

## **Leadership, Management and Supervisory (LMS) Fund 2011**

Funding Supported by:



The WITForum Leadership, Management and Supervisory (LMS) Fund support training that increases the skills of leaders, managers and supervisors with BWF and WITForum companies. The fund is provided through the CITB-ConstructionSkills Management and Supervisory Development Programme (M&SDP) Continuation Fund.

### **Application for Funding**

#### **1. Company Details**

<b>Company Name:</b>
<b>Contact Name:</b>
<b>Position:</b>
<b>Contact Tel:</b>
<b>Contact Email:</b>

#### **2. What are you claiming funding for? (please tick)**

- ☐ I am claiming funding for a booking on a leadership, management or supervisory course through the WITForum
- ☐ I am claiming funding for a booking on a leadership, management or supervisory course with an external training provider.

#### **3. Course and Learner Information**

<b>Course Title:</b>
<b>Provider (if not through WITForum):</b>
<b>Provider Address (if not through WITForum):</b>
<b>Provider Contact Name: (if not through WITForum):</b>
<b>Provider Contact Tel (if not through WITForum):</b>
<b>Provider Email (if not through WITForum):</b>
<b>No. of Learners to claim for (max 3):</b>
<b>Learner 1 Name:</b>
<b>Learner 1 Email:</b>
<b>Learner 2 Name:</b>
<b>Learner 2 Email:</b>
<b>Learner 3 Name:</b>
<b>Learner 3 Email:</b>

<b>Cost Per Learner (incl. VAT):</b>	<b>£</b>
<b>TOTAL FUNDING CLAIM:</b>	<b>£</b>

#### 4. Declaration

I have read and understood the terms and conditions outlined below, my company is a BWF or WITForum Member, and I am in-scope and registered with CITB-ConstructionSkills, and I am authorised to sign this agreement on behalf of my company

**Signed:**..... **Print:**..... **Date:**.....

#### Terms and Conditions

##### 1. Scope

- 1.1. The funding supports leadership, management and supervisory (LMS) training only.
- 1.2. The definition of what constitutes LMS training is at the discretion of the WITForum Training Manager and his decision is final.
- 1.3. There are 25 allocations of funding available in 2011 and they will be granted to members on a first-come-first-served basis.
- 1.4. Training must take place **before** 19<sup>th</sup> November 2011.

##### 2. Eligibility for funding

- 2.1. Applicant companies must be members of the WITForum and/or BWF.
- 2.2. Applicant companies must be in-scope and registered with CITB-ConstructionSkills (The grant is provided from funds collected by the levy paid by businesses within the construction industry, thus only companies that are considered in-scope and registered can access this funding).
- 2.3. Non-members can join the WITForum and/or BWF to gain access to the funding. The application process must be completed and subscriptions paid ahead of any training to be funded takes place.
- 2.4. One member company can claim up to 3 allocations of funding in 2011 – any additional delegates taking LMS training will not be funded.

##### 3. Choosing training through the WITForum

- 3.1. The WITForum has a range of LMS courses suitable for grant funding which are available on the BWF website: <http://www.bwf.org.uk/training/courses/management-and-supervisory-training>. The WITForum has negotiated special member rates for training, which means all or a greater proportion of the training will likely be funded compared with seeking an external provider.
- 3.2. The courses that will attract grant funding are clearly indicated in the course listings and on each course's description.
- 3.3. This application for funding must be submitted to the WITForum Training Manager within 5 working days of booking your chosen course.
- 3.4. No evidence needs to be supplied as your attendance will be confirmed directly with the trainer

##### 4. Choosing training outside of the WITForum

- 4.1. Members are permitted to choose training with a provider that is not affiliated with the WITForum
- 4.2. Your chosen training provider must be a registered charity or company and have all the appropriate insurance required for their activity.
- 4.3. The eligibility of the course to be grant funded must be checked with the WITForum Training Manager, and his decision is final. Members are advised to check eligibility before booking the course to avoid disappointment and any penalties incurred for cancellation. The BWF or WITForum will not be liable for any penalties incurred by a company if a request for grant support is rejected.
- 4.4. This application for funding must be submitted within 5 working days of booking your chosen course.
- 4.5. Evidence of attendance and the training fee must be provided to the WITForum Training Manager after completion of the course (e.g. certificate and invoice issued by training provider). Members are responsible for ensuring that evidence is received and accepted by the WITForum Training Manager ahead of any stipulated deadlines.

## **5. Releasing of LMS funds**

- 5.1. Funding is paid to companies retrospectively – learners must have completed the course before any funds are released.
- 5.2. If evidence is required to show attendance, this must be provided ahead of any stipulated deadline.
- 5.3. The WITForum will not be held responsible for any costs incurred by companies due to cancellation or non-attendance, and LMS funds will not be released.
- 5.4. Funds will be released either in w/c 31<sup>st</sup> October 2011 or w/c 28<sup>th</sup> November 2011. You will be notified following receipt of this application which week your payment will be released, and payment is subject to the necessary evidence (if requested) being submitted.
- 5.5. The amount of funds released will not exceed £650 per delegate (up to 3 delegates per company) or the total course cost including VAT, whichever is lower.