



Traineeship Progression and Destination

The learner should complete section A and the Training Provider should complete section B. In exceptional circumstances if the learner is unable to complete the self-declaration section B should be completed by the Training Provider and evidence of progression should be attached.

Learner Details			
First Name		Surname	
Training Provider			

SECTION A

To be completed by the TRAINEE after leaving the course	TICK
I have progressed to an apprenticeship and have been in employment for at least 6 weeks (EDU2)	
I have progressed to an eligible job . This means employment/self-employment of 16 hours a week or more for a minimum of 8 weeks (EMP1).	
I have progressed to other education and training lasting less than 24 weeks, consisting of over 150 guided learning hours and have been attending of over 2 weeks (EDU4 or 5).	
I have progressed to other education and training lasting more than 24 weeks, consisting of over 150 guided learning hours and have been attending for over 6 weeks (EDU4 or 5).	
Other, please state where you have progressed to:	
Signature	Date

If progression is to an apprenticeship, employment or education/training please give details:			
Employer/Provider Name		Start Date	
Employer/Provider Contact Name		Your Job Title	
Contact Number			

SECTION B

Training Provider Declaration – please confirm the information provided by the Trainee is correct:			
Contact Name		Position	
Signature		Date	

Please use the Destination Key Code on the back of this page.

To be completed by the TRAINING PROVIDER after the course has ended.			
Outcome Type (e.g. EMP)		Outcome Start Date (e.g. job start)	
Outcome Code (e.g.1)		Outcome End Date (e.g. only if FE or job ended)	
Date Outcome Collected from Trainee		Completed By	
Signature		Date	



Type	Code	Code Description
EDU	1	Traineeship
EDU	2	Apprenticeship
EDU	3	Supported Internship
EDU	4	Other FE* (Full-time)
EDU	5	Other FE* (Part-time) (including non-regulated AEB provision)
EDU	6	HE
EMP	1	In paid employment for 16 hours or more per week
EMP	2	In paid employment for less than 16 hours per week
EMP	4	Self-employed for 16 hours or more per week
EMP	5	Self-employed for less than 16 hours per week
GAP	1	Gap year before starting HE
NPE	1	Not in paid employment, looking for work and available to start work
NPE	2	Not in paid employment, not looking for work and/or not available to start work (including retired)
OTH	1	Other outcome - not listed
OTH	3	Unable to contact learner
OTH	4	Not known
SDE	1	Supported independent living
SDE	2	Independent living
SDE	3	Learner returning home
SDE	4	Long term residential placement
VOL	1	Voluntary work

FOR OFFICE USE ONLY

Validated by		Date	
---------------------	--	-------------	--