

**Training offer for those Unemployed for 6 months: Provider Guidance
Evidence of Employment**

1. Employee declaration

I declare that I have been employed by
[enter name of employer] in full-time work of at least 16 hours a week for the period
from to which is of at least
four weeks duration and I have supplied the evidence requirements as described in 2
below.

Full name
Address
.....
..... Postcode.....
Date
Signature

2. Provider declaration

I declare that I have seen the following evidence that [enter name of
employee]..... has been in full-time work of at least 16
hours a week for the period from¹ to
..... which is of at least four weeks duration:

- Actual payslips covering 4 weeks in work; and
- A contract of employment relating to the employer named in 1 above.

I declare that the employee named above is continuing training supported under the
Adult Learner Responsive / Employer Responsive funding streams² from
..... [enter date]³ as follows [enter details of qualification and
level].....
with [enter provider details if not as below].....

Full name
Name of Provider.....
Address
..... Postcode.....
Date
Signature

Business stamp

¹ This date must be within 13 weeks of the date of the end of the initial training period supported under this offer.

² Delete whichever does not apply

³ This date must be within 13 weeks of the end of the initial training period.