**London Councils ESF Programme 2014-2020**

**Frequently Asked Questions –**

**Results**

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| Q1 | If an employer refuses to sign an Into Employment form in wet ink can other evidence be provided instead? |
| A1 | No, leaver forms do not need to be signed by participants. Some providers complete them with the participant on the phone or by email. They do however need to have a leaver date. If dates need to be amended, it is good practice to fill in another form as it raises the question that perhaps the form is being back dated. |

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| Q2 | If an employer or training/education provider does not have a company stamp, do they need to provide something else on an Into Employment or training/education form? |
| A2 | If an employer or provider does not have a company stamp they should provide header paper or a business card. If headed paper is attached separately to the form then the employer or provider would have to sign and date the attachment. Employers or providers could also attach an email confirmation, with email signature from their professional email address (which should match the email address given on the form). |

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| Q3 | Do payslips have to have a true copy of original stamp? |
| A3 | Yes, it is good practice for all documentation to be stamped and signed as a true copy of the original. |

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| Q4 | Do payslips have to be dated the same month the participant went into employment? |
| A4 | It is good practice for payslips to be dated either the month the participant started employment or the month afterwards. |

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| Q5 | On the Into employment form does the start date need to be in wet ink? |
| A5 | No, only the employer signature and date of signature need to be in wet ink. |

**Leaver Forms**

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| Q6 | Do leaver forms have to be signed by participants? |
| A6 | No, leaver forms do not need to be signed by participants. Some providers complete them with the participant on the phone or by email. They do however need to have a leaver date (preferably the day before they start EET). Please refer to new leaver form. |

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| Q7 | Can the participant leaver form be signed after the participant has gone into Education, Training or Employment? |
| A7 | Yes, ideally leaver forms are signed the day before a participant starts employment or training course, but understandably circumstances can affect this, so they can be signed after the start date. |

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| Q8 | A participant has gone into employment but not filled out a leaver form. They have now disengaged. Is the leaver form mandatory? |
| A8 | No the leaver form is not mandatory and a project can still claim payment for a result without a leavers form. However projects will have to submit leaver forms for 65% of their results and these will contribute to their EPR. |