GUIDANCE FOR APPLICANTS ON VERIFYING ELIGIBILITY

SPRINGBOARD+ & HCI PILLAR 1

TOOL BOX

contents

introduction

The following guide has been prepared to assist successful Springboard+ and HCI Pillar 1 applicants to understand the requirements for verifying their eligibility when accepting a provisional place offer on a funded course.

The following eligibility criteria must be verified in full and without exception when requested before you can enrol on a Springboard+ or HCI Pillar 1 course:

1. That you hold a valid PPS Number.

2. That you are living full-time in the Republic of Ireland.

3. That you meet the "visa/nationality requirement".

4. That you have been ordinarily resident for 3 full years out of past 5 years in the EU/ EEA/ UK/ Switzerland (the "residency requirement").

5. That you meet the requirements for being:

   a) Employed (including Self-Employed); **OR**

   b) Unemployed (including Formerly Self-Employed); **OR**

   c) a Returner; **OR**

   d) a Recent Graduate.

The following guide contains a summary of suggested acceptable documents to verify your eligibility under each of the above criteria, depending on whether you are an:

➲ **EU APPLICANT** (i.e. you are an EU, EEA, UK, or Swiss national); **OR** a

➲ **NON-EU APPLICANT** (i.e. you are a national from any other state).

ALL DOCUMENTATION TO CONFIRM YOUR ELIGIBILITY MUST BE UPLOADED TO YOUR SPRINGBOARD+ ACCOUNT <u>BEFORE THE COURSE STARTS</u> OR YOU CANNOT ENROL ON A SPRINGBOARD+ OR HCI PILLAR 1 COURSE

Definition of Employment Statuses

To be eligible to apply for a Springboard+ (incl. ICT Skills Conversion) or HCI Pillar 1 funded course, all applications must be made under one of the following employment statuses:

A   Employed / Self-Employed

You are either working for an employer or you are self-employed.

(10% course fee is payable, except for NFQ Level 6 & course fees are fully funded for employed applicants in receipt of Working Family Payment or on a CE Scheme)

B   Unemployed / Formerly Self-Employed

You are not currently working, receiving a qualifying payment from the Department of Social Protection (unless formerly self-employed), and you are actively seeking employment.

(Course fees are fully funded for all NFQ levels)

NOTE: Unemployed applicants should consult their DSP Employment Personal Advisor before applying for a Springboard+ or HCI Pillar 1 course.

C   Returner

You are a homemaker, on other caring duties, or economically dependent on a partner/spouse for at least 9 of the last 12 months.

(Course fees are fully funded for all NFQ levels)

NOTE: If you are in receipt of any income of your own, including a DSP payment, you are **not eligible** to apply as a Returner.

D   Recent Graduate

ICT Skills Conversion (Springboard+): You completed a **full-time NFQ Level 8 Degree** within the 12 months prior to the start of an ICT Skills Conversion course and do not fit into one of the above categories.

NOTE: "Recent Graduates" may apply for **NFQ Level 8 ICT Skills Conversion Courses ONLY**; this status is ineligible for any part-time Springboard or NFQ Level 9 ICT courses

HCI Pillar 1: You completed your studies since January 2023 and do not fit into one of the above categories.

(10% course fee is payable for Recent Graduate applicants on both ICT Skills Conversion (Springboard+) and HCI Pillar 1 courses)

SUGGESTED DOCUMENTATION TO CONFIRM YOUR ELIGIBILITY

EU applicants

All successful EU applicants who receive a provisional place offer, **regardless of their application (employment) status,** must provide evidence to confirm that they:

1. Have a valid PPS Number.
2. Are living full-time in the Republic of Ireland.
3. Have been ordinarily resident in the EU/ EEA/ UK/ Switzerland for 3 full years out of previous 5 years (the "residency requirement").
4. Are an EU, EEA, UK, or Swiss national (the "nationality requirement").
5. **Employment Status REFER TO PAGE 8 for example documentation**

The following is the suggested acceptable supporting documents to confirm the first four eligibility criteria above for **EU APPLICANTS ONLY**:

Evidence of:	*Suggested Documents*
1. **Valid PPSN**	⇒ **Employment Detail Summary** *[see page 23 for more details]* ⇒ Recent payslip (with salary figures redacted) ⇒ Recent Revenue documentation ⇒ Valid Public Services card
2. **Living full-time in the ROI**	⇒ **Employment Detail Summary** *[see page 23 for more details]* ⇒ Recent utility bill ⇒ Recent bank statement ⇒ Letter on official headed paper from employer or accountant
3. **Residency Requirement**	⇒ **Employment Detail Summary** *[see page 23 for more details]* ⇒ Utility bill for 3 out of previous 5 years ⇒ Bank/mortgage statement (with financial details redacted) for 3 out of previous 5 years ⇒ Credit card statement (with financial details redacted) for 3 out of previous 5 years, showing purchase of goods or services in the Republic of Ireland ⇒ Revenue document for 3 out of previous 5 years ⇒ Rental/Lease Agreement covering 3+ years
4. **Nationality Requirement**	⇒ Valid Passport ⇒ Valid EU Driver's Licence (birthplace in EU/ EEA/ UK/ Switzerland) ⇒ Valid EU/ EEA/ UK/ Swiss National Identity card ⇒ Birth Cert (parents' details redacted) accompanied by valid photo ID

REFER TO PAGE 8 FOR EXAMPLES OF DOCUMENTATION TO CONFIRM ELIGIBILITY UNDER YOUR SPECIFIC EMPLOYMENT STATUS

NON-EU applicants

All successful non-EU applicants who receive a provisional place offer, **regardless of their application (employment) status**, must provide evidence to confirm that they:

1. Have a valid PPS Number.
2. Are living full-time in the Republic of Ireland.
3. Have been ordinarily resident in the EU/ EEA/ UK/ Switzerland for 3 full years (36 months) out of previous 5 years on a qualifying visa (the "residency requirement").
4. Hold a Stamp 4, Stamp 5, or Stamp 6 visa (the "visa/nationality requirement").
5. **Employment Status REFER TO PAGE 8 for example documentation**

The following is the suggested acceptable supporting documents to confirm the first four eligibility criteria above for **NON-EU APPLICANTS ONLY**:

Evidence of:	Suggested Documents
1. **Valid PPSN**	⇒ **Employment Detail Summary** *[see page 23 for more details]* ⇒ Recent Revenue documentation ⇒ Valid Public Services card
2. **Living full-time in the ROI**	⇒ **Employment Detail Summary** *[see page 23 for more details]* ⇒ Recent utility bill ⇒ Recent bank statement ⇒ Stamp 4 (all), Stamp 5 (all), or Stamp 6 (all) on passport, GNIB card, or Irish Residency Permit card
3. **Residency Requirement**	⇒ Stamp 1 (all) ⇒ Stamp 5 (all) ⇒ Stamp 3 (all) ⇒ Stamp 6 (all) ⇒ Stamp 4 (all) ***Stamp 2 & Stamp 2A are <u>not</u> reckonable towards residency*** **** VISAS MUST COVER 3 FULL YEARS (36 MONTHS) **** Residency outside the Republic of Ireland (in the EU/ EEA/ UK/ Switzerland) for non-EU applicants is assessed on a case-by-case basis and proof of equivalent visas is required. *Holiday or educational visas are <u>not</u> acceptable.*
4. **Visa/ Nationality Requirement**	⇒ Stamp 4 (all) ⇒ Stamp 5 (all) ⇒ Stamp 6 (all) **** NO OTHER VISA STAMPS ARE ELIGIBLE ****

REFER TO <u>PAGE 8</u> FOR EXAMPLES OF DOCUMENTATION TO CONFIRM ELIGIBILITY UNDER YOUR SPECIFIC EMPLOYMENT STATUS

Employment Status

Click on the relevant employment status below for information on the suggested documentation to verify your eligibility to enrol on a Springboard+ or HCI Pillar 1 course

EU APPLICANTS [Irish/ EU/ EEA/ UK/ Swiss nationals]	
-	Employed
-	Self-Employed
-	Unemployed
-	Formerly Self-Employed
-	Returner
-	Recent Graduate
NON-EU APPLICANTS	
-	Employed
-	Self-Employed
-	Unemployed
-	Formerly Self-Employed
-	Returner

Employed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Employed" status for successful EU applicants**, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	*RECOMMENDED documentation*
Confirming	**Document Provided**
Valid PPSN	Employment Detail Summary **download date no more than 6-weeks** before course start **[most recent year]**
Living in ROI	Employment Detail Summary **download date no more than 6-weeks** before course start **[most recent year]**
3yrs Residency	Employment Detail Summary **[1 or more EDS downloads covering 3+ years employment in previous 5 years]**
Nationality	**Valid** Passport
Employed Status	Employment Detail Summary **download date no more than 6-weeks** before course start **[most recent year]**

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	**Valid** Public Services card **[front & back to be uploaded]**
Living in ROI	Utility Bill dated **no more than 3-months** before course start
3yrs Residency	Bank statements for 3 years out of previous 5 years **[1 for each year, but none dated in current year]**
Nationality	**Valid** EU Driver's Licence (birthplace in EU/ EEA/ UK/ Switzerland)
Employed Status	Payslip dated **no more than 6-weeks** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	**Invalid** Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated **4 months** before course start
3yrs Residency	Bank statements **dated in current year**
Nationality	EU Driver's Licence (**birthplace in Canada**)
Employed Status	Employment Detail Summary **download dated 7-weeks** before course start

REFER TO PAGE 23 FOR INSTRUCTIONS ON DOWNLOADING YOUR EMPLOYMENT DETAIL SUMMARY

Self-Employed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Self-Employed" status for successful EU applicants**, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	Correct documentation
Confirming	**Document Provided**
Valid Tax Number	Recent Revenue documentation
Living in ROI	Letter from Accountant / Revenue on headed paper confirming self-employment in ROI dated **no more than 6-weeks** before course start
3yrs Residency	Utility Bill for 3 out of previous 5 years **[1 for each year, but none dated in current year]**
Nationality	**Valid** Passport
Self-employed Status	Letter from Accountant on headed paper confirming self-employment in Rep. of Ireland dated **no more than 6-weeks** before course start

EXAMPLE 2	Correct documentation
Confirming	**Document Provided**
Valid PPSN	**Valid** Public Services card **[front & back to be uploaded]**
Living in ROI	Bank Statement dated **no more than 3-months** before course start
3yrs Residency	Rental/Lease Agreement **[covering 3 full years in previous 5 years]**
Nationality	**Valid** EU Driver's Licence (birthplace in EU/ EEA/ UK/ Switzerland)
Self-Employed Status	Revenue documentation confirming self-employment in Rep. of Ireland dated **no more than 6-weeks** before course start

EXAMPLE 3	Incorrect / unacceptable documentation
Confirming	**Document Provided**
Valid PPSN	**Invalid** Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated **4-months** before course start
3yrs Residency	Bank statements **dated in current year**
Nationality	EU Driver's Licence (**birthplace in Canada**)
Self-Employed Status	Revenue documentation or Accountant's Letter dated **7-weeks** before course start

Unemployed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Unemployed" status for successful EU applicants**, as well as 1 example of documentation that is <u>**incorrect and not acceptable**</u> to verify eligibility

EXAMPLE 1	*RECOMMENDED documentation*
Confirming	**Document Provided**
Valid PPSN	MyWelfare Statement dated **no more than <u>2-weeks</u>** before course start
Living in ROI	MyWelfare Statement dated **no more than <u>2-weeks</u>** before course start
3yrs Residency	MyWelfare Statement dated **no more than <u>2-weeks</u>** before course start
Nationality	MyWelfare Statement dated **no more than <u>2-weeks</u>** before course start
Unemployed Status	MyWelfare Statement dated **no more than <u>2-weeks</u>** before course start

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	<u>**Valid**</u> Public Services card **[front & back to be uploaded]**
Living in ROI	Letter from DSP confirming payment type dated **no more than <u>2-weeks</u>** before course start
3yrs Residency	Letter from DSP confirming payment type dated **no more than <u>2-weeks</u>** before course start
Nationality	<u>**Valid**</u> Public Services card **[front & back to be uploaded]**
Unemployed Status	Letter from DSP confirming payment type dated **no more than <u>2-weeks</u>** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	<u>**Invalid**</u> Public Services Card (i.e. end date expired)
Living in ROI	MyWelfare Statement *or* DSP Letter dated <u>**3-weeks**</u> before course start
3yrs Residency	MyWelfare Statement *or* DSP Letter dated <u>**3-weeks**</u> before course start
Nationality	MyWelfare Statement *or* DSP Letter dated <u>**3-weeks**</u> before course start
Unemployed Status	MyWelfare Statement *or* DSP Letter dated <u>**3-weeks**</u> before course start

REFER TO <u>PAGE 26</u> FOR INSTRUCTIONS ON DOWNLOADING YOUR MY WELFARE STATEMENT

Formerly Self-Employed Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Formerly Self-Employed" status for successful EU applicants**, as well as 1 example of documentation that is <u>**incorrect and not acceptable**</u> to verify eligibility

EXAMPLE 1	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	<u>**Valid**</u> Public Services card **[front & back to be uploaded]**
Living in ROI	Utility Bill dated **no more than <u>3-months</u>** before course start
3yrs Residency	Bank statements for 3 out of previous 5 years **[1 for each year, but none dated in current year]**
Nationality	<u>**Valid**</u> Passport
Formerly Self-Employed Status	Letter from Accountant on headed paper confirming formerly self-employed in ROI dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	Recent Revenue documentation
Living in ROI	Bank Statement dated **no more than <u>3-months</u>** before course start
3yrs Residency	Rental/Lease Agreement **[covering <u>3 full years</u> in previous 5 years]**
Nationality	<u>**Valid**</u> EU Driver's Licence (birthplace in EU/ EEA/ UK/ Switzerland)
Formerly Self-Employed Status	Letter from Revenue confirming formerly self-employed in Rep. of Ireland dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	<u>**Invalid**</u> Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated <u>**4-months**</u> before course start
3yrs Residency	Bank statements <u>**dated in current year**</u>
Nationality	EU Driver's Licence (<u>**birthplace in Canada**</u>)
Formerly Self-Employed Status	Revenue documentation or Accountant's Letter dated <u>**7-weeks**</u> before course start

Returner Status (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Returner" status for successful EU applicants**, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	*RECOMMENDED documentation*
Confirming	**Document Provided**
Valid PPSN	Recent official documentation **[showing name and PPSN]**
Living in ROI	Signed & stamped Returner's Declaration dated **no more than 6-weeks** before course start
3yrs Residency	Signed & stamped Returner's Declaration dated **no more than 6-weeks** before course start
Nationality	**Valid** Passport
Returner Status	Signed & stamped Returner's Declaration dated **no more than 6-weeks** before course start

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	**Valid** Public Services card **[front & back to be uploaded]**
Living in ROI	Utility Bill dated **no more than 3-months** before course start
3yrs Residency	Bank statements for 3 out of previous 5 years **[1 for each year, but none dated in current year]**
Nationality	**Valid** EU Driver's Licence (birthplace in EU/ EEA/ UK/ Switzerland)
Returner Status	Signed & stamped Returner's Declaration dated **no more than 6-weeks** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	**Invalid** Public Services card (i.e. end date expired)
Living in ROI	Returner's Declaration dated **7-weeks** before course start
3yrs Residency	Returner's Declaration dated **7-weeks** before course start
Nationality	EU Driver's Licence (**birthplace in Canada**)
Returner Status	Returner's Declaration dated **7-weeks** before course start

Recent Graduate (EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Recent Graduate" status for successful EU applicants**, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	Recent official documentation **[showing name and PPSN]**
Living in ROI	Utility Bill dated **no more than 3-months** before course start
3yrs Residency	Transcript NFQ Level 8 **[covering 3 full years in previous 5 years]**
Nationality	**Valid** Passport
Recent Graduate Status	**ICT Skills (SB+):** Transcript / Parchment for full-time NFQ Level 8 Degree **[dated within 12-months before course start]** **HCI:** Transcript / Parchment NFQ Level 8 or 9 course **[dated in 2023 or 2024]**

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	**Valid** Public Services card **[front & back to be uploaded]**
Living in ROI	Bank Statement dated **no more than 3-months** before course start
3yrs Residency	Rental/Lease Agreement **[covering 3 full years in previous 5 years]**
Nationality	**Valid** EU Driver's Licence (birthplace in EU/ EEA/ UK/ Switzerland)
Recent Graduate Status	**ICT Skills (SB+):** Transcript / Parchment for full-time NFQ Level 8 Degree **[dated within 12-months before course start]** **HCI:** Transcript / Parchment NFQ Level 8 or 9 course **[dated in 2023 or 2024]**

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	**Invalid** Public Services card (i.e. end date expired)
Living in ROI	Official document dated **4-months** before course start
3yrs Residency	Bank statements **dated in current year**
Nationality	EU Driver's Licence (**birthplace in Canada**)
Recent Graduate Status	**ICT Skills (SB+):** Transcript / Parchment dated **13+ months** before course start **HCI:** Transcript / Parchment dated in **2021 or earlier**

Employed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Employed" status for successful non-EU applicants**, as well as 1 example of documentation that is <u>**incorrect and not acceptable**</u> to verify eligibility

EXAMPLE 1	*RECOMMENDED documentation*
Confirming	**Document Provided**
Valid PPSN	Employment Detail Summary **download date no more than <u>6-weeks</u>** before course start **[most recent year]**
Living in ROI	Employment Detail Summary **download date no more than <u>6-weeks</u>** before course start **[most recent year]**
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas **[covering <u>3 full years</u> (36 months) before course start]**
Nationality	<u>**Valid**</u> Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Employed Status	Employment Detail Summary **download date no more than <u>6-weeks</u>** before course start **[most recent year]**

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	Recent Revenue documentation
Living in ROI	Utility Bill dated **no more than <u>3-months</u>** before course start
3yrs Residency	Stamp 1G & Stamp 4 visas **[covering <u>3 full years</u> (36 months) before course start]**
Nationality	<u>**Valid**</u> Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Employed Status	Payslip dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	<u>**Invalid**</u> Public Services Card (i.e. end date expired)
Living in ROI	Utility Bill dated <u>**4-months**</u> before course start
3yrs Residency	<u>**Stamp 2A**</u> combined with Stamp 1G visas covering 3 years
Nationality	Only <u>**Stamp 1G**</u> visa on Passport, GNIB card, or IRP card
Employed Status	Payslip dated <u>**7-weeks**</u> before course start

REFER TO <u>PAGE 23</u> FOR INSTRUCTIONS ON DOWNLOADING YOUR EMPLOYMENT DETAIL SUMMARY

Self-Employed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Self-Employed" status for successful non-EU applicants**, as well as 1 example of documentation that is <u>**incorrect and not acceptable**</u> to verify eligibility

EXAMPLE 1	*Correct documentation*
Confirming	**Document Provided**
Valid Tax Number	Recent Revenue documentation
Living in ROI	Letter from Accountant / Revenue on headed paper confirming self-employment dated **no more than <u>6-weeks</u>** before course start
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas **[covering <u>3 full years</u> (36 months) before course start]**
Nationality	**<u>Valid</u>** Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Self-Employed Status	Letter from Accountant on headed paper confirming self-employment, dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	**<u>Valid</u>** Public Services card **[front & back to be uploaded]**
Living in ROI	Bank Statement dated **no more than <u>3-months</u>** before course start
3yrs Residency	Stamp 1G & Stamp 4 visas **[covering <u>3 full years</u> (36 months) before course start]**
Nationality	**<u>Valid</u>** Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Self-Employed Status	Revenue documentation confirming self-employment, dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	**<u>Invalid</u>** Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated **<u>4-months</u>** before course start
3yrs Residency	**<u>Stamp 2A</u>** combined with Stamp 1G visas covering 3 years
Nationality	Only **<u>Stamp 1G</u>** visa on Passport, GNIB card, or IRP card
Self-Employed Status	Revenue documentation or Accountant's Letter dated **<u>7-weeks</u>** before course start

Unemployed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Unemployed" status for successful non-EU applicants**, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	*RECOMMENDED documentation*
Confirming	Document Provided
Valid PPSN	MyWelfare Statement dated **no more than 2-weeks** before course start
Living in ROI	MyWelfare Statement dated **no more than 2-weeks** before course start
3yrs Residency	MyWelfare Statement dated **no more than 2-weeks** before course start
Nationality	MyWelfare Statement dated **no more than 2-weeks** before course start
Unemployed Status	MyWelfare Statement dated **no more than 2-weeks** before course start

EXAMPLE 2	*Correct documentation*
Confirming	Document Provided
Valid PPSN	**Valid** Public Services card **[front & back to be uploaded]**
Living in ROI	Letter from DSP confirming payment type dated **no more than 2-weeks** before course start
3yrs Residency	Letter from DSP confirming payment type dated **no more than 2-weeks** before course start
Nationality	**Valid** Public Services card **[front & back to be uploaded]**
Unemployed Status	Letter from DSP confirming payment type dated **no more than 2-weeks** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	Document Provided
Valid PPSN	**Invalid** Public Services Card (i.e. end date expired)
Living in ROI	MyWelfare Statement *or* DSP Letter dated **3-weeks** before course start
3yrs Residency	MyWelfare Statement *or* DSP Letter dated **3-weeks** before course start
Nationality	MyWelfare Statement *or* DSP Letter dated **3-weeks** before course start
Unemployed Status	MyWelfare Statement *or* DSP Letter dated **3-weeks** before course start

Formerly Self-Employed Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Formerly Self-Employed" status for successful non-EU applicants**, as well as 1 example of documentation that is **incorrect and not acceptable** to verify eligibility

EXAMPLE 1	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	**Valid** Public Services card **[front & back to be uploaded]**
Living in ROI	Utility Bill dated **no more than 3-months** before course start
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas **[covering 3 full years (36 months) before course start]**
Nationality	**Valid** Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Formerly Self-Employed Status	Letter from Accountant on headed paper confirming formerly self-employed in Republic of Ireland, dated **no more than 6-weeks** before course start

EXAMPLE 2	*Correct documentation*
Confirming	**Document Provided**
Valid PPSN	Recent Revenue documentation
Living in ROI	Bank Statement dated **no more than 3-months** before course start
3yrs Residency	Stamp 1G & Stamp 4 visas **[covering 3 full years (36 months) before course start]**
Nationality	**Valid** Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Formerly Self-Employed Status	Letter from Revenue confirming formerly self-employed in Republic of Ireland, dated **no more than 6-weeks** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	**Document Provided**
Valid PPSN	**Invalid** Public Services card (i.e. end date expired)
Living in ROI	Utility Bill dated **4-months** before course start
3yrs Residency	**Stamp 2A** combined with Stamp 1G visas covering 3 years
Nationality	Only **Stamp 1G** visa on Passport, GNIB card, or IRP card
Formerly Self-Employed Status	Revenue documentation or Accountant's Letter dated **7-weeks** before course start

Returner Status (NON-EU APPLICANTS)

This section sets out 2 examples of correct supporting documentation to confirm **"Returner" status for successful non-EU applicants**, as well as 1 example of documentation that is <u>**incorrect and not acceptable**</u> to verify eligibility

EXAMPLE 1	*RECOMMENDED documentation*
Confirming	Document Provided
Valid PPSN	Recent official documentation **[showing name and PPSN]**
Living in ROI	Signed & stamped Returner's Declaration dated **no more than <u>6-weeks</u>** before course start
3yrs Residency	Stamp 1, Stamp 3 and/or Stamp 4 visas **[covering <u>3 full years</u> (36 months) before course start]**
Nationality	<u>**Valid**</u> Stamp 4 / 5 / 6 visa on Passport, GNIB card, or IRP card
Returner Status	Signed & stamped Returner's Declaration dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 2	*Correct documentation*
Confirming	Document Provided
Valid PPSN	<u>**Valid**</u> Public Services card **[front & back to be uploaded]**
Living in ROI	Utility Bill dated **no more than <u>3-months</u>** before course start
3yrs Residency	Stamp 1G & Stamp 4 visas **[covering <u>3 full years</u> (36 months) before course start]**
Nationality	<u>**Valid**</u> Stamp 4 EU FAM / 4D visa on Passport, GNIB card, or IRP card
Returner Status	Signed & stamped Returner's Declaration dated **no more than <u>6-weeks</u>** before course start

EXAMPLE 3	*Incorrect / unacceptable documentation*
Confirming	Document Provided
Valid PPSN	<u>**Invalid**</u> Public Services card (i.e. end date expired)
Living in ROI	Returner's Declaration dated <u>**7-weeks**</u> before course start
3yrs Residency	<u>**Stamp 2A**</u> combined with Stamp 1G visas covering 3 years
Nationality	Only <u>**Stamp 1G**</u> visa on Passport, GNIB card, or IRP card
Returner Status	Returner's Declaration dated <u>**7-weeks**</u> before course start

notes

- Queries on what is acceptable supporting documentation should be sent to your **course provider**.

- Documentation to verify eligibility criteria **must be uploaded to your Springboard account** before the course starts, without exception.

- If documents are submitted in a language other than English or Irish, where the name, address, and/or other relevant information is not clearly identifiable, a **translation** of the required information should be uploaded also.

- All information **not required** for verifying eligibility should be redacted before documents are uploaded to your Springboard account.

- Please be mindful that certain supporting documentation confirming your application (employment) status and eligibility must be **dated within the timeframes specified in this guide and not after the course starts.**

Unemployed Applicants:

- All Unemployed applicants must provide evidence of a qualifying DSP payment **dated no more than two (2) weeks before and not after the course starts.**

- For **full-time** Springboard+ and **HCI Pillar 1 skills conversion courses**, you will need to have been on your **qualifying DSP payment for at least 9 months**. Periods spent on any qualifying payment and periods on other schemes/payments which are not broken by more than 12 months (52 weeks) can be combined in determining if you have satisfied the qualifying period condition.

- Unemployed applicants to **full-time courses** must provide a letter from the DSP confirming approval to enrol on a full-time course **AND** that the applicant has been in receipt of a qualifying DSP payment/work scheme for 9 months.

It is important that all unemployed applicants discuss their intention to enrol on a Springboard+ (incl. ICT Skills Conversion) or HCI Pillar 1 course with their DSP Employment Personal Advisor / relevant DSP section, as only they can confirm that taking a course will not affect a DSP payment

notes

- If you are in receipt of **Working Family Payment** or on a **CE Scheme** you should apply under the **Employed** status.

- If you are participating in the **Rural Social Scheme**, **Tús**, or in receipt of the **Back to Work Enterprise Allowance** or the **Short Term Enterprise Allowance** you should apply under the **Unemployed** status.

Part Time Education Option:

- If you are in receipt of Jobseekers Benefit or Allowance, you are required to apply for registration on the **Part Time Education Option** (PTEO) if taking up a part-time Springboard+ course.

Back to Education Allowance:

- For **one-year full-time ICT Skills Conversion courses and full-time HCI Pillar 1 courses**, if you are in receipt of Jobseekers Benefit or Jobseekers Allowance you will need to **apply to your DSP office to retain your income support** under a bespoke version of the **Back to Education Allowance** (BTEA).

Ukrainian Applicants:

- If you are a Ukrainian national **in employment or returning to the workforce**, you would need to meet the residency requirement of having lived in the EU/ EEA/ UK/ Switzerland for 3 full years (36 months) of the previous 5 years.

- Employed Ukrainians under **Temporary Protection** and in receipt of a Temporary Protection Letter, must still meet the **3 out of previous 5 years residency in the EU/ EEA/ UK/ Switzerland requirement.**

International Protection / Refugee Status:

- Residency is **assessed on a case-by-case basis** as official documentation may vary, but it must show the date international protection was applied from.

NON-EU APPLICANTS MUST UPLOAD FRONT & BACK OF IRP CARD

FOR NON-EU APPLICANTS, RESIDENCY OF 3 FULL YEARS (36 MONTHS) OUT OF PREVIOUS 5 YEARS CAN ONLY BE VERIFIED WITH EVIDENCE OF QUALIFYING VISA STAMPS

NO OTHER TYPE OF DOCUMENT IS ACCEPTABLE

Qualifying DSP Payments & Work Schemes

NOTE: Applicants who are in receipt of a qualifying DSP payment are **not** expected to demonstrate that they meet the nationality/visa requirement or the residency requirement

Which DSP payments / work schemes are accepted?

- Jobseekers Benefit

- Jobseekers Transition Payment

- Jobseekers Allowance

- One Parent Family Payment

- Disability Allowance

- Qualified Adults of Working Age, where they can establish an entitlement to a qualifying payment in their own right

- Carer's Allowance

- Farm Assist/Fish Assist

- Widow's, Widower's or Surviving Civil Partner's Contributory or Non-Contributory Pension

- Blind Pension

- Deserted Wives Allowance

- **Working Family Payment – must be in <u>employment</u> to claim this**

- **DSP Work Schemes: Community Employment Scheme, Rural Social Scheme and Tús**

1. Applicants participating in the CE Scheme; the Rural Social Scheme; Tús or in receipt of the Back to Work Enterprise Allowance or the Short Term Enterprise Allowance may apply for Springboard+ or HCI Pillar 1 courses and, with the approval of a Department of Social Protection Employment Personal Advisor, take up a course

2. Applicants signing for social insurance contribution credits can also apply

3. Unemployed applicants to **<u>full-time courses</u>** must provide a letter from the DSP confirming approval to enrol on a full-time course **AND** that the applicant has been in receipt of a qualifying DSP payment/work scheme for 9 months

Downloading Employment Detail Summary

STEP 1: Go to www.revenue.ie and select **Sign in to myAccount** on the top right of the screen

Sign in to myAccount or ROS

Search

STEP 2: Sign in to your account using your individual login details (i.e. PPSN, Date of Birth, Password)
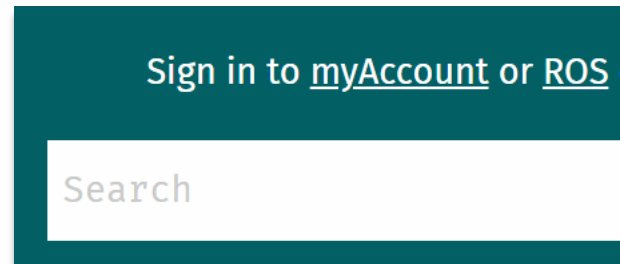
Login using your Revenue account details

PPS Number

Date of Birth

DD   MM   YYYY

Password

STEP 3: A verification code will be sent to you, which you must enter and click **Verify Code**

Enter Secure Login Verification Code

We have just texted you a verification code to [redacted]. This verification code will be valid for 5 minutes. Please enter it below to securely login

Verification Code

Verify Code →

STEP 4: Under the blue PAYE Services box, click on **View Your Employment Detail Summary (EDS) documents**

Create a Summary of Your Pay and Tax Details

Receipts Tracker

View your Employment Detail Summary (EDS) documents

- -

STEP 5: A new window will open with a list of full tax years, the most recent at the top; click on **Create EDS** to the right of the most recent full tax year

Employment Detail Summary

Filter by tax year...

TAX YEAR	DATE ISSUED	
2022	-	Create EDS
2021	-	Create EDS

- -

STEP 6: A new window will open for the year you have selected; click on **Create document**

Employment Detail Summary 2022

If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected.

You can view each payroll submission by selecting 'View job/pension details'.

You can create a document you can save or print by clicking 'Create document'.

Create document

STEP 7: A new window will open confirming that you have created your Employment Detail Summary, which is available in your documents for the chosen year (i.e. 2022); click on **My Documents**

Employment Detail Summary created

Your Employment Detail Summary has been successfully created and is now available in 'My Documents' under the year 2022.

A copy of your spouse's Employment Detail Summary is now available to them in their 'My Documents' under the year 2022.

My Documents →   Close

STEP 8: On the My Documents page, you will see a message about the newly created EDS with an option to **View PDF**; click on this and save a copy onto your device
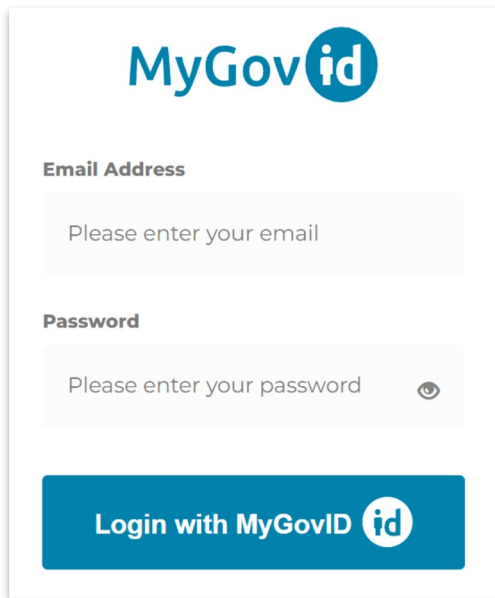
Your unread documents

Document name	Tax year	Date issued		
Employment Detail Summary	2022	19/09/2023	View PDF	✉

The Employment Detail Summary confirms PPSN, living in the Republic of Ireland, and current employment, for ALL applicants

[if 3 of previous 5 years are available to download, EDS confirms residency for EU APPLICANTS only]

Downloading MyWelfare Statement

STEP 1: Go to **https://services.mywelfare.ie/** and select
Login with MyGovID on the top right of the screen

STEP 2: Sign in to your account using your individual login details (i.e. Email Address and Password)

STEP 3: A verification code will be sent to your mobile, which you must enter in the box on screen

We have just texted you a code to ━━━━━━ Please enter it below to securely login.
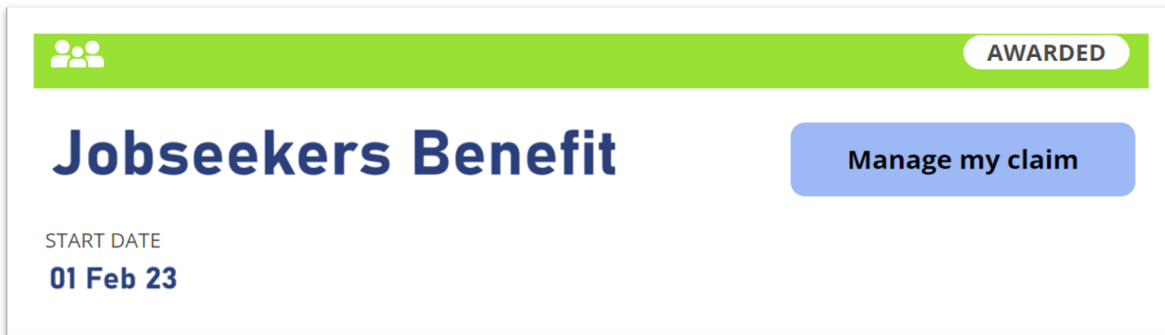
MyGovID and its representatives will never ask you to reveal this code. **Never share** this code with anyone as it can be used to gain access to your MyGovID account.

Code

Code is required
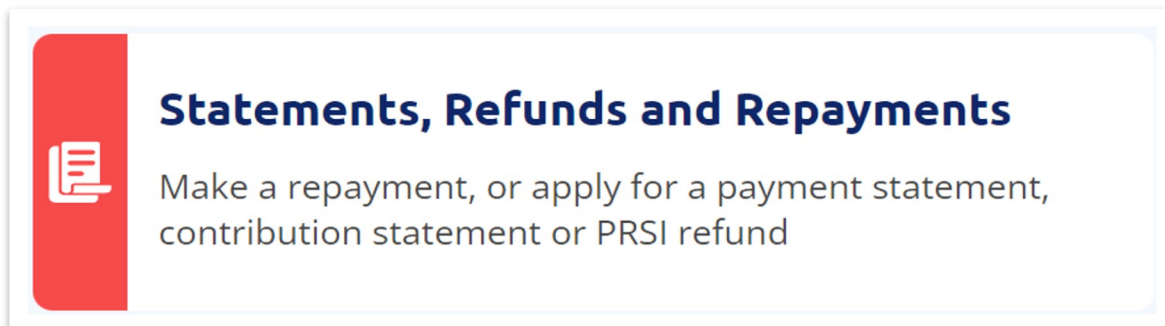
STEP 4: You will see the Social Welfare payments that you are currently in receipt of on your portal home page
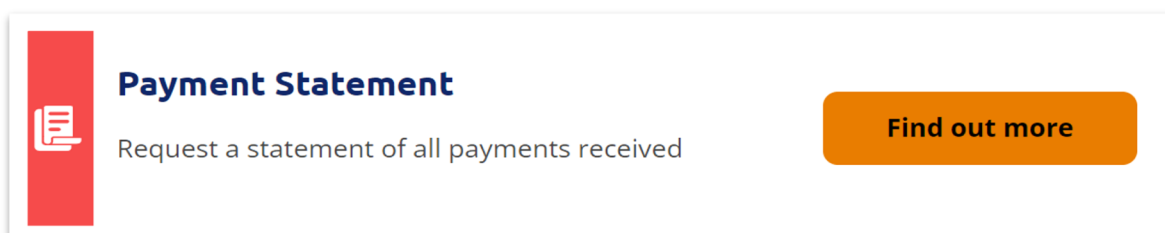
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STEP 5: Scroll down the page and click on the Services option **Statements, Refunds and Repayments**
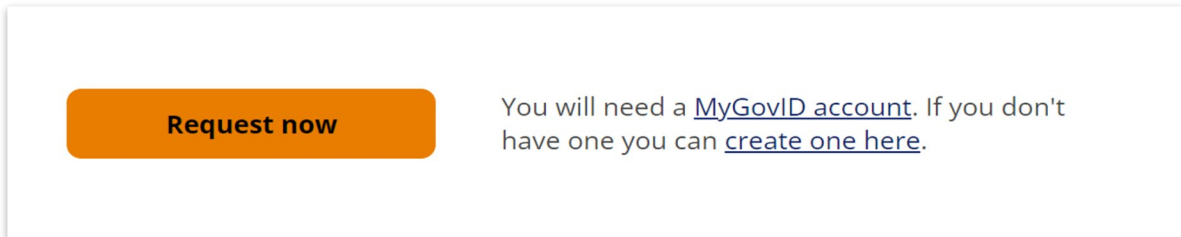
STEP 6: On the Statements, Refunds and Repayments page, scroll down and select the option **Payment Statement** by clicking on the yellow button **Find out more**
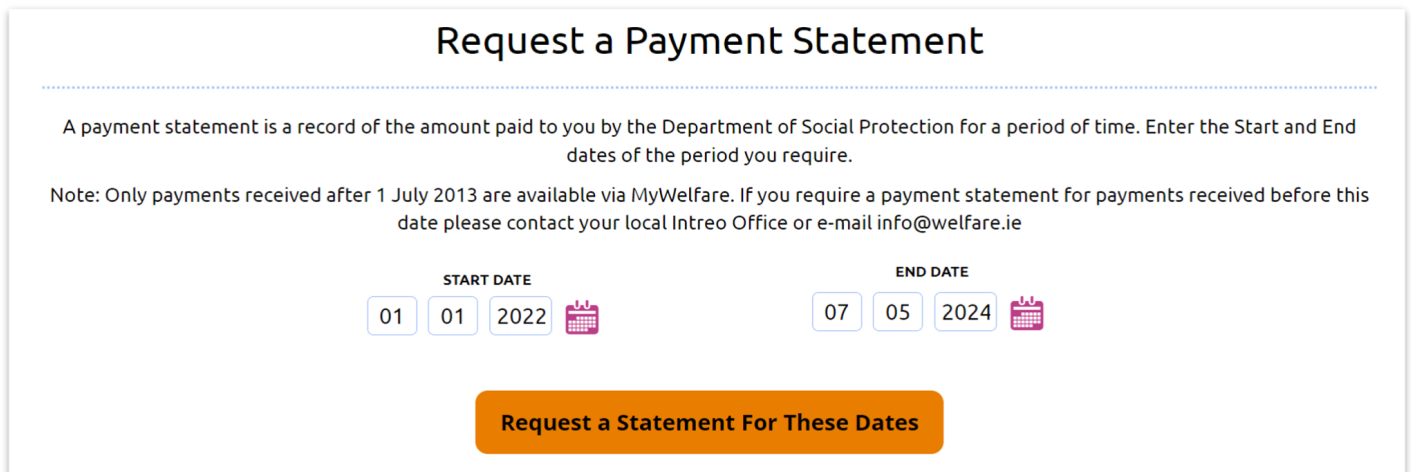
STEP 7: On the Payment Statement page, click on the yellow button **Request Now**

Request now	You will need a MyGovID account. If you don't have one you can create one here.

STEP 8: On the Request a Payment Statement page, fill in the dates from the start of your DSP claim to the current date and click **Request a Statement For These Dates**

Request a Payment Statement

A payment statement is a record of the amount paid to you by the Department of Social Protection for a period of time. Enter the Start and End dates of the period you require.

Note: Only payments received after 1 July 2013 are available via MyWelfare. If you require a payment statement for payments received before this date please contact your local Intreo Office or e-mail info@welfare.ie

START DATE	END DATE
01 01 2022	07 05 2024

Request a Statement For These Dates

**STEP 9:** You will see the message below once the request has been submitted successfully.

Thanks! Your payment statement request has been submitted

We will send your Payment Statement to your MyWelfare notifications and Digital Postbox (if applicable) when your request has been processed.

STEP 10: You will then receive a notification (top right of home screen) when your statement is ready to download

Your Name ∨ 1

Your Name ^ ①

View account

My payment history

Notifications (1)

My details

Logout
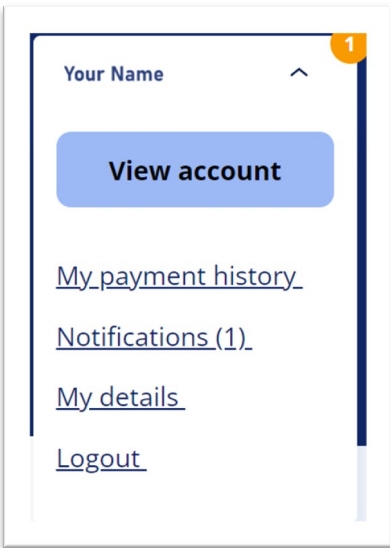
STEP 11: On the top right of the page, click on [Your Name] to view the menu and select **Notifications**

STEP 12: Click on the latest notification (in bold)

● **Your payment statement request has been processed**   07 May, 2024

STEP 13: On the Notifications page, click on **Open Statement**

Your payment statement request has been processed

Your payment statement for the period 01/01/2022 to 07/05/2024 is now ready to view or download. You can click the following button to open.

Open Statement

NOTE: Depending on the settings in your web browser, your statement will either open as a PDF in a new window or appear as a PDF in your downloads. You can save a copy to your device from either.

The MyWelfare Statement is recommended for Unemployed applicants, as it confirms all eligibility criteria except Nationality, for which you should provide valid photo ID