



# Business Skills Award

Enabling Education & Training

Deadline for entries 15th March 2010

## Why Apply?

You work within the UK utilities industry and want to develop your skills and career in a manner that isn't possible within your current role.

**Offering sponsorship of up to £7,500 to attend an established academic or training course** in the UK, this award is primarily designed to assist individuals to benefit from opportunities that would not normally be available to them from their employer's ongoing training and development support arrangements.

The award will concentrate on assisting individuals of any discipline and level who are striving to develop their career in a manner which is seen to be of benefit to the utilities industry.

## Previous Business Skills Award Winner:



The USIT Skills award has enabled me to study for an HNC in Water Operations at Cardonald College. I have worked for NI Water in both the scientific and customer service sections of the business however I always felt that I needed to develop a more rounded knowledge of the industry and the HNC in Water Operations will give me that overview. Even though I only started the course in August, I am already beginning to see the benefits in my day to day activities within NI Water as my confidence and general industry knowledge increases. I will always be grateful to USIT for giving me this valuable opportunity.

**Stephen Smyth, Northern Ireland Water**

“I would like to extend my thanks to USIT for the opportunity they have given me and would highly recommend this award to anyone wishing to gain such qualifications.”

– David R. Warren, Graduate Design Engineer,  
South Staffordshire Group. (*previous winner*)

## The Business Skills Award

**Sponsorship of up to £7,500 to attend an established academic or training course in the UK which is relevant to the Utilities Industry.**

This award is primarily designed to assist individuals to benefit from opportunities that would not normally be available to them from their employer's ongoing training and development support arrangements.

Awards will be made based on industry needs as assessed by the Trustees. The award may also be made available in circumstances where the Trustees are satisfied that alternative sources of funding are not available, to those in full time education wishing to take a qualification of long term benefit to the Utilities Industry.

Awards will be limited to £7,500 and it is recognised that employers may need to finance additional costs. Employers can top up the money offered by USIT, provided the employer's contribution is no more than that made by USIT. In other words, with your employer's agreement, you can apply for £7.5k from USIT to attend a UK course costing up to £15k.

The award will concentrate on assisting individuals of any discipline and level who are striving to develop their career in a manner which is seen to be of benefit to the industry.

## How To Apply

### Step 1

Complete the Application Form opposite and send it together with a short paper (1000 words) in support of your application outlining why you want the sponsorship, why you have chosen this particular course and how you expect to benefit in the years to follow.

### Step 2

If you heard about this award from the **SBWWI**, your application should be sent by post to;

**SBWWI**  
**38 Holly Walk,**  
**Leamington Spa**  
**Warwickshire, CV32 4LY**

by email to: [angela@sbwwi.co.uk](mailto:angela@sbwwi.co.uk)  
or by fax to: **01926 831931**  
Telephone enquiries to **01926 831530**

or

If you heard about this award from the **Institute of Water** or **anywhere else**, your application should be sent by post to;

**Institute of Water,**  
**4 Carlton Court,**  
**Team Valley,**  
**Gateshead, NE11 0AZ.**

by email to: [lynn@instituteofwater.org.uk](mailto:lynn@instituteofwater.org.uk)  
or by fax to: **0191 422 0087**  
Telephone enquiries to **0191 422 0088**

**Closing Date is 15th March 2010**

Applications are made subject to the terms and conditions found on the back page of this leaflet.



# Business Skills Award Application Form

I wish to apply for the USIT Business Skills Award.

Surname ..... Title (Dr, Mr, Mrs, Miss etc) .....

Forename(s) ..... DoB .....

Address .....

..... Postcode .....

Employer .....

Tel. .... Email .....

**Please tell us how you found out about the award:**

**Employment Record (last 5 years) list dates and positions held:**

**Academic and/or Professional Qualifications:**

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## Course Details

Title and award: .....

Educational/Training Establishment: .....

Website: ..... Entry requirements: .....

Duration: ..... Dates: ..... Fees: .....

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Your application must have the support of your company. **If the course fees exceed £7,500, you or your employer must be willing/able to finance the difference.** Please nominate a suitable referee and ask them to make a comment in support of your application **on a separate sheet**, including reasons why your company is unable to fund your chosen course.

Name of Supporting Referee .....

Position in organisation .....

Email address .....



## USIT Business Skills Award General Conditions

- Applications for support will only be received from individuals who can demonstrate they have the support of their employer (or, where applicable, the appropriate educational establishment) and that their application will be beneficial to their professional development.
- USIT will adopt an inclusive definition of the utilities industries to encompass partner organisations which have framework agreements or period contracts in place for a period in excess of three years. The definition also includes regulators.
- Proposals must not replicate or substitute those activities which should be undertaken by responsible employers as part of their ongoing staff training and development programmes.
- Distance learning programmes may be supportable as may career change programmes provided they satisfy the other criteria.
- In cases of hardship, an amount may be made available, subject to the £7,500 limit, to cover food and lodgings during the period of training.
- Successful applicants must agree, if asked, to give an account of their experience for future promotions relating to the Award.

## Other USIT Awards

### Harvard Leadership Award

Sponsorship to attend a High Potentials Leadership Program at Harvard Business School.

### Institute of Water Conference Award

Sponsorship of the delegate fees plus an allowance of £100 towards accommodation, for the Annual Institute of Water Conference.

## About USIT

### Utilities and Service Industries Training

**Limited** (USIT) is a charity providing grants and bursaries for education and training for the utilities industries. USIT was established in July 2004 after the sale of the assets and business of WTI.

The objects of the charity are to advance education and training in the utilities industries for the public benefit, primarily in the water industry, but also, in addition, in other public utilities, the service industries and government departments and agencies.

## Contact

Telephone: 07855 965 017

Email: [info@usit.org.uk](mailto:info@usit.org.uk)

Web: [www.usit.org.uk](http://www.usit.org.uk)



For full details about Utilities and Service Industries Training Limited and all USIT Awards including application dates, please visit the website:

**[www.usit.org.uk](http://www.usit.org.uk)**