

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 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.
 - Residence.
- Certified evidence of participants' highest qualification 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 records.
- Withdrawal forms, 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).