

ESF MATCH FUNDING

1. Document Retention Policy

All files for the 2007 to 2013 ESF programme will be archived into storage (within the building) until 31st December 2030 or earlier if notification of change is received by the SFA.

2. Eligibility of Learners to receive funding

All learners are checked by their NI number, school/college certificates. If our internal checks do not cover the learner for status in the UK since birth or for at least 3 years further evidence will be gained.

3. Annual Audits

Audit of files (primary and subcontractors) are checked annually. These checks are against an internal quality check list. They include checks that all enrolment documentation is checked to ensure the ESF logo is in place on enrolment documents; evidence is available that learners are informed they are on a programme part financed by ESF, and that an ESF plaque is prominently displayed in the location commonly attended by participants.

Caroline McColl

Manger

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