

The eLean Project

eLearning in Advanced Business Improvement Techniques Thinking & Practice

Company Registration Form see completion notes overleaf

Company Name:	Contact Name:
Address:	Position:
	Tel:
Postcode:	E-mail:
County:	Number of full time equivalent employees:
Nature of Business:	
Is the company's balance sheet more than €43m? (about £30m)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the company's annual turnover more than €50m? (about £35m) - most recent financial year	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do other firms own more than a quarter of the company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does a company with assets or turnover over €27m own more than ¼ of your company's issued share capital?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received any grants or state aids in the last three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'yes' to any of these questions, provide details below	

Complete on a separate page if necessary

I declare that the details given on this form are true to the best of my knowledge & I hereby register as a participant company in the eLean Project in accordance with the Terms of Participation detailed below.	
Signed on behalf of the company:	Date:
Name:	Position:
For office use only:	
ESF eligibility criteria satisfied: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of ESF Project: Accessible E-Learning in Sustainable Business Improvement Thinking and Practice	
ESF Dossier Number: HE 07 CONS 3001 (Obj 1)	
Signed Project Manager:	
PRINT NAME:	
Date:	

Form Completion Notes

Please complete all the company information details. This is important as the structural funds supporting the project are geographically targeted and your postcode will be used to confirm your eligibility to receive support.

General company information (eg employees, turnover, assets etc) is also used to confirm your eligibility to receive support from ESF-funded programmes, so it is therefore essential that you complete this fully. If you have received other grants or state aids in the last 3 years provide summary details, including date of payment, name of provider, amount (£) and brief reasons for payment. **Do not forget to sign the form for our records.**

Terms of Participation

- The company must be a manufacturing SME located in an Objective 1 or 3 area in Wales.
- The pilot training will take place in 2006 and 2007.
- Participating staff will be asked to complete course units (ranging from one to several, depending on circumstances) during the approximate 3 month pilot period, each of which will involve around 40 hours of learning. This includes screen based time, additional reading or web searching and related workplace application activities.
- Participating staff will be able to network with other participants in other companies with regard to their overall training experience. Networking could be virtual or through group meetings (out of work time).
- Project staff may visit the company occasionally during the project to check on progress and receive feedback (at mutually convenient times).
- No fees or charges are payable by the company to the Project. The Project is fully funded by the European Social Fund and delivered through the Welsh Development Agency's Knowledge Exploitation Fund.
- Participation is voluntary and there is no legal agreement or contract between the Company and the Project.
- The company may withdraw at any time should circumstances dictate that it cannot continue to participate.
- The project will maintain confidentiality of company information and individuals training activity, though aggregated details of progress and results will be posted on the project website.

The Company will agree to:

- Select small number employees for the web based training programme. Project staff will advise on precise numbers and suitability.
- Support the participating staff in their training activity, through providing access to web connected PC equipment (broadband), allowing adequate time for training and assessment activity, a proportion of which will take place during working hours.
- Participate in evaluation and research relating to the pilot training activity, for example, by completing questionnaires and being interviewed project researchers.
- Staff completing WEFO forms detailing the amount of support received or time spent on the project
- Enable selected staff to attend briefing sessions prior to the start of the training activity.
- Accept the pilot nature of the project, which aims to address some key research questions regarding the effectiveness of the web in transferring business improvement technique knowledge to employees of SMEs.

Return to:

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