

Retained information guidelines

The list below serves as a guide to delivery agents regarding the information that should be gathered and retained for each ESF DSW participant. Although this captures the main requirements, this is subject to change and additional information may be requested by SFC, Scottish Government auditors and / or the European Commission where it is considered necessary for the process of confirming the eligibility of participants, their achievements and associated student support costs for bursaries (including travel costs) and childcare.

Student participant information

- A fully completed ESF Participant Form, signed and dated by both the student and institution.
- Certified evidence of participant eligibility.
 - Legal right to live/work in the UK.
 - Residency.
- Certified evidence of participant's current qualifications at enrolment

Student support information (Highlands and Islands only)

- Record of continued participation – attendance registers (to support actual bursary, travel, childcare payments).
- Full audit trail and record of all student support payments to individual students, including BACS payment records and bank statements – this includes all bursary, travel and childcare payments.
- Bursary awards, including travel.
- Childcare awards.
- Childcare invoices and/or signed agreement with childcare provider/confirmation of regular attendance of child.

Outcome information

- Record of achievement (certificates, qualification level, credits completed).
- Attendance registers.
- Student leaver destination evidence - participants in employment, including self-employment, 6 months after a participant leaves their course (regardless of their achievements or whether they completed their course).