

## Work Able Scotland

### Progression from Work Able Scotland to a job/self employment/Modern Apprenticeship

Print and sign completed document

The personal information provided on this form will be retained securely in compliance with The Data Protection Act 1998, SDS Privacy policy/ statement, and will be securely destroyed after it is no longer required for the administration of Work Able Scotland.

#### Section 1

Customer name..... Leaving date.....  
 NI number..... Job Title.....  
 Service Provider name..... Date entering job/self employment/modern apprenticeship.....

#### Section 2

##### Declaration by employer/business\*

\*The employer/business is the organisation that pays the Customer.

In the absence of a completed employer/business declaration alternative evidence can be used, please refer to the Work Able Scotland Rules for full details.

I declare that the information supplied in Section 1 above is correct and the individual concerned has been in paid employment for a minimum of 16 hours per week for a minimum of 6 consecutive weeks or a minimum of 96 hours in total over 6 consecutive weeks

Signature of employer/business..... Employer/business address.....  
 Print name.....  
 Date..... Employer/business tel no.....  
 Employer/business name..... Employer/business email.....

#### Section 2A

##### Employment location

Only to be completed if the organisation that pays the Customer does not directly manage the Customer.

Employer/business name..... Employer/business address.....  
 Employer/business tel no.....  
 Employer/business email.....

#### Section 3

##### Progression to Modern Apprenticeship

I declare that I progressed into Training towards the MA qualification on ....., my individual training plan has been updated to reflect this new VQ route and that I have participated in this Training for a minimum period of 6 weeks.

MA provider..... Customer signature.....  
 Details of VQ now aimed for..... Date.....  
 VQ title.....  
 VQ reference number.....  
 Level.....

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#### Section 4

##### Declaration by Customer

\* In the case of self employment additional evidence is required in support of this declaration, please refer to the Work Able Scotland Rules for full details.

I declare that the information supplied in Section 1 above is correct and I have been employed/\*self employed for a minimum of 16 hours per week for a minimum of 6 consecutive weeks or a minimum of 96 hrs in total over 6 consecutive weeks.

Signature of Customer..... Print name.....  
Date.....

#### Section 5

##### Declaration by Service Provider

I declare that I have checked the information supplied above and have confirmed the following:

- The date of entering job/self employment/Modern Apprenticeship
- The job/self employment/Modern Apprenticeship is more than 16 hrs/week for a minimum of 6 consecutive weeks or more than 96 hours over 6 consecutive weeks
- In the absence of a completed employer declaration the alternative evidence is available to support the job outcome claim
- In the case of self employment the additional evidence is available to support the job outcome claim

Signature of Service Provider..... Print name.....  
Date.....