Training Offer for those Unemployed for 6 months: Provider Guidance

Evidence of employment with continuing training

Details of Participant in the above training offer [to be entered by the provider]

Full name …………………………………………………………………………..
Address ……………………………………………………………………………
…………………………………………………………Postcode………………
Date completed Programme Provision ………………………………………
Employer organisation ………………………………………………………

Employer declaration

I declare that I have employed …………………………………………………
[enter name of employee] in full-time work of at least 16 hours a week for the period from
……………………………to ………………… which is of at least four weeks duration.1
Full name …………………………………………………………………………..
Address ……………………………………………………………………………
…………………………………………………………Postcode………………
Date …………………………… Signature ………………………………………

Business stamp

Self-employment

I declare that I have been self-employed as [enter business name/trade etc]
………………………………………………………………………………………
full-time of at least 16 hours a week for the period from……………..to……………which is of at least four weeks duration.
Date………………………… Signature……………………………………..

Details of evidence submitted2 that should be copied and attached:
………………………………………………………………………………………
………………………………………………………………………………………

Provider declaration

I declare that the employee named above is continuing training supported under the ALR / ER
funding streams3 from …………………………..[enter date]4 as follows [enter details of qualification
and level] …………………………………. with [enter provider details if not as below] …………………
Provider name …………………………………………………………………………..
Provider address ……………………………………………………… Postcode …………………
Date …………………………… Full name [print] ………………… Signature …………………

1 LSC auditors may request access to payroll records or otherwise check with the employer organisation to verify this declaration.
2 For example Business Link documentation (if a grant had been applied for); Inland Revenue documentation; Business
bank account details or Vat Registration
3 Delete whichever does not apply
4 This date must be within 13 weeks of the end of the initial training period