

Employability Fund Start/leaver notification

This form is required for individuals claiming a DWP benefit to notify DWP of a start/leaver on the Employability Fund. A copy of this form must be given to the participant and their local Jobcentre within 3 working days of both the start and end of their training, with the original kept on file by the EF training provider for audit purposes.

Print and sign completed document.

Section 1 Participant details

Title Mr Mrs Ms Miss

Current type of benefit or allowance claimed

Surname

Job centre

First name

Participant's signature

NI number

Date

Date of birth

Section 2 To be completed at start of programme

Stage 2 Core skills and/or employability and/or Personal development

Start date

Stage 3 Employability and/or Vocational Training.

Expected end date

If vocational training, please specify industry sector

Stage 4 Pre employment training and job matching

Please specify course

EF training provider's signature

EF training provider name

Print name

Address

Position in company

Tel no

Date

Section 3 To be completed at the end of training

Actual end date

EF training provider's signature

Print name

Position in company

Date