

**THIS IS TO BE COMPLETED IN CONJUNCTION WITH READING THE GENERAL RULES OF THE FURTHER EDUCATION FUND**

**APPLICATION FOR A GRANT FROM THE FURTHER EDUCATION FUND**

Name: .....

Address: .....

Telephone Number: .....

National Insurance Number: .....

JIB Grade: .....

Current Employer: .....

Address: .....

Telephone Number: .....

Does your employer know you are making an application? Yes/No \*

If yes, can the JIB approach them? Yes/No \*

If yes, who is the contact name? .....

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**Course Details** (Please ensure that you have read the list on page 2)

Name of Course: .....

Course Provider's Address: .....

Telephone Number: .....

Contact Name: .....

Position: .....

Cost of course (please enclose proof) .....

Has the course fee already been paid? Yes/No \*

If yes please provide ORIGINAL receipt (this will be returned to you).

If no who should any monies be made payable to? .....

Anticipated duration of course: .....

Outcome of course: .....

\* please delete where applicable

Examples of Courses which the Fund will cover are but not limited to:-

BSc/Foundation Degree in Building Services  
BTEC National Certificate in Electrical and Electronic Engineering  
City & Guilds 0603 Level 3 Certificate in Process Technology  
City & Guilds 2372 Installing & Testing Domestic Photovoltaic Systems  
Foundation Degree in Electrical Installation  
City & Guilds 2391-20 Design & Verification  
City & Guilds 4353-01 Level 2 Certificate CAD (2D)  
Fire Detection & Alarm Systems for the Workplace  
HNC in Electrical Building Services  
HNC in Contract Management  
HNC in Electrical and Electronic Engineering  
HNC in Measurement & Control Systems  
ONC in Building Service Engineering

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Specifically **EXCLUDED** Courses are:-

AM2  
City & Guilds 2330 (Technical Certificate)  
City & Guilds 2377 (Portable Appliance Testing)  
City & Guilds 2381 (16<sup>th</sup> Edition)  
City & Guilds 2382 (17<sup>th</sup> Edition)  
City & Guilds 2391-10 (Inspection, Testing & Commissioning of Electrical Installations)  
City & Guilds 239-20 (Design & Verification)  
City & Guilds 3666 – 04 Internal Copper Cabling Course  
Comp'Ex courses  
Main Electrical Training Domestic Electrical course  
NEBOSH National Certificate

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**THESE LISTS ARE NOT EXHAUSTIVE AND IS SUBJECT TO CHANGE**

**Other courses which are not approved by the QCA will be considered for funding and will be dealt with on a case by case basis.**

Note: The JIB **MAY** be able to provide up to £275 financial assistance towards the NVQ Level 3 **IF** you are directly-employed by a JIB member firm **AND** you are applying for a Provisional grading. You will need to apply for grading in the usual way. **If your employer is a member of the ECA then the company can make an application on your behalf for full funding for the NVQ Level 3 from the ECA's Training Fund.**

The ECA also has full funding available for courses which are and are not covered by the JIB Further Education Fund and ECA Members are actively encouraged to pursue these via the ECA. Details are available at [www.eca.co.uk/funding](http://www.eca.co.uk/funding) or the local ECA Regional Manager.

Bursaries are also provided by Unite through its Education and Training Department. Details are available from [www.unitetheunion.org](http://www.unitetheunion.org) email [education@unitetheunion.org](mailto:education@unitetheunion.org)

Please provide a brief statement as to how you believe you will benefit from this Course.

**Declaration**

1. I understand that the JIB will make a grant in accordance with the General Rules of the Further Education Fund, copy of which I have read and understood.
2. I agree that the JIB may call upon me to repay any grant or part of that grant should I not complete the course without valid reason.
3. I agree that the JIB may contact me for promotion purposes.
4. I declare that I have not received any funding for this course from elsewhere and in signing this declaration I agree that the JIB may make enquiries to satisfy itself that this is the case.

For analytical purposes could you please state where you found out about the Fund (please tick as appropriate).

|                         |                          |
|-------------------------|--------------------------|
| JIB Website             | <input type="checkbox"/> |
| JIB Handbook            | <input type="checkbox"/> |
| Unite the Union Website | <input type="checkbox"/> |
| ECA Website             | <input type="checkbox"/> |
| Employer made you aware | <input type="checkbox"/> |

Other (please state).....

Signed .....

Dated .....

## **GENERAL RULES**

1. Any grants or scholarships made through the JIB Fund are discretionary and in accordance with Further Education Fund Trust Deed.

2. Grants will be paid to a maximum of 50% of the course fee up to £500 or as otherwise agreed by the Committee.

The Further Education Fund Committee can award grants or scholarships to enable apprentices and adults to attend courses or receive instruction in subjects related to the electrical contracting industry, for travelling and research in connection with the study and development of subjects related to the electrical contracting industry or for the general promotion of further education and advancement in the electrical contracting industry.

3. The JIB will also consider applications from individuals who wish to undertake a valid research project which will be of benefit to the electrical contracting industry as a whole.

4. Invoices/receipts or any other proof as required by the JIB will be submitted to the JIB.

5. Applications for a grant are ONLY available to JIB graded operatives participating in the JIB Combined Benefits Scheme working for a JIB Member Company and registered apprentices. However this does not preclude anybody who is working for a JIB Member Company and is eligible but, for whatever reason, has not been registered with the JIB.

6. The JIB may close the fund at any time.

7. The JIB reserves the right to alter the level of funding at any time.

8. The annual funding year will run from 1<sup>st</sup> June to 31<sup>st</sup> May.

9. The Committee's decision will be final.