

LA6 Community Grants – Quality & Audit Learner Checklist

Any missing paperwork or information must be requested from the Organisation

No payment can be authorised until ALL relevant documents are received.

Participant Name:			
<i>Student Code:</i>			
Local Authority		Organisation :	
Programme Start Date:		Programme End Date	
Number of hours planned for learner		Accredited Learning:	YES / NO
Evidence Requirement and to include		Original Attached (Initialled by Org)	Quality Checked (LS Use only. Notes and initials)
1. Assessment and Enrolment Form <i>National Insurance number</i> <i>ID (Seen and held on file by your organisation) e.g. Passport/Birth Certificate</i> <i>Signed and dated by learner and Tutor</i> <i>Proof of Benefit and Proof of Permit to live and work in the UK</i>			
2. Attendance Timesheets <i>(participant must have attended at least 85% Each session to include Date/Times, number of hours & Learners signature Total Number of Hours completed by the learner against the number of hours for full course and signed by the Tutor.</i>			
3. Completed Individual Learning Plan (ILP) <i>(a minimum of 3 SMART targets per participant)</i> <i>Specific Measurable Achievable Realistic Timely</i> <i>Initial Assessment levels for Maths and English including Levels achieved</i> <i>Days Attended</i> <i>Accredited or Non-Accredited</i> <i>Diary of progress to include comments from learner and tutor</i>			
4. Early Leaver/Withdrawal/Transfer Form <i>(where applicable)</i>			
Learner Survey – complete electronically via link			
5. Certification from awarding body, EV report or awarding body notification of results <i>(only applicable for accredited learning)</i>			
6. Progression Certification – Into Further learning/Training/Employment/Volunteering <i>(official stamp or signed proof attached e.g. letter on headed paper)</i>			
Case Studies <i>(a minimum of 3 case studies should be provided)</i>			
LS Use Only:		Name, Signature, Date:	
I confirm evidence is sufficient to process completion payment and that completion information is entered onto ILR.			