

**South East LEP Community Grants Programme**

**Individual Learner Record Part 3 - Participant exit form**

This form must be completed at the point at which a participant is leaving the project. These details will be stored securely and retained until at least 31 December 2030, in compliance with the Data Protection Act 1998.

This information will be used to evaluate this project and to report to the Education and Skills Funding Agency and European Social Fund for monitoring purposes. The participant may be contacted to discuss their involvement in the project.

For the purposes of the Data Protection Act 1998, the Department for Work and Pensions is the data controller in respect of information processed which relates to the participant’s engagement in the project funded by the European Social Fund.

Part 1: Summary

Organisation:

Participant name:

Unique Learner Number (ULN):

ZESF0001

Learning Aim reference:

Start date with project:

(Date of their first activity

 on the project)

Date left the project:

Date form submitted to CXK

Part 2: Participant achievements

[ ]  **Participant didn’t complete**

Please explain the reason(s) why

[ ]  **Participant did complete**

Tick all that are relevant:

[ ]  The participant moved into further education or training

[ ]  The participant moved into employment or self-employment

[ ]  The participant gained a qualification

[ ]  The participant moved into job-searching from economic inactivity

[ ]  The participant gained basic skills in English and/or numeracy

Please detail any other outcomes on the box below:

Part 3: Education or training

If the participant moved into further education or training, they must provide a letter or document from the school, college, university or learning provider demonstrating that the participant has formally registered and started learning with them. You must see an original and make a photocopy for your own records.

Tell us more about what the participant is doing; (including the start date):

Part 3: Employment or self-employment

If the participant moved into **employment**, please provide either:

* a letter or document from the employer confirming that the participant has started a new job **or**
* a payslip **or**
* a signed contract of employment.
* If the participant moved into **self-employment**, please provide either:
* a letter or document showing that the participant’s business activity is registered with HMRC for tax, VAT or National Insurance purposes **or**
* a record showing that the participant’s business is active and operating, such as a bank statement or a lease/purchase agreement on equipment and premises **or**
* if registered with Companies House, a record listing the participant as a company director.

You must see an original and make a photocopy for your own records.

How many hours a week will the participant be working??

[ ]  Less than 16 hours per week [ ]  16 to 19 hours per week

[ ]  More than 20 hours per week

Tell us more about what the participant is doing here; (including the start date):

Date that employment/self-employment began;

Part 4: Qualifications

If the participant gained a qualification, they must provide the certificate **or** confirmation from the awarding body. You must see the original and make a photocopy for your own records.

Please ensure that Part 8 of the ILR form detailing courses and outcomes has been completed.

Date qualification achieved:

Qualification grade:

Part 5: Job-search

If the participant moved into job-searching, they must provide either:

* a CV and a list of jobs applied for and when, **or**
* a letter or document from the Department for Work and Pensions that confirms you are registered as unemployed, **or**
* a letter or document from a government agency showing that you have newly registered with mainstream support and are actively engaging with them to apply for jobs, **or**
* a bank statement showing benefit payments.

You must see an original and make a photocopy for your own records.

Tell us more about what the participant is doing here:

Part 6: Employment status on leaving the project

What is the participant’s current employment status?

[ ]  Inactive (including not in education or training)

[ ]  Unemployed (including long-term unemployed)

[ ]  Employed (including self-employed)

[ ]  In education or training

Part 7: Participant declaration

Tick each box to confirm:

[ ]  I acknowledge that the support I have received was part funded by the European Social Fund

[ ]  The information provided in the form is, to the best of my knowledge, accurate.

[ ]  I give permission for my personal details to be shared with the Education & Skills Funding Agency and other authorised bodies, and that they can only be shared in a secure manner and never emailed.

[ ]  I understand that this information will be retained until at least 31 December 2030 for evaluation purposes.

[ ]  I may be contacted at any time to discuss my involvement in the project.

|  |  |
| --- | --- |
| Name: | Signature: |
| Date: |

Part 8: Project officer declaration

Tick **each** box to confirm:

[ ]  The participant understands that the support they have received was part funded by the European Social Fund.

[ ]  The information provided in the form is, to the best of my knowledge, accurate.

[ ]  I have checked original evidence to demonstrate that the results listed have been achieved.

[ ]  I understand that this form and the items of evidence provided must be retained until at least 31 December 2030.

[ ]  I understand that the Education & Skills Funding Agency, or other authorised bodies, may request to see this information at any time, and that it can only be shared in a secure manner and never emailed.

|  |  |
| --- | --- |
| Name: | Signature:  |
| Job Title |
| Organisation: |
| Date: |