**Form: SME4**



****

**This form is available in Welsh.**

*Purpose of form*

To establish whether the Employer is either classified as a ‘small to medium enterprise’ (SME) or a ‘large firm’ within the European Union definition.

*Use of form*

Please complete, forward to the employer to sign, date and return within 30 days of the start date of a learner (or group of learners).

**SECTION 1:**

**Work Based Learning Programmes – Welsh Government**

|  |  |
| --- | --- |
| Name of Training Provider |  |
| **Employer Details** | Employer Details |
| Contact Name at Employer |  |
| Post held by Contact |  |
| Name of Employer  |  |
| Employer Address |  |
| Telephone:  |  |
| Email Address of Employer contact |  |
| Date learners commenced learning |  |

**SECTION 2:**

Answers must relate to last 12 month accounting period i.e. last financial year of audited accounts.

**PART A – EMPLOYEE HEADCOUNT (\* FULL TIME EQUIVALENTS)**

0 -1 – go to part B (1)

2 - 9 – go to part B (2)

10 – 49 – go to part B (3)

50 - 249 – go to part B (4)

250+ – go to part E (5)

*(NB: Employers should exclude apprentices in above calculation)*

|  |
| --- |
| **PART B – OWNERSHIP BY A LARGE FIRM (current)**Employer is not majority owned or controlled by a non-SME (i.e. by a large firm) – go to part CEmployer is majority owned or controlled by a non-SME (i.e. by a large firm) – go to part E |
|  |
| **PART C – EMPLOYER COMPANY FINANCIAL TURNOVER\*\***Turnover does not exceed 50 Million Euros (£39.5m) – go to part FTurnover exceeds 50 Million Euros (£39.5m) – go to part D |
|  |
| **PART D – EMPLOYER COMPANY BALANCE SHEET VALUE (BSV)\*\*** Employer BSV exceeds 43 Million Euros (£34m) – go to part E Employer BSV does NOT exceed 43 Million Euros (£34m) – go to part F  |
| *\*\*last financial year of audited accounts* |
| **PART E – NON SME** Employer is NOT an SME (i.e. is a large firm) and is a Public Sector Organisation (3)Employer is NOT an SME (i.e. is a large firm) and is a Private Sector Organisation (4)Employer is NOT an SME (ie is a large firm) and is a Third Sector Organisation (8) |

|  |
| --- |
| **PART F – SME** Employer is an SME and is a Public Sector Organisation (5)Employer is an SME and is a Private Sector Organisation (6)Employer is an SME and is a Third Sector Organisation (7) |

***DECLARATION BY EMPLOYER on SME/Large Firm status***

***I confirm that to the best of my knowledge the information given in this form is correct, that the learner(s) who started on the above date are employed by this organisation, and I declare on my honour the accuracy of this declaration and of annexes thereto at Sections 1-2.***

Sign: … … … … … … … … … … … … … … …. … Date: ……………………… … ….

Print Name: … … … … … … … … … … … … … …

Post held (must have senior authority to confirm this information):…………………… … … …

*The above solemn declaration wording follows a prescribed European Union format and SME status will be accepted once signed by the employer. The Euro/Sterling (£) exchange rate given here as a guide is based on rates prevalent in July 2014. The Euro value on this form is amended periodically by the EU, and you will be notified if this happens. The currency conversion from Euro to Sterling (£) will be updated annually in DfES European Guidance. Providers are asked to ensure they adjust the Euro/£ exchange rate conversion annually at the start of August each year to avoid any disparity between the actual exchange rate and the form being used by the Provider*