

Employment Outcome Form Guidance

This document provides some guidance to tutors and other members of staff on how learners are to complete the Employment Outcome form.

This form is only to be completed by learners who have withdrawn from learning because they have moved into employment.

It is important that we can evidence instances where a learner withdraws due to an employment outcome. Not knowing this can result in the withdrawal negatively affecting your funding and achievement rates.

Name and Course Title

Please pre-populate this form with the learner's name and the correct course title (both instances on the form) of the course that the learner is withdrawing from, before giving it to the learner.

Statement

The learner must sign and date in the appropriate boxes to complete the form. Please submit the form to us along with the learner's **Completion/Withdrawal form**.



