



CLC requires written evidence to report to our funders that our young people have accessed training, learning, employment or apprenticeships for 16 hours a week/more and have sustained this for 13 weeks or more; to this end please sign the section below:

**Section 1:**

This is to confirm that

\_\_\_\_\_ *Young Person's Name*

\_\_\_\_\_ *Young Person's Signature*

Has continued at

\_\_\_\_\_ *Organisation*

Since

\_\_\_\_\_ *Date*

And has continued with this organisation since this date for

13 weeks or more.       26 weeks or more.

**Section 2: I confirm that the above details are correct**

Name:

\_\_\_\_\_

Position:

\_\_\_\_\_

**Signature of provider**

Date

\_\_\_\_\_

**Company Stamp**

Co-financed by



## ESF B2B Project

### Back To Business | Timesheet

Name:

Placement/ Employer:

Month:

Year: 20\_\_

Date	Time (to – from)	Total hours (day)
1 <sup>st</sup>	: - :	
2 <sup>nd</sup>	: - :	
3 <sup>rd</sup>	: - :	
4 <sup>th</sup>	: - :	
5 <sup>th</sup>	: - :	
6 <sup>th</sup>	: - :	
7 <sup>th</sup>	: - :	
8 <sup>th</sup>	: - :	
9 <sup>th</sup>	: - :	
10 <sup>th</sup>	: - :	
11 <sup>th</sup>	: - :	
12 <sup>th</sup>	: - :	
13 <sup>th</sup>	: - :	
14 <sup>th</sup>	: - :	
15 <sup>th</sup>	: - :	
16 <sup>th</sup>	: - :	
17 <sup>th</sup>	: - :	
18 <sup>th</sup>	: - :	
19 <sup>th</sup>	: - :	
20 <sup>th</sup>	: - :	
21 <sup>st</sup>	: - :	
22 <sup>nd</sup>	: - :	
23 <sup>rd</sup>	: - :	
24 <sup>th</sup>	: - :	
25 <sup>th</sup>	: - :	
26 <sup>th</sup>	: - :	
27 <sup>th</sup>	: - :	
28 <sup>th</sup>	: - :	
29 <sup>th</sup>	: - :	
30 <sup>th</sup>	: - :	
31 <sup>st</sup>	: - :	
Total Hours (month)		

Signed *(young person)*

Date