



The National
Association
of Jewellers

THE NATIONAL ASSOCIATION OF JEWELLERS EDUCATIONAL TRUST GRANT SCHEME 2018

Introduction

The *National Association of Goldsmiths Centenary Trust* was founded in 1994 and is regulated by the Charities Commission. As part of its objectives it aims to promote education within the trade by facilitating the availability of courses and study to as wide a range of students as possible. The Trust became the *National Association of Jewellers Educational Trust* in 2015 after the unification of the National Association of Goldsmiths with the British Jewellers Association to become The National Association of Jewellers.

The *NAJ Educational Trust* undertakes this educational objective in three ways: The Bursary Scheme; the Loan Scheme; and the Apprenticeship Scheme. Eligible students or employers may apply for grant funding to any of these three schemes as appropriate.

The Bursary Scheme allows students to directly apply to the Trustees for funding, most usually for the JET Diploma course, but other courses are considered. It applies to students who are unable to fund their studies, either themselves or via their employer, but who have a commitment to making their career in the jewellery trade.

The Loan Scheme has been introduced to help students who are employed within a multiple retailing group and whose employer is happy to reimburse the student for the cost of their studies once they have been successfully completed and passed. The Trustees will loan the student the money for the cost of their JET Diploma course, or similar, to be repaid to the Trustees by the employer on successful completion.

The Scholarship Apprentice (Training) Scheme is to aid employers with the cost of training an apprentice. The application can be made conjunction with an organisation such as the Hand Engravers Association or the Goldsmiths' Centre, or directly to the Trustees by the employer and the proposed apprentice. Funding will usually be tapered over the period of the proposed apprenticeship and the Trustees will need to have sight of the apprentice's contract of service.

01. NAJ Educational Trust Bursary Scheme

- 01.01 General
Students apply directly to the Trustees of *The Trust* for bursaries, as has been the case over previous years.
- 01.02 The Agreement:
- 01.02.01** *The Trust* generally awards half of any JET Diploma application cost to the student.
- 01.02.02** The JET Certificate course tutor will normally recommend the student to take the JET Diploma course.
- 01.02.03** Bursaries, other than for the JET Diploma course, are considered on the merits of each application.

The National Association of Jewellers Educational Trust Application Form for the Bursary Scheme



The National
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of Jewellers

Name of Applicant: _____ Student No. _____

Address: _____

_____ Postcode: _____

Day time telephone number: _____ Date of Birth: _____

Email address for NAJ contact: _____

(Personal and/or business)

Employer (if applicable): _____

How many years experience have you had in the jewellery trade? _____

Jewellery Trade Qualifications achieved to date: _____

I would like to be considered for:

Course

(Please tick as appropriate)

JET Certificate

JET Management

JET Diploma

JET Business
Development

Course

Other Course

CAT

Are you responsible for funding your own study? YES / NO *(delete where applicable)*

Full name of and cost of the requested course? _____

I confirm I meet the entrance criteria set down by the course provider for which I seek funding YES/NO

Please list any other charitable organisation from whom you have sought funding, or please state if you intend to do so

I confirm I will alert the Trustees should I obtain funding from another charity YES/NO

Who is your NAJ Tutor (if applicable): _____

Mailing post and emailing you:

In order to comply with data regulations please confirm you wish to receive mail and/or emails from the NAJ Educational Trust. <i>(Please tick as required)</i>	Post/mail:	Emails:
If you do, would you like the NAJ Educational Trust to post mail to your home or business address <i>(please tick as required)</i> ?	Home:	Business:
Likewise, would you prefer the NAJ Educational Trust to email your personal or business address <i>(please tick as required)</i> ?	Personal:	Business:

National Association of Jewellers Educational Trust Privacy Policy – How we protect and use your information

Who We Are

At the National Association of Jewellers Educational Trust we do all we can to respect your right to privacy and the protection of your personal information. Please read our full privacy notice at naj.co.uk/privacy for more detailed information. We'll let you know if we update it in the future. If you need a paper copy, please contact 0121 237 1110.

The Information We Use and Where We Get It From

We collect and process various types of personal information, including basic information such as name and contact details, and information about your financial circumstances. Most of your information will have been provided by you when applying for a bursary, loan or apprenticeship. We also collect information from the technology you use when dealing with us and from third party organisations (such as information collected when we apply for a reference in support of your application).

Your Rights

You have a number of legal rights to control what we do with your information. For example, you can ask us to tell you what information we have about you and get a copy of it; correct or update information that is wrong; or stop using your information in certain circumstances. Please note that in some cases, asking us to do this may mean that we are no longer able to help you with a bursary, loan or apprenticeship.

How Long We Keep Your Information

We don't keep your information for longer than we need to, which is usually up to six years after your relationship with the NAJ Educational Trust ends, unless we are required to keep it longer (for example due to a court order or investigation by law enforcement agencies or regulators).

Security

We are committed to ensuring that your information is secure with us and with third parties who act on our behalf. We use many tools to make sure that your information remains confidential and accurate and we may monitor or record calls, emails, text messages or other communications in order to protect you and us.

Declaration:

I certify the information stated in this application form and the accompanying letter is accurate and complete in all material respects.

Signature Date

We strongly suggest you keep a copy of this application form for your records.

Please return this form by email to amanda.reavell@naj.co.uk

NAJ Educational Trust • Federation House • 10 Vyse Street • Birmingham B18 6LT

The NAJ Educational Trust Loan Scheme
Application Form

Name of Employer:
Address:
Email:
Telephone:
Web address:

Name of Student:
Address:
Email:
Telephone:
Reason for Application:
Total Amount Requested:

I,
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of.....
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Position:.....
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request that the *NAJ Educational Trust* considers making a loan towards the cost of training the above named student. If he/she is successful in gaining their diploma I agree to fully reimburse the cost of the course to *The Trust*.

I agree to return the loan sum to *The Trust* within 21 days of notification of the successful completion of the course. Should the student fail to either pass or complete the course I agree to return half the loan sum within 21 days of notification. Interest will be due on any monies not returned after 21 days (4% above Barclays Bank base rate).

Signed..... (Employer for and on behalf of organisation)

Print

name:.....

Date:.....

.....

Student: (Printname).....

of.....

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being the above student will allow the *NAJ Educational Trustees*, to use for publicity purposes, details of my studies and results.

Signed (Applicant):.....

Date:.....

02. NAJ Educational Trust Scholarship Apprentice (Training) Scheme

02.01 General

A range of organisations, including but not restricted to the Hand Engravers Association, WOSTEP, Clockmakers, West Dean College, Goldsmiths Centre etc. can apply for funding to train a named apprentice or student. This could also be an award part-funded in association with other funding bodies.

02.02 The Agreement:

02.02.01 This award may cover several years.

02.02.02 The award will not usually be returned to *The Trust*.

02.02.03 If the award is for an apprenticeship, the award will usually be tapered, over the period of the apprenticeship, to reflect the increasing use of the apprentice to the employer.

02.02.04 If the award is for an apprenticeship, the employer will usually make the application to *The Trust* and the apprentice's contract of service must be made available to *The Trust* before any award is agreed or paid.

02.02.05 If the award is for an apprenticeship, payments will be made on an annual basis in advance, directly to the employer. Any unused portion of an award will be returned to *The Trust*, if the apprenticeship were to cease, within one month.

02.02.06 In all cases, an annual progress report will be required to be made to *The Trust* together with a report and evidence of payments for his or her training during that year e.g. pay slips, college fees etc.

02.02.07 Employers will also inform the *NAJ Educational Trustees* of any prize(s) that might be awarded to the apprentice during the award period and allow *The Trustees* to use this

information as publicity for *The Trust* as required. It will be a condition of the award to give the consent of both the apprentice and employer to allow this publicity.

- 02.02.08 Any Scholarship Apprentice Scheme award made by *The Trust* will be purely at the discretion of *The Trustees* and will be referred to as a *NAJ Educational Trust* Scholarship. Such an award will take the form of a contract between the *NAJ Educational Trust* and the Employer of the apprentice or student.
- 02.02.09 Apprentices or students should be referred to as an *NAJ Education and Charitable Trust* Scholarship Apprentice in any publicity or competition applications made during the period of the award.
- 03.02.10 If during the period of the award the employer were to cease trading or the employment of the apprentice were to cease for any reason then all outstanding monies from the award, for which receipts for training are not in existence at that time, are liable to be returned to the *NAJ Educational Trust*. In the case of bankruptcy or administration of the employer then *The Trust* should be entered as a creditor by the administrators. In all other cases such as where employment of the apprentice or student ends all outstanding monies are to be returned to *The Trust* within 21 days of cessation of the contract of employment.

03. Terms & Conditions

- 04.01.01 Awards granted under the *NAJ Educational Trust* Grant Scheme as outlined above are made subject to the details contained herein regarding the three separate schemes.
- 04.01.02 Awards made are according to *The Trust's* objectives and subject to the Declaration of Trust dated 13 June 1994.
- 04.01.03 The *NAJ Educational Trust* Grant Scheme and awards shall in all respects be governed by and construed in accordance with English Law.

The NAJ Educational Trust Scholarship Apprentice Scheme Application Form

Name of Organisation:

Address:

Email:

Telephone:

Web address:

Name of Apprentice/Student:

Address:

Email:

Telephone:

Reason for Application:

Total Amount Requested:

Number of Years Training:

I,

of.....

Position:.....

request that the *NAJ Educational Trust* considers making an award towards the cost of training the above named apprentice/student and if accepted I agree to use any award (solely towards the monthly wages) for the sole use of the apprentice/student.

I agree to return within one month any unused portion of the award in the event of non-completion, at any time during the agreement period, of the apprenticeship.

I also agree to submit annual reports of the apprentice's progress together with a report and evidence of payments for his or her training during that year e.g. pay slips, college fees etc.

I (and) herewith attach a copy of the apprentice's signed contract of service.

Any apprentice / student who is successfully granted this award will be known as a "NAJ Educational Trust Scholarship Apprentice" and this title should be used in relation to any competitions applied for during the award period.

I will also inform the *NAJ Educational Trustees* of any prize that might be awarded to the apprentice during the award period and allow the Trustees to use this information as publicity for the *NAJ Educational Trust*, (if they wish.) as required.

I understand that the provisions of the Notes at 03.02 onwards shall, to the extent that they are not already specifically incorporated, be deemed to be incorporated into, and form part of this Application

Signed (Employer for an on behalf of organisation)

Print name:.....

Date:.....

...

Position:.....

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I,.....

..

of.....

being the above apprentice/student will allow the *NAJ Educational Trustees*, to use for publicity purposes, details of any prize or prizes that might be awarded to me during the award period, if they wish.

Signed (Apprentice):.....

Print name:.....

Date:.....

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