Moray Employability Challenge Fund

Leavers Form & Result Reporting

**\*This should be completed by all participants upon exiting, regardless of gaining a result**

|  |  |
| --- | --- |
| **Name:** | **NI:** |
| **Exit Date (should match signature date at bottom):** |
| **Organisation name:**  |
| **Type of Result**  | **Please tick applicable** | **Date Achieved** |
| Entering Education/Training (should be within 4 weeks after exit date) |  |  |
| Gaining a Qualification (before exit date) |  |  |
| In Employment upon leaving (should be within 4 weeks after exit) |  |  |
| No result claimed – end of NTSF only |  |  |
| **Evidence** Please list any supporting documents submitted: Proof of college place or training opportunity e.g. letter from college or training provider, student id card etc; Proof of employment e.g. letter, contract, payslip etc; Record of follow-up with Participant; qualification certificates |
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|  |
| **Narrative** Please summarise what has been achieved and how that relates to the Action Plan |
|  |

**Participant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key Worker Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Note: if participant or worker cannot sign in person on the day of exit due to Covid 19 restrictions – then please sign and date as soon as possible after and write “post Covid 19 signature date” beside the signatures.)*