



**OR**  
**INSERT COLLEGE NAME**  
 (RIGHT CLICK, CHANGE PICTURE)



**EUROPE & SCOTLAND**  
 European Social Fund  
 Investing in a Smart, Sustainable and Inclusive Future

(INSERT DELIVERY AGENT ID)

## EUROPEAN SOCIAL FUND ‘DEVELOPING SCOTLAND’S WORKFORCE’ ESF PARTICIPANT FORM 2020-21

**THE PROGRAMME OF STUDY ON WHICH YOU ARE ENROLLED IS PART-FUNDED BY THE EUROPEAN SOCIAL FUND**  
*The information collected will be used by [name of the college/university] for reporting and monitoring purposes (monitoring the quality and accuracy of the data collected against the evidence provided and reporting to the Scottish Funding Council) and shared with relevant agencies, for more information on how your data is used please see the [college/university] privacy policy [insert web address].*

**Please complete form in CAPITALS with BLACK or BLUE ink.**

PARTICIPANT INFORMATION (PLEASE COMPLETE FULLY)																							
Title		Date of birth (DD/MM/YYYY)																					
Forename(s)		Student / matriculation number																					
Surname		National Insurance number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
<i>Also known as</i>																							
Full address																							
Post code																							
Home phone number / Mobile phone number		Country of birth																					
Email address		Nationality																					
Full course title <i>and</i> qualification level																							
Course start date (DD/MM/YYYY)		Course end date (DD/MM/YYYY)																					
STATUS IMMEDIATELY PRIOR TO ENROLMENT <i>Please select one option only.</i>																							
EMPLOYED	INACTIVE	REGISTERED UNEMPLOYED (only select if in receipt of JSA/ESA/Universal Credit)																					
<input type="radio"/> Employed (incl. part-time, zero hours)	<input type="radio"/> Not in employment, education or training	<input type="radio"/> Registered unemployed (0-6 months)																					
		<input type="radio"/> Registered unemployed (7-12 months)																					
<input type="radio"/> Self-employed	<input type="radio"/> In education or training	<input type="radio"/> Registered unemployed (12 months +)																					

**HIGHEST LEVEL QUALIFICATION HELD (PRIOR TO ENROLMENT)** *Please select one option only - you should check SCQF level with staff.**You must be able to provide **evidence** of your stated current qualification level.*

ISCED 1 - 2	ISCED 3-4	ISCED 5-8
<input type="radio"/> No qualifications	<input type="radio"/> SCQF Level 5 or equivalent (Nat 5)	<input type="radio"/> SCQF Level 7-8 or equivalent (HNC/D)
<input type="radio"/> SCQF Level 1-2 or equivalent	<input type="radio"/> SCQF Level 6 or equivalent (Higher)	<input type="radio"/> SCQF Level 9-10 or equivalent (Degree/Hons)
<input type="radio"/> SCQF Level 3 or equivalent	<input type="radio"/> SCQF Level 7 or equivalent (Adv. Higher)	<input type="radio"/> SCQF Level 11 or equivalent (Masters)
<input type="radio"/> SCQF Level 4 or equivalent		<input type="radio"/> SCQF Level 12 or equivalent (PhD)

**EQUAL OPPORTUNITIES MONITORING**

AGE <i>(please state your age)</i>	GENDER <i>(please state the gender you most clearly identify with)</i>	CITIZENSHIP STATUS <i>(please select one option only)</i>		
	<input type="radio"/> Male	<input type="radio"/> UK Citizen	<input type="radio"/> UK Visa Holder	<input type="radio"/> EU Citizen
	<input type="radio"/> Female	<input type="radio"/> Asylum Seeker	<input type="radio"/> Refugee	<input type="radio"/> Other
<b>DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?</b>		<input type="radio"/> Yes	<input type="radio"/> No	

**ETHNICITY**

<input type="radio"/> White Scottish	<input type="radio"/> White English	<input type="radio"/> White Welsh	<input type="radio"/> White Irish	<input type="radio"/> White Gypsy/Traveler/Roma
<input type="radio"/> White other	<input type="radio"/> Asian Pakistani	<input type="radio"/> Asian Indian	<input type="radio"/> Asian Bangladeshi	<input type="radio"/> Asian Chinese
<input type="radio"/> Asian other	<input type="radio"/> Black African	<input type="radio"/> Black Caribbean	<input type="radio"/> Black other	<input type="radio"/> Multi-ethnic background
<input type="radio"/> Other Arab	<input type="radio"/> Other ethnic background			

**PROGRAMME EXPECTATIONS**

- Please explain briefly what you hope to get from your programme of study?

**PARTICIPANT DECLARATION**

I agree to being enrolled on a programme of study as part of 'Developing Scotland's Workforce' (DSW) which is part-funded by the European Social Fund (ESF) and the Scottish Funding Council (SFC). I confirm that the details on this form are correct to the best of my knowledge and belief.

Student signature

Date (DD/MM/YYYY)

**- FOR INSTITUTIONAL USE ONLY -****COLLEGE/UNIVERSITY DECLARATION**

We, the college/university, confirm that the above participant has been assessed and is eligible for support through the ESF 'Developing Scotland's Workforce' (DSW) programme. The participant has been informed that their programme of study is eligible to be part-funded by the ESF as part of the DSW programme.

Delivery agent signature

Date (DD/MM/YYYY)

We confirm that we hold certified evidence that the participant is legally able to reside (and work) in the UK.  Please tick to confirm

The participant has confirmed their address on this form and it is within the relevant H&I / LUPs postcode area.  Please tick to confirm

We confirm that the participant's destination will be recorded and reported 6 months after leaving their course.  Please tick to confirm

## **ESF Participant Form (amended for AY 2020-21)**

1. College/university staff should assist students with the completion of the ESF Participant Form provided in this annex. The form should be completed at induction / course start date, or as soon as possible thereafter. The participant form, and the necessary evidence underpinning it, provides evidence for audit that the student was notified that their course was part-funded by the European Union through ESF.

**Only students with completed (and signed) ESF participant forms, and possessing the necessary evidence, are eligible under the DSW project.**

2. Completed participant forms and relevant evidence for all ESF students must be uploaded to SFC through our secure server, which can be accessed at: <https://share.sfc.ac.uk/secure send>.
3. Link to SFC's guidance for Developing Scotland's Workforce can be accessed here: <http://www.sfc.ac.uk/funding/college-funding/european-social-fund/european-social-fund.aspx>.

**SCOTTISH QUALIFICATIONS AND UNESCO ISCED LEVELS**

SCQF Levels	National Courses	Higher Education	ISCED Levels	Definitions of UNESCO
12		Doctorate	Level 8	<b>DOCTORAL OR EQUIVALENT</b> are designed primarily to lead to an advanced research qualification. Programmes at this level are devoted to advanced study and original research and typically offered only by research-orientated tertiary educational institutions such as universities.
11		Masters Degree	Level 7	<b>MASTERS OR EQUIVALENT</b> are designed to provide participants with advanced academic and/or professional knowledge, skills and competencies, leading to a second degree or equivalent qualification.
10		Honours Degree	Level 6	<b>BACHELOR OR EQUIVALENT</b> are often designed to provide participants with intermediate academic and/or professional knowledge, skills and competencies, leading to a first degree or equivalent qualification. Traditionally offered by universities and equivalent tertiary educational institutions.
9		Ordinary Degree		
8		HND	Level 5	<b>SHORT CYCLE EDUCATION</b> programmes are often designed to provide participants with professional knowledge, skills and competencies. Typically these are practically based, occupationally specific and prepare students to enter the labour market. However programmes may also provide a pathway to other tertiary education programmes. Programmes at this level have more complex content than programmes at ISCED L3 & 4, but they are shorter and usually less theoretically orientated than ISCED L6 programmes.
7		HNC		
			Level 4	<b>POST SECONDARY NON TERTIARY</b> education provides learning experiences building on secondary education and preparing for labour market entry as well as tertiary education. It aims at the individual acquisition of knowledge, skills and competencies below the high level of complexity characteristic of tertiary education. Programmes at this level are typically designed to provide individuals who complete ISCED L3 with non-tertiary qualifications that they require for progression to tertiary education or for employment when their ISCED L3 qualification does not grant such access.

7	New Advanced Higher Advanced Higher Scottish Baccalaureates		Level 3	<b>UPPER SECONDARY</b> education programmes are typically designed to complete secondary education in preparation for tertiary education, or to provide skills relevant to employment or both. Programmes at this level are more varied, specialised and in-depth instruction than programmes at ISCED Level 2. They are more differentiated, with an increased range of options and streams available.
6	New Higher Higher Skills for Work Higher			
5	National 5 (Intermediate 2) Skills for Work National 5 (Credit Standard Grade)			
4	National 4 (Intermediate 1) Skills for Work National 4 (General Standard Grade)		Level 2	<b>LOWER SECONDARY</b> education programmes typically designed to build upon learning outcomes from ISCED L1. Usually the educational aim is to lay the foundation for lifelong learning & human development on which education systems may systematically expand further educational opportunities
3	National 3 Access 3 Skills for Work National 3 (Foundation Standard Grade)			
2	National 2 Access 2			
1	National 1 Access 1			

**ISCED 1** – Primary School Education

**ISCED 0** – Early Learning and Childcare