Company Level Data Capture Form
(Training Aid)

1 What is your company name?	
2 What is your company's registered address inc. Postcode?	
3 Contact Details	**Tel No**: **E-mail:**
Please provide address and contact details for the company requesting support in the Yorkshire & Humberside region if different from address given above.	
Contact Details	**Tel No**: **E-mail:**

ESF support is primarily for Small Medium Enterprises (SME's) although larger companies can be supported. Questions 4 to 5 are intended to identify whether or not a company is an SME. Where respondents are unsure, clarification and evidence should be sought and submitted with this form e.g. if the number of employees might be 250 or 300, consult payroll and send a letter from the enterprise confirming the **actual** number of employees.

Ticks in shaded boxes indicate potential non-eligible status and activity should only proceed after consulting Calderdale College who will confirm eligibility status.

The number of employees corresponds to the number of annual working units (AWU) i.e. FTE during one year with part-time and seasonal workers being fractions of AWU. The reference year is to be the last approved accounting period.
The turnover and balance sheet total thresholds are those of the last approved 12-month accounting period. In the case of newly established enterprises whose accounts have not been approved, the thresholds shall be derived from a reliable estimate made in the course of the financial year.

4 How many people did you employ (AWU) in the last approved accounting period (across the whole organisation)?

10 or less ☐ 11 to 49 ☐ 50 to 249 ☐ 250 to 5000 ☐ 5000 or more ☐

5 Do you have either a balance sheet of no more than €43M (£29M approx), or an annual turnover of less than €50m (£34M approx) *(tick)*

Yes	No

6 What is the legal status of your organisation? **(If necessary, tick more than one box)**

Independent enterprises are those not owned as to 25% or more of the capital or the voting rights by one enterprise, or owned jointly by several enterprises, falling outside of the definition of SME whichever may apply

Sole Trader		Public Limited Company	
Self Employed		Public Sector Organisation/Local Government	
Partnership		Voluntary/Community Sector/ Not for Profit Organisation	
Private Limited Company		Receive 50% or more of your funds from a public sector source	
Non-Independent Company (if yes go to 7)			

7 Non-Independent Enterprises can still be eligible providing you can respond positively to one of the following three statements. If you cannot demonstrate A, B or C, the company is ineligible to receive ESF support.

☐ A that the owning organisation meets all of the Company/Organisation criteria i.e. employee numbers turnover and balance sheet

☐ B the enterprise is held by public investment corporations, venture capital companies or institutional investors that DO NOT exercise control either jointly or individually

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	C if the capital is spread in such a way that it is not possible to identify by whom it is held and the enterprise declares it legitimately presumes it is not owned by one or more enterprise not fitting the Company/Organisation criteria.

8 What is the main function of your business?

Agriculture		Mining and extraction		Utilities (gas, electricity, water)	
Food, drink and tobacco		Textiles and clothing		Metals and mineral products	
Engineering		Other manufacturing		Construction	
Chemicals		Health and education services		Banking and business services	
Distribution and Hotels		Transport and communications		Public administration and defence	
Professional services		Creative & Digital		Health Care Technology	
Advanced Engineering and Metals		Ports & Logistics		Sports Leisure	
Hospitality		Travel & Tourism		Retail	
Print		Other Services (please specify)			

8a What is your main business activity?

Section Two – State Aid (Training Aid Exemption)

Funding provided through the Train to Gain Enhancement Fund can only be provided in the following proportions. The remainder of the costs must be met by the enterprise. Evidence of the enterprise's contribution (otherwise known as private match funding) will be required – for details speak to the Enhancement Fund team at info@enhancementfund.co.uk or refer to the Subcontractor Guidance at www.enhancementfund.co.uk .

	Non Accredited Training (Higher Level Skills)	Accredited Training
Enhancement Fund Contribution	42%	60%

Accredited Training listed on the LSC Learning Aims Database (LAD) http://www.learningaimsdatabase.co.uk include:

- Level 1 Qualifications
- Level 2 Qualifications and modules of Level 2 Qualifications that are not eligible for support from LSC Train to Gain
- Level 3 Qualifications and modules of Level 3 Qualifications that are not eligible for support from LSC Train to Gain
- Qualifications and part qualifications at Level 4 or above

Accredited qualifications (and parts of qualifications) at Level 4 and above which are not on the LAD; the Enhancement Fund will determine whether qualifications not on the LAD will be classed as accredited. In general these are qualifications that are recognised by Higher Education Institutions. Please consult with a Commissioning Advisor prior to submission of your application.

The Enhancement Fund cannot support First Degrees (e.g. BA /BSc) but can support Postgraduate and Foundation Degrees.

Non Accredited Training (Higher Level Skills)

Training not on the LAD will be classed as high level and supported by the Enhancement Fund only if one or more of the following applies:

- The beneficiaries are middle to senior managers or pending a promotion to this level
- The beneficiaries' prior qualifications in general include a level 3 accredited qualification
- The provider has mapped their provision to a qualification level 4 or above and there is a pre-requisite high level of ability / skills required before a person can be accepted onto the programme in question

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

Signed		**Date**	_ _ / _ _ /20 _ _
Name			
Position within firm			

Data Protection Act 1998 *– This information may be shared with other organisations and Department for Education and Skills and Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.*

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SECTION THREE - The following section to be completed by THE ENHANCEMENT FUND ONLY

	Yes	No		ESF	YF
11 Enhancement Fund Eligibility Criteria met?			**11a ESF or YF Funding?**		

12 Local LSC Number	450
13 ESF Dossier Number or YF Reference Number	
14 Local Project Number	118
15 Provider Number (UPIN)	108325
16 Reference Number (A unique number that the provider assigns sequentially to each client company)	

SECTION FOUR – To be completed by the TRAINING PROVIDER supporting the company application

17 Activity Log (Delivery Organisation to complete intended activities prior to completing form)

Type of Activity *Please identify the type of training to be supported*	**Agreed Outcomes** *Please identify the agreed outcomes as a result of training and how it will support the needs of the Company*	**Intended Start Date of Training**

Has the Company committed to the Skills Pledge?	**YES**		**NO**	

Training Provider Signature	
Name	
Date	_ _ / _ _ /20 _ _

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