

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"/>	NI Card, Letter or tax coding notice from HMRC
<input type="checkbox"/>	Full Passport (unexpired)
<input type="checkbox"/>	Letter from UK immigration
<input type="checkbox"/>	Residency Permit for foreign nationals
<input type="checkbox"/>	Marriage / Civil Partnership Certificate
<input type="checkbox"/>	Birth/Adoption Certificate

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
	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 (one of the following):

- A submitted HMRC 'SA302' self-assessment tax declaration, with acknowledgement of receipt
- Records to show actual payment of Class 2 National Insurance Contributions
- Business records in the name of the business that evidence it has been established and is active/operating
- Is registered as a limited company: Companies House records / listed as Company Director
- Confirmation letter from accountant
- VAT registration confirmation from HMRC

3 Evidence of Age (one of the following):

- Birth / Adoption Certificate
- Passport (Expired or unexpired)
- Employment Contract (DOB advised)
- Provisional / Full Driving licence
- Payslip (DOB advised)
- Pension statement (DOB quoted)

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:

- DBS (CRB) Confirmation containing date of birth
- NHS letter or card

4 Evidence of home address (one of the following):

- Mortgage Statement
- Recent utility or Council Tax bill
- Mobile phone / Landline bill
- Recent Bank / Credit Card Statement
- Full / Provisional Driving Licence (card or paper)
- Electoral roll registration

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:

- DBS (CRB)
- TV Licence
- Correspondence from the employer to the participants home address



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

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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: