

Subsidy request form

One of Learning and Skills Improvement Service's strategic aims is to improve the diversity profile of sector leaders and therefore, improving diversity and promoting equal opportunities is a key element of our overall mission. We encourage, support and celebrate all aspects of diversity. In order to support this, we offer subsidised places on all of our individual development programmes, services and events.



What is a subsidy?

A subsidy is financial aid given by the government to individuals or groups. Subsidies offered by LSIS are funded by the Department for Innovation, Universities and Skills (DIUS). Funding is provided through a finite fund, and so a limited number of places are available through LSIS in any one financial year.

Eligibility criteria

To qualify for a subsidy, applicants must meet LSIS's eligibility criteria and must be from organisations or projects that are directly funded by the Learning and Skills Council (LSC). All subsidy forms must be supported by a completed enrolment form and the equality and diversity section for each programme or event that you wish to attend. If you have not completed an enrolment form, please do so online at www.lsis.org.uk/enrol

If you have completed only an enrolment form, please complete this subsidy request form and the adjoining equality and diversity section. Information provided in the equality and diversity section will remain and be treated as confidential. Some of the information provided will be used by LSIS and passed on to the Department for Innovation, Universities and Skills (DIUS) as aggregate data to be used for monitoring purposes.

Conditions for subsidy

By completing the subsidy request form, applicants are confirming:

- Their eligibility for the requested subsidy
- They understand the offer of a subsidy is made in good faith and that, if they are found to be ineligible for the subsidy, LSIS will recover the full fees
- Without the subsidy their institution would not be able to meet the full cost of the programme or event
- That non-attendance or failure to complete a programme or event that is subsidised will result in the participant or sponsoring organisation being liable for the full fee.

The form should be authorised by an appropriate countersignatory – a line manager, HR department, etc, to verify that the applicant is eligible and that their organisation is prepared to release them for the full programme duration. In exceptional cases, LSIS would be prepared to accept unauthorised forms, but the applicant should be aware that they may be required to provide evidence of their eligibility and will be personally liable for non-attendance fees. To qualify for a subsidy, applicants must meet LSIS's eligibility criteria and must be from organisations or projects that are directly funded by the Learning and Skills Council (LSC).

The Learning and Skills Improvement Service (LSIS) offers a limited number of subsidised places on all our individual development programmes, services and events to LSC-funded organisations. Requests for a subsidy must be made either when enrolling on an event or programme at www.lsis.org.uk/enrol or by completing the subsidy request form, ensuring the equality and diversity section is completed. Enrolment forms must be supported by a completed equality and diversity and subsidy request form (if applicable). Enrolment forms can be completed online at www.lsis.org.uk/enrol

1. Programme or event enrolment

Name:

Start date:

2. Personal details

Title (e.g. Mr, Ms, Mrs, Dr)

First name:

Surname:

2. Subsidy request and categories

Please tick this box to confirm that you have read and understood the subsidy requirements.

Subsidy request

To qualify for a fee subsidy, it is compulsory that you tick the appropriate category* for which you are applying

100% black and minority ethnic participants

100% disabled participants

100% lesbian, gay, bisexual or transgender

50% work-based learning providers

50% adult and community learning providers

25% independent specialist colleges and LSC-funded colleges catering wholly for young adults with special educational needs.

*Detailed guidance notes can be viewed at www.lsis.org.uk/subsidypolicy

4. Approving manager

Title (e.g. Mr, Ms, Mrs, Dr)

First name:

Surname:

Job title:

Telephone no:

Signature:

Date:

Please send your completed form:

Post: Learning and Skills Improvement Service, 47 Mark Lane, London, EC3R 7QQ

Fax: 020 7929 8798

Or enrol online at www.lsis.org.uk/enrol

For more information call the enquiry line on 0870 060 3278

LSIS118

Equality and diversity monitoring form

The Learning and Skills Improvement Service (LSIS) is committed to supporting equality of opportunity and works towards ensuring that everyone has access to all our products and services. Please help us monitor the effectiveness of our equality and diversity work by answering the questions below*.



LSIS adheres to the Data Protection Act 1998 and we are committed to protecting your right to privacy as a consumer of our services. Some of the information you provide will be kept on the LSIS database, shared with the Department for Innovation, Universities and Skills (DIUS) only as aggregate data to be used for monitoring purposes. Your personal details will be kept confidential.

**The information provided can be used to support your subsidy request (if needed). Please read our guidance notes at www.lsis.org.uk/subsidypolicy*

1. Ethnic background

- A. **White** British Irish Any other white background
- B. **Mixed** White and black Caribbean White and black African White and Asian Any other mixed background
- C. **Asian or Asian British** Indian Pakistani Bangladeshi Any other Asian background
- D. **Black or black British** Caribbean African Any other black background
- E. **Chinese or other ethnic group** Chinese Any other ethnic group (Please specify)
- F. Prefer not to say

The above classification of black and minority ethnic (BME) groups is in line with the 2001 census breakdown.

2. Age group

- Under 25 26-34 35-44 45-54 55-64
- 65+ Prefer not to say

3. Employment status

- Are you employed? Full-time Part-time Prefer not to say

4. Gender

Male Female Prefer not to say

5. Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he or she “has a long term physical or mental impairment which has a substantial and long term adverse affect on his/her ability to carry out normal day-to-day activities”.

Do you consider that you have a disability? Yes No Prefer not to say

If yes, please indicate whether your disability is Physical Sensory

If comfortable to do so, please state your type of disability:

Do you require special arrangements for your disability? Yes No

Your requirements:

6. Sexual orientation

Lesbian or gay Bisexual Heterosexual Transgender Other

Prefer not to say

7. Religion or belief

Christian Muslim Buddhist Sikh Hindu

Jewish None Prefer not to say

Other (*please specify*)

Monitoring religion or belief and sexual orientation is in accordance with the Employment Equality Regulations 2003.

Please return this with your application form. Thank you.

For internal use only

Yes No

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Course code

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Accepted on course?

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