**Collaborative Apprenticeships - Evidence for Participants**

**Match Participants - Apprentices**

* ILR for each Match Participant
* Privacy Letter and Notification Letter to be sent to each Match Participant. (Notification Letter to be signed and returned by the student)
* Additional Participant Data Form - Please note that if you are considering a Match Participant to also be a Participant accessing training, they will need to complete a Participant Record Form in place of the Additional Participant Data Form.

Please consider your Match list will update throughout the year, so please refresh quarterly and retrieve documentation from new Match participants accordingly.

It is important to engage course tutors/coordinators with the “Collaborative Apprenticeships Project” so they can provide students with the necessary information when queried. A suggestion would be to liaise with each tutor to meet each class and give a brief overview about the project promoting the benefits of the additional training available. It would also be helpful to take the opportunity to speak to the Match Participants separately to discuss the documentation required from them opposed to emailing them so they are informed of why the documents to be returned are required.

**ESIF Participants**

***Prior to Training start date***

* Each ESIF Participant is required to complete a Participant Record Form (pages 1-3), also providing an eligible form of evidence i.e. Passport/Birth Certificate to be validated by the Training Provider Representative (page 4)
* Employers of ESIF Participants must also complete a Company Level Data Capture Form signed by a suitable Employer Representative who is able to answer the questions accurately (Not ESIF Participant)

***Post Training Completion***

* ESIF Participants/Course Tutors complete pages 5 & 6 on Participant Record Form with at least 1 learning review documented
* Training completion evidence per ESIF Participant for claim

Documents can be either completed handwritten or digitally signed. Please note that digitally signed documents have to be evidenced to be from the relevant individual i.e. ESIF Participant or Employer Representative. Email PDF or PrtScn of email.

More detail is provided in the “Eligibility and Evidence” document located on WYCC Members area Collaborative Apprenticeships page. Please also see the Tool Kit

<https://www.westyorkshirecolleges.co.uk/members/collaborative-apprenticeships>