

Participant ID No (CMS ID):

WH105 Induction Acknowledgement

I confirm that:

I have received Induction information for the Work and Health Programme, and I have been informed of the programme's features and benefits.

As part of this programme the following key features and benefits were explained to me and I understand my entitlement to these are dependent on being appropriate, reasonable, and agreed with my Employment Adviser, whilst an active Participant of this programme:

- I am entitled to reimbursement for reasonable travel expenses to fully engage with the Work and Health Programme activities such as attending meetings, job clubs and job interviews.
- If appropriate, I understand that I am entitled to support to help pay for childcare or replacement care costs whilst engaging in Work and Health Programme support.
- If appropriate, I understand that I am entitled to other additional support payments.
- I am aware of the complaint's procedure should I wish to raise a complaint and have also been informed of the escalation process should I not be satisfied with the initial outcome following an investigation into my complaint.
- I am aware of Seetec Pluss' responsibilities under the Data Protection Act (DPA) and General Data Protection Regulations (GDPR).
- I have been issued/emailed with the Work and Health Programme brochure explaining the key features and benefits of this provision.
- I understand that if I have any restrictions which would affect my participation on the programme or employment, including accessing the internet or the use of certain electronic devices that I must inform my Employment Adviser.
- I have had the health, safety and welfare information shared, and explained to me, this includes the signing in and out process, fire and evacuation procedure, welfare facilities, first aid and the assembly point.
- I understand that as required by the Work and Health Programme, I may be asked to sign documents digitally which will be accepted as confirmation of my agreement/consent.

● I have been issued with the following documents and information:

- Privacy Statement (WH101)
- Sharing your Personal Data with your Consent (WH102)
- Fair Processing notice (WH103)
- Tax and national Insurance Information (WH104)
- Participant Brochure
- WHP Customer Service Standards

Participant name..... (Please print name in full)

Participant signature Date