

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 and their achievements.

Student participant information

- A fully completed ESF participant form, signed¹ and dated by both the student and a representative from the college or university.
- Certified evidence to demonstrate participant eligibility (*at course start date*);
 - Legal right to live / work in the UK.
- Certified evidence of participants' highest qualification at enrolment.

Outcome information

- Record of achievement (e.g. certificates, qualification level, credits completed).
- Withdrawal form, where appropriate.
- Student leaver destination evidence - participants in employment, including self-employment, six months after a participant leaves their course (regardless of their achievements or whether they completed their course).

¹ Please refer to the ESF COVID-19 Q&A document for guidance on electronic signatures/collection of evidence during the pandemic years, including AY 2021-22.