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**WORKPLACE TRANSFORMATION SUPPORT – ENQUIRY FORM**

Our purpose is to deliver support to companies that will make a difference to the growth of the business. The focus is to successfully create change in key strategic areas.   
  
The Workplace Transformation Support fund has been developed to help companies maximise the impact of their capital investment. It will support projects which transform workplace practices, skills and leadership capabilities with the aim of increasing and accelerating capital investment and maximising the returns.  

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| **ELIGIBILITY CRITERIA** |
| To qualify for support, your project must:   * Be linked to capital investment of at least £200,000. This must have taken place in the past 12 months or is being considered for the next 12 months. * Support the transformation of your workplace through the adoption of new practices, skills or training and link directly to your capital investment   Your organisation must:   * Operate within the area served by Scottish Enterprise (Aberdeen City and Shire, the east of Scotland, Tayside and the west of Scotland) * Operate in a key industry, such as manufacturing, professional scientific and technical, information and communications or clean energy * Have more than 10 employees (unless it focuses on an area that does not require more than 10 employees) |

SECTION 1: **COMPANY INFORMATION**

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| **COMPANY INFORMATION** | |  | **NOTES** | |
| **Company name** | | The full name of the business. | |
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| **Company Address** | | Registered Address – if the project will take place at a different location, please provide this address as well | |
|  | |
|  | **Your Details** |  | |
| **Name** |  |
| **Job title** |  |
| **E-mail** |  |
| **Telephone** |  |
| **Scottish Enterprise Account Manager (if applicable)** |  | Your Scottish Enterprise Account Manager and/or Workplace Innovation Specialist will be involved in supporting you throughout. | |
| **Scottish Enterprise Workplace Innovation Specialist (if applicable)** |  |

SECTION 2**: WORKPLACE TRANSFORMATION PROJECT**

| **Workplace Transformation Project** | **NOTES** |
| --- | --- |
| Describe the project you are seeking support for?  What level of Capital Investment is linked to the project and what will this be spent on? (must be min. £200K)  How will accessing workplace transformation support impact on the project? e.g. increase scale, pace, increase ROI, help you enter new markets  What key training activities are you seeking support for? e.g. technical training, leadership or management development, organisational change, etc.  With our support, will the training be fully delivered by 31st March 2025? *Please note all projects must fully complete by 31st March 2025*  What outcomes do you anticipate achieving as a result of the project? Please tick all that apply.   |  |  |  |  | | --- | --- | --- | --- | | Increased capital investment |  | Improved Productivity and/or efficiency |  | | New/safeguarded jobs paying at least the real living wage |  | Improved Workplace practices or processes |  | | Adoption of new technology |  | Increased skills levels and/or skills utilisation |  | | Increased Innovation |  | Improved Product or Process Quality |  | |  |  |  |  | | Other – please detail |  |  |  | | Please provide as much detail as possible to allow us to fully understand the project and anticipated outcomes  . |

**When your form is complete, please email to the Workplace Innovation team at;**

[enquiries@scotent.co.uk](mailto:enquiries@scotent.co.uk)