquaculture.
- Safety, Health and Welfare at Work.
- Commercial Diving.
- Seafood Processing, for example, Risk Based HACCP.

A list of eligible courses are available in this training scheme. This list includes training in the areas of processing and Aquaculture which is provided by external training companies.

Please note that new courses are added regularly and candidates are advised to visit www.bim.ie for the latest information. Accredited Training Providers who wish to have courses included on this scheme should contact Kathy Cullimore of BIM at 01-2144283.

4. Where can I apply for the Seafood Training Scheme?

Candidates are invited to make an application online at the following link:

<https://bim.flexigrant.com>

You are required to register using your email address before you can start using the grant application portal. Once you have registered you will receive an automated Email from the system letting you know that you can proceed.

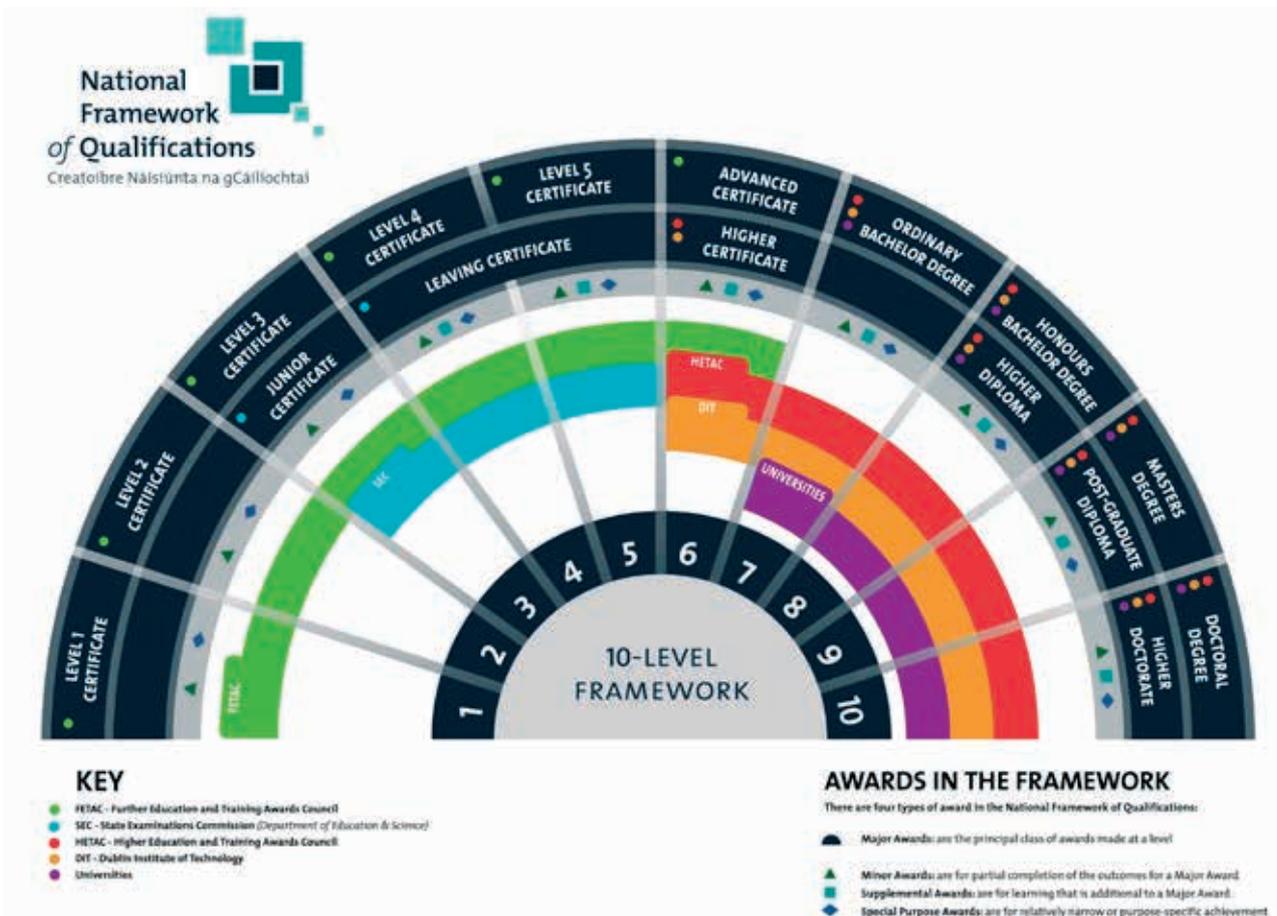
5. Who is eligible?

Under the Seafood Training Scheme the following grant beneficiaries may be eligible for support:

- Individual/Sole Trader Applicants: Applicants (either full time or part time), actively involved in the Irish fishing industry or production/processing of seafood. Crew of Irish fishing vessels and persons active in the Irish aquaculture sector.

- Irish Registered Fishing Vessel Owners: (Vessels over 12m in length).
- SMEs in the Irish Fisheries, Aquaculture and Seafood processing sectors.
- Collective Organisations formally structured and legally registered organisations representing stakeholders in Fisheries, Aquaculture or Processing.
- Producer Organisations (POs): e.g.
 - Irish South and East Fishermen’s Organisation
 - Irish South and West Fishermen’s Organisation
 - Killybegs Fishermen’s Organisation (KFO)
 - Irish Fish Producers Organisation
 - Irish Salmon Producers Group.
- SSCF Vessel Owners.

BIM will support individuals to develop their career-path and attain accredited transferable Qualifications on the National Framework of Qualifications (‘NFQ’).



About the Scheme (continued)

6. Approval guidelines for EMFF Training Grant Aid

Applicants must complete a training course, from the approved list of BIM training courses, or from the training areas provided by accredited providers.

Candidates may apply for upcoming training courses. If they are currently on a certified course delivered by a QQI accredited provider or on an accredited training course they must apply to <https://bim.flexigrant.com> before the start date of their course. Please note, assistance will not be granted to applicants who have completed their training course prior to their application for grant aid. The date of completion is considered to be the cut-off date when all examinations, thesis or other course work is due to be completed and submitted.

Depending on the type of course you have completed your course certificate(s) may include a DTTAS Certificate, an IMO STCW Certificate or a QQI Award or course transcript.

The proof of evidence for passing the course must be provided as part of the grant application, before an EMFF grant will be paid.

7. What is funded?

Certified and Accredited Training and Skills Development Courses.

Accredited academic courses are also funded. Eligible courses shall be provided by BIM or by other technical bodies or training bodies recognised by BIM.

Eligible Costs:

The following costs borne by applicable grant beneficiaries may be **eligible** for support under this Scheme:

- Course fees or other charges levied on eligible beneficiaries by course providers.
- Subsistence, where applicable, is provided at a daily rate of €33.61.

Fixed support amounts concerning the above, in the form of lump sums (in accordance with Article 67 of Regulation 1303/2013), may be specified by BIM, with the approval of the Managing Authority, in relation to the above eligible costs. These may be for general application or may be specific to a particular call for applications, a particular class or a particular form or item of eligible activity.

Ineligible Costs:

The following costs borne by applicable grant beneficiaries may be **ineligible** for support under this Scheme:

- Standard operational costs of beneficiaries.
- Cost of course lecturers, facilitators and course delivery costs.
- The costs of training providers.
- Computers, laptops, tablets, mobile phones or similar equipment including digital devices.
- Vehicles.
- Venue hire for courses and related costs.

8. Support Rates

A maximum of €20,000.00 per year per beneficiary will be allowed at the support rates as follows:

Beneficiary	Maximum Support Rate %
Individual/sole traders	50%
Irish registered fishing vessel owners (<i>Vessels over 12m in length</i>)	50%
SME's in the fisheries, aquaculture and seafood processing sectors	50%
Collective organisations	60%
Producer organisations (POs)	75%
SSCF vessel owners	80%

9. Declarations by the Applicant

All candidates for EMFF Training Grant Aid must certify that they are legally active in the sector and on this basis are eligible for grant aid for the courses listed in each application.

All candidates must certify that the information given in their application form is accurate and agree to provide documentary evidence to support all or part of this information.

All organisations applying for grant aid for subsistence on behalf of their employees must certify that they have paid the relevant employees subsistence for the days they attended the course.

10. How BIM will use your information

Information including PPSNs and other tax numbers used in the processing of each grant application will also be included in BIM's end of year returns and disclosed to Revenue as set out in the Code of Practice for the Governance of State Bodies (Department of Public Expenditure and Reform 2016).

Details of projects may be shared with the Managing Authority for the EMFF OP and details of any supports provided will be published online as required by article 119(2) of the EMFF Regulation 508/2014.

Data provided in candidates application forms will only be used in compliance with Data Protection legislation.

Freedom of Information Act, 2014

Section 8 of the Freedom of Information Act 2014 requires FOI bodies to prepare and publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency and accountability as set out in Sections 8(5) and 11(3) of the Act. This allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law.

Under the Act, a request for records must be acknowledged within 2 weeks and, in most cases, responded to within 4 weeks. A week is defined in the Act to mean 5 consecutive week-days, excluding Saturdays and public holidays (Sundays are also excluded as they are not considered week-days). If a third party is involved there may be another three weeks before a response issue.

BIM complies with EU General Data Protection Regulation (GDPR).

About the Scheme (continued)

11. Terms and Conditions

Applicants should please note that terms and conditions will apply to all applications. These will include, but may not be limited to the following:

General

- 1) To qualify for grant aid under the Seafood Training Scheme the following terms and conditions must be met in all cases.

Please note the onus of eligibility lies with the beneficiary, i.e. the beneficiary must ensure that they qualify under the scheme. Applications that fail to comply with the terms and conditions will be deemed ineligible and will not be considered further.
- 2) Please note that in addition to course fees, exam fees are eligible for funding under the EMFF Operational Programme 2014-2020. Invoices should not include VAT as training courses are VAT exempt.

Scope of the Scheme

- 3) Funding for this scheme is subject to funding being available to Bord Iascaigh Mhara (BIM) on an annual basis. In every case, payment of grant aid is contingent on the availability of finance to BIM.
- 4) Funding will only be provided for courses held in the Republic of Ireland.
- 5) Funding will only be provided for courses related to Sea Fisheries, Aquaculture, Seafood Processing, Seafood Quality and other relevant food related courses for applicants active in the Irish seafood industry.
- 6) The scheme will not fund long-term full-time courses greater than 185 days.
- 7) For courses attended that are external to BIM, subsistence will be paid only for the days employees attend an external training location. For example, for a 2 year part-time course where an applicant attends classes one evening a week and on Saturdays, subsistence will be paid for 2 days per week and not the full week. The applicant must provide evidence from the college/trainer of the number of days they will be attending classes/training. Subsistence will not be paid for work experience completed at your normal place of employment.
- 8) For courses up to 185 days, grant aid will be paid in one instalment on completion of the course and approval of the claim form. For multi-year courses such as diplomas and degrees, funding may be drawn down at the end of each academic year. In order to

claim for an academic year, evidence of passing exam results must be provided as part of the claim. If an applicant fails to complete the full course, any grant aid paid to that point must be returned.

- 9) All courses must be completed with certification issued and a valid claim submitted no later than the 31 Dec 2022.
- 10) An employer applying on behalf of his/her employees must sign a declaration that they have paid the employee a per diem payment for attending the course. There is no requirement to attach evidence of this payment to the claim form, however it must be made available should it be requested at any stage by officers of BIM and the Department of Agriculture, Food and the Marine or their agents.

Managing Authority and Intermediate Body

- 11) The Managing Authority for the Training scheme is the Department of Agriculture, Food and Marine (DAFM).
- 12) The implementing Authority for this scheme is Bord Iascaigh Mhara (BIM). BIM are officially designated, by the Managing Authority, as an intermediate Body (delegated tasks by the Managing Authority) for the purposes of this scheme.
- 13) The Intermediate Body will determine the eligibility of applications and applications that do not meet all the mandatory criteria will be deemed ineligible and will be returned to the applicant with an explanatory memorandum.
- 14) The Intermediate Body, with the agreement of the Managing Authority, reserves the right to alter or amend the conditions of this scheme and/or to suspend the scheme or to substitute the scheme for a different scheme.

Applicants

- 15) Where required, the lead applicant and any project partner must comply with the Department of Finance tax clearance procedures, as appropriate, at the time of grant payment:
 - In the case of grant aid of €10,000 or more within any 12 month period, the grantee will be required to produce a valid tax clearance certificate.
 - In the case of grant aid less than €10,000 within any 12 month period, the grantee will be required to complete a tax compliance declaration.

- 16) For courses external to BIM the applicant must provide evidence that the training for which they are seeking grant aid is an accredited course. External courses fall into 2 categories. Category 1 courses are automatically eligible for funding and Category 2 courses will require evaluation by BIM for eligibility.

Category 1:

The training course must lead to a Quality and Qualifications Ireland (QQI) Award/Award on the National Framework of Qualifications (NFQ) OR the training provider must be listed as a provider on the QQI Website.

The QQI number will form part of the application. For example, the QQI code for the Engineering Technology QQI Level 5 course is 5M2061. The QQI course provider code for Bord Iascaigh Mhara is PB00161. These codes can be obtained from the QQI website: <https://qserch.qqi.ie/>

Category 2:

BIM may consider funding other courses that do not meet the criteria specified in Category 1, if applying for funding for courses in Category 2 you will be required to supply additional information about the course as part of your application.

The Course Brochure and/or link to the Training Provider website should also be submitted if available. The information provided will be used by the BIM Skills and Training Committee in reaching a decision on eligibility for funding.

- 17) The applicant will, if required, demonstrate its legal identity to the satisfaction of the Intermediate body. The applicant must give evidence of payment for training from a bank account in their name or the organisations name. Any grant aid will be paid into this account.

Grant aid will only be paid into a bank account with the same account name as that on the bank account from which the course/exam fees were paid from.

- 18) If the owner of a vessel/organisation is applying for a course for themselves or their employees, the organisation rate will apply.
- 19) Applicants must be already engaged in the Irish seafood industry. Where the applicant is not engaged in the Irish seafood industry, other alternative granting options are available through alternative sources e.g. Springboard, Skillnet or FLAGs.
- 20) An applicant must submit a separate application for each course being applied for. There is no limit on the number of people that can attend the course within the application.
- 21) Procurement & Guidelines

The following table shows how many quotes are required for your application based on:

- The type of individual/organisation you are, and
- The total cost of the course fees as calculated in the application.

Points to note:

- Course fees are exempt from VAT.
- Quotes can be in the form of a course training brochure, website screenshot, a written quote on company headed paper or e-mail correspondence.
- The on-line application form will prompt you if additional quotes or information is necessary.

Beneficiary Type	Course Fees		
	<€5,000	€5,000 – €24,999	€25,000 to €100,000
Category 1 (0% to 50% Grant Aid): <ul style="list-style-type: none"> • Individual/Sole Trader • Irish Registered Fishing Vessel Owners (Vessels over 12m in length) • SMEs in the Fisheries, Aquaculture and Seafood processing sectors 	1 Quote	3 Quotes	3 Quotes
Category 2 (>50% Grant Aid): <ul style="list-style-type: none"> • Collective Organisations (stakeholders in Fisheries, Aquaculture or Processing) • Producer Organisations (POs) • SSCF Vessel Owners 	2 Quotes	3 Quotes	Government E-tender

About the Scheme (continued)

- Where the applicant is unable, despite his or her best endeavours, to obtain the required number of quotes for reasons outside of his/her control, this must be explained on the application form. Such exceptional situations will be considered on a case by case basis by the BIM officer assessing the application and where accepted, will be recorded on the BIM project file. Where the explanation is unsatisfactory, the application will not be accepted until the correct number of quotes has been supplied.
 - Generally, the grant aid shall be based on the lowest quote amount. The applicant is not limited to taking the lowest quote but, in such cases, a written explanation must be given on the application form and accepted by the BIM officer and recorded on the file.
 - These levels shall apply to course fees on a per application basis. However, it is not acceptable to purposefully break an application into multiple applications in order to circumvent the procurement rules.
- 27) Acknowledgement of an application does not constitute any form of entitlement to any form of grant aid whatsoever neither should the applicant constitute any assistance given by officers of BIM as a form of indication that grant aid will become available.
 - 28) Grant aid must be applied for prior to the start date of the training. Applications must be submitted to BIM and an acknowledgement letter issued by BIM before any payments are made. Should the application be approved, any payments made prior to the date of acknowledgement of the application will not be eligible for grant aid.
 - 29) No minimum level of expenditure applies to the training scheme but a maximum level applies of €20,000 grant aid per year, per beneficiary.
 - 30) Claims must be made within 3 months of completing the course. Failure to submit a claim within a 3 month period may result in non payment of your claim.
 - 31) Eligible Costs:

Grant aid

- 22) Claim documentation (invoices, evidence of payments etc) are required in electronic format only.
 - 23) BIM does not require a hard copy of the claim or the claim supporting documentation. However the original claim documentation must be made available should it be requested at any stage by Officers of BIM and the Department of Agriculture, Food and the Marine or their agents.
 - 24) Please note that where grant aid has been paid, or will be paid by any other state agency towards the cost of training, grant aid from BIM under the training scheme for the same training, is not applicable.
 - 25) Applicants should note that, for all claims, they will be required to submit an invoice and proof of payment such as a copy of paid cheques, bank statements, or interbank documentation, or any other documentation deemed necessary. For BIM courses a copy of the BIM official training course receipt, (showing the course name, the amount paid and the name of who the payment was received from), is sufficient as proof of payment. Please note that cash payments are not eligible for support.
 - 26) Only applications submitted on the official online application form will be considered for grant aid approval.
- The following costs borne by applicable grant beneficiaries may be eligible for support under the new scheme:
- Course fees and exam fees or other charges levied on eligible beneficiaries by course providers.
 - Subsistence provided at a daily rate of €33.61.
- Grant aid for the above will be given at the specified grant rate for the beneficiary type applying for aid.
- 32) Ineligible Costs:
- The following costs borne by applicable grant beneficiaries may be ineligible for support under this Scheme:
- Standard operational costs of beneficiaries.
 - Cost of course lecturers, facilitators and course delivery costs.
 - The costs of training providers.
 - Computers, laptops, tablets, mobile phones or similar equipment including digital devices.
 - Vehicles.
 - Venue hire for courses and related costs.
- 33) Applicants must be eligible for EMFF support having regard to article 10 of the EMFF Regulation (Regulation 508/2014) and sign a declaration to this effect. Please note that for on-line applications and claims by submitting the forms you are electronically signing all declarations that you have agreed to via a checkbox in the form.

List of BIM and external courses eligible for EMFF assistance

BIM delivered courses in Sea Fisheries

Title	ID	Per Diem Days (Max Cap)*	Course Fee	Award Type
Advanced Fire Fighting and Prevention	BTC46	5	€950.00	IMO STCW Certificate
Electronic Navigation Systems (Fishing)	BTC65	15	€200.00	IMO STCW Certificate
Engineer Officer (Fishing Vessel) Class 1	BTC157	0	€200.00	DTTAS Certificate
Engineer Officer (Fishing Vessel) Class 1 Written Exam	BTC81	0	€276.00	DTTAS Certificate
Engineer Officer (Fishing Vessel) Class 2	BTC158	0	€200.00	DTTAS Certificate
Engineer Officer (Fishing Vessel) Class 2 Written Exam	BTC88	0	€220.00	DTTAS Certificate
Fire Prevention and Fire Fighting	BTC45	3	€650.00	IMO STCW Certificate
First Aid Responder (FAR)	BTC178	3	€300.00	PHECC Certificate
Fishing Vessel Engineer/Engineering Technology (Engineer officer class 3 course time)	BTC183/QQI 5M20161	180	€0.00	QQI Level 5
GMDSS General Operators Certificate	BTC31	10	€650.00	DTTAS Certificate/IMO STCW Certificate
GMDSS Long Range Radio Certificate Module 1,2 & 3	BTC29	5	€325.00	DTTAS Certificate
GMDSS Restricted Operators Certificate	BTC30	5	€250.00	DTTAS Certificate/IMO STCW Certificate
GMDSS Short Range Radio Proficiency Module 1 & 2	BTC26	4	€175.00	DTTAS Certificate
Medical First Aid Aboard Ship	BTC40	3	€225.00	IMO STCW Certificate
Seafood HACCP	BTC185	2	€100.00	BIM attendance certificate
Navigation Control Course (Fishing)	BTC66	10	€200.00	IMO STCW Certificate
Second Hand Full Certificate of Competency	BTC69	52	€200.00	DTTAS Certificate
Second Hand Full Certificate of Competency Written Exam Fee	BTC112	2	€220.00	DTTAS Certificate
Second Hand Limited Certificate of Competency	BTC67	52	€175.00	DTTAS Certificate
Second Hand Limited Certificate of Competency Examination Fee	BTC68	2	€146.00	DTTAS Certificate
Skipper Full Certificate of Competency	BTC70	53	€200.00	DTTAS Certificate
Skipper Full Certificate of Competency Written Exam Fee	BTC111	3	€276.00	DTTAS Certificate

*NB: Any additional days incurred by the students for repeats is at his/her own expense

List of BIM and external courses eligible for EMFF assistance (continued)

BIM delivered courses in Seafood Processing/Quality

Title	ID	Per Diem Days	Course Fee	Award
Manual Fish Filleting	BTC174/ QQI 5N5330	10	€200.00	NFQ Level 5 Minor Award

Commercial Diving

Title	ID	Per Diem Days	Course Fee	Award
Commercial Scuba Diving Operations	BTC176/ QQI 6S20619	23	€5,500.00	NFQ Level 6 Special Purpose Award
Divers Alert Oxygen Network	BTC130	2	€100.00	PADI Diving First Aid Certificate
Surface Supplied Inshore Diving Operations	BTC 177/ QQI 6S20621	20	€5,900.00	NFQ Level 6 Special Purpose Award

External Courses

In addition to training courses provided by BIM, funding is also provided for training undertaken with reputable training providers in the following areas:

Aquaculture
Commercial Diving
Commercial Fishing
Fish Filleting
Fish Monger
Fishing Vessel Engineering
Food Allergen Control
Food Manufacturing
Food Microbiology
Food Processing
Food Production
Food Quality
Food Safety Legislation
Food Safety Management
Food Standards Auditing
GMDSS Radio Communications
HACCP
Manual Handling
Safety, Health and Welfare at Work
Skippers

Contact details

For further information on the Seafood Training Scheme please contact:

Kathy Cullimore

Investment Administrator
Corporate Services
Bord Iascaigh Mhara/Ireland's Seafood Development Agency
Crofton Road, Dun Laoghaire
Co. Dublin A96 ESAO

Telephone: +353 1 2144283
Email: kathy.cullimore@bim.ie

John Connaughton

Training Services Manager
Skills Development Services
Bord Iascaigh Mhara/Ireland's Seafood Development Agency
Crofton Road, Dun Laoghaire
Co. Dublin A96 E5AO

Telephone: +353 1 2144262
Email: john.connaughton@bim.ie



