

# 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 AND COURSE TITLE 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 ( sent via email by the Service Centre) before commencing the training.
7. Once you have received funding approval you must pay the training provider the agreed contribution (20% of the total course cost for Category 1 & 2 courses, 60% of the total course cost for Category 3 courses.)

# 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 individual registration e-mail from the Service Centre which will confirm your BOSS details (following your registration with Farming Connect). This e-mail will contain details which can be used to LOG IN to BOSS via SOC ( Sign On Cymru ).

Please note : On SOC the customer creates their own password and will need to use their email address as the username.



Cwmwl Amwysyddol Ewrop ar  
Eiddo Ddiwydiol Cymru  
Ewrop yn Bwthynodi mewn Ardaloedd Gwledig  
European Agricultural Fund For  
Rural Development  
Europe Investing in Rural Areas



Llywodraeth Cymru  
Welsh Government

# Registering with BOSS for the first time



Please register using the same email address that you registered with Farming Connect to log into BOSS for the first time.

Go to the BOSS homepage <https://businesswales.gov.wales/boss>

Click **Sign in to SOC** - You will be transferred to the SOC interface

- Click on Sign in with SOC
- Enter the email address this message has been sent to and click **Send verification code**
- The verification code will be sent to the email address you registered on BOSS
- Enter your code in verification code field on the SOC form
- Enter your new password and confirm this in the second field
- Click Continue, you will be transferred to the BOSS profile page, this may take several seconds.
- Please complete all mandatory fields and save, you will then be transferred to the BOSS dashboard, presenting your existing learning history and associated information.



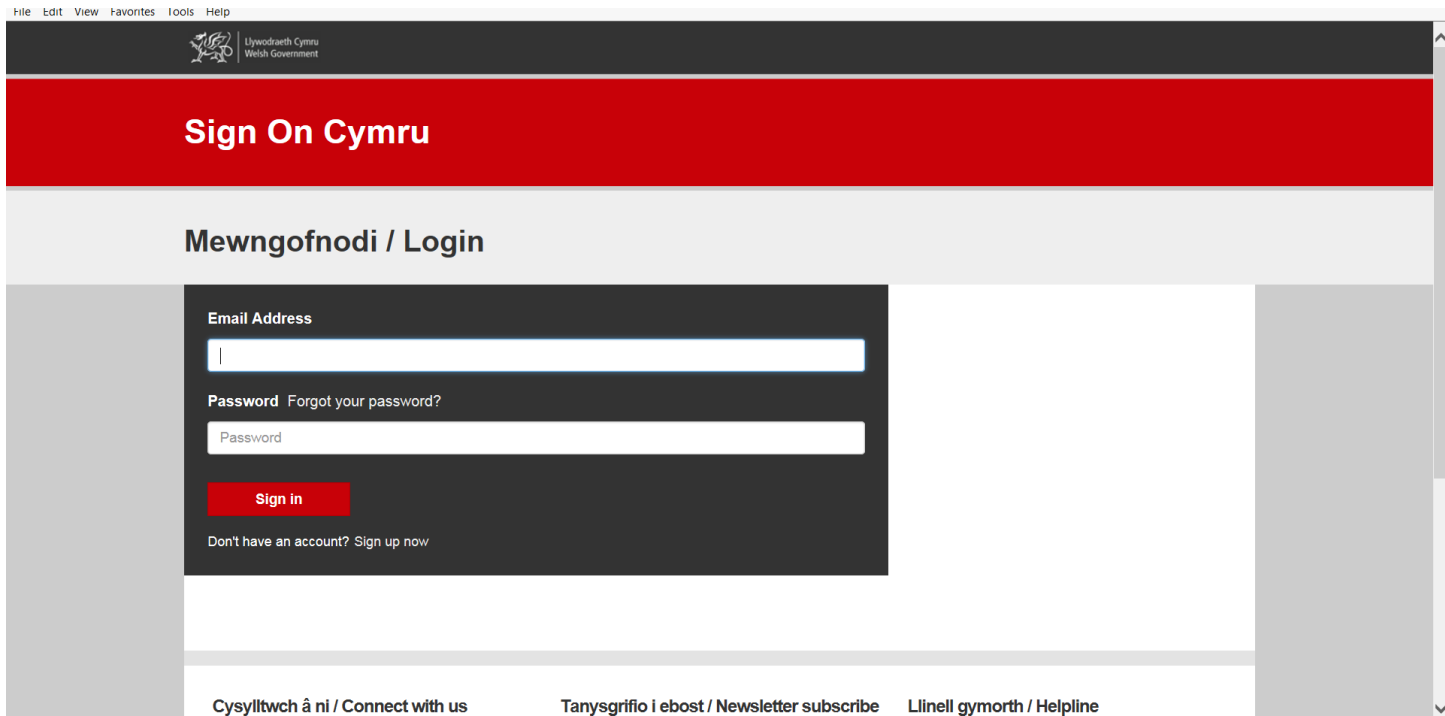
Cwmwl Amwchrydodol Ewrop ar  
pŵer Ddiabŵgwr Kwaiddig  
Ewrop yn Bwllwedd mewn Ardaloedd Gwledig  
European Agricultural Fund For  
Rural Development  
Europe Investing in Rural Areas



Llywodraeth Cymru  
Welsh Government

# Logging into BOSS after registering with Sign On Cymru

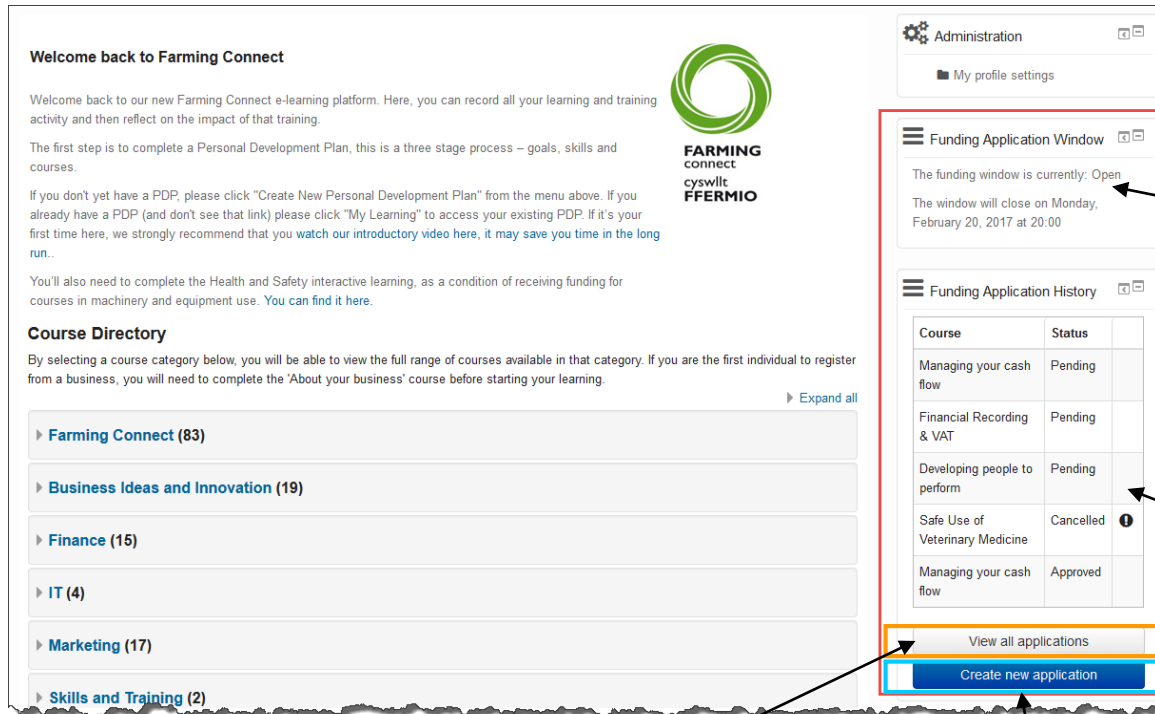
- Using the email address that you registered with BOSS and Farming Connect log in here and enter your password <https://businesswales.gov.wales/boss/>



The screenshot shows the 'Sign On Cymru' login page. At the top, there is a navigation menu with 'file', 'Edit', 'View', 'favorites', 'tools', and 'Help'. Below this is the Welsh Government logo and the text 'Llywodraeth Cymru Welsh Government'. A prominent red banner contains the text 'Sign On Cymru'. Underneath, the heading 'Mewngofnodi / Login' is displayed. The main content area features a dark grey box with the following elements: 'Email Address' with an input field, 'Password' with an input field and a link for 'Forgot your password?', a red 'Sign in' button, and a link for 'Don't have an account? Sign up now'. At the bottom of the page, there are three links: 'Cysylltwch â ni / Connect with us', 'Tanysgrifio i ebost / Newsletter subscribe', and 'Llinell gymorth / Helpline'.

# 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 a list of categories: 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 'Funding Application Window' section showing the current status as 'Open' and a closing date of 'Monday, February 20, 2017 at 20:00'. Below this is a 'Funding Application History' table with columns for 'Course' and 'Status'. The table lists several applications with statuses like 'Pending', 'Cancelled', and 'Approved'. At the bottom of the history table, there are two buttons: 'View all applications' (circled in orange) and 'Create new application' (circled in blue).

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 you 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<sup>7</sup>



# 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

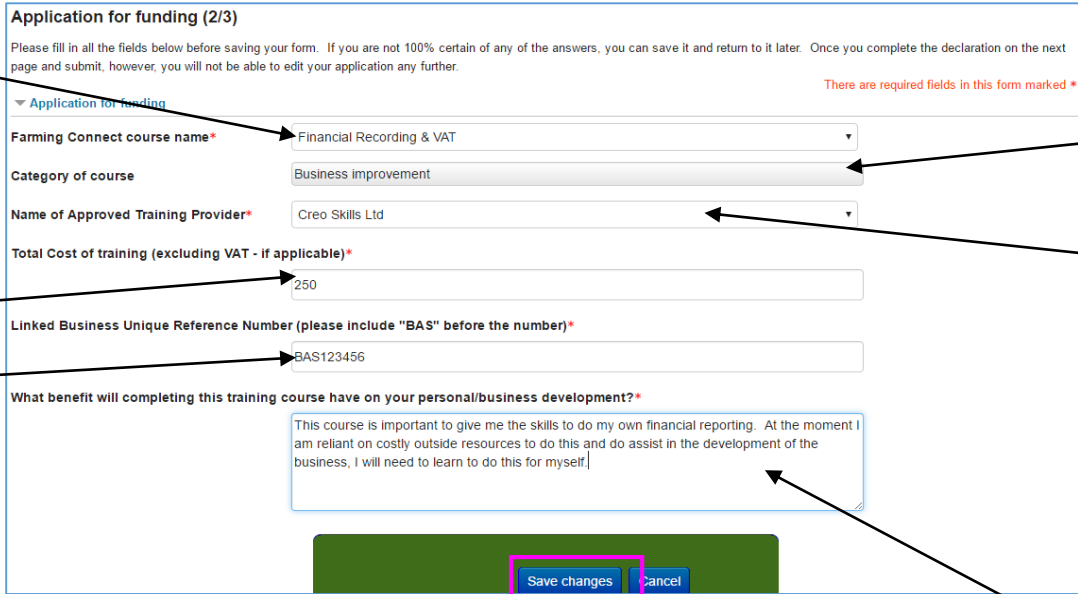
**NOTE: DO NOT** proceed with your application if you cannot answer **YES** to **ALL** questions. Please go back and complete any points you have not done before returning to this page to proceed. <sup>8</sup>





# 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



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

**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

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

**5** 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

**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<sup>LO</sup> 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.

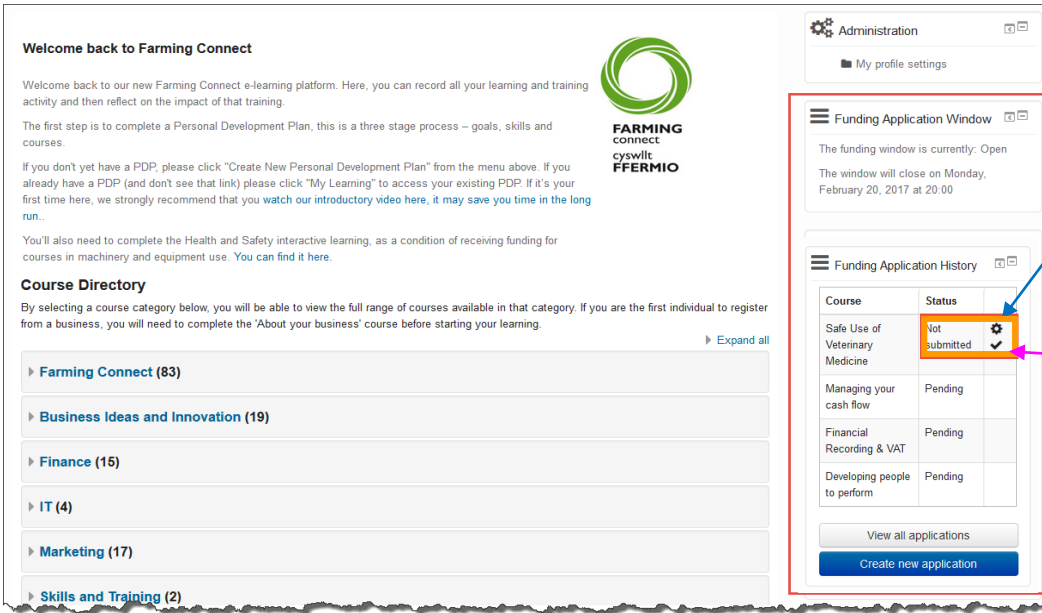
If you don't yet have a PDP, please click "Create New Personal Development Plan" from the menu above. If you already have a PDP (and don't see that link) please click "My Learning" to access your existing PDP. If it's your first time here, we strongly recommend that you [watch our introductory video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





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

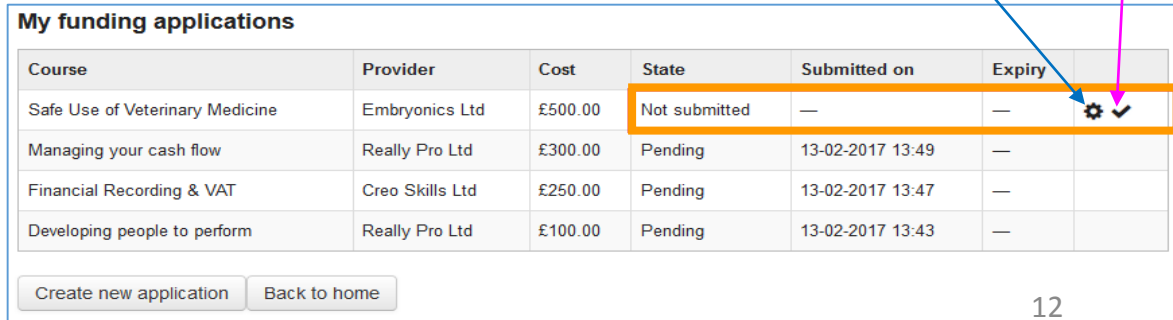
To navigate directly back to the submission page, click on the 'tick' icon

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.

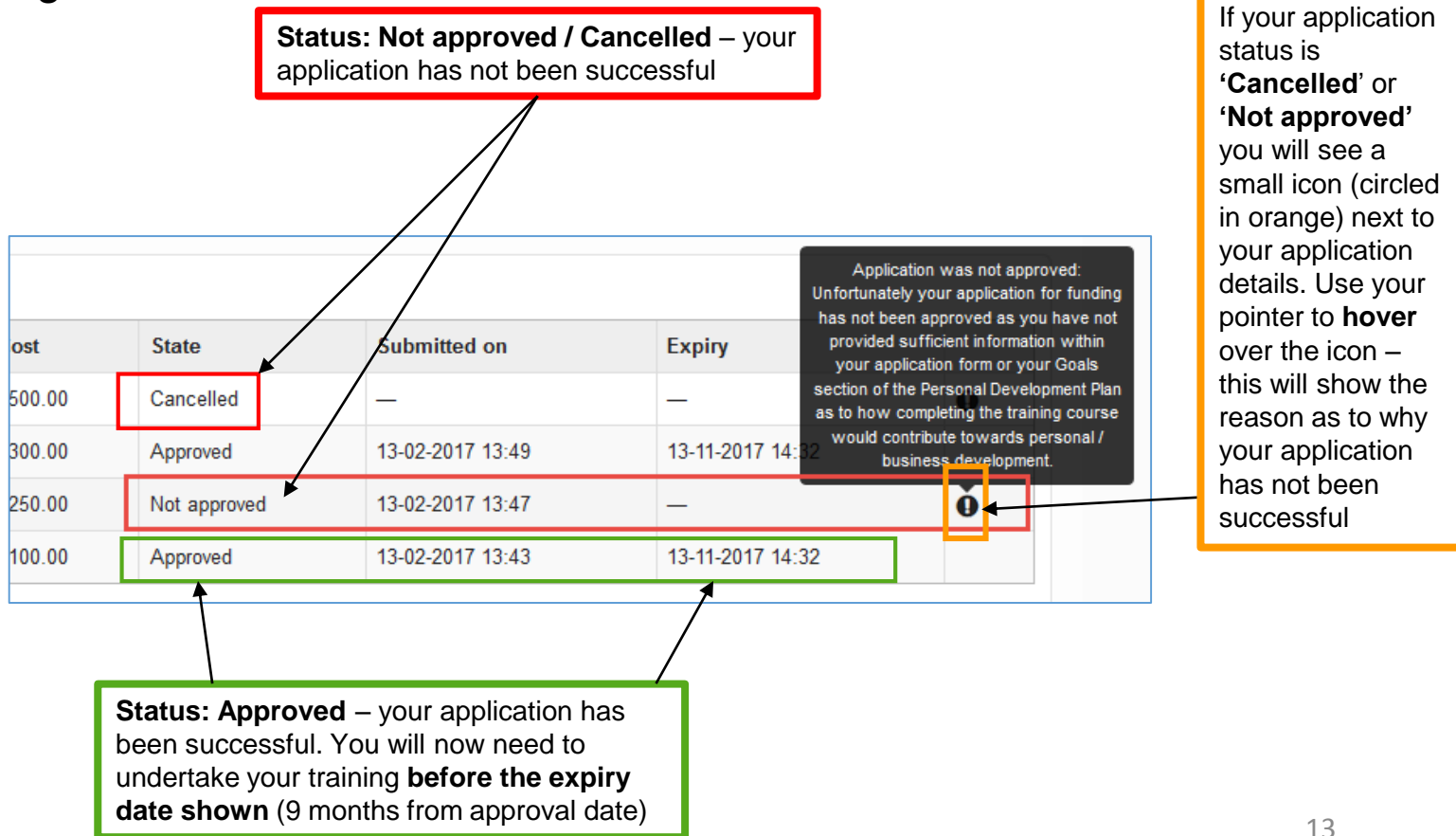
**Status: Not approved / Cancelled** – your application has not been successful

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.

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

**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)

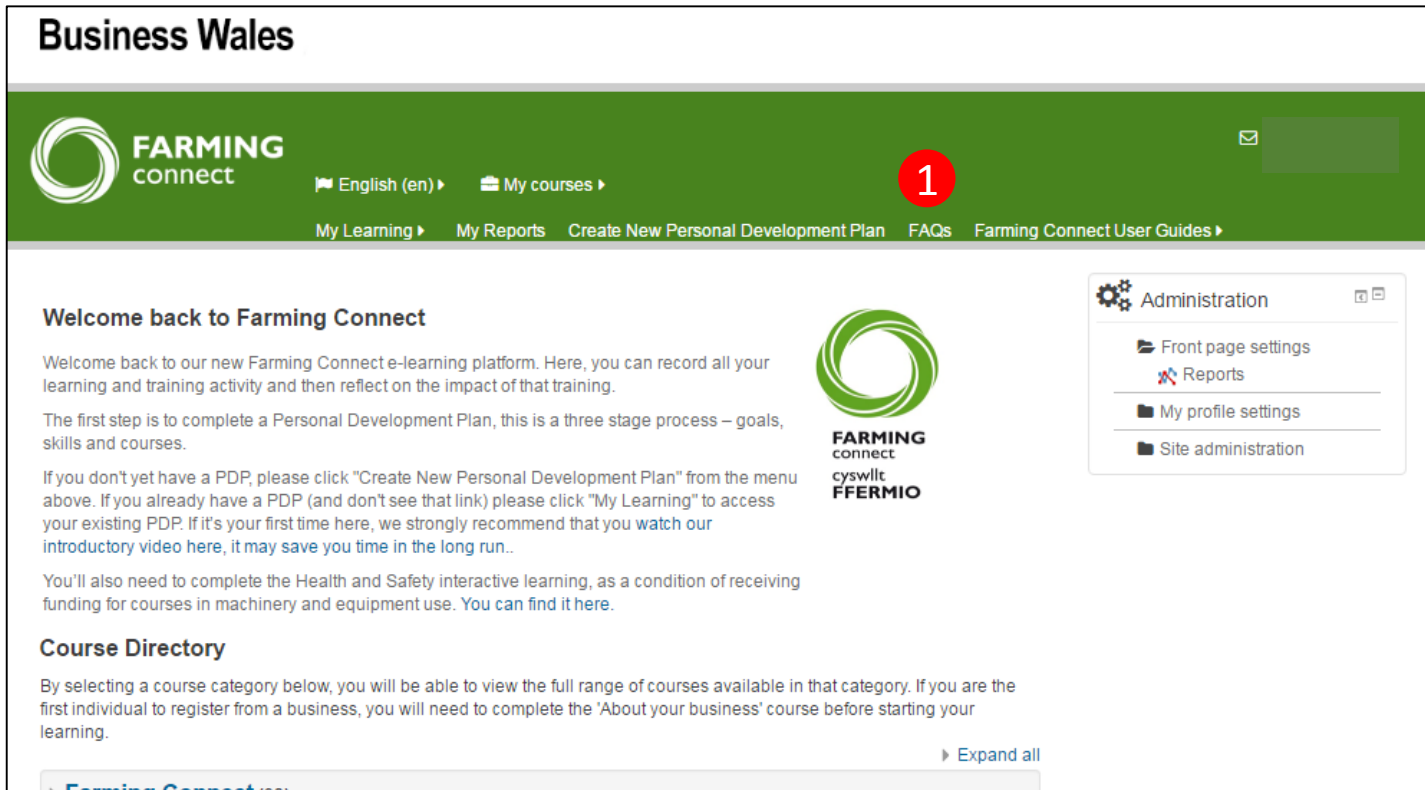


# Status re-cap...

Status	Meaning
<b>Pending</b>	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
<b>Not submitted</b>	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
<b>Approved</b>	Your funding application has been approved – you must complete training before the expiry date
<b>Cancelled</b>	Your funding application has not been approved
<b>Not approved</b>	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.



**Business Wales**

FARMING connect

English (en) My courses

1

My Learning My Reports Create New Personal Development Plan **FAQs** Farming Connect User Guides

**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.

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**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.

Administration

- Front page settings
- Reports
- My profile settings
- Site administration

Expand all

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*

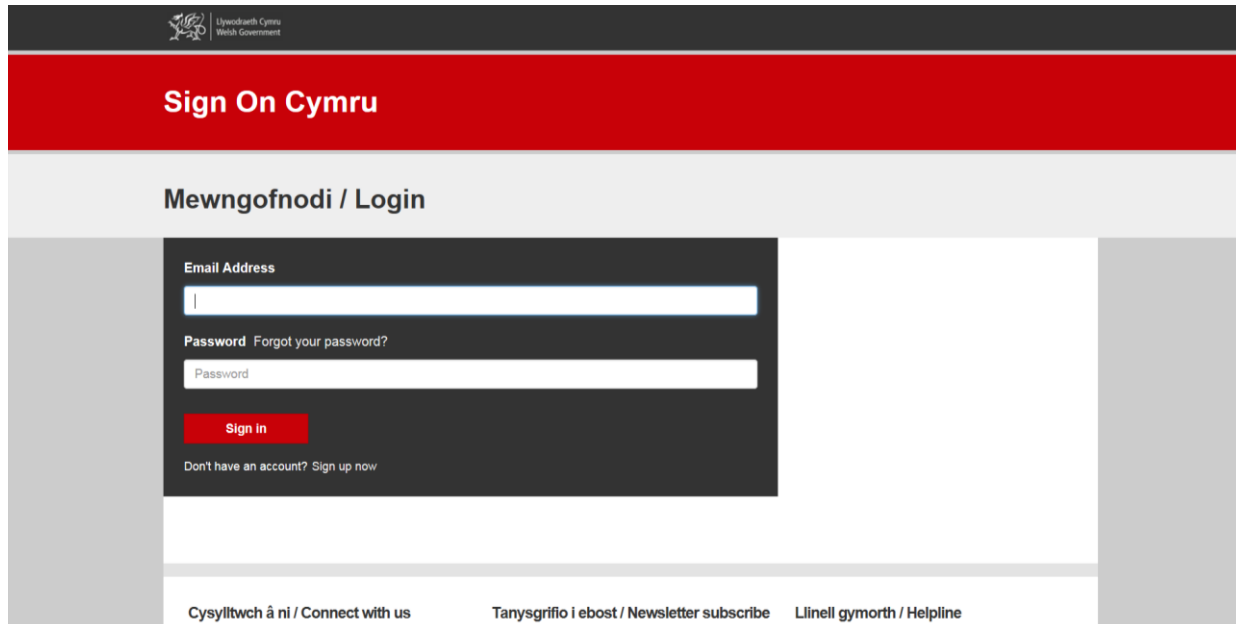


# Handy Hints – Logging in to BOSS

The BOSS system is a Welsh Government website, used by many different sectors.

Sign On Cymru is the new way of logging onto BOSS and was introduced on the 23<sup>rd</sup> August 2018.

Please note : If you would like to update your PDP, access your CPD Record, complete e-learning interactives and/or apply for short accredited training courses during an application window you will need to ensure you have verified your account- please see below if you are encountering difficulties in logging on.



The screenshot shows the 'Sign On Cymru' login page. At the top, there is a header with the Welsh Government logo and the text 'Llywodraeth Cymru Welsh Government'. Below this is a red banner with the text 'Sign On Cymru'. The main content area is titled 'Mewngofnodi / Login'. It features a dark grey login form with the following elements: 'Email Address' with a text input field, 'Password' with a text input field and a 'Forgot your password?' link, a red 'Sign in' button, and a link for 'Don't have an account? Sign up now'. At the bottom of the page, there are three links: 'Cysylltwch â ni / Connect with us', 'Tansysgrifio i ebost / Newsletter subscribe', and 'Llinell gymorth / Helpline'.

# Handy Hints – Logging in to BOSS

**You must ensure that you still have access to the email address used to register with Farming Connect.**

We strongly advise against using a different email address as doing so will create a new account, which will not carryover your training history, CPD Record or personal development plan (PDP).

Sign on Cymru will enable you to access all Business Wales online services, including your Farming Connect online account with a single username and password.

If users are still experiencing technical difficulty logging in, please contact the Farming Connect Service Centre on 08456 000 813 (9:00am - 5:00pm, Monday to Friday) except on public holidays.



# 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 learn more about 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.

