



LOTTERY FUNDED



European Union
European
Social Fund

Building Better Opportunities

Participant file

Participant name:

ANGELA SMITH

National Insurance
number:

XXXXXXXXXX

Please print single sided.

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Participant entry form

For participants and project staff to complete



This form must be completed before any activities are undertaken as part of the project.

These details will be stored securely and retained at least until 31 December 2026, in compliance with the Data Protection Act 1998. This information will be used to evaluate this project and to report to the Big Lottery Fund and European Social Fund for monitoring purposes. You may be contacted to discuss your 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 your participation in the project funded by the European Social Fund, whilst the Big Lottery Fund is the data processor.

Part one: Summary

This is completed by project staff once the participant's eligibility has been confirmed.

Organisation: A Fine Example

Participant name: Angela Zoe Smith

National Insurance number: XXXXXXXXXXXX

Customer reference number: Your system reference number here

Start date with project: 13/8/16
This is the date of their first activity on the project

Referral information:

If the participant has been referred to the project by a third party, such as Jobcentre Plus, the Careers Service or another provider in the area, provide details here.

Referred by Jobcentre Plus - copy of referral letter provided to project officer.

Project background:

If you're aware that the participant has taken part in another Building Better Opportunities project funded by us in your area, provide details here.

No known other BBO project involvement.

Part two: Your details

Title: Mr Mrs Ms Miss

Forename(s):

Surname:

Gender: Male Female Prefer not to say

Date of birth:

Address:

Postcode:

Phone number:

Mobile number:

Email address:

Part three: Your ethnicity

Tick **one** category that you feel best describes your ethnic origin:

Asian/Asian British:

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other background

Black/Black British:

- Caribbean
- African
- Other background

Dual heritage:

- White and Black Caribbean
- White and Black African
- White Asian
- Other background

Other ethnic group:

- Arab
- Other background

White:

- British
- English
- Northern Irish
- Scottish
- Welsh
- Irish
- Gypsy, Irish Traveller or Roma
- Other background

In addition to this, do you identify yourself as being Cornish? Yes No

If you would prefer not to give your ethnicity, please tick here:

Part four: Your eligibility

We need to check that you have the right to live and work in the UK. Although not necessary for registration, we are required to record your National Insurance number to uniquely identify you and will need you to provide this as soon as possible. This means for registration we need you to provide **one** item of evidence from the list below. We must see an original and we will make a photocopy for our own records.

Tick **one** box to confirm the item of evidence you're providing:

-
- A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
-
- A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
-
- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
-
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
-
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
-
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
-
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
-
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number.
-
- A birth or adoption certificate issued in the Channel islands, the isle of Man or Ireland, **together with** an official document giving the person's permanent national Insurance number and their name issued by a Government agency or a previous employer.
-
- A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent national Insurance number and their name issued by a Government agency or a previous employer.
-

By 'European Economic Area', we mean all EU states plus Iceland, Liechtenstein, Norway and Switzerland.

Part five: Your employment status

We need to check if you are:

- ✓ not working and **unemployed**, which means you are currently looking for work and may be receiving unemployment benefits of some kind or
- ✓ not working and **economically inactive**, which means you are not currently looking for work for some reason.

We need you to provide **one** item of evidence from the list below. We must see an original and we will make a photocopy for our own records.

Tick one box below to confirm the item of evidence you're providing:

- If you're **registered unemployed**, a letter or document from the Department for Work and Pensions confirming this.

 - If you're **unemployed but not registered unemployed**, a letter or document from a government agency, such as the Careers Service, confirming this.

 - If you're **economically inactive**, a letter or document to support this, such as a doctors letter, entitlement to state retirement pension letter or correspondence from an educational establishment.
-

Are you unemployed or inactive? Tick one category:

- Unemployed or
- Economically inactive.

In months, how long have you been out of work?

Are you currently in education or training?

 Yes No

If **yes**, tell us more about it. Include details of the course, institution or provider.

Are you currently claiming any benefits?

 Yes No

If **yes**, which ones?

- IB/ESA or other sickness related benefit Disability Living Allowance
- Jobseeker's Allowance Income Support
- Other - please state:

Are you in paid work of any kind?

 Yes No

If **yes**, then you are ineligible for support through this project.

Part six: Your education

Tick **one** option below for the highest level of education or qualification you currently hold:

- | | |
|--|--|
| <input type="checkbox"/> None. | <input type="checkbox"/> Upper secondary education, NVQ Level 1-3, GCSE/CSE/GNVQ. |
| <input type="checkbox"/> Primary education or equivalent. | <input type="checkbox"/> Post-secondary education, higher Education, AS/A2/A levels. |
| <input checked="" type="checkbox"/> Lower secondary education or equivalent. | <input type="checkbox"/> Tertiary education, NVQ level 4-5, degree or post-graduate diploma. |

Have you had education up to least NVQ level 1 or NVQ level 2 in **English**? This includes GCSE/CSE or other similar qualifications, including English for Speakers of Other Languages (ESOL).

- Yes
- No

Have you had education up to at least NVQ level 1 or NVQ level 2 in **maths**? This includes GCSE/CSE or other similar qualifications, including ESOL.

- Yes
- No

Part seven: Household situation

- | | | | |
|---|------------------------------|--|--|
| Are you currently homeless or affected housing exclusion? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
| Do you currently live in a jobless household? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
| Do you currently live in a single adult household? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
| Do you have dependent children? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |

Part eight: Other information

- | | | | |
|--|---|--|--|
| Are you an offender or ex-offender? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
| Do you consider yourself to have a limiting long-term health condition or disability?
This is a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal daily activities. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |
| Do you consider yourself to have a work limiting health condition?
This is a health condition that has an impact on your ability to work or remain in work and may only be short-term. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |

What is your sexual orientation? Heterosexual Bisexual Gay/Lesbian Prefer not to say

Part nine: Participant declaration

Tick **each** box to confirm:

- I know that the support I will be offered is funded by the European Social Fund and the Big Lottery Fund.
- The information provided in the form is, to the best of my knowledge, accurate.
- I am not in paid work of any kind, including any zero hours contract.
- If I have ticked a 'Prefer not to say' option anywhere on this form, I confirm that I am refusing consent for this information to be collected for the purposes of equality monitoring.
- I give permission for my personal details to be shared and stored in a secure manner with the Big Lottery Fund and other authorised bodies.
- I understand that this information will be retained until at least 31 December 2026 for evaluation purposes. After that time, it will be destroyed in a secure manner.
- I may be contacted at any time to discuss my involvement in the project.
- I give permission for my details to be shared with other partners involved in the delivery of this project.

Name: Angela Smith	Signature: <i>A. Smith</i>
Date: 6/6/16	

Part ten: Project officer declaration

Tick **each** box to confirm:

- The participant has been told that the support they'll be offered is funded by the European Social Fund and the Big Lottery Fund.
- The information provided in the form is, to the best of my knowledge, accurate.
- I have checked that the participant has the right to work in the UK and have signed a photocopy of an original document that I have had sight of.
- I have checked that the participant is unemployed or economically inactive and have signed a photocopy of an original document that I have had sight of or, where this isn't possible, I am confident that the participant has an eligible employment status.
- I understand that this form and the items of evidence provided must be retained until at least 31 December 2026.
- I understand that the Big Lottery Fund, 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: Fred Bloggs	Signature: <i>Fred Bloggs</i>
-------------------	-------------------------------

Job title: Project officer	
Date: 6/6/16	



I certify that this is a true
copy of the original.

Fred Bloggs

13/8/16



SELF-DECLARATION FORM – UNEMPLOYED (UNREGISTERED)

The Building Better Opportunities programme programme is fully funded by the European Social Fund and Big Lottery Fund. To meet funder requirements, partner organisations are required to verify the economic status of all project participants on programme by reviewing and safely storing copies of all relevant verification documents.

If you're unable to provide formal documentation that confirms you're unemployed* status such as Job Seekers Allowance, Universal Credit or other relevant documents, please complete this form and sign below.

MR / MISS / MS / MRS (Please circle):

FIRST NAME: Angela

SURNAME: Smith

ADDRESS: 14 Any Street, Any Town, LEP area county

POSTCODE: AB1 2CD

I, *A. Smith*, declare that I am currently looking for work or to become self-employed, but I'm not officially registered as unemployed with the Job Centre or any other state agency because:

(please circle)

- My parent(s)/carer(s) support me economically
- My partner/husband/wife supports me economically
- My current personal economic status means that I do not qualify for state financial support at present
- OTHER (please state)

SIGNED: *A. Smith*

DATED: 6/6/16

PLEASE NOTE: Project workers must see an original copy of any document and retain a photocopy. This must be signed and dated by an appropriate member of the project staff, such as the legally responsible contact, as a true copy of the original and kept securely in the individual's participant file.

Section B - Progress

Annex I

Participant progress form

For participants and project staff to complete



We need to keep a record of:

- ✓ when and for what purpose you are accessing the project and
- ✓ how the activities you are engaged in are helping to address your development needs.

We'll also need to retain things like attendance sheets, course notes, submitted work and other relevant information to show that you are progressing through the project and that this is in line with your personal action and development plan.

Both you and a member of the project staff will need to sign parts of this form.

Complete further copies of this form as appropriate.

Organisation:	A Fine Example
Participant name:	Angela Zoe Smith
National Insurance number:	XXXXXXXXXX
Customer Reference number:	Your system reference number here
Start date with project:	13/8/16
Date progress form was first completed:	13/8/16

Part one: Your attendance

Activity undertaken	Date	Time spent on activity	Participant signature	Project officer signature
First engagement - development plan discussed and agreed	13/8/16	1 hour	<i>A. Smith</i>	<i>Fred Bloggs</i>
Took part in voluntary work to improve attitude and team work skills at Dorset Reclaim	15/8/16	6 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Confidence building session – part 1 given by A Fine Example	17/8/16	8 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
First week update of progress. Identify and apply for training courses	20/8/16	2 hour	<i>A. Smith</i>	<i>Fred Bloggs</i>
Regular fortnightly progress update	2/9/16	1 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Fork lift training - novice course	5/9/16	7.5 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Fork lift training - novice course	6/9/16	7.5 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Fork lift training - novice course	7/9/16	7.5 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>

Activity undertaken	Date	Time spent on activity	Participant signature	Project officer signature
Internal confidence building session – part 2 with participants peer support	12/9/16	8 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Adult literacy course	13/9/16	4 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Counselling Skills course at college	13/9/16	4 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Voluntary work at Dorset Reclaim	15/9/16	6 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Regular fortnightly progress update	16/9/16	1 hour	<i>A. Smith</i>	<i>Fred Bloggs</i>
Voluntary work at Dorset Reclaim	19/9/16	6 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Adult literacy course	20/9/16	4 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Counselling Skills course at college	20/8/16	4 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Voluntary work at Dorset Reclaim	21/9/16	6 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>
Voluntary work at Dorset Reclaim	22/9/16	6 hours	<i>A. Smith</i>	<i>Fred Bloggs</i>

Part two: Your development

Objective or Action	Any updates?	By who?	By when?	Review date	Completed?	Participant signature	Project officer signature
Improve confidence through peer support via internal training session	Session took place on 17/8/16 and 12/9/16	Angela Smith	Prior to or at start of training courses	End of each session and after first date of training course	Yes – participant realised she was not alone as others were as worried as she was but gained confidence through discussions and examples.	<i>A. Smith</i>	<i>Fred Bloggs</i>
Improve basic literacy for future training and employment interviews	Enrolled on course 13/9/16	Angela Smith	End 2016	Fortnightly as part of regular progress update	Yes – gained certificate on 15 th December 2016	<i>A. Smith</i>	<i>Fred Bloggs</i>
Get qualifications to improve employment prospects and identify any aptitude in fields that interest participant	Enrolled on Fork Lift training 5/9/16	Angela Smith	End September 2016	Fortnightly as part of regular progress update	Yes – gained certificate on 8/9/16	<i>A. Smith</i>	<i>Fred Bloggs</i>
Find alternative to violence to resolve issues and link more positively with local community and potential workmates.	Enrolled on Counselling Skills course on 13/9/16	Angela Smith	End 2016	Fortnightly as part of regular progress update	Yes – gained certificate on 2016. Completed 30 hours of voluntary work	<i>A. Smith</i>	<i>Fred Bloggs</i>

					27 September 2016		
Prepare CV and mail shoot local firms for employment opportunities	CV prepared by Nov 2016; prospective local companies identified. Mail shoot started in Dec 16.	Angela Smith with support from F. Bloggs	Mid 2017	Fortnightly as part of regular progress update	CV sent out in mail shoot. Job interview in Dec 16 led to employment in Jan 17.	<i>A. Smith</i>	<i>Fred Bloggs</i>
Complete project exit form and update project officer on progress once a month for next two month for work support to ensure job retention.	Job started in Jan 2017. Updates provided in Feb and March 2017	Angela Smith and Fred Bloggs	End March 2017	Once a month, or more often if issues arise.	Yes – participant is well regard by her employer and she was given a permanent contract.	<i>A. Smith</i>	<i>Fred Bloggs</i>

Objective or Action	Any updates?	By who?	By when?	Review date	Completed?	Participant signature	Project officer signature

Section C - Expenses, incentives and allowances

Annex N

Participant expenses, allowances and incentives form

For participants and project staff to complete



This form must be completed whenever a participant is reimbursed for their expenses, or where they are given an allowance or incentive of some kind.

Part one: Summary

Organisation:	A Fine Example
Participant name:	Angela Zoe Smith
National Insurance number:	XXXXXXXXXX
Customer reference number:	Your system reference number here

Part two: Expenses

Describe the nature of the expense as fully as possible:

- ✓ If the expense relates to travel, provide full details of the journey, along with your ticket or receipt. For example, “Bus journey from home to a Health and Safety Course at 12 Charlton Place, Any town, AB1 2CD, actual date”.
- ✓ If the expense relates to something else, make sure it’s an eligible expense and explain why this expense was needed.

Description	Date	Amount
Travel from home to Fork Lift Recruitment and Training Ltd for first 7.5 hour day of fork lift novice driver training	5/9/16	3.30
Lunch for first 7.5 hour day of fork lift novice driver training at Fork Lift Recruitment and Training Ltd	5/9/16	3.65
Total		£3.95

You must provide proof of the expense, such as a receipt of your journey.

Part three: Allowances and incentives

Describe the nature of the allowance or incentive as fully as possible. You'll need to set out:

- ✓ a written explanation of the reasons for offering this allowance or incentive and how it represents good value for money
- ✓ a record of the advice received from Jobcentre Plus, HM Revenue and Customs and other bodies concerning the status of any existing allowance or incentive
- ✓ details of the participation that fulfils the eligibility terms of the allowance or incentive.

What is the total amount of the allowance or incentive? This must be in pounds and full pence.	£

Part four: Participant declaration

Tick each box to confirm:

- I do wish to claim expenses, allowances or incentives for my time on the project.
- The information provided on this form is true and complete.
- I will notify project staff if there are any changes.
- I understand that the Big Lottery Fund, or other authorised bodies, may request to see this information or evidence at any time.

Name: Angela Smith	Signature: <i>A. Smith</i>
Date: 12/9/16	

Part five: Project officer declaration

Tick each box to confirm:

- The information on this form has been checked.
- Original documentation has been collected and retained to prove the expenditure.
- I understand that this form and any items of evidence provided must be retained until at least 31 December 2026.
- I understand that the Big Lottery Fund, or other authorised bodies, may request to see this information or evidence at any time.

Name: Fred Bloggs	Signature: <i>Fred Bloggs</i>
Job title: Project Officer	
Date: 12/9/16	

Section D - Exit and results

Client Progression Matrix



Client Progression Matrix (Lowest – 1, Highest – 10)

1	How ready for work do you feel you are?	<u>10</u>
2	How confident do you feel about getting a job?	<u>7</u>
3	Would a return to work enhance your financial situation?	<u>10</u>
4	Are you able to identify your work goals?	<u>10</u>
5	How committed are you about returning to work?	<u>10</u>
6	Do you feel you have the reqd skills to offer an employer?	<u>7</u>
7	Do you feel that you have the personal attributes to return to work?	<u>10</u>
8	Would you consider training / F.E courses to help you return to work?	<u>10</u>
Total		<u>74/80</u>

Notes / Comments :

Angela is feeling more confident with his new
IT skills

**This Matrix should be completed on a monthly basis as a measure of the distance travelled by the Participant. This Matrix will form part of the evidence against the 'Skills achieved' outcome.

Signed Client: A. Smith Date: 21.10.16

Signed Adviser: [Signature] Date: 21.10.16

TRAVEL AND LUNCH COST RECEIPTS
FOR FORK LIFT TRAINING COURSE 5/9/16

Greggs - The Home of Fresh Baking

Customer Care Team
Greggs Plc
Fernwood House
Clayton Road
NE2 1TL
Tel: 08001 473447 (08001 GREGGS)
Email: getintouch@greggs.co.uk
Web: www.greggs.co.uk
VAT: GB659880474

VAT Receipt

VAT Summary		Paid by: CASH
VAT Rate	Ex. VAT	VAT
0.0%	£3.30	£0.00
20.0%	£0.00	£0.00
Subtotal:	£3.30	£0.00
Total:		£3.30

Transaction ID: 258996 Date: 05.09.2016
Receipt No: 258996 Time: 07:34:42
VAT Res No: 176 7200 58 TVM: 211620
Tyne & Wear Passenger Transport Executive

Jackie
05/09/2016 11:39:07 AM
Customer No. 23
Transaction No. 149524
Till No. 1
Shop No. 289
Take Away
79088593
Z 1x Bag Mexican Chkn
3.00
S 1x Walker Cheese+Onion
0.65
Sub Total
3.65
Total
3.65
Cash
20.00
Change
16.35
Vat Rates
Z : 0%
S : 20%

97271153

*
Thank you for your custom

*

See Project folders for original receipts

Fred Bloggs
16/9/16

Received the sum of £6.95 on 16/9/16
A. Smith



PARTICIPANT POST-ACTIVITY FEEDBACK RECORD

Project ID: Black Country/1/1

Participant ID: XXXXXXXXXXX

Customer reference number: Your reference system number

Activity and purpose: Confidence raising session - part 1

Venue: Address

Date: 17/08/2016

Presenter/trainer: Fred Bloggs of A Fine Example


Participant feedback:

Before this I was worried whether I could achieve anything because of my lack of education and past offending record. It was good to find that other participants shared the same worries and we talked about them with the presenter and he said that the past was just that and we could achieve things just by having a positive manner and changing small things, like improved dress and grooming and our attitude to others. Also that our keenness to change would help us in training, rather than the attitude we had at school. Two role models also spoke about what they had accomplished even though they faced the same barriers as us. I don't feel so anxious about starting my adult literacy course as I did before this session, so I found it really worthwhile.

Participant signature: *A. Smith*

Date: 17/08/2016

Example -- Letter for Voluntary Employment



DORSET RECLAIM

AN other
ETE Operations Co-Ordinator,
Dorset Probation Trust,
Poole Probation Centre,
63, Commercial Road,
Poole
BH14 0JD.

Bournemouth

Sir 27th September 2016

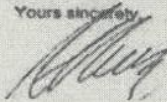
Re: Participant
Placement Depot, Christchurch
Start Date: Wednesday 15th August

Christchurch

Please accept this letter as confirmation that [redacted] has completed over 30 hours of voluntary work at our depot in Portfield Road, Christchurch.

[redacted] settled in well, is reliable and has been happy to fit in doing a variety of roles at our workshops. [redacted] has become a well liked member of the team.


If you need any further information about [redacted]'s time with us, we would be pleased to help.

Yours sincerely


AN other
Project Manager

DORSET
Probation Trust

POOLE
MUSEUM OF HISTORY



Address: 85 Stanley Road, Bournemouth, Dorset BH1 4SD Tel: 01202 773 384 Fax: 01202 309067
 Also at: 3 Didcot Road, Nuffield Ind. Est., Poole, BH17 0GD Tel: 01202 679 080 Fax: 01202 677 630
 Unit 5, Poundbury West Ind. Est., Dorchester, DT1 2PG Tel: 01305 267 711 Fax: 01305 267 760
 Registered Charity No. 1076996 - Registered in England No. 3780618 - www.dorsetreclaim.org.uk

Voluntary employment evidence must show the registered charity number [redacted]. Letters must be on letter headed paper, contain participant full name, employment details, be signed and dated.

NORS

Fork Lift
Recruitment & Training Ltd



Certificate Of Training

This is to certify that

Participant Full Name

Has completed 30 hours Novice Training
And has passed operating skills tests approved by RTITB

Provided by **Fork Lift Recruitment & Training Ltd**
An RTITB Accredited Training Organisation

Type: Counterbalance

Make/Model: Linde E14

Control: Rider Operated

Energy Source: Electric

Rated Capacity/Height: 1400Kgs/4000mm

Attachments: Forks/S-Shift

Date of Test: 06/05/2011

Expiry Date: 05/05/2014

Name of Instructor: Alan Ward

RTITB Reg. No: 014004703

Name of Examiner: Alan Ward

RTITB Reg. No: 014004703

Certificate No: 2232/AW

NORS Reg. No: 051263679


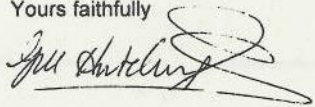



And whose name has been entered on the RTITB NORS Database
This certificate complies with the requirements of RTITB Accreditation

To verify this certificate or for further information, please telephone 01952 520209
Or e-mail nors_team@rtitb.co.uk

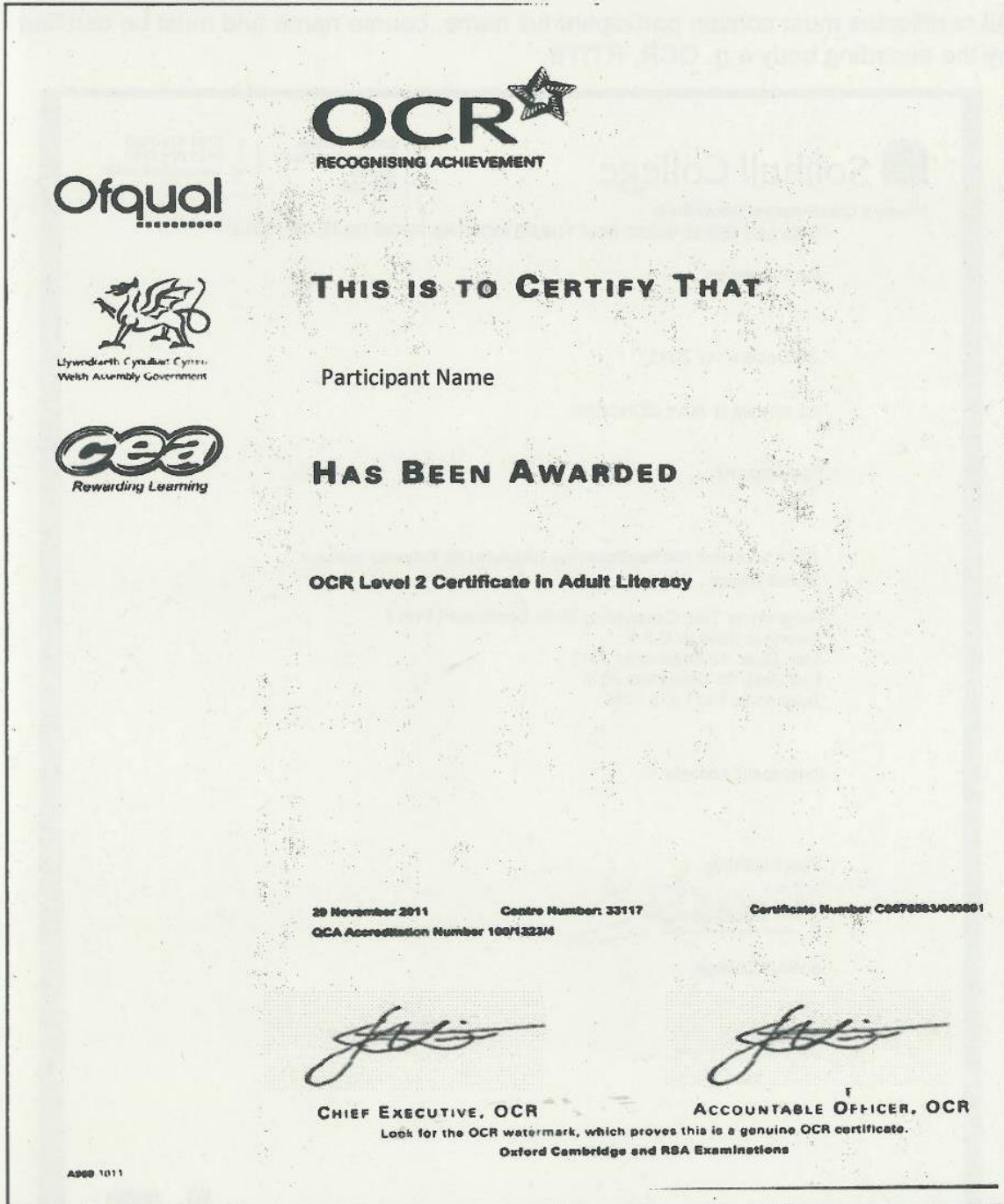
Fork Lift Recruitment & Training Ltd
Cannon House
43-44 New Bartholomew Street
Digbeth
Birmingham B5 5QS
0121 665 6550

Example - Training Course - Provider Letter

All certificates must contain participant full name, course name and must be certified by the awarding body e.g. OCR, RTITB.

 Solihull College Principal & Chief Executive: Brenda Sheils	Solihull College Blossomfield Road Solihull B91 1SB	t: 0121 678 7000 f: 0121 678 7200 w: www.solihull.ac.uk
THIS LETTER IS VALID FOR THREE MONTHS FROM DATE OF ISSUE		
To: Pertemps		
20 December 2016		
TO WHOM IT MAY CONCERN		
Participant		
This is to confirm that Participant has completed the following course at Solihull College		
Programme Title: Counselling Skills Certificate Level 2		
Awarding Body: N.C.F.E..		
Start Date: 13 September 2016		
End Date: 06 December 2016		
Telephone: 0121 678 7294		
Participant Address		
Yours faithfully		
		
Solihull College		
 INVESTOR IN PEOPLE	 CUSTOMER EXCELLENCE UK The Government Standard	 TRAINING QUALITY STANDARD

Example - Certificate for education or training courses.



Restart
Trust

19.12.2016

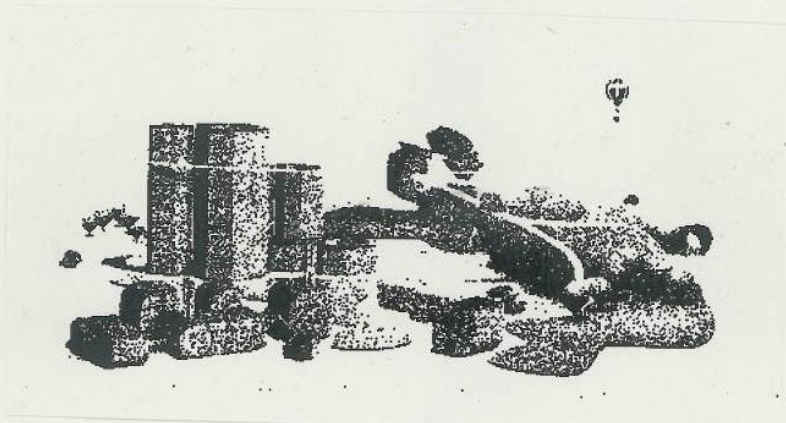
Dear Ms Smith,

Thank you for your application for the post of Environmental Technician. We found your CV interesting and would like you to come for an interview at 2pm on 4th January 2017 to discuss your suitability for the position. We will reimburse any travel costs that you incur on production of the appropriate receipts.

Yours faithfully



Office manager



Example Letter of Employment

Restart
Trust

19.01.2017

To Whom It May Concern,

I confirm that I Participant commenced employment as an Environmental Technician at Elixir Group on Monday 19th January 2017. The hours are full time at 35 hours per week on a 13 week contract.

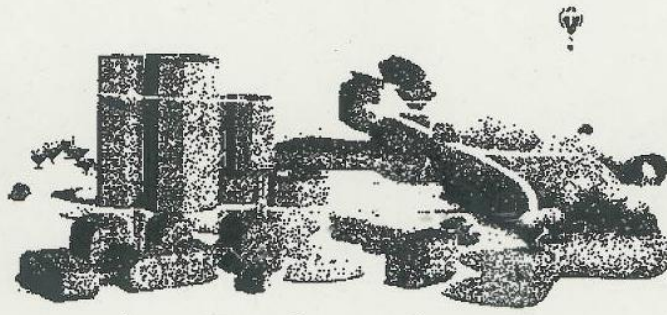
Name job role is in our PVCu recycling department and the general duties are to include hand processing the product, cleaning and removing contaminants from the product, working to daily targets and adhering to Health & Safety standards.

If you require any further information please do not hesitate to contact myself at the Elixir Business Service Centre on 0151 329 2977.

Yours Faithfully

[Handwritten Signature]

Office Manager



Annex J

Participant exit form

For participants and project staff to complete



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 31 December 2026, in compliance with the Data Protection Act 1998. This information will be used to evaluate this project and to report to the Big Lottery Fund and European Social Fund for monitoring purposes. You may be contacted to discuss your 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 your participation in the project funded by the European Social Fund, whilst the Big Lottery Fund is the data processor.

Part one: Summary

This is completed by project staff once the participant's eligibility has been confirmed.

Organisation:

A Fine Example

Participant name:

Angela Zoe Smith

National Insurance number:

XXXXXXXXXX

Customer reference number:

Your system reference number here

Leaving date from the project:

16th January 2017

This is the date of their last activity on the project

Part two: Participant achievements

Tick all that are relevant.

- You've moved into further education or training
- You've moved into employment or self-employment
- You've gained a qualification
- You've moved into job-searching from economic inactivity
- You've gained basic skills in English and/or numeracy

Part three: Education or training

If you've moved into further education or training, we need you to provide a letter or document from the school, college, university or learning provider demonstrating that you have formally registered and started learning with them. We must see an original and we will make a photocopy for our own records.

Tell us more about what you are doing here:

Part four: Employment or self-employment

If you've moved into **employment**, we need you to provide either:

- ✓ a letter or document from the employer confirming that you have started a new job or
- ✓ a payslip or
- ✓ a signed contract of employment.

If you've moved into **self-employment**, we need you to provide either:

- ✓ a letter or document showing that your business activity is registered with HMRC for tax, VAT or National Insurance purposes or
- ✓ a record showing that your business activity 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 you as a company director.

We must see an original and we will make a photocopy for our own records.

Tell us more about what you are doing here:

I have now been offered a 13 week position as an Environmental Technician with the Elixir Business Service Centre (Restart Trust). If the organisation considers me to be a good worker at the end of the 13 weeks it could make my contract full-time.

The job involves processing PVCu, cleaning and removing contaminants so that the material can be recycled.

I have provided my project officer with a letter from my employer confirming that I have the job. I will provide a copy of my first week's pay slip when I receive it.

Part five: Qualifications

If you've gained a qualification, we need you to provide the certificate or confirmation from the awarding body. We must see the original and we will make a photocopy for our own records.

Tell us more about what you've achieved here:

Through this project I have gained:

- a) OCR level 2 certificate in Adult Literacy
- b) Counselling Skills Certificate level 2
- c) NOR Forklift Driving - 30 hours Novice training

All these were referenced in my CV to show my ability and potential since I do not have any school educational level qualifications.

Part six: Job-search

If you've moved into job-searching, we need you to 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.

We must see an original and we will make a photocopy for our own records.

Tell us more about what you are doing here:

Part seven: Employment status on leaving the project

What is your current employment status?

- Inactive (including not in education or training)
- Unemployed (including long-term unemployed)
- Employed (including self-employed)

Part eight: Participant declaration

Tick **each** box to confirm:

- I acknowledge that the support I have received was funded by the European Social Fund and the Big Lottery Fund.
- The information provided in the form is, to the best of my knowledge, accurate.
- If I am newly engaged in job-searching, I confirm that this is true.
- I give permission for my personal details to be shared with the Big Lottery Fund 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 2026 for evaluation purposes.
- I may be contacted at any time to discuss my involvement in the project.

Name: Angela Smith	Signature: <i>A. Smith</i>
Date: 16 th January 2017	

Part nine: Project officer declaration

Tick **each** box to confirm:

- The participant has been told that the support they have received was funded by the European Social Fund and the Big Lottery 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 2026.
- I understand that the Big Lottery Fund, 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: Fred Bloggs	Signature: <i>Fred Bloggs</i>
Job title: Project Officer	
Organisation: A Fine Example	

Example Wage Slips

Employee No.	Employee	Date	National Insurance No.		
6713	Participant Full Name	18/08/2017	NINO		
Payments	Units	Rate	Amount	Deductions	Amount
Standard	40.00	6.0800	243.20	PAYE Tax	0.00
				National Insurance	12.54
Holidays: Taken: 0.00		Remaining: 0.00			
Participant Name and Address		Totals This Period		Totals Year To date	
		Total Gross Pay	243.20	Total Gross Pay TD	243.20
		Gross for Tax	243.20	Gross for Tax TD	243.20
		Earnings for NI	243.00	Tax paid TD	0.00
		Payment Period	Weekly	Earnings For NI TD	243.00
				National Insurance TD	12.54
Net Temps Ltd (temp staff) Tax Code: 810L Dept: Tax Period: 2 Payment Method: BACS				NET PAY	230.66

Wage slips must contain the participant's full name, national insurance number, company name and working hours.

