**Appendix 4 - Learner Eligibility Registration (SD07)**

|  |  |
| --- | --- |
| Learner Name: | Date of Birth: |
| Course: | Date: |
| Delivery organisation: | UKPRN: |

|  |  |  |
| --- | --- | --- |
| Please tick to indicate that you are: | YES | NO |
| Aged 16 and above at the start of the programme |  |  |
| A legal UK Resident, either British Citizen or EU Citizen resident in the UK |  |  |
| Able to take paid employment in a member EU State |  |  |
| Not on any other Publicly funded Training Programme |  |  |

*If you have ticked NO to any of the above, you are NOT eligible for Project.*

**Evidence of Eligibility**

|  |  |
| --- | --- |
| **Full Passport & Valid Passport (EU/Non EU)** | **Passport Number:** |
| **Other evidence provided:** Please state  (See notes overleaf)   * UK issued “right to remain” letter (Note 1 b) iv)) * Other (Notes 1a, 1bv), 2 & 3) | **Ref:** |
| **Evidence of Address Provided**  (please state and include number/type) | **Evidence of Age** (please state and include number/type) |

I declare that the details given on this form are true to the best of my knowledge and the evidence that I have provided is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (Learner) |  | Date |  |

I can confirm that I have assessed the above learners’ eligibility for Project (number) and can confirm that I have seen with the original documents that have been recorded on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (Provider) |  | Date |  |

**Data Protection Legislation** – This information will only be shared where the law allows it.  It may be shared with other organisations and the Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.  For more detailed information on how we handle your personal information see the [ESFA: privacy notice](https://www.gov.uk/government/publications/esfa-privacy-notice) at[www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)*.* Where you provide personal data to us, it is essential that you have the right to give us that personal data, and to allow us to use it as anticipated by the arrangements between us. This includes where the personal data that you are providing relates to people other than yourself. We will rely on you to make sure that you do have those rights. Both we and you will comply with our obligations under all relevant laws and rules on data protection and privacy.

**Notes**

Learner eligibility requirements in order of preference:

1. That the participant is legally able to reside (and work) in the UK during the period of ESF support and aged 16 or over:
   1. People aged 16 or 17 and who are Not in Employment, Education or Training (NEET) - or at risk of NEET
      1. A school, national careers service or local authority referral (plus a letter from local authority confirming that the individual is at risk of being NEET where appropriate).
   2. People aged 18+
      1. Full and Valid EU Member Passport (i.e. unexpired)
      2. For non-EU nationals Full and Valid Non-EU Member State passport, unexpired and:
         1. either, passport endorsed `indefinite leave to remain – proceed (settled status) or including work or residency permits or visa stamps (unexpired)
         2. or, an Identity Card issued by the Home Office in pace of a visa, confirming the individual’s right to stay, work or study in the UK
      3. Other e.g. Birth / adoption certificate (EU Member State), Residency permits for foreign nationals (usually in a passport), Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced), plus driving licence, bank statement (as evidence of address)
      4. Letter from the UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status)
      5. NI Number (either plastic card or letter from HMRC) to support self-declaration if none of the preferred evidence can be obtained or if the eligibility cannot be confirmed by way of a 3rd party referral from a public body, local authority or funding provider.

N.B. A driving licence can only be used as evidence of age and or address, but not of right to reside.

1. Other documents as identified in [ESF Data Evidence Guidance Version 3](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/746948/data_evidence_guidance.pdf).

**N.B. Original documents need to be seen in all cases; copies are not acceptable**

1. In cases where there are no preferred evidence available or self-declaration has been used the following must be documented and sent to Business West.
   1. Reasons why participant does not have any preferred or alternative evidence available.
   2. How the beneficiary / delivery partner has attempted to collect the required evidence.
   3. How / why the provider is satisfied that the reasons provided by participant are credible / plausible.
2. If the provider is not convinced that the individual meets the entry conditions based on: the information and documents presented; the suitability assessment; and the reasons given for not having any `preferred’ stronger evidence, training must be refused.