



European Union
European Social Fund
Investing in jobs and skills



Leading learning and skills

£100m Response to Redundancy Programme Provider Guidance

Annex A – Evidence of employment with training

1. Employee/Self-employment declaration

I declare that I have been self-employed¹ / employed by
[enter name of employer if applicable] and in full-time work of more than 16 hours a week for the
period from² to which is of at least four
weeks duration.

Full name Business Name [if self-employed]
Address [Business Address if self-employed]
.....
..... Postcode.....

Date Signature

2. Employer declaration

I declare that I have employed
[enter name of employee] in full-time work of more than 16 hours a week for the period from³
..... to which is of at least four weeks duration.

Company name
Address
.....
..... Postcode..... Date

Printed Name Signature Job Title.....

Business stamp

3. Training Provider declaration

I declare that the employee named in 2 above has started in-work provision supported under Train
to Gain/Apprenticeships⁴ from [enter date]⁵ as follows [enter details of qualification
and level].....
with [enter provider details if not as below].....

Provider name
Address
.....
..... Postcode..... Date

Printed Name Signature Job Title.....

¹ Evidence of self-employment will be required from one or more of the following:- Business Link, Inland Revenue, Business bank account, VAT registration documents

² The start date of the period of employment must be within 13 weeks of completion of this provision

³ This date must be the same as in the employee declaration

⁴ Delete whichever does not apply

⁵ This date must be within 13 weeks of the end of the initial training period.