

If this box is ticked this programme is funded or co-financed by ESF monies ☐

## Employment Programmes – consent to share information

Intraining is working with Jobcentre Plus customers on behalf of the Department for Work and Pensions (DWP) to help these customers to increase their skills to help them find and keep work. Intraining may claim a payment from DWP for every Jobcentre Plus customer who finds work while or after participating in a programme.

To validate these claims DWP may need to confirm details of your employment

To achieve this, [Intraining], DWP and your future employer need your consent to share information about you as follows:

**Stage 1:** Intraining will give your name and national insurance number to your future employer.

**Stage 2:** Your employer will use your name and national insurance number to identify you, so that they can confirm to Intraining some or all of the following information:

- the date you began your employment;
- whether you are employed to work 8 hours or more; or 16 hours or more;
- whether your employment is expected to last 13 weeks or has lasted 13 weeks; and/or
- whether your employment has lasted 26 weeks.

**Stage 3:** When it receives a claim for payment from Intraining, DWP may contact your employer using your name and national insurance number to ask for the information listed at stage 2. It will use this information to:

- check if the information given to it by the Intraining is correct;
- Evaluate the programme.

DWP will store your information securely for audit purposes.

If you do not give consent, this will not affect your entitlement to participate in the programme, or any job offer or employment obtained. You can write to Intraining at any time to withdraw your consent and this will not affect your placement on the programme or any employment or offer of employment made.

**Customer name..... (Please print name in full)**

I give consent for Intraining, my future employer and DWP to share information as described in stages 1 to 3 above.  
I confirm that:

I have read the information above and understand why this information sharing is needed and how this information will be used.

### **I understand that:**

If I am in receipt of any benefits, my entitlement to these benefits will not depend on whether I choose to give consent or not.

My placement on any programme with Intraining and any employment or future offer of employment will not depend on whether I choose to give consent or not.

I can withdraw my consent at any time by writing to Intraining.

**Signature .....**

**Date.....**