

# Teaching Bursary in Scotland 2023

Guidelines on submitting employment evidence

June 2023

# Making skills work for Scotland

To demonstrate that you have been in paid employment for 36 months in the last 84 months we require you to provide documentary evidence. Please note that we calculate your 84-month period from the initial date of your application.

## Types of evidence we can accept

The below is not an exhaustive list. Please email [teachingbursaryinscotland@sds.co.uk](mailto:teachingbursaryinscotland@sds.co.uk) should you require any further clarification:

- Payslips
- P45
- P60
- Job offer letter/email
- Confirmation of resignation letter/email
- Confirmation of furlough letter/email
- Testimony of employment from your employer either on headed paper or from an employer email account
- **All letters and emails from employers must clearly note the start and end date of employment. Letters must be signed and dated by your employer on official headed paper.**

## Information we require as part of your application

- Identifiable information such as full name or National Insurance number.
- Your employer's name to clearly show which employer the document relates to.
- The specific start and end dates of employment. Please note that we use the exact dates you provide so please keep them as close to the start and end of each employment as possible. Additionally, if your period of employment was longer than 12 months then we will need evidence from each year that you were employed.

All other personal information contained within your employment evidence is **not required** for your application and **must be hidden** (redacted). This may include:

- Salary information
- Pension contributions
- Maternity/ Paternity leave pay
- Annual leave entitlement
- Union payments

For Data Protection purposes, we cannot store any data that is not required as part of your application.

- **Failure to redact any information listed above may lead to your employment evidence being rejected which will delay the processing of your application.**

## Self-Employment

If you have had periods of self-employment within the last 84 months that you wish to use as employment evidence, you will need to supply the following documents, relevant to your own employment status:

- A copy of your HMRC SA100 documents for the relevant time periods which clearly show you have been fully registered as self-employed with HMRC.
- Evidence of Directorship of a company or Partnership status where relevant.
- Invoices, contracts or other suitable documents showing that you have been in active employment for 36 out of the last 84 months, in addition to being registered as self-employed with HMRC.
- Relevant payslips, if you are an employee of the company.

SDS will calculate your dates of employment from the exact dates on the invoices/ documents/ other documents that you provide. Please note that any period where you were not working or cannot provide evidence of work undertaken **will not** count towards the required 36 months.

All personal customer information is **not required** for your application and must be hidden (redacted). This may include:

- Customer's names/ addresses/ contact details
- The invoice amount

For Data Protection purposes, we cannot store any data that is not required as part of your application.

- **Failure to redact any information listed above may lead to your self-employment evidence being rejected which will delay the processing of your application.**

If you require assistance with downloading your SA100 documents from the HMRC website, please contact the Teaching Bursary team by email and we can provide additional guidance.

## Key points to remember regarding your employment and self-employment evidence

- The start and end dates of employment will be taken from the documentation that you provide. **SDS cannot make assumptions on the length of employment** so, if you cannot provide evidence of the exact start and end dates, SDS will consider the earliest and latest dates which you have given evidence of as the start and end of your employment period.
- SDS will calculate your employment period **regardless of whether you worked full time or part time hours**. Please note, if you worked on a casual (including zero hours contracts) or seasonal basis, SDS will calculate your employment period based on the actual months worked.

- The relevant period from which employment evidence is calculate from are the 84 months immediately preceding the initial date of your application. SDS **cannot** accept employment evidence from outside of your relevant period.
- The evidence you are providing must relate to **paid employment only** – evidence of voluntary work will not count toward your employment evidence.
- SDS reserves the right to seek additional evidence to ensure eligibility criteria is met.

## Application Examples

### 1. Applicant situation – has been in continuous full-time employment from January 2010 – present.

Examples of suitable evidence:

- Testimony letter from employer **or**;
- Four P60's – from 2017, 2018, 2019, 2020 and 2021. Please note that five are required as P60's are issued annually irrespective of the length of time someone has been in employment with a company. Five ensures that we have three clear years to demonstrate 36 months employment **or**;
- A payslip which we can use as a “starting date” i.e.. January 2019 together with a second payslip from January 2022 as an “ending date”. Additionally a payslip from one month in 2020 and 2021. This is to demonstrate continuity of employment **or**;
- A job offer letter which has a start date on it, a recent payslip or P60 and a payslip or P60 for 2020 and 2021 to demonstrate continuity of employment.

### 2. Applicant situation – has been in continuous part time employment since December 2010.

Examples of suitable evidence:

- Testimony letter from employer **or**;
- Four P60's – from 2017, 2018, 2019, 2020 and 2021. Please note that five are required as P60's are issued annually irrespective of the length of time someone has been in employment with a company. Five ensures that we have three clear years to demonstrate 36 months employment **or**;
- A payslip which we can use as a “starting date” ie. January 2019, a second payslip from January 2022 as an “ending date”. Additionally a payslip from one month in 2020 and 2021. This is to demonstrate continuity of employment **or**;
- A job offer letter which has a start date on it, a recent payslip or P60 and a payslip or P60 for 2020 and 2021 to demonstrate continuity of employment.

### **3. Applicant situation – worked on a casual zero hours contract with the same employer from January 2015 – January 2022**

- testimony letter from employer **or**;
- If employment was in set “blocks of time” i.e. from April – September each year then can accept payslips from these months.
- Evidence would need to show 36 full months i.e. if started employment on 15<sup>th</sup> April each year and finished on 15<sup>th</sup> September this would be calculated as 5 months employment.
- If employment was sporadic, we would require sufficient payslips to allow us to calculate 36 full months of employment.

### **4. Applicant situation – applicant has worked for more than one employer over the last several years.**

- testimony letter from each employer **or**;
- If employment was in set “blocks of time” i.e. from April – September each year then can accept payslips from these months.
- Evidence would need to show 36 full months i.e. if started employment on 15<sup>th</sup> April each year and finished on 15<sup>th</sup> September this would be calculated as 5 months employment.
- If employment was sporadic, we would require sufficient payslips to allow us to calculate 36 full months of employment.
- Documents should be provided from each employer that applicant worked for during the 36 relevant months.

### **5. Applicant situation – applicant was self employed**

- Proof of registration with HMRC covering the entire evidence period. If self-employment was from 1<sup>st</sup> January 2018 – 28<sup>th</sup> February 2021 we would require SA100's from the following tax years;
- 2017/18
- 2018/19
- 2019/20
- 2020/21
- Evidence from Companies House, if applicant was a director of a company.
- In addition to the above the applicant must provide evidence of undertaking work for the required 36 months. Any months that work was not undertaken would not be counted towards evidence. This is in the same way that we would calculate evidence for an applicant who was an employee of a company on a zero-hours contract. Actual months worked contribute to the required evidence.
- Examples of evidence could be;
- Invoices
- Contracts

- Letters or other documentation demonstrating work
- Testimony from customers
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- For this self-employed applicant; they worked as a contractor for 24 months from 1/1/18- 1/1/20 and provided a copy of the initial contract and a copy of a letter detailing the contract end date. They then provided a further 12 invoices that covered the time period 15/2/20 until 28/2/21. This was one from February 2020, one from March 2020 etc. This evidenced 36 months self employment in total.

**6. Applicant situation – applicant was completing a paid PhD which included teaching experience.**

- Proof that the PhD was remunerated such as a letter from the University, which includes proposed start and end dates of the PhD.
- If different from proposed start and end dates on offer letter, evidence of date of commencement and completion/ withdrawal from PhD programme.
- Evidence of the final payment of the PhD Stipend such as a payslip or remittance advice.
- Evidence of teaching experience such as a testimony letter/email from the University or a job contract/payslip for teaching work.