

Participant Evidence Checklist – Appendix A

Accelerate project is part funded by European Social Fund (ESF). In accordance with ESF regulations all participants who receive funding must meet ESF eligibility criteria. This form requests documents to evidence each participants eligibility at the point of enrolment e.g. eligibility of the right to live, right to work within UK. Accelerate project also has specific targets to meet, e.g. particular age groups as we are supporting employed individuals above 50 years of age.

Please scan or upload photographs of evidence from each of the sections below to support your eligibility to meet the funding criteria.

Participant Name	Click to enter text.
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1	Evidence that the participant has the legal right to <u>live</u> in the UK (<u>one</u> of the following):
<input type="checkbox"/> Full UK/Republic of Ireland Passport (unexpired) <input type="checkbox"/> Marriage/ Civil Partnership Certificate <input type="checkbox"/> Letter from UK immigration <input type="checkbox"/> Residency Permit for foreign nationals <input type="checkbox"/> ID Card from citizens from EU countries (to hold settled/pre settled status granted under the EU Settlement Status (EUSS) as from 1/2021) <input type="checkbox"/> Birth/Adoption Certificate	
N.B EEA nationals arriving in the UK from the 1st January 2021 must hold leave to remain with permission to work granted under the new Points Based Immigration system to be eligible for ESF support.	

2	Evidence that the participant has the right to <u>work</u> in the UK (<u>one</u> of the following):
<input type="checkbox"/> Recent Payslip (if actual work address indicated on Form 3) within last 3 months <input type="checkbox"/> Employment Contract <input type="checkbox"/> P60 <input type="checkbox"/> Correspondence from Employer <input type="checkbox"/> NI Card, Letter or tax coding notice from HMRC (You can redact/delete financial values from any of the above evidence prior to uploading it) Please explain why the above preferred evidence cannot be collected: Click here to enter text. If none of the above preferred evidence can be collected, the following alternative evidence can be used: <input type="checkbox"/> HMRC correspondence, Including Tax Credits that confirms employer (including NI Number)	

2a	If applicable, Evidence of Self-employment (<u>one</u> of the following):
<input type="checkbox"/> A submitted HMRC 'SA302' self-assessment tax declaration, with acknowledgement of receipt <input type="checkbox"/> Records to show actual payment of Class 2 National Insurance Contributions <input type="checkbox"/> Business records in the name of the business that evidence it has been established and is active/operating <input type="checkbox"/> Is registered as a limited company: Companies House records / listed as Company Director <input type="checkbox"/> Confirmation letter from accountant <input type="checkbox"/> VAT registration confirmation from HMRC	

3	Evidence of Age (<u>one</u> of the following):
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Birth / Adoption Certificate</div> <div style="width: 50%;"><input type="checkbox"/> Provisional / Full Driving licence</div> <div style="width: 50%;"><input type="checkbox"/> Passport (Expired or unexpired)</div> <div style="width: 50%;"><input type="checkbox"/> Payslip (DOB advised)</div> <div style="width: 50%;"><input type="checkbox"/> Employment Contract (DOB advised)</div> <div style="width: 50%;"><input type="checkbox"/> Pension statement (DOB quoted)</div> </div> <p>Please explain why the above preferred evidence cannot be collected: Click here to enter text.</p> <p>If none of the above preferred evidence can be collected, the following alternative evidence can be used:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> DBS (CRB) Confirmation containing date of birth</div> <div style="width: 50%;"><input type="checkbox"/> NHS letter or card</div> </div>	

4	Evidence of home address (<u>one</u> of the following):
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Mortgage Statement</div> <div style="width: 50%;"><input type="checkbox"/> Recent Bank / Credit Card Statement</div> <div style="width: 50%;"><input type="checkbox"/> Recent utility or Council Tax bill</div> <div style="width: 50%;"><input type="checkbox"/> Full / Provisional Driving Licence (card or paper)</div> <div style="width: 50%;"><input type="checkbox"/> Mobile phone / Landline bill</div> <div style="width: 50%;"><input type="checkbox"/> Electoral roll registration</div> </div> <p>(You can redact/delete financial values from any of the above evidence prior to uploading it) Please explain why the above preferred evidence cannot be collected: Click here to enter text.</p> <p>If none of the above preferred evidence can be collected, the following alternative evidence can be used:</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> DBS (CRB)</div> <div style="width: 50%;"><input type="checkbox"/> TV Licence</div> <div style="width: 100%;"><input type="checkbox"/> Correspondence from the employer to the participants home address</div> </div>	

Participant URN [Click here to enter text.](#)

5	Evidence of the highest qualification held on entry (copy of certificate, awarding body site or letter from school/training provider):
<input type="checkbox"/> Evidence is attached	

Accelerate Cheshire and Warrington project is supported by the European Social Fund through the DWP to enhance equal access to lifelong learning.

Participant Signature

Date

Please note that due to the Covid-19 pandemic, electronic signatures are currently being accepted by DWP. However you will be required to provide a wet signature on all documents. The Accelerate Cheshire and Warrington project team will contact you regarding this at a later date.

Office Use Only

The above evidence has been checked and verified by:
Project Representative Signature:

Date: