**Overview**

The Benevolent Society, the charitable society of the British Allied Trades Federation, provides support, in the form of annual bursaries, for those who are either studying, or wish to obtain further skills/qualifications. The area of study should be within an area pertinent to either beginning their careers in the industry sectors covered by the National Association of Jewellers, British Travelgoods and Accessories Association, The Giftware Association, the Jewellery Distributors’ Association and the Surface Engineering Association, or career progression within these sectors.

\*\*Please return your completed application form to [laura.b.banner@gmail.com](mailto:laura.b.banner@gmail.com)

## Guidelines & criteria for assessment for an award

Award amount: up to a maximum of £9,000.00 for one candidate for education and/or training.

**Eligibility:** 1. Candidate must be aged 21 (or over) at 1st September in the year of entry to chosen area of study/course.

2. Permanent UK resident

3. Candidate is currently working in or anticipates working in the allied trades covered by the BATF\* when course is completed.

4. Candidate’s financial situation will be taken into consideration/means tested.

**Application:** 1. Application in writing, including completion of income and expenditure details.

2. Recommendation from Trade Association

3. Award paid on a termly basis to the provider at the start of each term by BACS

**Conditions:** 1. Applications to be reviewed by The Benevolent Society committee **on a quarterly basis. Please note submission dates as stated on the application form.**

2. We are unable to consider your application unless all sections of the form are completed included financial information.

3. We are unable to support applications towards business startup costs or for financial assistance towards the purchase of tools and/or materials.

4. The Benevolent Society supports education, training and continuing professional development courses which are accredited by a recognised educational institution or an accredited supplier. Please contact Laura Banner if you have any queries [laura.b.banner@gmail.com](mailto:laura.b.banner@gmail.com)

5.Recipient acknowledges award at end of year degree/diploma show if appropriate and agrees to participate in publicity and PR. Recipient also agrees to provide regular quarterly or termly updates to the trustees throughout their year of study.

6. The Applicant agrees to reimburse The Benevolent Society in full, if they do not complete the course.

7. The Benevolent Society reserve the right to withdraw this bursary should the applicant not fulfil the conditions or should insufficient funds be available to the society.

## \*The British Allied Trades Federation Benevolent Society assists those who used to work in the industry sectors covered by the British Allied Trades Federation e.g. Manufacturing, wholesaling, importing and distribution of precious and non-precious jewellery and accessories, silverware, and watches and clocks, giftware, luggage, leather goods and handbags, surface engineering and allied trades.

**The Benevolent Society Bursary Application 2020**

**2020 application submission deadlines:**

17th February 2020

1st June 2020

21st September 2020

23rd November 2020

**PERSONAL DETAILS**

**Family/Last name - Prof./Dr/Mr/Mrs/Miss/Ms\* \****DELETE AS APPROPRIATE*

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|  |

**First Name(s)**

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**Correspondence Address:**

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| --- |
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**Address if different from correspondence address ( e.g term time)**

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|  |

**Home telephone:**

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**Mobile:**

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**E-mail**

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**Date of Birth**

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**Do you have any disabilities or special needs? Yes/No**

**If yes please give further details**

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**Nationality**

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| --- |
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**Intended/Current Course programme (Please complete the appropriate columns as applicable to your course/area of study - please refer to definitions on page 10)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEVEL | START AND END DATES | INSTITUTION OR ACCREDITED SUPPLER NAME. | COST | FULL OR PART TIME |
| APPRENTICESHIP |  |  |  |  |
| HND/ND/NVQ |  |  |  |  |
| DEGREE |  |  |  |  |
| POSTGRADUATE |  |  |  |  |
| CPD |  |  |  |  |
| OTHER |  |  |  |  |

**If your course has started has there been any change in your personal circumstances since you began your course/your studies? If yes, please give further details.**

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**Student number (if known)**

|  |
| --- |
|  |

**Project supervisor/proposed supervisor/tutor**

|  |
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**Supporting statement from current tutor (if applicable), use additional:**

|  |
| --- |
| **Please comment on commitment, attendance and include any comments you feel are relevant.**  Name ……………………………………………….  Signature ………………………………………….. |

**Amount of funding required**

|  |
| --- |
|  |

**How much industry experience do you have?**

|  |  |  |
| --- | --- | --- |
| Years | Please tick | Which  Sector? |
| 0-5 years |  |  |
| 6-10 years |  |  |
| 11-25 years |  |  |
| 25+ years |  |  |

**Are you currently employed and/or in business? Yes/No**

**Please give breakdown of funding required i.e. £2000 course fees (please note that proof of cost will be required if your application is successful):**

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**Please state in no more than 200 words your reasons for applying and why you wish to be considered for a bursary:**

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**Please state how you will cover your day to day living expenses:**

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**Please give tell us what your objectives are upon completion of your course:**

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**Please state any other funding sources that you are currently receiving or have applied for:**

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**I hereby confirm the information that is given is accurate to the best of my knowledge and that I understand and accept the conditions of the bursary.**

**Signature**

|  |
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**Date**

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**For official use only:**

|  |  |
| --- | --- |
| Date submitted: |  |
| Decision of Committee: | |

|  |  |  |
| --- | --- | --- |
| **MONTHLY INCOME** | | £ |
| Student loan | |  |
| Employment | |  |
| Other (please specify): please include any benefits, payments from friends/family etc | |  |
| **TOTAL:** | | £ |
|  | | £ |
| **MONTHLY EXPENDITURE** | |  |
| RENT – AMOUNT PAID (ie net of Housing Benefit) | |  |
| MORTGAGE (if applicable) – AMOUNT PAID | |  |
| MORTGAGE (if applicable) – AMOUNT OUTSTANDING £…………… | | --- |
| COUNCIL TAX PAID (ie net of any benefit) | |  |
| WATER RATES | |  |
| GAS | |  |
| ELECTRICITY | |  |
| TELEPHONE | |  |
| TV LICENCE | |  |
| TV RENTAL | |  |
| CAR - FUEL | |  |
| INSURANCES | Life  Building  Contents Endowment  Car |  |
|  |
|  |
|  |
| HP/LOAN AND OTHER DEBTS (please list on reverse if necessary) | Amount Outstanding  Monthly payments |  |
| FOOD | |  |
| OTHER (please specify) | |  |
| **TOTAL:** | | £ |
| **Excess Income/Deficit** | | £ |
| IF YOU ARE A HOME OWNER, WHAT IS THE VALUE OF YOUR PROPERTY?  IF NOT IS YOUR PROPERTY OWNED BY (A) PRIVATE LANDLORD (B) HOUSING ASSOCIATION (delete as applicable). | | £ |
| WHAT IS THE VALUE OF YOUR SAVINGS? | | £ |
| SIGNED ........................................ PRINT NAME ...................................... DATED ........................... | | |

**Definitions:**

**Education** is the process of facilitated and/or systematic learning, or the acquisition of knowledge. It involves the processes of teaching, and learning, usually through recognised institutions such as schools, colleges or universities, its aim is to improve knowledge and develop the person being educated.

**Training** has specific goals of improving one's capability, capacity, productivity and performance. It is the process of learning or developing the skills that you need to do a

specific job which relates to specific useful competencies.

To train someone is the action of teaching a person a particular skill or type of behaviour.

**Continuing Professional Development** (**CPD**) is the term used to describe the learning activities professionals engage in to develop and enhance their abilities. CPD courses primarily (but not exclusively) offer more vocational and skills-based or 'practical' learning.