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| Collaborative Apprenticeships - Eligibility Checker - Delivery Partners | |
| *Mandatory Requirements*  Please note: The answer NO to any of the below mandatory requirements = NOT ELIGIBLE | |
| Participants Criteria | **Yes/No** |
| Is the participant 16 or over? |  |
| Are the participants employed by and work for a company based in the LCR or live within the LCR? |  |
| Confirm that the participant has the legal right to live in the UK and they are not an asylum seeker |  |
| Is the participant either: Employed inc Self employed, or Unemployed inc long termed unemployed[[1]](#footnote-1)  The training/support must not duplicate the 16-24 provision provided by ESF Leeds City Region Employment Hub programmes. |  |
| Training Criteria | **Yes/No** |
| Confirm the training is not assessment only |  |
| Confirm the training will take place within one of the Leeds City Regions (LCRs) nine districts1 |  |
| The training will be completed before 30th September 2023 |  |
| Confirm that the training has not already commenced before application (Jan 2021) |  |
| [*For accredited only*] Confirm that the training/skills development cannot be funded from a Government funded main stream offer |  |
| Confirm the training is not a statutory requirement that would otherwise be funded by the employer/business[[2]](#footnote-2) |  |
| Business Criteria | **Yes/No** |
| Business is located within one of the Leeds City Regions (LCRs) nine districts[[3]](#footnote-3) - [Postcode Checker](https://www.gov.uk/find-local-council) or participant(s) undertaking the training live within the LCR? |  |
| [If self-employed] Can they show that the business activities are registered with HM Revenue and Customs? |  |

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| * **Signature Requirements on forms -** *Please refer to the Toolbox on current Covid-19 ESIF Relaxations on signature requirements* * **All claims (ESIF and match) to be electronically submitted, via our secure SharePoint by the 10th each month** * **Evidence should be submitted alongside with completion of the ‘Claim and Evidence Worksheet’** * **The ‘Claim and Evidence Worksheet’ is saved in your secure area on SharePoint** |

**Evidence for Costs**

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| **Evidence Requirements for ESIF Costs** | | |
| **ESIF Pay Costs** | **Evidence Required at First Claim** | **Additional Information** |
| Direct Staff Costs -  Full Time and Part Time on Project | * Job description * Letter of Appointment that clearly states starting and finishing dates (if appropriate) and makes clear that they are wholly or partly (stipulate %, e.g. 0.5, 0.2) employed on ESF related activity during stated period. * Addendum letter required if Letter of Appointment does not detail the above. | * Must have ESF logo on JD, Letter of Appointment and Addendum * Actual gross salary costs, employers' National Insurance and pension contributions (must exclude Apprenticeship Levy contributions) * Addendum template available if required |
| Poster on display with info about the project | * Photograph of poster (template on members area) | Delivery partners (and match) providers must display at least one poster at each location where the project is delivering to participants |
| **ESIF Pay Costs** | **Evidence Required at Subsequent Claim Periods** | **Additional Information** |
| Direct Staff Costs -  Full Time and Part Time on Project | * Copy of payslips for period * Payroll report showing Employers NI and Pension contributions (if not shown on payslip) * BACS report and bank statement | * Payslip and payroll report are substantiating amounts being declared * BACS report and bank are evidencing defrayal |
| Other Direct Costs | * Signed off expenses sheet * Supplier invoices * Bank statement detailing payment of supplier invoice and payment of expenses sheet | * Where a procurement exercise has been undertaken, supporting documents will be required and made available on request – please refer to the Toolbox for guidance - Procurement |

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| **Evidence Requirements for Match – Apprenticeship Levy** | | |
| **Match** | **Evidence Required** | **Additional Information** |
| Employers Apprenticeship Levy digital account | * A copy of the transaction list from the Match providers AL digital account which confirms the transactions and payments in relation to the AL Match for the period required. The names of the apprentices appearing on the transaction list should be redacted but all the other information will be required | * The Match must be evidenced, auditable and, before a claim is made, defrayed4 * Ensure they have and can maintain a detailed adequate audit trail in relation to the AL when it is used as Match[[4]](#footnote-4) * You can only claim apprentices that have started since 1st Jan 2021 |

**Evidence for Participants**

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| **Evidence for ESF Participants** | | |
| **Evidence Required** | **Guidance to Evidence** | **Verification Required** |
| Participant Record | From the date of entry to the project, completion of the Participant Record provides verification that the core eligibility, set out in the Eligibility Checker, is met:   * 16 years of age or older * Able to reside in the UK (and work in the UK)   For ESIF participants - The form comprises of four components to be completed by the participant and signed both by the participant and training provider:   * Section A – D - To be completed and signed either on or before first day of training * Page 4 – Evidence seen for participant eligibility * Section E – To be completed to detail training carried out. This page is to be duplicated for each required review. * Section F – G – To be completed and signed either on or after last day of training | * UK Passport or Birth Certificate * EEA Member Passport or non EEA Member Passport which must contain appropriate Right to Work documentation or EEA Birth Certificate * If not an EEA resident, then either a Visa/Work Permit or Sponsorship required * If classified as a Refugee, then passport stamps and notifications required   Please refer to the Toolbox for current guidance on EEA Nationals – Participant Eligibility EU Settlement Scheme  \*\*If participant is unable to provide the above Acceptable Evidence then please refer to [ESF Data Evidence Requirements – Eligibility and results](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/746948/data_evidence_guidance.pdf) for a more detailed listing |
| Awarding Body Copy of Certificate or Awarding Body Pass List | * Accredited training only * Must be issued within four weeks of training end date * Must be certified as a true copy | |

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| **Evidence for Match Participants (apprentices)** | | |
| **Evidence Required** | **Guidance to Evidence** | **Verification Required** |
| Data sharing letter to the apprentice | If an apprentice is being used as match for ESF purposes they are part of the project and must be informed (via a letter that they are part of the project under the ESF publicity guidance).  A copy of the letter is to be given to the apprentice, signed and returned to inform them that their apprenticeship levy is being used and match and to declare they have read and agreed to the sharing of data to WYCC and DWP | The Delivery Partner must give or send the Apprentice Notification Letter to the apprentice for them to sign and return (this provides permissions for the Delivery Partner to share the ILR with WYCC) |
| Individualised Learner Record (ILR) copies and WYCC Match Additional Participant Data Form | From the date of entry to the project, evidence obtained for the completion of the Individualised Learner Record (ILR) copies and WYCCs Match Additional Participant Data Form provides verification that the core eligibility, set out in the Eligibility Checker, is met:   * 16 years of age or older * Able to reside in the UK (and work in the UK)   For match participants - The Match Additional Participant Data Form comprises of four sections (A- D) to be completed by the participant and signed both by the participant and delivery partner. Page 4 confirms the evidence seen for the participants eligibility | * UK Passport or Birth Certificate * EEA Member Passport or non EEA Member Passport which must contain appropriate Right to Work documentation or EEA Birth Certificate * If not an EEA resident, then either a Visa/Work Permit or Sponsorship required * If classified as a Refugee, then passport stamps and notifications required   Please refer to the Toolbox for current guidance on EEA Nationals – Participant Eligibility EU Settlement Scheme |
| Awarding Body Copy of Certificate or Awarding Body Pass List | * Accredited training only * Must be issued within four weeks of training end date * Must be certified as a true copy | |

**Evidence for Employers (ESIF participants only)**

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| **Evidence Requirements for Employers** (please note: the shorter version of the Collaborative Apprenticeships Company Data Capture Form will be available on the members area shortly) | | |
| **Documentation Required** | **Guidance to Evidence** | **Additional Verification** |
| Collaborative Apprenticeships Company Data Capture Form | * Section A to B to be completed and signed by the employer * Section C to be completed and signed by the training provider * The business must be a legal entity – see Verification Required * The business is located within one of the Leeds City Regions (LCRs) nine districts - [Postcode Checker](https://www.gov.uk/find-local-council) or participant(s) undertaking the training live within the LCR * Must be signed and dated prior to start of training | The following relevant documents must be submitted with Collaborative Apprenticeships Company Data Capture Form -   * Self- Employed/Sole Trader/Partnership – Evidence of Self Employed registration with HMRC (this could be a SA tax calculation – please do not send a SA form or invoice as this does not confirm self-employed or sole trader status), confirmation of payment of Class 2 or 4 NI contributions within the last year, or VAT registration or registration for Companies House or business bank statement. * Private Limited - Companies House Print Out * Voluntary/Community Sector/Not for Profit - print out from Charities Commission |

1. DWP have confirmed the focus should be on employed individuals – would expect smaller numbers of unemployed. “Unemployed are persons without work, available for work and actively seeking work”. “The definition of long-term unemployed varies with age: (a) Youth long-term unemployed (<25 years of age) = more than 6 months continuous spell of unemployment, (b) Adult long-term unemployed (25 years of age or more) = more than 12 months continuous spell of unemployment”. (DWP, 2018, 2014-2020 European Growth Programme, Output and Result Indicator Definitions Guidance for the European Social Fund - <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832354/output_and_results_indicator_definitions.pdf>) [↑](#footnote-ref-1)
2. “ESF will not substitute for investment in training that would otherwise be funded by employers or individuals, or is a statutory requirement” (DWP, 2015, European Social Fund: Operational programme 2014-2020 - <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/461596/ESF_Operational_Programme_2014_-_2020_V.01.pdf>) [↑](#footnote-ref-2)
3. Bradford, Craven, Calderdale, Kirklees, Harrogate, Leeds, Selby, Wakefield and York [↑](#footnote-ref-3)
4. 2014-2020 ESF Programme Action Note 031/19 [↑](#footnote-ref-4)