**KESS II Participant Proposal Form 2015-16**

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| ***For KESS II CENTRAL Office usE ONLY*** | ***KESS II Proposal******Reference Number*** |  **CMetU \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| --- |
| **Completed proposal form to be submitted by the participant.****Post a completed, signed, paper copy to :****Research & Enterprise Services European Office, Cardiff Metropolitan University, Western Avenue, Cardiff, CF5 2YB****Enquiries:** **kess@cardiffmet.ac.uk** |

**Section A – Basic Details**

**1). Type of Scholarship**

|  |
| --- |
| **Please tick: PhD       MRes       Masters by Research       Other**  |

|  |  |
| --- | --- |
| **Project Title** |  |
| **KESS Proposal Reference Number** | **CMetU\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Project Start date** |  |

**2). Participant Details at the time of application**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms, Miss, Dr)** |       |
| **Surname** |                                |
| **First Name(s)** |                                |
| **Full Address** |                                                                                                                                                        |
| **Country** |                                |
| **Post Code** |                                |
| **Contact Number** | Home:                 | Work:                 |
| **Mobile Number** |                                |
| **E-mail address** |                                |
| **Preferred language of communication** | Welsh       | English       |
| **National Insurance Number** |                                |
| **Date of Birth** |                                |

|  |  |
| --- | --- |
| **How did you find out about KESS II e.g. website, University, Business support agency, other? Please specify:** |  |

Employment Status prior to start of Project:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Status Prior to Registration** | **Please tick** | **Months unemployed** | **Hours worked p/w** |
| Employed (excluding self-employed) |       |       |       |
| Self-employed |       |       |       |
| Claiming Job seekers allowance (for up to one year) |       |       |       |
| Claiming Job seekers allowance (for over one year) |       |       |       |
| Not in work and not claiming Job seekers Allowance (excluding those in full time education) |       |       |       |
| In full time education |       |       |       |
| Employed full time in a company employing **less** than 250 employees (full time = 30 hours or more per week) |       | **Business Activity** |
| Employed full time in a company employing **more** than 250 |       |
| Employed part time in a company employing **more** than 250 |       |
| Employed part time in a company employing **less** than 250 |       |

**3).Personal Statement**

Other relevant information and/or experience you would like to include in support of your application.

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|  |

**4). Education and Career**

You should indicate here details of all **POST-SECONDARY** education, academic and professional qualification achieved/expected (please put official title if award) with the most recent first.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University / Institution attended (with dates)** | **Degree / Qualification title** | **Main Subject** | **Classification or Grade** | **Date of Award** |
|  |  |  |  |  |

**5).Details of relevant employment to date:**

|  |  |  |
| --- | --- | --- |
| **Employer (with dates)** | **Period of Employment** | **Main Duties** |
|  |  |  |

**6).Conflict of interest**

|  |
| --- |
| Are you related or connected with anyone employed by the University, with any member of the University Council, or with any member of the Company Partner? Any possible conflicts of interests must be declared here :Yes       No      If Yes, please provide details below: |

**7). Declaration**

|  |
| --- |
| The information given on this form will be kept strictly confidential and will only be shared with relevant staff within the University on a need to know basis. The information will be used in accordance with the University’s Data Protection Policy, and the requirements of the Data Protection Act 1998. I agree that the information provided on this form can be forwarded to the Welsh European Funding Office.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section C – Eligibility**

**IMPORTANT**

**Eligibility to be determined at a registration event to be notified, the point of entry – when the individual first attends each individual ESF activity/first receives support. You must bring this completed SECTION C of the application to a member of the KESS II Team at registration, otherwise we will not be able to confirm your eligibility and approve the ESF funding, and you will NOT be able to complete your University registration.**

1. **Basic Details**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms, Miss, Dr)** |                                |
| **Surname** |                                |
| **First Name(s)** |                                |
| **Full Address****(If different from Section A)** |                                                                                                                                                        |
| **Country** |                                |
| **Post Code** |                                |
| **Contact Number** | Home:                 | Work:                 |
| **Mobile Number** |                                |
| **E-mail address** |                                |
| **Preferred language of communication** | Welsh       | English       |
| **National Insurance Number** |                                |
| **Date of Birth** |                                |

1. **Education**

|  |  |
| --- | --- |
| **Highest level of qualification to date**  |                                |
| **Name of awarding Academic Institution / Qualifying body** |                                |
|  |  |
| 1. **Employment Status on Registration**
 | **Please tick** | **Months unemployed** | **Hours worked p/w** |
| Employed (excluding self-employed) |       |       |       |
| Self-employed |       |       |       |
| Claiming Job seekers allowance (for up to one year) |       |       |       |
| Claiming Job seekers allowance (for over one year) |       |       |       |
| Not in work and not claiming Job seekers Allowance (excluding those in full time education) |       |       |       |
| In full time education |       |       |       |
| Employed full time in a company employing **less** than 250 employees (full time = 30 hours or more per week) |       | **Business Activity** |
| Employed full time in a company employing **more** than 250 |       |
| Employed part time in a company employing **more** than 250 |       |
| Employed part time in a company employing **less** than 250 |       |

1. **Income**

|  |  |  |
| --- | --- | --- |
| **Have you identified any other suitable sources of grant funding which could support your participation in this course?** | Yes       | No       |
| **Would you be able to pursue this postgraduate training if you did not receive support from the European Social Fund?** | Yes       | No       |
| **If you have answered yes, please explain how :** |
| **Do you have any savings?** | Yes      If Yes, please state how much £          (please provide proof of any saving e.g. bank statement) | No       |
| **What Income are you receiving?** | £            | weekly/monthly |
| **Do you have a bank account?** | Yes      (please provide proof – one full month recent bank statement) | No       |

1. **ESF Entry Conditions and Acceptable Documentation**

|  |  |  |
| --- | --- | --- |
| **Support Entry Conditions** | **Proof of Eligibility*****(original documents required; only one item from list)*** | **Confirmed / Certified True Copy retained** |
| **Basic rules to participate in the Wales ESF programmes**Legal right to live in the UK during the time of the ESF support.Legal right to work in an EU member state (working with company partner). | * National Insurance number, either plastic or letter from HMRC/DWP (you must have the right to work or study in the UK to receive a National Insurance number).
* Full passport (EU)
* Full passport (not in EU)
	+ - Passport either endorsed ‘indefinite leave to remain – proceed’ (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met.
		- Some non-EEA nationals may have an Identity Card issued by the Home Office in place of a visa, confirming the individual’s right to stay, work or study in the UK – these cards are acceptable.
* Letter from the UK Immigration and Nationality Directorate granting ‘indefinite leave to remain’ (settled status).
* Birth / adoption certificate (EU)
* Residency permits for foreign nationals (usually in passport)
* Marriage / civil partnership certificate (if partner has legal right to live in the UK and can be evidenced).
 |                                          |
| **Education**Support only for those who have attained a specific qualification(s) or certain level of educationSupport only for those qualified in a specified subject / fieldOnly for those in Full-Time study | **Qualifications held*** Qualifications certificate issued to individual.
* Access to internal records of the academic institution / qualification body. If such direct access would not be available to auditors / WEFO staff in the future, then the project must retain copies of the records inspected.
* Project or the participant to request confirmation of qualifications in writing from the academic institution / qualification body.
 |                 |
| **Employment**N/A | N/A | N/A |
| **Age**Minimum age; maximum age; age ranges | * Birth certificate
* Full driving licence (EU)
* Full passport
* National Identity Card (EU)
* Firearms certificate / Shotgun licence
* Northern Ireland Voters Card
* Employment contract / payslip (if date of birth quoted)
* Pension statement (if date of birth quoted)
* Evidence that in receipt of age-related state benefits
* Letter / confirmation from educational institution (if applicable)
 |                                                    |
| **Employer / employment sector**N/A | NJ/A | N/A |
| **Address / geographic location of individuals**Living, working or studying in the programme region providing the funding.  | **Home*** Tenancy agreement / documents
* Mortgage statement / correspondence
* Recent statement from bank / building society / credit card company / credit union
* Recent utility bill or council tax demand / correspondence
* Evidence of registration on electoral roll
* Correspondence from employer, pension scheme
* Full driving licence (UE)
* Firearms certificates / shotgun licence
* Letter / confirmation from home owner (family / lodging)
* Benefits / State pension notification letter
* HMRC correspondence
* Rent card / statement
* Solicitors correspondence
 |                                                                   |
|  | **Work*** Latest payslip (if actual work address indicated)
* Employment contract (if more than one possible work location – must confirm actual work address).
* Correspondence from employer (if more than one possible work location – must confirm actual work address).
 |                 |
|  | **Study*** Correspondence from institution
* Students ID card 9 if identifies name of institution)
* If institution has locations in more than one programme region (i.e. both East Wales & West Wales and the Valleys), must also identify main location of course.
 |                 |
| **Income – Question 4****(you must provide proof for all of these items)** | * If you have answered ‘YES’ that you have savings, you must provide proof e.g. Bank / Building Society statement.
* If you have stated that you are receiving a regular income, you must provide proof e.g. Bank / Building Society statement.
* If you have answered ‘YES’ that you have a bank account, you must provide proof e.g. Bank / building society statement
 |                 |

1. **Declaration**

|  |
| --- |
| ***The information given on this form will be kept strictly confidential and will only be shared with relevant staff within the University on a need to know basis. The information will be used in accordance with the University’s Data Protection Policy, and the requirements of the Data Protection Act 1998.******I confirm that the information given above is correct and understand that the decision regarding my eligibility to receive ESF funding is made on the basis of the information I have provided on this form. I agree that the information provided on this form can be forwarded to the Welsh European Funding Office.*****Participant**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**KESS II Office approval** ***(Please delete as appropriate)****On the basis of the information provided above, this application* ***meets/does not meet*** *the eligibility criteria and is* ***accepted/not accepted*** *as eligible to receive support from the European Social Fund*.Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Project Manager / Project Co-Ordinator*** |

**Equal Opportunities**

**This information is collected for statistical purposes only, please put 🗸 in the relevant box.**

|  |  |
| --- | --- |
| **Title (Mr, Mrs, Ms, Miss, Dr)** |                                |
| **Surname** |                                |
| **First Name(s)** |                                |
| **Date of Birth** |                                |

|  |  |  |
| --- | --- | --- |
| **Gender** | Male       | Female       |
| **Disabled** | Yes      If yes, nature of disability                     | No       |
| **Work Limiting health condition?** | Yes       | No       |
| **Lone parent** | Yes       | No       |

|  |  |  |
| --- | --- | --- |
| **Speak Welsh** | Yes       | No       |
| **Understand Welsh** | Yes       | No       |
| **Read Welsh** | Yes       | No       |
| **Write Welsh** | Yes       | No       |

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| --- |
| **I would describe my ethnicity as:** |
| Black |       | White |       |
| Black British |       | British |       |
| Black English |       | English |       |
| Black Irish |       | Irish |       |
| Black Scottish |       | Scottish |       |
| Black Welsh |       | Welsh |       |
| Caribbean |       | Any other White background, please specify: |       |
| African |       |  |  |
| Any other Black background, please specify: |       | **Dual Heritage:** |  |
|  |  | White and Black Caribbean |       |
| Asian |       | White and Black African |       |
| Asian British |       | White and Asian |       |
| Asian English |       | Any other dual heritage background, please specify |       |
| Asian Irish |       | Gypsy |       |
| Asian Scottish |       | Traveller |       |
| Asian Welsh |       | Romany |       |
| Indian |       |  |  |
| Pakistani |       |  |  |
| Bangladeshi |       |  |  |
| Chinese |       |  |  |
| Any other Asian background, please specify: |       |  |  |
| If you would prefer to describe your ethnic origin in another way, please do so: |                                     |

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| --- | --- | --- |
| **Are you a migrant** | Yes | No       |
| **If yes, are you an EU Migrant?** | Yes – EU migrant | No – Non EU migrant |

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| **INFORMATION ON THE USE OF PERSONAL DATA IN ESF TRAINING AWARD APPLICATIONS**The Knowledge Economy Skills Scholarships II (KESS II) Project will collect and use personal information supplied by you for the purpose of administering your ESF Training Award as outlined in the KESS II Scholarships Terms and Conditions document. The University will collect the personal information via the Participant Record Form, the Equal Opportunities Form, the Destination Form and the Participant Evaluation Form. The information given to the University will be kept secure and will only be shared with relevant staff within the University on a need to know basis for the purpose of award administration.Whilst you are a student at Cardiff Metropolitan University, the University will keep your details on file. Once you have left the University it is a condition of the ESF Training Award that the information is kept by the University for 10 years as required by the ESF Training Award scheme. During this retention period your information will be kept confidential and secure. It is a requirement of the ESF Training Award that the University may be required to share some of the information it holds on you for the purpose of evaluating the effectiveness of the ESF in the UK. You should be aware that under the terms of the Data Protection Act 1998, you have the right to a copy of the information which the University holds about you. The University’s procedure for accessing information can be found here:-[Cardiff Metropolitan University How to request information](https://www.cardiffmet.ac.uk/about/structureandgovernance/Documents/How%20to%20make%20an%20Request%20for%20Information.pdf)Alternatively you are invited to contact the member of staff responsible for data protection compliance at the University:-Andrew Lane, Senior Officer, Secretariat Unit, Cardiff Metropolitan University, Llandaff Campus, CF5 2YBe-mail: freedomofinfo@cardiffmet.ac.uk tel: 02920 205758**Participant**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |