

PLEASE READ THE TERMS & CONDITIONS OVERLEAF BEFORE SIGNING & SUBMITTING YOUR FORM

For your Application Form to be accepted you need to complete all sections, in ink, sign and date the declaration in Section 3 and provide ELS with a copy of your Company Identification Card.

SECTION 1—YOUR DETAILS

Name		Payroll Number	
Site where you work		Your Mailing Preference	Home / Work (If work please include maildrop)
Home Address	Post Code:		
Email		Mobile No.	

SECTION 2 – ACTIVITY AND PROVIDER DETAILS

Activity		Duration No of Lessons/Hours/ Days/Weeks/Months/ Years etc	
Provider Name	<i>Adventure Sports Ltd. (Provider code: 8150)</i>	Lesson Costs Per Hour/Day	
Provider Address	<i>Wedgnock Rifle Range, Wedgnock Lane, Warwick Warwickshire, CV35 7PX</i>	Start Date	
Provider Website and Email Address	<i>Web: www.adventuresport.co.uk Email: post@adventuresport.co.uk</i>	Provider Telephone Numbers	<i>01926 491948</i>
Qualification gained from Activity?			
Have you learnt this activity before?			

Activity Fee	£	For ELS Use	
Exam Fee (If applicable)	£	Identification Verified	YES
VAT	£	Any Additional Verification provided e.g. Provisional Driving License	
Total	£	Group Booking Number (if applicable)	
Total Applied for under ELS	£	Tax Exempt	Yes
		Signed	Date

SECTION 3 DECLARATION

'I, the undersigned, apply for permission to attend the above course under the terms and conditions of the Employee Learning Scheme. If permission is granted, I authorise the release of any information about my participation and progress on the course by those responsible for running it to the Employee Learning Scheme Committee and its Representatives'.

Signed		Date	
When completed please return this form to The Employee Learning Scheme Office 53S7/3, Block 17 Land Rover, Lode Lane Solihull B92 8NW or your local ELS Office.		Employee Learning Scheme Office Contact Details Solihull: Tel: 0121 347 2400 Ext: 8733 2400 Castle Bromwich: Tel: 02476 205389 Ext: 8726 5389 Gaydon: Tel: 01926 648 000 Ext: 48000 Whitley: Tel: 02476 206386 Ext: 8726 6386 Halewood: Tel: 0151 448 4329 Email: elscheme@jaguarlandrover.com Website: sites.google.com/a/jaguarlandrover.com/employee-learning-scheme1/	

ELS Funding Application **Terms & Conditions**

The Employee Learning Scheme (ELS) is principally aimed at funding learning and development activities plus associated exam fees. Your application for funding is confidential. To attract funding a learning activity must:

- meet ELS Guidelines
- be structured
- have a demonstrable learning outcome
- be conducted in your own time

ELS funds cannot be used for the following:

- Membership fees for clubs or professional bodies
- Purchase of books or materials
- Attendance at conferences or places of interest
- Accommodation costs, travel fees and meals associated with training courses
- Any form of medical treatment or medical examinations required prior to starting a course

ELS Policy Terms and Conditions apply to all applications.

Please note ELS Terms and Conditions can be updated at any time.

The ELS Committee reserves the right to refuse applications for funding it deems inappropriate.

There is no appeals procedure; the Committee's decision is final.

You **must** apply for ELS funding before your course start date to find out if funding will be approved. If funding is approved for your application ELS will pay the learning provider direct. If you pay a provider for a course ELS cannot reimburse you for any fees you have paid. You can apply for funding towards any number of courses within an ELS period up to the agreed ELS individual allowance value.

Where the course fee exceeds the ELS allowance, you will be responsible for paying any outstanding fees to the learning provider.

Abuse

If it is concluded, after proper investigation, that ELS funds have been misused, the Company's disciplinary procedure may be invoked.

Insurance

By submitting this form you agree that:

- (1) Neither Jaguar Land Rover Limited nor its employees, workers, agents, officers or representatives shall be liable for any injury or loss to any employee while taking part in the course (s) in respect of which this form relates ("Course (s)") and do not provide any insurance to employees whilst participating in such course (s).
- (2) It is your responsibility to ensure that your individual risks are insured either by the course provider or by your own insurance and that some activities (including the activities of the course) may invalidate your own personal insurance.
- (3) The decision to participate in the Course is your sole decision and Jaguar Land Rover Limited is not requiring you to participate in the Course (s) or any aspect of the Course (s) as part of your employment with Jaguar Land Rover Limited. Accordingly such your participation in such Course does not form part of your role as an employee of Jaguar Land Rover Limited.

The foregoing shall not limit or exclude Jaguar Land Rover's Limited liability for death or personal injury caused by its negligence of its employees, workers, agents, officers or representatives or any other liability that cannot be limited or excluded at law.

Combining Funds

The funds from two ELS years cannot be combined towards a single course.

Application Expiry Dates

Any funding approved but not invoiced by the learning provider before an ELS Credit Vouchers Expiry Date will not be paid. Each voucher issued states the date on which it expires. If any delay occurs in attending an approved course you should advise your ELS Team. Any employee enrolled on a course who cancels and or doesn't attend the course without notifying the Course Provider in sufficient time will have the cost of that course and or any cancellation charges deducted from their ELS allowance.

ELS In-house Courses

Where applications are submitted for an in-house course to be arranged, funding will be allocated when that course is established and the cost divided between the people enrolling. When an employee cancels a place on an in-house course, efforts will be made to fill the place from any waiting lists - if the place cannot be filled any cancellation charges will be deducted from the employees ELS Allowance.

Her Majesties Revenue and Custom Taxation Rules and Regulations

ELS has to abide by HMRC's Rules and Regulations. ELS predominately funds non taxable courses. An amount of the ELS fund has been allocated to fund towards taxable courses - this will be allocated to Associates on a first come first served basis. If you do a School or College Course using ELS's Learning to Learn Policy you hereby confirm by signing this Form that you have not achieved a Level 3 or higher qualification in the last 3 academic years.

Proving your Identity

If your application is approved you will need to take your Jaguar Land Rover Identification Card to your training session and present it to your training provider as proof of your identity. Please note that the provider will decline to provide training for you if you fail to show your Jaguar Land Rover Identification Card.