

## LEARNING AND SKILLS COUNCIL LONDON CENTRAL ESF SME ENROLMENT FORM

This form determines whether an organisation supported by a LSC London Central ESF project is eligible to be supported by ESF. The form must be fully completed by all organisations supported by a LSC London Central ESF project. Please read the guidance on Page 3 before completing Questions 7-11.

### ORGANISATION INFORMATION (Please complete in capital letters)

Organisation Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>	Phone Number:	<input type="text"/>
Email:	<input type="text"/>		
Web Address:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Contact Position:	<input type="text"/>		
1. What London borough is the organisation based in? (only tick one box)			
Camden	<input type="checkbox"/>	Southwark	<input type="checkbox"/>
Islington	<input type="checkbox"/>	Wandsworth	<input type="checkbox"/>
Kensington and Chelsea	<input type="checkbox"/>	Westminster	<input type="checkbox"/>
Lambeth	<input type="checkbox"/>	Other London Borough	<input type="checkbox"/>
2. Which of the following sectors best describes the organisation's activities? (only tick one box)			
Construction	<input type="checkbox"/>	Public Administration and Defence	<input type="checkbox"/>
Creative and Cultural	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Education	<input type="checkbox"/>	Services: Finance and Business	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Services: Professional	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	Transport, Communication and Storage	<input type="checkbox"/>
Information Communication Technology	<input type="checkbox"/>	Trade Unions	<input type="checkbox"/>
Manufacturing: Food, Drink and Tobacco	<input type="checkbox"/>	Utilities	<input type="checkbox"/>
Manufacturing: Textiles and Clothing	<input type="checkbox"/>	Voluntary and Community	<input type="checkbox"/>
Personal Care and Health	<input type="checkbox"/>		
Manufacturing: Other (please specify)	<input type="checkbox"/>	<input type="text"/>	
Services: Other (please specify)	<input type="checkbox"/>	<input type="text"/>	
Other (please specify)	<input type="checkbox"/>	<input type="text"/>	

### STATISTICAL INFORMATION

3. What is the organisation's Investors in People status?			
Recognised	<input type="checkbox"/>	None	<input type="checkbox"/>
Committed	<input type="checkbox"/>		
4. Is the organisation more than 50% owned by black or minority ethnic persons?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
5. Is the organisation more than 50% owned by women?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
6. Is the organisation more than 50% owned by disabled persons?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

**ESF ELIGIBILITY (PLEASE READ THE GUIDANCE ON PAGE 3 BEFORE COMPLETING THIS SECTION)**

7. How many people does the organisation employ (including voluntary staff)?

1 – 10  11 – 49  50 – 249  250 or more \*

8. Is the organisation's annual balance sheet total or annual turnover €2 million or less?

Yes  No

9. If you answered "No" to Question 8, is either the organisation's annual balance sheet total €43 million or less, or the organisation's annual turnover €50 million or less?

Yes  No \*

10. What is the legal status of the organisation? (if necessary, tick more than one box)

Sole Trader	<input type="checkbox"/>	Public Limited Company *	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Public Sector Organisation *	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	Non-Independent Company * (please go to Question 11)	<input type="checkbox"/>
Voluntary Organisation	<input type="checkbox"/>		

11. If the organisation is a Non-Independent Company, do any of the following statements apply?

A. The owning organisation meets all of the SME criteria (i.e. employee numbers, turnover and balance sheet)

B. The organisation is held by public investment corporations, venture capital companies or institutional investors that **do** exercise control either jointly or individually

C. The capital of the organisation is spread in such a way that it is not possible to identify by whom it is held and the organisation declares it legitimately presumes it is not owned by one or more enterprise not fitting the SME criteria.

**STATE AID RULES – TRAINING AID EXEMPTION**

State aid rules apply when ESF funding benefits employed people in commercial organisations. The state aid rules are in place to ensure that European Union states do not distort the single market by providing aid to companies that gives them an unfair advantage compared to their competitors. These rules apply to all government funding, including ESF. If state aid rules apply, LSC London Central deals with them using the training aid exemption. Under this exemption, ESF funding can make a contribution to the costs of the training employed individuals, but **the organisations supported must also contribute a proportion of the costs**. This proportion depends on a number of different factors. The maximum percentages of funding that can be contributed through ESF to an organisation are:

	Specific Training	General Training
Large Enterprises	25%	50%
Small and Medium Sized Enterprises	35%	70%

Where the aid is provided to a disadvantaged worker, the aid intensity can be increased by 10%. To claim this increased aid intensity, a *Disadvantaged Worker Declaration Form* will need to be completed and signed by the employer and employee.

**General training** is where the training is applicable not only to an employees' present or future position in the assisted enterprise, as the qualifications provide transferable skills that substantially improve the employability of the employee. Where training leads to the award of NVQs and Key Skills Qualifications, training will be considered to be general in nature.

**Specific training** is where the training provided is principally applicable to the employee's present or future position in the assisted enterprise and provides qualifications that are not transferable.

**Disadvantaged worker:**

- Any young person under 25 who has not previously obtained their first regular paid employment;
- Any person with serious disabilities which result from physical, mental or psychological impairments and yet are capable of entering the labour market;
- Any migrant worker who moves or has moved within the Community or becomes resident in the Community to take up work and who needs professional and/or language training;
- Any person wishing to re-enter working life after a break of at least three years, and particularly any person who gave up work on account of the difficulty of reconciling their working life and family life, for the first six months after recruitment;
- Any person older than 45 who has not attained an upper secondary educational qualification or its equivalent.

## DECLARATION

The Learning and Skills Council (LSC) seeks to keep you updated with relevant information we think may be of interest to the organisation. Please tick the relevant box to indicate whether you are happy to continue receiving information from us (this may take the form of email or postal information). The LSC will not pass your details to any third parties.

Yes  No

I confirm that, to the best of my knowledge, the information above is correct and given in good faith. I confirm that I understand that failure to meet the SME status would result in this enterprise being ineligible to receive ESF funds. In addition, I confirm that appropriate levels of cash contribution will be provided in accordance with the above definitions of Training Aid.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

### For Completion by the ESF Provider

ESF eligibility criteria satisfied? Yes  No

Provider UPIN Number: \_\_\_\_\_

ESF Dossier No.: \_\_\_\_\_ ESF Project No.: \_\_\_\_\_

Signed Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

### ESF ELIGIBILITY

The ESF Eligibility section of the form is intended to identify if an organisation is eligible for ESF support. Where respondents are unsure about how to respond, clarification and evidence should be sought and submitted with the form.

**\* Ticks in any boxes marked with an asterisk in Questions 7, 9 or 10 indicate the organisation may not be eligible for ESF support and activity should only proceed after consulting the LSC, who will confirm eligibility status.**

ESF can only be used to support organisations that are Small and Medium Enterprises (SMEs), which are firms that:

- Have less than 250 employees; and
- Have either an annual turnover of €50 million or less or an annual balance sheet total of €43 million or less; and
- Are less than 25% controlled, either solely or jointly, by firms that are not SMEs.

Furthermore, some projects are aimed at supporting only SMEs that are also micro organisations, which are firms that:

- Have 10 or less employees; and
- Have either an annual turnover or an annual balance sheet total of €2 million or less; and
- Are less than 25% controlled, either solely or jointly, by firms that are not SMEs.

#### Number of Employees and Turnover and Balance Sheet Totals

The number of employees corresponds to the number of annual working units (AWU) (i.e. full-time equivalents) during one year with part-time and seasonal workers being fractions of AWU. The reference year is the last approved accounting period.

The turnover and balance sheet total thresholds are those for the last approved 12-month accounting period. In the case of newly established enterprises whose accounts have not been approved, the totals should be derived from a reliable estimate made during the financial year.

#### Non-Independent Organisations

Non-Independent organisations are those where 25% or more of the capital or the voting rights is held by one enterprise, or owned jointly by several enterprises, falling outside of the definition of SME whichever may apply.

#### Data Protection Act 1998

This information may be shared with other organisations, Department for Education and Skills and Department for Work and Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.

## LEARNING AND SKILLS COUNCIL LONDON CENTRAL DISADVANTAGED WORKER DECLARATION FORM

### DECLARATION

**We confirm that the below mentioned member of our staff falls into the category that has been ticked below:**

Young person under 25 who has not previously obtained his first regular paid employment

Person with serious disabilities which result from physical, mental or psychological impairments and yet capable of entering the labour market

Migrant worker who moves or has moved within the Community or becomes resident in the Community to take up work and who needs professional and/or language training

Person wishing to re-enter working life after a break of at least three years, and particularly any person who gave up work on account of the difficulty of reconciling his working life and family life, for the first six months after recruitment

Person older than 45 who has not attained an upper secondary educational qualification or its equivalent

### Employer Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

### Employee Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_