**ESF Certification Form**

**Developing Scotland’s Workforce**

**AY 2019-20**

**Student Name:**

**Student ID:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documentation**  **required** | **Has the original document been seen?**  **Yes / No** | **Please state the**  **type of evidence provided**  **(e.g. passport )** | **Is supporting evidence**  **saved in paper or electronic format?** |
| ESF participant form |  | *Signed ESF*  *participant form* |  |
| Proof of right to live / work in UK |  |  |  |
| Proof of residency |  |  |  |
| Evidence of highest qualification level |  |  |  |
| Bursary / childcare award letter and acceptance (UHI only) |  |  |  |

*I certify that this is a true copy of the original document/s and where documents exist in electronic form only, the computer systems used shall meet accepted security standards that ensure that the documents held comply with national legal requirements and can be relied on for audit purposes.*

*Additionally, all supporting evidence such as enrolment extract, continued participation/withdrawal, BACS payments, bank statements, attendance records and 6 month destination outcome are available for review for audit purposes.*

*Signed …………………………………………………………………*

*Date …………………………………………………………………...*

*Position: ……………………………………………………………..*