



GLA Adult Education Budget (AEB) Procured Provision

Guidance Note Version 1 October 2019

Learner Case Study Guidance & Consent form

This guidance has been designed to help you collect the minimum required information needed for an ESF compliant Learner case study. Feel free to use your own templates as long as they contain the information outlined below.

Remember to:

1. Keep it short and concise but informative
2. Support with visuals and quotes from the Learner, Training Provider or Employer

You may also provide the GLA with case studies of employer engagement in your delivery or areas of your work that demonstrate good practice or innovation. In these cases, personal experience will always make the case study more real to the reader, so please ensure that the consent form and declaration at the end of this guidance is used.

GLA Project Reference Code	
Enrolment Form Date	

Learner UKPRN	
Date	

Background Barriers & Aims

- *What is the background of the Learner?*
- *Tell us a bit about the learner: e.g. which borough do they live in, what is their age, why did they decide to undertake training?*
- *What barriers to learning, employment, or progression in work did the learner face?*

Actions and activities undertaken

- *What learning/training and other types of support did you provide the Learner to overcome the above barriers?*

Outcomes and Results

- *What did the learner achieve (e.g. qualifications, employment, progression in work and/or other outcomes, including soft outcomes)*
- *How did you support the Learner to achieve the ESF outcomes and Results outlined in your bid?*
- *Where is the Learner now?*

Learner Feedback (in the learner's own words if possible, or with quotes)

- *How did the learning or training received through the project help you to overcome your barriers and achieve your goals?*
- *What difference has it made to your life (now and/or in the future)*
- *Please include at least one quote or photo/video*

Consent Form & Declaration

I understand and agree that the Greater London Authority (GLA) may use my image, film, video, sound recording, transcripts and any documented record for any internal/external promotional purposes and /or publications (printed, electronic media and electronic formats, including internal and external websites as well as social media sites).

The GLA may share my image, film, video, sound recording, transcripts and any documented records with other partnering agencies as described in the GLA AEB Procured Provision Privacy Notice at https://www.london.gov.uk/sites/default/files/2019-07-30_aeb_procured_privacy_notice_.pdf for promotional purposes and publications only.

I am aware that I can withdraw my consent to the GLA using my case study at any time by writing to the GLA Skills and Employment team. If I do so, I understand it may not be possible to withdraw material that has already been produced and published however the GLA will ensure that no further material will be produced.

The GLA does not accept any responsibility if I am recognized from my images, film, video, sound recordings, transcripts or in any documented record, by any members of the public.

The GLA will use all the above-mentioned materials wholly or in part and these may be altered or revised as deemed necessary.

Please note that the GLA cannot accept any Case Studies without a signed Consent Form and Declaration using the wording in this template.

Declaration

Please tick as appropriate

I give my consent for the Department for Work and Pensions to use the materials outlined above for publicity purposes and have signed the DWP Consent Form

I DO NOT give my consent for the materials outlined above to be used for promotional purposes and publication (note that if you do not give your consent, the materials will still be shared with the GLA and other organisations in accordance with the GLA's AEB Procured Provision Privacy Notice but they will not be used for promotional purposes or publication).

Participant Name:	
Participant Signature:	
Date:	

Name of Project Officer (E.g. Tutor/Trainer/Mentor):	
Project Officer Signature:	
Date:	

Consent form



Department
for Work &
Pensions

V2 (February 2017)

DWP project:

Name: **Telephone:**

Email:

Employer's name (if applicable):

I understand and agree:

DWP may use my image, film, video, sound recordings, transcripts, and any documented record for any internal/external promotional purposes and/or publications (printed, electronic media and electronic formats, including internal and public websites as well as social media sites). I may also be referred to in Ministers' speeches or in written annual reports.

DWP may share my image, film, video, sound recordings, transcripts and any documented record with its agencies, other Government departments (including their agencies) and external organisations to use for their promotional purposes and publications.

I can withdraw my consent to the DWP using my case study at any time by writing to the department. If I do so, I understand it may not be possible to withdraw material that has already been produced or published (including on the internet) but DWP will not produce any further material.

DWP does not accept any responsibility if, despite the department's action to handle my information appropriately, I am recognised from my images, film, video, sound recordings, transcripts or in any documented record, by any members of the public.

My images, film, video, sound recordings, transcripts and any documented record may be used by DWP wholly or in part and that these may be altered or revised as deemed necessary.

All copyright in my images, film, videos, sound recordings, transcripts and any documented record shall remain the property of DWP, and that I shall not be paid for any such images, film, video, sound recordings, transcripts and any documented record.

I have read and understood the above.

Signed:

Date: