

Document Retention Requirements for Activity supported by the European Social Fund (ESF)

November 2021

Employability Fund has not received any financial support from ESF. However, Providers may have been awarded other contracts by SDS, which have been supported by ESF.

To ensure you meet your contractual obligations for all SDS contracts, you should read the information below regarding document retention requirements for both ESF programmes. You should specifically note the contracts included in each programme and the different retention dates applicable to each.

2007-2013 ESF Programme

Between 2010 and 2013, SDS received European Social Fund (ESF) financial support for the contracts detailed in the table below. If you delivered one or more of these contracts, the trainees associated have been supported in the 2007-2013 ESF Programme.

Contract Type	ESF Supported Trainees	Document Retention Requirements
Modern Apprenticeships	2010/11 - MA (16-19) New Starts only & liability, and 2010/11 - MA (20+) New Starts only & liability	Evidence for all claims made via CTS during the period 1st April 2010 - 31st March 2013 for ESF supported trainees.
Targeted Pathways	2010/11 – Targeted Pathways (All Trainees), and 2011/12 – Targeted Pathways continuation & new starts	Evidence for all claims made via CTS during the period 1st April 2010 - 30th June 2012 for ESF supported trainees.
Get Ready for Work	2011/12 – Get Ready for Work - New Starts only, and 2012/13 – Get Ready for Work - continuation & new starts, and 2013/14 – Get Ready for Work - continuation only	Evidence for all claims made via CTS during the period 1st April 2011 - 30th September 2013 for ESF supported trainees.
Lifeskills	2011/12 – Lifeskills - New Starts only, and 2012/13 – Lifeskills - continuation & new starts, and 2013/14 – Lifeskills - continuation only	Evidence for all claims made via CTS during the period 1st April 2011 - 30th September 2013 for ESF supported trainees.
Training for Work	2010/11 – Training for Work - New Starts only, and 2011/12 – Training for Work - continuation & new starts, and 2012/13 – Training for Work - continuation & new starts, and 2013/14 – Training for Work - continuation only	Evidence for all claims made via CTS during the period 1st April 2010 - 30th September 2013 for ESF supported trainees.

ESF Retention Deadline

As per the General Programme Rules during these periods, as well as previous comms issued by the ESF Team, Training Providers were informed that where SDS funds were used as match funding for the ESF programme, the Training Provider should retain all trainee records and other supporting documentation until at least **31st December 2023**. If there is any change to this date SDS will be notified by the Scottish Government and we will pass that on to providers.

2014-2020 ESF Programme

SDS has received European Social Fund (ESF) for a number of years through the 2014-20 ESF Programme. Specifically relating to:

Modern Apprenticeships (MA) - In the contracting years 2015/16, 2016/17, 2017/18 and 2019/20, a number of Modern Apprentices were supported. During these contracting periods, the ESF team provided a list of the specific Modern Apprentices supported directly to the Training Providers.

Foundation and Graduate Apprenticeships (FA/GA) - Since 2017, Providers have been funded by ESF to deliver both of these Work Based Learning Apprenticeships.

National Third Sector Fund (NTSF) - Since 2015/16, National Third Sector organisations have been part funded by ESF to deliver employability support.

ESF Retention Deadline

For the specific programmes detailed above (MA / FA / GA and NTSF), the current retention date for all ESF records is until at least **31st December 2026**. If there is any change to this date SDS will be notified by the Scottish Government and we will pass that on to providers.

Further Information

We trust the information detailed above is clear. However, please contact us at esf.retention@sds.co.uk should you have any queries or require a specific trainee list for one or more of the contracts you delivered, and / or the audit evidence requirements in place at this time.