South Tyneside Council

Skills SOUTH TYNESIDE

Early Withdraw into Employment (Adult Accredited)

To be completed if an unemployed learner leaves a course early to undertake employment. Used to record Destination & Progression

Learner Details			
First Name		**Surname**	
Schedule Number		**Course Code**	
Training Provider			

Learner Details	TICK
I have gained employment/self-employment of 16 hours per week or more for a minimum of 4 weeks (EMP1).	
Before gaining employment I was claiming Jobseeker's Allowance/Universal Credit or Employment Support Allowance (Work-Related Activity Group).	
After gaining employment I have **stopped** claiming benefits relating to unemployment – e.g. Jobseeker's Allowance, the unemployment element of Universal Credit or Employment Support Allowance (Work-Related Activity Group).	
My new employment is **with** training (01)	
My new employment is **without** training (02)	

Signature		**Date**	

Employment Information			
Company Name		**Work Start Date**	
Job Title		**Employer Contact Name**	
Employer Contact Number			

Please use the Destination Code Key on reverse.

To be completed by the Training Provider to claim an achievement payment.			
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 Learner		**Completed By**	
Signature		**Date**	

matrix ®
quality standard for information advice and guidance services
approved by the **matrix** Accreditation Body

Education & Skills Funding Agency

European Union European Social Fund
Investing in jobs and skills

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**	