



European Union
European Social Fund
 Investing in jobs and skills

Train to Gain Enrolment and Data Capture Form - Main Aim



Learner's Names

A03 Learner

Reference Number

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Box A
 (Change of Circumstance)

Prior Qualifications

Please indicate what qualifications you have completed in the past. Where you have no previous qualifications please state 'None'.

Details of Qualification completed or currently undertaking (for example – Title, Module Names, Awarding Body, Institution)	Date Qualification completed (date or year if exact date unknown)	Level Achieved (e.g. grade - A, B, C, L1, L2, Intermediate, Advanced)

If required, please continue on an additional sheet and attach to this document.

Highest and Additional Qualifications	Highest Qualification:
	Additional Qualification:

L35. Prior Attainment Level

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Section 4 – Eligibility for Train to Gain

Please tick if applicable

	Yes	No
I can confirm that I am Employed and have a Contract of Employment.	<input type="checkbox"/>	<input type="checkbox"/>
I am Self Employed (since month/year) and I have registered my self employment with the HM Revenue and Customs.	<input type="checkbox"/>	<input type="checkbox"/>
I can confirm that I am a Volunteer and receive no payment for the work undertaken other than incurred expenses where payable.	<input type="checkbox"/>	<input type="checkbox"/>
I am not currently on the New Deal Programme or any other government funded training.	<input type="checkbox"/>	<input type="checkbox"/>

Section 5 – Residency Criteria

Please tick if applicable

	Yes	No
I am normally and lawfully resident in the UK and Islands (this is, including the Channel Islands and the Isle of Man), or any EU Country and have been for the last 3 years. This does not include persons with time-limited leave to remain where this does not extend to the planned end date of the proposed learning aim of study; OR	<input type="checkbox"/>	<input type="checkbox"/>
I have not been resident in the UK but I fulfil the residency criteria and have provided the required evidence to confirm my status, please detail below.	<input type="checkbox"/>	<input type="checkbox"/>

If 'NO', please give details of your circumstances below in order that your eligibility for participation in this programme can be confirmed:

Details of Circumstances	Evidence (Proof of Residency – Home Office Papers, Immigration and Nationality Departmental Letter, Passport etc)



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Box A
 (Change of Circumstance)

Section 11 – Achiever / Early Leaver Information

A31. Learning
 Actual End Date

				2	0				
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L39. Destination

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A40.
 Achievement date

				2	0				
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A34. Completion
 Status

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A35. Learning
 Outcome

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A36. Learning
 outcome grade

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A50. Reason
 Learning Ended

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A60. Credits
 Achieved
 (QCF learning aims only)

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A68. Employment
 Outcome

0	0
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(not required for Apprenticeships or Train to Gain)

Achiever – I can confirm and certify that the Achievement details on this form are correct. All required evidence has been submitted with the claim and copies of such documents are held for audit purposes. Evidence to confirm learning is also held for audit purposes.

Early Leaver - I can confirm that this learner has withdrawn from the Train to Gain programme and that a formal withdrawal letter has been issued to the learner.

Provider Name

Date

Provider Signature

Notes: