



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.

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

Section 1 Participant details

Title Mr Mrs Ms Miss
Surname
First name
NI number
Date of birth

Current type of benefit or allowance claimed
Job centre
Participant's signature
Date

Section 2 To be completed at start of programme

Stage 2 Core skills and/or employability and/or
Personal development
Stage 3 Employability and/or Vocational Training.
If vocational training, please specify industry sector
Stage 4 Pre employment training and job matching
Please specify course

Start date
Expected end date

EF training provider's signature
Print name
Position in company
Date

EF training provider name
Address
Tel no

Section 3 To be completed at the end of training

Actual end date

EF training provider's signature
Print name
Position in company
Date