

Guide to the Lifelong Learning and Development Programme

How to submit a funding application

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How do I apply for funding for Short Accredited Training Courses?

1. You must be registered with Farming Connect
2. You will need to complete the online **Personal Development Plan** before you can submit an application for funding. This process can be done at any time, this does not have to be within the application windows.
3. If you are applying for funding for a Category 3 course – Machinery & Equipment Use, you must complete the online **Health & Safety (H&S) Course** before submitting an application.
4. Speak to your local approved training provider about course dates and obtain course costs. **YOU MUST ENSURE THAT YOU PUT THE CORRECT COURSE COST ON THE APPLICATION FORM.**
5. Apply online for the funding during an open application window using the online Application Form
6. You will be notified if your funding has been approved or not, you must receive funding approval in writing before commencing the training
7. Once you have received funding approval you must pay the training provider the minimum 20% contribution and complete the training



Registering with Farming Connect



Please register with Farming connect using the link below, only then can you access the Lifelong Learning and Development Programme;

<https://businesswales.gov.wales/farmingconnect/farming-connect-registration>

Logging in to the BOSS system

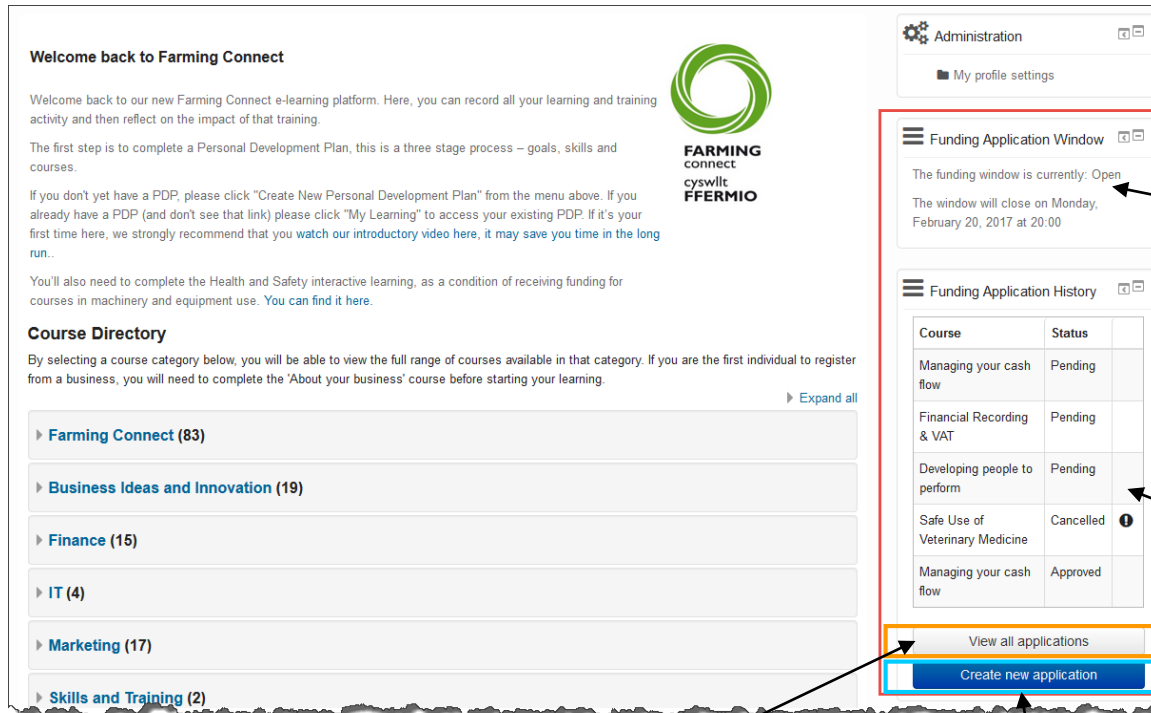
The BOSS system allows you access to all Farming Connect material. You can also create a Personal Development Plan. This is a useful tool that monitors your progress throughout the programme and is personal to you. It can be updated at any time, demonstrating your personal developments as your knowledge increases. The BOSS system can be accessed using the link below;

<https://businesswales.gov.wales/boss/?lang=en>

DO NOT try and register on to the BOSS system until you have received your **TWO** individual registration e-mails from the Service Centre (following your registration with Farming Connect). These e-mails will contain details of your **USERNAME** and **PASSWORD** which can then be used to **LOG IN**.

Window Status – Open or Closed?

Below is the Farming Connect **Home Screen** which will be visible once you have logged in



The screenshot shows the Farming Connect Home Screen. On the left, there is a 'Welcome back to Farming Connect' message and a 'Course Directory' section with categories like Farming Connect (83), Business Ideas and Innovation (19), Finance (15), IT (4), Marketing (17), and Skills and Training (2). On the right, there is a sidebar with 'Administration' and 'My profile settings'. Below these are two sections: 'Funding Application Window' and 'Funding Application History'. The 'Funding Application Window' section shows the current status of the funding window (Open) and when it will close (Monday, February 20, 2017 at 20:00). The 'Funding Application History' section shows a table of applications with columns for Course, Status, and an information icon. The table lists several applications, including 'Managing your cash flow' (Pending), 'Financial Recording & VAT' (Pending), 'Developing people to perform' (Pending), 'Safe Use of Veterinary Medicine' (Cancelled), and 'Managing your cash flow' (Approved). Below the table are two buttons: 'View all applications' and 'Create new application'.

Course	Status
Managing your cash flow	Pending
Financial Recording & VAT	Pending
Developing people to perform	Pending
Safe Use of Veterinary Medicine	Cancelled
Managing your cash flow	Approved

This shows whether a window is **currently opened or closed**, it will also show you when a Window is **due to open or close**

This shows a summary of your Application History. Your most recent applications will be listed in this box along with their status

To view your applications in more detail, click '**View all applications**' (circled in orange). This will take you to the '**My funding applications**' page

Click here to create a new application (please see next page for further details)

NOTE: Status must read '**Approved**' before Farming Connect funding is secured

Creating your Funding Application

Once you have clicked '**Create new application**' (circled in blue on the previous page) the screen below will appear

Read each point **carefully** (circled in orange)

Application for funding (1/3)

- Have you completed your PDP correctly, that is, setting out your personal or business goals including providing a goal title, relevant goal description and identified the course(s) you need?
- If you are applying for funding for a Machinery and Equipment Use course, have you completed the online Health and Safety (H&S) course on the BOSS?
- Have you contacted your chosen training provider to check their availability and discuss whether this is the most appropriate course for you?
- Have you obtained the exact cost of the course from your chosen training provider? (Please note this value cannot be amended at a later date).

Continue

Cancel

If you have completed **ALL** points click '**Continue**' (circled in purple) to proceed with your application

NOTE: DO NOT proceed with your application if you cannot answer **YES** to **ALL** questions. Please go back and complete any points you have not done before returning to this page to proceed.

The Application form

Once you have clicked 'Continue' (circled in purple on the previous page – you will be able to see the following screen. This is the Application Form

Application for funding (2/3)

Please fill in all the fields below before saving your form. If you are not 100% certain of any of the answers, you can save it and return to it later. Once you complete the declaration on the next page and submit, however, you will not be able to edit your application any further.

There are required fields in this form marked *

▼ Application for funding

Farming Connect course name* Financial Recording & VAT

Category of course Business improvement

Name of Approved Training Provider* Creo Skills Ltd

Total Cost of training (excluding VAT - if applicable)* 250

Linked Business Unique Reference Number (please include "BAS" before the number)* BAS123456

What benefit will completing this training course have on your personal/business development?*

This course is important to give me the skills to do my own financial reporting. At the moment I am reliant on costly outside resources to do this and do assist in the development of the business, I will need to learn to do this for myself.

Save changes Cancel

1 Choose the course you want to apply for from the drop down list

4 Enter the total cost of your course excluding any VAT. You will have been told this by your Training Provider

Only if you are a Contractor or a Student will this box appear. If you are a;

Contractor –

- Enter the Unique Reference Number of the business with whom you are working

Student –

- Enter the name of the academic institution at which you are studying
- Enter the name of the course you are taking

2 The category of the course will be automatically populated

3 Select your chosen Approved Training Provider from the drop down list – If your Training Provider does not appear, please contact Farming Connect

6 Click 'Save changes' (circled in pink) to save the application once you have completed all fields – This saves your application on the system and takes you to the screen shown on the following page to **Submit your application**

6 Enter a description of why completing this course will bring a benefit to you in your personal or business development.

Submitting your Application

Application for funding (3/3)

I/we declare, to the best of my/our knowledge, that the information provided at registration and application are true and correct. I/we confirm I/we have read and accept the conditions in the Service Rules and Guidance Note and Data Protection Act statement/Fair Processing Note. I/we confirm that I/we have notified Farming Connect, in writing, of any changes to the details provided at registration. I/we have not received, and do not intend to claim support from any other source made available by the European Communities, Welsh Government, or bodies exercising public functions within the UK in relation to the works detailed on this form.

There are required fields in this form marked *

On the date of submitting this application form, please tick here if you are under the age of 40 ☒

I agree to the above declaration* ☒

You can download a version of the declaration by clicking 'Download now' (circled in red)

2

This is a declaration that you **must read through and accept** before submitting any application – you can accept the declaration by clicking the small box (circled in blue) – a small tick will appear within the box

3

If you are ready to submit, you should click the 'Submit' button (circled in orange), you will then be taken to your '**My funding applications**' page (shown on the following screen).

1

This is to declare whether or not you are under the age of 40 at the time of submitting the application – if you are **UNDER 40 years of age**, click the small box (circled in pink) – a small tick will appear within the box. Please **DO NOT** tick the box if you are **OVER 40 years of age**.

If you are not yet ready to submit the application, you may click cancel at this stage (circled in yellow) and the application will be saved. **It's status will read 'Not submitted' on the Home Screen.** You are able to return to the application to submit it at a later date – this **MUST** be within an application Window. If an application is not submitted, it **WILL NOT** be considered for Approval ⁸ and will be **automatically deleted** at the end of a Window.

My Funding Applications Page

This will show you your newly-submitted application(s). All newly submitted applications will show a 'Pending' status (circled in red)

You can click on the 'Back to home' button (circled in blue) to take you back to your Farming Connect Home Page

My funding applications						
Course	Provider	Cost	State	Submitted on	Expiry	
Managing your cash flow	Really Pro Ltd	£300.00	Pending	13-02-2017 13:49	—	
Financial Recording & VAT	Creo Skills Ltd	£250.00	Pending	13-02-2017 13:47	—	
Developing people to perform	Really Pro Ltd	£100.00	Pending	13-02-2017 13:43	—	
Back to home						

Providing there are no clear issues with the completion of the application form, the status will remain as 'Pending' until the Window closes and Farming Connect have published the funding decisions for all applications.

Returning to a 'Saved, Un-submitted' Application

If you have **saved** an application and **not submitted** it – it will be given a 'Not submitted' status (circled below in orange).

You are able to access any **saved, un-submitted applications** from either your;

- Home Screen
- Funding Application page

Home Screen

Welcome back to Farming Connect

Welcome back to our new Farming Connect e-learning platform. Here, you can record all your learning and training activity and then reflect on the impact of that training.

The first step is to complete a Personal Development Plan, this is a three stage process – goals, skills and courses.

If you don't yet have a PDP, please click "Create New Personal Development Plan" from the menu above. If you already have a PDP (and don't see that link) please click "My Learning" to access your existing PDP. If it's your first time here, we strongly recommend that you [watch our introductory video here](#), it may save you time in the long run.

You'll also need to complete the Health and Safety interactive learning, as a condition of receiving funding for courses in machinery and equipment use. You can find it [here](#).

Course Directory

By selecting a course category below, you will be able to view the full range of courses available in that category. If you are the first individual to register from a business, you will need to complete the 'About your business' course before starting your learning.

Expand all

- ▶ Farming Connect (83)
- ▶ Business Ideas and Innovation (19)
- ▶ Finance (15)
- ▶ IT (4)
- ▶ Marketing (17)
- ▶ Skills and Training (2)

Funding Application Window

The funding window is currently: Open
The window will close on Monday, February 20, 2017 at 20:00

Funding Application History

Course	Status
Safe Use of Veterinary Medicine	Not submitted
Managing your cash flow	Pending
Financial Recording & VAT	Pending
Developing people to perform	Pending

View all applications

Create new application

To edit the information within your existing application form click on the 'cog' icon – you will then be able to proceed to the submission page from there

To navigate directly back to the submission page, click on the 'tick' icon

Funding Application Page

My funding applications

Course	Provider	Cost	State	Submitted on	Expiry	
Safe Use of Veterinary Medicine	Embryonics Ltd	£500.00	Not submitted	—	—	 
Managing your cash flow	Really Pro Ltd	£300.00	Pending	13-02-2017 13:49	—	
Financial Recording & VAT	Creo Skills Ltd	£250.00	Pending	13-02-2017 13:47	—	
Developing people to perform	Really Pro Ltd	£100.00	Pending	13-02-2017 13:43	—	

Create new application

Back to home

Has my application been approved?

Once Farming Connect have assessed all applications, you will be able to see whether or not your application has been successful by looking at its status.

Again, this is accessible from your 'Home Screen' or your 'My funding applications' page.

Status: Not approved / Cancelled – your application has not been successful

If your application status is **'Cancelled'** or **'Not approved'** you will see a small icon (circled in orange) next to your application details. Use your pointer to **hover** over the icon – this will show the reason as to why your application has not been successful

Cost	State	Submitted on	Expiry
500.00	Cancelled	—	—
300.00	Approved	13-02-2017 13:49	13-11-2017 14:32
250.00	Not approved	13-02-2017 13:47	—
100.00	Approved	13-02-2017 13:43	13-11-2017 14:32

Application was not approved:
Unfortunately your application for funding has not been approved as you have not provided sufficient information within your application form or your Goals section of the Personal Development Plan as to how completing the training course would contribute towards personal / business development.

Status: Approved – your application has been successful. You will now need to undertake your training **before the expiry date shown** (9 months from approval date)

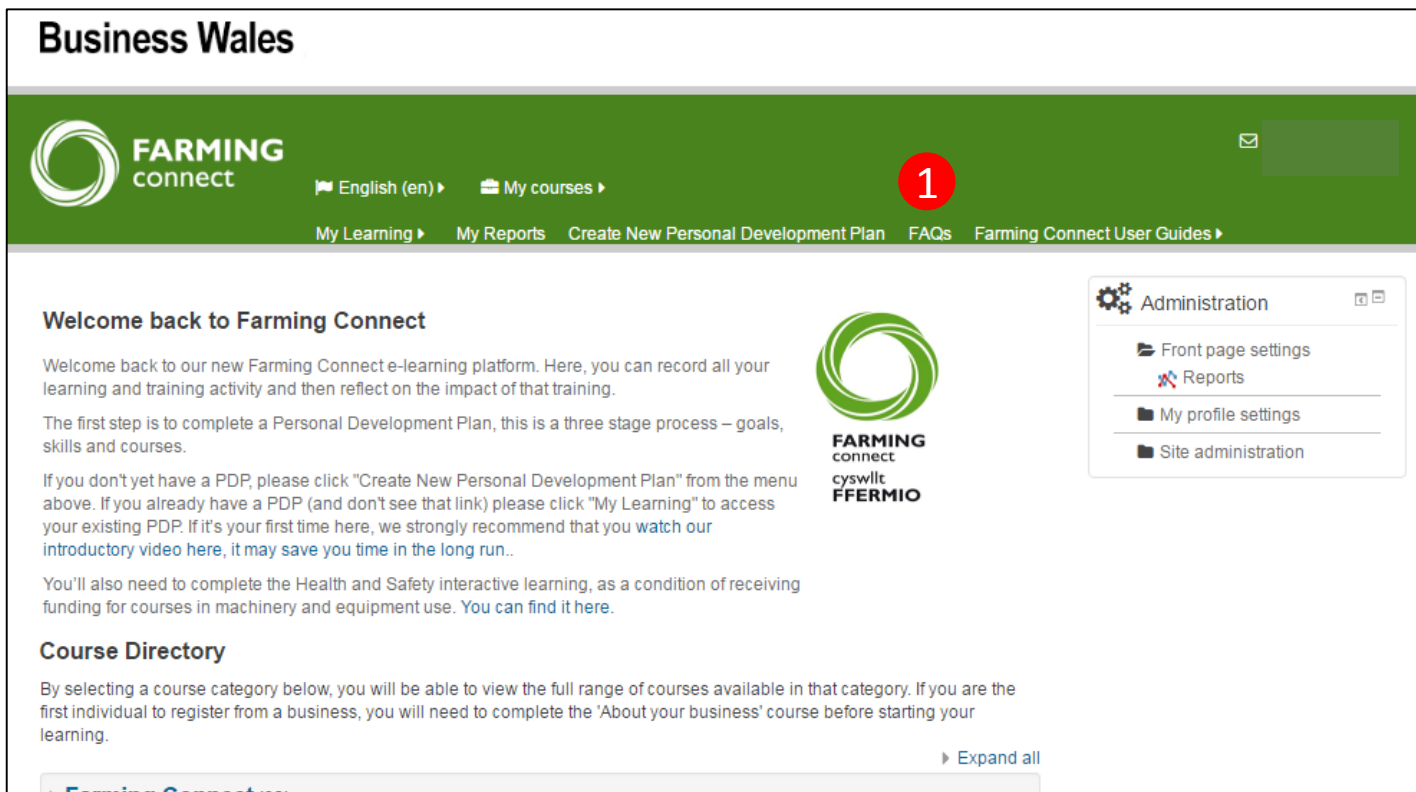
Status re-cap...

Status	Meaning
Pending	Your application has been submitted for assessment by Farming Connect - please allow up to 3 weeks from the close of a Window for your application outcome
Not submitted	Your application has not yet been submitted – you will need to re-visit your application to edit / submit it before the Window closes. It will be automatically deleted once the Window has closed
Approved	Your funding application has been approved – you must complete training before the expiry date
Cancelled	Your funding application has not been approved
Not approved	Your funding application has not been approved



Handy Hints – Technical Issues

This page shows how to address technical issues within the BOSS site itself. If you have problems logging on in the first place, it would be useful to look at these FAQs and how to contact the BOSS team.



The screenshot shows the Farming Connect website. At the top, there's a green header with the Farming Connect logo on the left, a language selector set to 'English (en)', and a 'My courses' button. A red circle with the number '1' is placed over the 'FAQs' link in the navigation menu. Below the header, the main content area has a 'Welcome back to Farming Connect' message, followed by instructions on how to create a Personal Development Plan (PDP) or access an existing one. To the right of the welcome message is a sidebar with an 'Administration' section containing links for 'Front page settings', 'Reports', 'My profile settings', and 'Site administration'. At the bottom of the main content area, there's a 'Course Directory' section with instructions on how to view courses by category. A 'Expand all' link is visible at the bottom right of the main content area.

1. Click on the wording “Frequently asked questions” and the screen on the following slide will appear.

Handy Hints – Technical Issues

As you will notice two further clicks have been made. One on the word 'Technical' (1) and one on the phrase; '1. Why can't I see the course content? (Pop-Up Blocker)' (2). This may help if you are having difficulty even viewing the content.

Frequently Asked Questions

1. *What is BOSS?*

2. *How do I access BOSS courses?*

3. *Technical*

1. Why can't I see the course content? (Pop-Up Blocker)

When you click to enter a BOSS course for the first time you may get a message stating 'Pop-Up Blocked'. A pop up blocker is software that prevents pop-up windows from appearing on a website. To find out how to turn your pop-up blocker off [click here](#).

2. How do I close a window?

3. What is an Open Badge?

4. What is a 'backpack'?

5. What web browsers would you recommend I use the BOSS with?

4. *Eligibility and Access*

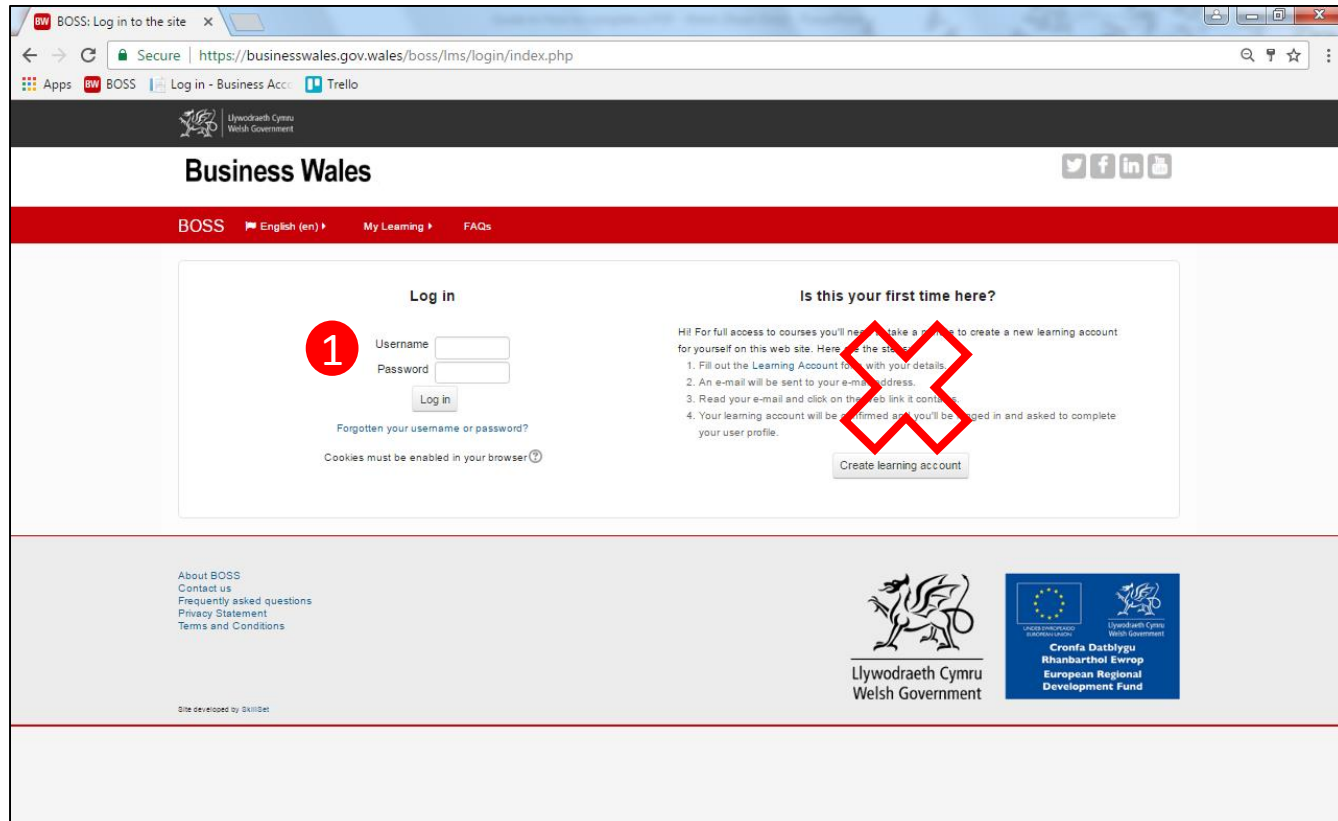
5. *Support*

6. *Courses*



Handy Hints – Logging in

Please ensure you log in on the Left hand side of the page with the correct details (1). This is the BOSS login and password details sent to you by the Service Centre. DO NOT click on the button which says “Create learning account”. The BOSS system is a Welsh Government website, used by many different sectors. Our Farming Connect E-learning platform sits within that BOSS system and therefore it is not possible to make any changes to this initial page.



The screenshot shows the BOSS login page in a web browser. The browser address bar shows the URL: <https://businesswales.gov.wales/boss/lms/login/index.php>. The page header includes the Business Wales logo and navigation links for BOSS, English (en), My Learning, and FAQs. The main content area is divided into two sections: "Log in" on the left and "Is this your first time here?" on the right. The "Log in" section contains a red circle with the number "1" next to the "Username" field, a "Password" field, a "Log in" button, and links for "Forgotten your username or password?" and "Cookies must be enabled in your browser?". The "Is this your first time here?" section contains a red "X" over the "Create learning account" button and a list of steps for creating a new learning account. The footer includes links for "About BOSS", "Contact us", "Frequently asked questions", "Privacy Statement", and "Terms and Conditions", along with logos for the Welsh Government and the European Regional Development Fund.

BOSS: Log in to the site x

Secure | <https://businesswales.gov.wales/boss/lms/login/index.php>

Apps BOSS Log in - Business Account Trello

Uywodraeth Cymru
Welsh Government

Business Wales

BOSS English (en) My Learning FAQs

Log in

1 Username

Password

Log in

Forgotten your username or password?

Cookies must be enabled in your browser?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new learning account for yourself on this web site. Here are the steps:

1. Fill out the Learning Account form with your details.
2. An e-mail will be sent to your e-mail address.
3. Read your e-mail and click on the web link it contains.
4. Your learning account will be confirmed and you'll be logged in and asked to complete your user profile.

Create learning account

About BOSS
Contact us
Frequently asked questions
Privacy Statement
Terms and Conditions

Site developed by SKINDET

Uywodraeth Cymru
Welsh Government

Cronfa Datblygu
Rhanbarthol Ewrop
European Regional
Development Fund

Handy Hints – Internet Access

If you do not have access to the Internet, there will be a network of approved training providers, available on the Farming Connect website

<http://business.wales.gov.uk/farmingconnect/training> who can assist with the completion of the PDP.

You can also ask your local Development Officer who can help locate sites with internet access. Farming Connect will be holding several events where it will be possible to complete the PDP at locations across Wales with internet access. More information on these events will become available on the website in due course.



Handy Hints – Browser Problems

If you are having Browser problems, the BOSS system works best on Google Chrome so it may be advisable to download this browser, this is easy and free to do.

<https://www.google.com/chrome/index.html>.

The Browser acts as your door to the internet. Browsers are all slightly different, but they all allow you to ‘surf’ the internet and access different websites.

If you have a Windows device, you’ll have a browser program called Internet Explorer.

If you have an Apple product, then you’ll use a browser called Safari.

There are also other browsers available, such as Google Chrome and Mozilla Firefox.



Handy Hints – Live Chat

If you have a technical question, you will see that there is a help arrow bottom left in a yellow box saying “Need help”. Click on upwards arrow on right (1) and you will be able to access Live Chat with the support team 9 to 5. If you are completing the PDP outside of these hours they will get back to you as soon as possible.

