**PLEASE COMPLETE IN BLOCK CAPITALS**

**SUNDERLAND COMMUNITY LED LOCAL DEVELOPMENT PROGRAMME**

**(OUTCOME FORM 1)**

|  |  |
| --- | --- |
| **Only to be used to exit individual participants in ESF funded projects** | |
| **CLLD Project Number** |  |
| **Participant Unique Identifier** |  |

This form must be completed at the point at which a participant is leaving the project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Part 1** | **Personal details** | | | |
| Title |  | | | |
| Forename(s) |  | | | |
| Surname |  | | | |
| **Part 2** | **Time on project** | | | |
| Project start date |  | | | |
| Date leaving the project (this is the date of their last activity on the project) |  | | | |
| **Part 3** | **Participant Achievements** | | | |
| Please tick all that are relevant: | | | |  |
| 1. Participants in education or training upon leaving (CR02) | | | |  |
| 1. Unemployed participants into employment (including self-employment) on leaving (R1) | | | |  |
| 1. Inactive participants into employment or job search upon leaving (R2) | | | |  |
| 1. Gained a qualification | | | |  |
| 1. Moved into regular volunteering | | | |  |
| 1. Gained basic skills on leaving | | | |  |
| Evidence must be provided where the participant has moved into either a, b or c. Details on the evidence required are provided below. | | | | |
| **Part 4** | | **Evidence Required and provided** | | |
| 1. **Participants in education or training upon leaving (CR02)**   If you’ve moved into further education or training, we need you to provide a letter or document from the school, college, university or learning provider demonstrating that you have formally registered and started learning with them. We must see an original and we will make a photocopy for our own records.  **Evidence provided**   1. **Unemployed participants into employment (including self-employment) on leaving (R1)**   Name of employer:  Location & Postcode of employer:  Annual salary or expect annual turnover if self-employed:  Sector of employment or self-employment:  If you’ve moved into employment or self-employment we need you to provide either:   * a letter or document from the employer confirming that you have started a new job **or** * a payslip **or** * a signed contract of employment.   If you’ve moved into **self-employment**, we need you to provide either:   * a letter or document showing that your business activity is registered with HMRC for tax, VAT or National Insurance purposes **or** * a record showing that your business activity is active and operating, such as a bank statement or a lease/purchase agreement on equipment and premises **or** * if registered with Companies House, a record listing you as a company director. * We must see an original and we will make a photocopy for our own records.   **Evidence provided**   1. **Inactive participants into employment (including self-employment) or job search upon leaving (R2)**   Name of employer:  Location & Postcode of employer:  Annual salary or expect annual turnover if self-employed:  Sector of employment or self-employment:  If you’ve moved into employment or self-employment we need you to provide either:   * a letter or document from the employer confirming that you have started a new job **or** * a payslip **or** * a signed contract of employment.   If you’ve moved into **self-employment**, we need you to provide either:   * a letter or document showing that your business activity is registered with HMRC for tax, VAT or National Insurance purposes **or** * a record showing that your business activity is active and operating, such as a bank statement or a lease/purchase agreement on equipment and premises **or** * if registered with Companies House, a record listing you as a company director. * We must see an original and we will make a photocopy for our own records.   **Evidence provided**  If you have moved into job searching from economic inactivity you must provide either:   * a CV and a list of jobs applied for and when, **or** * a letter or document from the Department for Work and Pensions that confirms you are registered as unemployed, **or** * a letter or document from a government agency showing that you have newly registered with mainstream support and are actively engaging with them to apply for jobs, **or** * a bank statement showing benefit payments.   We must see an original and we will make a photocopy for our own records.  **Evidence provided**   1. **Gained a qualification**   If you have gained a qualification through the support you have received please confirm level and type of qualification   |  | | --- | |  |  1. **Moved into regular volunteering**   If you have moved into volunteering on a regular basis please provide information on the type of volunteering and at which organisation it has been secured. Please provide the main reasons for partaking in volunteering from the list provided below:   * To develop skills * To gain experience by putting existing skills developed in a different context to new use * To add interest to a CV * To give back to an organisation that has helped you * To meet people * To keep active * To experience a new case of independence * To do something worthwhile with your spare time.   Organisation hosting the volunteering opportunity:  Location & Postcode of organisation where volunteer is placed:   1. **Gained basis skills on leaving**   Please confirm if gained one or more of the following basic skills qualifications as a result of the support you received from the CLLD (ESF) project:   |  |  |  | | --- | --- | --- | | Basic skills gained on leaving | Yes  No  Participant chose not to say |  | | Gained level 2 skills or below on leaving | Yes  No  Participant chose not to say |  | | Gained level 3 skills or above on leaving | Yes  No  Participant chose not to say |  | | Highest level of education on leaving  <http://www.gov.uk/what-different-qualification-levels-mean/list-of-qualifications-levels> | No qualifications |  | | Entry level |  | | Level 1 |  | | Level 2 |  | | Level 3 |  | | Level 4 |  | | Level 5 |  | | Level 6 |  | | Level 7 |  | | Level 8 |  | | | | | |
| **Part 5** | | **Participant testimony** | | |
| Briefly summarise the difference the support you received has made to your life? | | | | |
| **Part 6** | | **Signature of participant** | | |
| I confirm that the information provided in this form is accurate | | | **Date** | |
| **Other notes / comments** | | | | |