



# Employability Fund EF provider fact sheet

An EF fact sheet must be completed by the EF Provider for all contracted EF provision in each Local Employability Partnership Area in line with their contract allocation. A separate fact sheet must be completed for each Stage offered by the EF Provider. The EF Provider must submit the completed EF fact sheets to the named SDS Contract Manager for approval in advance of any start dates. Once approved the EF Provider must circulate to all EF referral organisations in the LEP area.

Title of EF Provision

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Local Employability Partnership (LEP) Area

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EF Stage *(Tick appropriate stage. Please note that a separate fact sheet is required for each stage)*

Stage 2                  Stage 3                  Stage 4

Number of EF places available *(Insert number of contracted places for the selected stage)*

Age 16-17                  Age 18-24                  Age 25+

EF provider name

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Address and postcode

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EF provider contact name                                  tel no.                                  email

Website (if applicable)

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Local provider contact details *(This should be the local contact for the day to day enquiries from EF referral organisations)*

Contact name

Address

Tel no.                                  email

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Location of EF provision *(If different from above. If multiple locations are used please detail e.g. 4 weeks in training centre and 2 weeks work placement)*

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Days and hours per week and anticipated duration of EF provision *(Number of hours, days and mode of attendance indicating start and finish times, length of the course and whether it is continuous or flexible e.g. 6 weeks continuous or 8-12 weeks depending on progress)*

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Start dates *(Including number of places for each start date or timescales if a rolling programme)*

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Referral arrangements and requirements *(How EF provider wishes to be notified by referral organisation)*

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