



Skills Funding  
Agency



# **Funding Rules 2014 to 2020 ESF Programme**

## **ESF Specifications Deliverables Evidence Requirements Version 1.16**

This document sets out evidence for contract deliverables for the 2014 to 2020 European Social Fund Programme.

These rules apply from 1 January 2016

June 2016

Of interest to providers

## Table of contents

|   |    |
|---|----|
| Specifications launched.....  | 6  |
| Generic deliverables evidence requirements (except Greater Manchester ITT29811) .....   | 12 |
| Specification-specific evidence requirements.....   | 18 |
| Greater Manchester ITT29913, NEET .....   | 18 |
| Lancashire, ITT29914, Provision for NEET Individuals .....  | 18 |
| Cheshire & Warrington, ITT29906, Disengaged Young People and the Labour Market .....  | 19 |
| London, ITT29985, Careers Guidance.....   | 20 |
| London, ITT29897, 16-24 NEET Outreach Programme.....  | 22 |
| London, ITT29977, Preventative NEET 15-18 year olds.....  | 25 |
| London, ITT29974, Targeted NEET 16-18.....  | 27 |
| London, ITT29976, Interventions: 16-24 year old young people with learning difficulties and/or disabilities.....  | 29 |
| London, ITT29975, Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers. .... | 32 |
| London, ITT29973, 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness .....  | 34 |
| London, ITT29983, Employment Support for young people from disadvantaged Black, Asian, Minority Ethnic (BAME) communities.....  | 36 |
| London, ITT29987, Youth Talent, Investment Priority 1.2 (Strand 1) .....  | 36 |
| London, ITT29987, Youth Talent, Investment Priority 2.2 (Strand 3) .....  | 37 |
| London, ITT29980, Careers Cluster.....  | 37 |

|   |    |
|---|----|
| Cheshire and Warrington, ITT30023, Employees Support in Skills.....   | 39 |
| Cumbria, ITT30034, Employees Support in Skills.....   | 40 |
| Dorset, ITT30026, Skills for Business Growth in Dorset .....  | 42 |
| Greater Cambridge & Greater Peterborough, ITT30027, Employees Support in Skills.....  | 43 |
| Greater Lincolnshire, ITT30035, Employees Support in Skills .....   | 44 |
| Greater Manchester, ITT30028, Higher Skills Support Programme for Unemployed and Economically Inactive Individuals .....  | 45 |
| Greater Manchester, ITT30031, Skills Support for the Workforce Programme .....  | 45 |
| Lancashire, ITT30036, Employees Support in Skills .....   | 46 |
| London, ITT30037, Career progression for low skilled and low paid parents and other workers .....   | 50 |
| Solent, ITT30021, Employees Support in Skills .....   | 51 |
| Swindon and Wiltshire, ITT30019, Employees Support in Skills .....  | 52 |
| Coventry and Warwickshire, ITT30033, Employees Support in Skills .....  | 53 |
| Hertfordshire, ITT30048, Workforce Skills Programme.....  | 54 |
| South East Midlands, ITT30038, Employees Support in Skills.....   | 55 |
| Stoke-on-Trent and Staffordshire, ITT30047, Employees Support in Skills .....   | 57 |
| Worcestershire, ITT30042, Employees Support in Skills .....   | 60 |
| The Marches, ITT30044, Employees Support in Skills .....  | 60 |
| London, ITT30051, South London: 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness.....   | 61 |
| London, ITT30052, West London and South London: Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers. .... | 63 |
| Enterprise M3, ITT30054, Employees Support in Skills .....  | 65 |
| Thames Valley Berkshire, ITT30053, Employees Support in Skills.....   | 67 |

|  |    |
|--|----|
| Gloucestershire, ITT30039, Support for Entrepreneurship Skills .....   | 68 |
| Gloucestershire, ITT30040, Employees Support in Skills [STEM] .....  | 69 |
| Gloucestershire, ITT30041, Employees Support in Skills [Low Carbon] .....  | 69 |
| Black Country, ITT30032, Employees Support in Skills .....   | 70 |
| Coast to Capital, ITT30060, Employees Support in Skills .....  | 71 |
| Leicester and Leicestershire, ITT30055, Skills Metro – Employees Support in Skills .....   | 73 |
| Leicester and Leicestershire, ITT30056, Business Enterprise - Employees Support in Skills.....   | 73 |
| Leicester and Leicestershire, ITT30057, Leadership Management - Employees Support in Skills .....  | 74 |
| Northamptonshire, ITT30043, Workforce Skills Programme .....   | 75 |
| Cheshire and Warrington, ITT30071, Information, Advice and Guidance .....  | 76 |
| Enterprise M3, ITT30067, Support for the Unemployed.....   | 77 |
| Lancashire, ITT30068, Support for the Unemployed .....   | 78 |
| Leeds City Region, ITT30073, Information, Advice and Guidance.....   | 79 |
| Solent, ITT30078, Information, Advice and Guidance.....  | 80 |
| Swindon and Wiltshire, ITT30072, Raising Aspirations - Careers Education, Information, Advice and Guidance .....                               | 81 |
| London, ITT30081, Skills development, job readiness and pre-apprenticeship training for unemployed groups; Modern Skills for Construction..... | 82 |
| London, ITT30080, Skills development, job readiness and pre-apprenticeship training for unemployed groups; Sector Skills ....                  | 84 |
| New Anglia, ITT30059, Employees Support in Skills .....  | 89 |
| South East Midlands, ITT30087, Employees Support in Skills – Apprenticeships Services .....  | 91 |
| Tees Valley, ITT30084, Skills Support for the Workforce.....   | 92 |
| Tees Valley, ITT30086, Employee Support in Skills .....  | 93 |
| Tees Valley, ITT30085, Employee Support in Skills - Sector-led Apprenticeships Route way.....  | 93 |

Standalone Evidence Requirements for: Greater Manchester ITT29811, Skills for Employment Pilot Programme.....95

Document control .....98

Specification-specific evidence: we will update these with subsequent tender rounds.

## Specifications launched

The following is a list of specifications that have been launched contracted deliverables. The evidence requirements for these deliverables are contained in the following sections. Some of specifications listed only contain generic deliverables, whilst others contain both generic and specification defined deliverables. The table below lists the specifications launched and whether there are specification defined deliverables. Page 11 onwards lists the ITTs with the specification defined deliverables and the evidence required. As more specifications are launched there will be specification-specific evidence requirements.

| <b>Local Enterprise Partnership</b> | <b>ITT Reference</b> | <b>Short Description</b>                      | <b>Launch Date</b> | <b>Specification -specific evidence requirements</b> |
|-------------------------------------|----------------------|---|--------------------|--|
| Greater Manchester                  | 29811                | Skills for Employment Pilot Programme         | 23 July 2015       | Yes  |
| Sheffield City Region               | 29802                | Skills Bank                                   | 23 July 2015       | No   |
| Leeds City Region                   | 29916                | NEET  | 7 December 2015    | No   |
| Leicester & Leicestershire          | 29919                | NEET and youth support                        | 7 December 2015    | No   |
| Leicester & Leicestershire          | 29955                | Support for ex-offenders                      | 7 December 2015    | No   |
| Northamptonshire                    | 29918                | NEET  | 7 December 2015    | No   |
| Solent                              | 29917                | NEET  | 7 December 2015    | No   |
| Stoke-on-Trent & Staffordshire      | 29915                | NEET  | 7 December 2015    | No   |
| Cornwall & Isles of Scilly          | 29907                | NEET  | 14 December 2015   | No   |
| Swindon & Wiltshire                 | 29912                | NEET  | 14 December 2015   | No   |
| Greater Manchester                  | 29913                | NEET  | 14 December 2015   | Yes  |
| West of England                     | 29909                | NEET  | 14 December 2015   | No   |
| Worcestershire                      | 29908                | NEET  | 6 January 2016     | No   |
| Lancashire                          | 29914                | Provision for NEET Individuals                | 6 January 2016     | Yes  |
| Cumbria                             | 29910                | NEET Prevention and Reduction                 | 6 January 2016     | No   |
| Cheshire & Warrington               | 29906                | Disengaged Young People and the Labour Market | 6 January 2016     | Yes  |
| New Anglia                          | 29921                | NEET Prevention Programme in Norfolk          | 6 January 2016     | No   |

| <b>Local Enterprise Partnership</b> | <b>ITT Reference</b> | <b>Short Description</b>   | <b>Launch Date</b> | <b>Specification -specific evidence requirements</b> |
|-------------------------------------|----------------------|--|--------------------|--|
| London                              | 29985                | Careers Guidance   | 6 January 2016     | Yes  |
| London                              | 29897                | 16-24 NEET Outreach Programme  | 6 January 2016     | Yes  |
| London                              | 29977                | Preventative NEET 15-18 year olds  | 6 January 2016     | Yes  |
| London                              | 29974                | Targeted NEET 16-18  | 6 January 2016     | Yes  |
| London                              | 29976                | Interventions: 16-24 year old young people with learning difficulties and/or disabilities  | 6 January 2016     | Yes  |
| London                              | 29975                | Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers. | 6 January 2016     | Yes  |
| London                              | 29973                | 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness   | 6 January 2016     | Yes  |
| London                              | 29983                | Employment Support for young people from disadvantaged Black, Asian, Minority Ethnic (BAME) communities  | 6 January 2016     | Yes  |
| North Eastern                       | 29920                | NEET   | 15 February 2016   | No   |
| The Marches                         | 29911                | NEET   | 15 February 2016   | No   |
| Black Country                       | 29833                | Community Grants   | 22 February 2016   | No   |
| Humber                              | 29833                | Community Grants   | 22 February 2016   | No   |
| North Eastern                       | 29833                | Community Grants   | 22 February 2016   | No   |
| Northamptonshire                    | 29833                | Community Grants   | 22 February 2016   | No   |
| Oxfordshire                         | 29833                | Community Grants   | 22 February 2016   | No   |

| <b>Local Enterprise Partnership</b>      | <b>ITT Reference</b> | <b>Short Description</b>  | <b>Launch Date</b> | <b>Specification -specific evidence requirements</b> |
|--|----------------------|---|--------------------|--|
| South East Midlands                      | 29833                | Community Grants  | 22 February 2016   | No   |
| York, North Yorkshire and East Riding    | 29833                | Community Grants  | 22 February 2016   | No   |
| London                                   | 29987                | Youth Talent  | 7 March 2016       | Yes  |
| London                                   | 29980                | Careers Clusters  | 7 March 2016       | Yes  |
| Liverpool City Region                    | 30011                | Community Grants  | 21 March 2016      | No   |
| Coventry & Warwickshire                  | 29824                | NEET  | 21 March 2016      | No   |
| Heart of the South West                  | 29995                | NEET  | 27 April 2016      | No   |
| South East Midlands                      | 29997                | NEET  | 27 April 2016      | No   |
| York, North Yorkshire and East Riding    | 29998                | NEET  | 27 April 2016      | No   |
| Cheshire and Warrington                  | 30023                | Employees Support in Skills   | 5 May 2016         | Yes  |
| Cumbria                                  | 30034                | Employees Support in Skills   | 5 May 2016         | Yes  |
| Dorset                                   | 30026                | Skills for Business Growth in Dorset  | 5 May 2016         | Yes  |
| Greater Cambridge & Greater Peterborough | 30027                | Employees Support in Skills   | 5 May 2016         | Yes  |
| Greater Lincolnshire                     | 30035                | Employees Support in Skills   | 5 May 2016         | Yes  |
| Greater Manchester                       | 30028                | Higher Skills Support Programme for Unemployed and Economically Individuals | 5 May 2016         | Yes  |
| Greater Manchester                       | 30031                | Skills Support for the Workforce Programme                                  | 5 May 2016         | Yes  |
| Lancashire                               | 30036                | Employees Support in Skills   | 5 May 2016         | Yes  |
| Leeds City Region                        | 30029                | Employees Support in Skills   | 5 May 2016         | No   |
| London                                   | 30037                | Career progression for low skilled and low paid parents and other workers   | 5 May 2016         | Yes  |
| Solent                                   | 30021                | Employees Support in Skills   | 5 May 2016         | Yes  |

| <b>Local Enterprise Partnership</b> | <b>ITT Reference</b> | <b>Short Description</b>  | <b>Launch Date</b> | <b>Specification -specific evidence requirements</b> |
|-------------------------------------|----------------------|---|--------------------|--|
| Swindon and Wiltshire               | 30019                | Employees Support in Skills   | 5 May 2016         | Yes  |
| Coventry and Warwickshire           | 30033                | Employees Support in Skills   | 9 May 2016         | Yes  |
| Hertfordshire                       | 30048                | Employees Support in Skills   | 9 May 2016         | Yes  |
| South East Midlands                 | 30038                | Employees Support in Skills   | 9 May 2016         | Yes  |
| Stoke-on-Trent and Staffordshire    | 30047                | Employees Support in Skills   | 9 May 2016         | Yes  |
| Worcestershire                      | 30042                | Employees Support in Skills   | 9 May 2016         | Yes  |
| The Marches                         | 30044                | Employees Support in Skills   | 12 May 2016        | Yes  |
| London                              | 30051                | South London: 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness  | 16 May 2016        | Yes  |
| London                              | 30052                | West London and South London: Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers | 16 May 2016        | Yes  |
| Enterprise M3                       | 30054                | Employees Support in Skills   | 18 May 2016        | Yes  |
| Thames Valley Berkshire             | 30053                | Employees Support in Skills   | 18 May 2016        | Yes  |
| Gloucestershire                     | 30039                | Support for Entrepreneurship Skills   | 20 May 2016        | Yes  |
| Gloucestershire                     | 30040                | Employees Support in Skills [STEM]  | 20 May 2016        | Yes  |
| Gloucestershire                     | 30041                | Employees Support in Skills [Low Carbon]  | 20 May 2016        | Yes  |
| Black Country                       | 30032                | Employees Support in Skills   | 27 May 2016        | Yes  |
| Coast to Capital                    | 30060                | Employees Support in Skills   | 27 May 2016        | Yes  |

| <b>Local Enterprise Partnership</b> | <b>ITT Reference</b> | <b>Short Description</b>  | <b>Launch Date</b> | <b>Specification -specific evidence requirements</b> |
|-------------------------------------|----------------------|---|--------------------|--|
| Leicester and Leicestershire        | 30055                | Skills Metro - Employees Support in Skills  | 27 May 2016        | Yes  |
| Leicester and Leicestershire        | 30056                | Business Enterprise - - Employees Support in Skills   | 27 May 2016        | Yes  |
| Leicester and Leicestershire        | 30057                | Leadership Management - Employees Support in Skills   | 27 May 2016        | Yes  |
| Northamptonshire                    | 30043                | Workforce Skills Programme  | 27 May 2016        | Yes  |
| Cheshire and Warrington             | 30071                | Information, Advice and Guidance  | 3 June 2016        | Yes  |
| Enterprise M3                       | 30067                | Support for the Unemployed  | 3 June 2016        | Yes  |
| Heart of the South West             | 30069                | Business Start Up   | 3 June 2016        | No   |
| Lancashire                          | 30068                | Support for the Unemployed  | 3 June 2016        | Yes  |
| Leeds City Region                   | 30073                | Information, Advice and Guidance  | 3 June 2016        | Yes  |
| Northamptonshire                    | 30070                | Business Start Up   | 3 June 2016        | No   |
| Oxfordshire                         | 30065                | Retraining and employability for older workers  | 3 June 2016        | No   |
| Sheffield City Region               | 30064                | Support for the Unemployed  | 3 June 2016        | No   |
| Solent                              | 30077                | Support for the Unemployed  | 3 June 2016        | No   |
| Solent                              | 30078                | Information, Advice and Guidance  | 3 June 2016        | Yes  |
| Swindon and Wiltshire               | 30072                | Raising Aspirations - Careers Education, Information, Advice and Guidance   | 3 June 2016        | Yes  |
| Swindon and Wiltshire               | 30066                | Support for the Unemployed  | 3 June 2016        | No   |
| London                              | 30081                | Skills development, job readiness and pre-apprenticeship training for unemployed groups; Modern Skills for Construction | 10 June 2016       | Yes  |

| <b>Local Enterprise Partnership</b>   | <b>ITT Reference</b> | <b>Short Description</b>   | <b>Launch Date</b> | <b>Specification -specific evidence requirements</b> |
|---------------------------------------|----------------------|--|--------------------|--|
| London                                | 30080                | Skills development, job readiness and pre-apprenticeship training for unemployed groups; Sector Skills | 10 June 2016       | Yes  |
| New Anglia                            | 30059                | Employees Support in Skills  | 10 June 2016       | Yes  |
| South East Midlands                   | 30087                | Employees Support in Skills – Apprenticeships Services   | 10 June 2016       | Yes  |
| Tees Valley                           | 30084                | Skills Support for the Workforce   | 10 June 2016       | Yes  |
| Tees Valley                           | 30086                | Employee Support in Skills   | 10 June 2016       | Yes  |
| Tees Valley                           | 30085                | Employee Support in Skills - Sector-led Apprenticeships Route way                                      | 10 June 2016       | Yes  |
| York, North Yorkshire and East Riding | 30083                | Employees Support in Skills  | 10 June 2016       | Yes  |

## Generic deliverables evidence requirements (except Greater Manchester ITT29811)

| Deliverable name                     | Evidence requirements   |
|--------------------------------------|---|
| ST01 Participant Assessment and Plan | <ul style="list-style-type: none"> <li>• ILR or equivalent signed by participant.</li> <li>• A copy of an Individual Learning Plan (ILP)/Learning Agreement and Initial Assessment.</li> <li>• Provider to declare on the learner signed application form the supporting evidence they have seen to confirm eligibility for ESF and for the specific contract</li> </ul>              |
| RQ01 Regulated Learning              | <p><b>START PAYMENT</b> – Registration / Application to awarding body</p> <p><b>ACHIEVEMENT PAYMENT</b> – Any of the following evidence:<br/>Internal Verification Report – direct claim status ONLY; External Verification Report showing participant.<br/>Certificate from the Awarding Body; Application for the certificate to the Awarding Body; Awarding body results list.</p> |
| NR01 Non-Regulated Activity          | <p><b>START PAYMENT</b> – evidence that participant has started on the agreed programme of activity.</p> <p><b>COMPLETION PAYMENT</b> – evidence that the agreed programme of activity documented in the ILP has been completed.</p> <p>Register of hours, where the aims are for a specific number of delivery hours.</p>  |
| AC01 Actual Costs                    | Evidence of actual costs incurred and defrayed (paid) against agreed plans, evidenced in line with actual cost rules in the main body of the <u>ESF Funding Rules</u>   |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| Community CG01 Grant Payment                                     | <p>Documentary evidence to show what the approved grant funding is purchasing <b>AND ALL of the following.</b></p> <ul style="list-style-type: none"> <li>· Evidence of publication of grants and for applications.</li> <li>· Number of applications for grants received.</li> <li>· Copies of applications; initial appraisal and recommendation to panel and they have been assessed according to a fair and transparent process.</li> <li>· Number and value of grants awarded.</li> <li>· Minutes of the original award panel decisions and notices to organisations.</li> <li>· (where appropriate) subsequent changes between award and payment supported by meeting minutes/documented decisions.</li> <li>· Evidence of defrayed expenditure (that the Grant Co-ordinating Body has made payment to the grant recipient before submitting claim to the SFA).</li> </ul> |
| CG02 Community Grant Management Cost                             | Evidence of grants defrayed (CG01 evidence) and the management percentage defined in the contract.   |
| SD01 – SD10 Specification Defined Deliverable (with Description) | Please refer to the <u>Specification Specific Evidence Requirements</u> .  |
| PG01 Progression Paid Employment (EMP)                           | <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>For Self Employed individuals, evidence of registration with HMRC for Self Employment; and documentary evidence to support start on Self Employment.</p> <p>To be achieved within 28 days of their completion</p>   |

| <b>Deliverable name</b>                  | <b>Evidence requirements</b>  |
|--|---|
| PG02 Progression Unpaid Employment (VOL) | <p>Documentary evidence of a start on a voluntary placement showing Participant details, placement name, address and start date.</p> <p>To be achieved within 28 days of their completion</p>   |
| PG03 Progression Education (EDU)         | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date.</p> <p>To be achieved within 28 days of their completion</p> |
| PG04 Progression Apprenticeship (EDU)    | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>To be achieved within 28 days of their completion</p>  |
| PG05 Progression Traineeship (EDU)       | <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>To be achieved within 28 days of their completion</p>   |
| PG06 Progression Job Search (NPE)        | <p>Copy of Referral paperwork onto a Job Search or completion evidence that learner completed this activity after leaving this programme on another course</p> <p>To be achieved within 28 days of their completion</p>   |
| SU01 Sustained Employment for 3 months   | <p>Evidence to confirm that employment has been sustained for three months after the initial progression</p>  |

| <b>Deliverable name</b>                       | <b>Evidence requirements</b>  |
|---|---|
| SU02 Sustained Unpaid Employment for 3 months | Evidence to confirm that the progression onto a unpaid employment has been sustained for three months after the initial progression   |
| SU03 Sustained Education for 3 months         | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for three months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Evidence to confirm that the progression onto further learning at a higher level than completed on the ESF programme has been sustained for three months after the initial progression</p> |
| SU04 Sustained Apprenticeship for 3 months    | Evidence to confirm that the progression onto an Apprenticeship has been sustained for three months after the initial progression   |
| SU05 Sustained Traineeship for 3 months       | Evidence to confirm that the progression onto a Traineeship has been sustained for three months after the initial progression   |
| SU11 Sustained Employment for 6 Months        | Evidence to confirm that employment has been sustained for six months after the initial progression.  |
| SU12 Sustained Unpaid Employment for 6 Months | Evidence to confirm that the progression onto unpaid employment has been sustained for six months after the initial progression.  |

| <b>Deliverable name</b>                    | <b>Evidence requirements</b>   |
|--|--|
| SU13 Sustained Education for 6 Months      | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Evidence to confirm that the progression onto further learning at a higher level than completed on the ESF programme has been sustained for six months after the initial progression.</p> |
| SU14 Sustained Apprenticeship for 6 Months | Evidence to confirm that the progression onto an Apprenticeship has been sustained for six months after the initial progression.   |
| SU15 Sustained Traineeship for 6 Months    | Evidence to confirm that the progression onto a Traineeship has been sustained for six months after the initial progression.   |
| SU21 Sustained Employment 12 months        | Evidence to confirm that employment has been sustained for twelve months after the initial progression.  |
| SU22 Sustained Unpaid Employment 12 months | Evidence to confirm that the progression onto unpaid employment has been sustained for twelve months after the initial progression.  |
| SU23 Sustained Education 12 months         | <p>Evidence that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for twelve months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Evidence to confirm that the progression onto further learning at a higher level than completed on the ESF programme has been sustained for twelve months after the initial progression</p>       |

| <b>Deliverable name</b>                 | <b>Evidence requirements</b>  |
|---|---|
| SU24 Sustained Apprenticeship 12 months | Evidence to confirm that the progression onto an Apprenticeship has been sustained for twelve months after the initial progression. |

## Specification-specific evidence requirements

### Greater Manchester ITT29913, NEET

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Uplift for any sustained progression of at least six months for SEND learners | For SEND learners only. Evidence to confirm that the progression in Education/Apprenticeship/Employment/Traineeship has been sustained for six months after the initial progression. |

### Lancashire, ITT29914, Provision for NEET Individuals

| Deliverable name   | Evidence requirements   |
|--|---|
| SD01 Uplift for 16-18 year olds achieving English and Maths Qualifications | <b>Any of the following evidence for English and Maths qualifications:</b><br>Internal Verification Report – direct claim status ONLY; External Verification Report showing participant.<br>Certificate from the Awarding Body; Application for the certificate to the Awarding Body; Awarding body results list.<br><br>Also evidence that also shows the candidate is 16-18 years old |

## Cheshire & Warrington, ITT29906, Disengaged Young People and the Labour Market

| Deliverable name                      | Evidence requirements   |
|---------------------------------------|---|
| SD01 16-18 AGE<br>Supplementary Grant | <p>Evidence of defrayal (payment) to the employer taking on a 16-18 apprentice that has progressed from this ESF programme</p> <p>AND</p> <p>State Aid form completed and signed by employer</p> <p>AND</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> |

## London, ITT29985, Careers Guidance

| Deliverable name                           | Evidence requirements   |
|--|---|
| SD01 Customer satisfied with intervention  | <p>An individual plan (Action Plan) that will set out their employment goals and the learning/qualifications the customer needs to achieve their goal and for them to take greater ownership over their longer-term careers and learning development</p> <p>AND</p> <p>An Individual Plan (Action Plan) that shows the Customer satisfaction outcomes on which the customer and adviser confirm:</p> <ul style="list-style-type: none"> <li>i. The relevance of agreed actions and outcomes to expectations</li> <li>ii. The accuracy of recording of customer needs</li> <li>iii. Customer satisfaction with the service provided; its timeliness, location and method of delivery</li> <li>iv. Customer awareness of how on-going support will be provided</li> </ul> |
| SD02 Independent Career Management outcome | <p>Evidence to show the customer has carried out activity themselves following the intervention provided to assist with their progression into work, this could include but is not limited to the following examples</p> <ul style="list-style-type: none"> <li>i. Customers self-assessing their skills</li> <li>ii. Customers identifying appropriate learning opportunities to follow</li> <li>iii. Customers accessing their Personal Learner Record and updating their Lifelong Learning Account or CV (for example by using CV Builder or the Skills Health Check)</li> </ul>   |

| <b>Deliverable name</b>               | <b>Evidence requirements</b>  |
|---------------------------------------|---|
|                                       | iv. Customers identifying and pursuing opportunities to improve their employability (for example through volunteering)  |
| SD03 Progression into Employment      | Documentary evidence that the participant has remained in employment for a minimum of four weeks<br>To be achieved within 28 days of their completion   |
| SD04 Progression to Education         | Documentary evidence the participant has engaged in one learning or training course that is appropriate to the activity agreed in their Individual Plan (Action Plan) and is accredited by an Educational institution that is officially recognised in the UK, showing provider/college name, qualification title or course, participant details and start date.<br>To be achieved within 28 days of their completion |
| SD05 Progression into Apprenticeships | Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date<br>To be achieved within 28 days of their completion   |
| SD06 Progression into Traineeships    | Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date<br>To be achieved within 28 days of their completion  |

## London, ITT29897, 16-24 NEET Outreach Programme

| Deliverable name                    | Evidence requirements   |
|-------------------------------------|---|
| SD01 Start uplift for premium group | Evidence that the participant is from the premium group and has started the programme   |
| SD02 Progression for Premium group  | <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND the participant is from the premium group</p> <p>To be achieved within 28 days of their completion</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| <p>SD03 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months</p> | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| <p>SD04 Uplift for sustained progressions for premium group for 6 months</p> | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND the participant is from the premium group and the progression has been sustained for six months after the initial progression.</p> |

## London, ITT29977, Preventative NEET 15-18 year olds

| <b>Deliverable name</b>                     | <b>Evidence requirements</b>  |
|---|---|
| SD01 Start uplift for Premium groups        | Evidence that the participant is from the premium group and has started the programme   |
| SD02 Achievement of learners programme goal | <p>Evidence that the participant has achieved the programme goal identified in the learning plan</p> <p>The individual plan must specify a goal relating to education based on the current situation of the participant. The goal must be either retention in learning or progression onto continued learning [either at a higher level of learning or learning at the same level but in another learning institution, or employment) evidenced by confirmation from either (a) the learning institution that the participant is in learning or (b) the employer that the participant is in employment. For the avoidance of doubt, movement from a mainstream learning institution to a PRU will not be accepted as a progression.</p> |
| SD03 Achievement uplift for Premium groups  | <p>Evidence that the participant is from the premium group and has achieved the programme goal identified in the learning plan</p> <p>The individual plan must specify a goal relating to education based on the current situation of the participant. The goal must be either retention in learning or progression onto continued learning [either at a higher level of learning or learning at the same level but in another learning institution, or employment) evidenced by confirmation from either (a) the learning institution that the participant is in learning or (b) the employer that the participant is in employment. For the avoidance of</p>  |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
|  | doubt, movement from a mainstream learning institution to a PRU will not be accepted as a progression.   |
| SD04 Participants retained in EET for 3 months after achievement of planned goal | Evidence that the participant has achieved the programme goal identified in the learning plan and is still in the achieved goal for 3 months                               |
| SD05 Uplift for retentions in EET for premium groups for 3 months                | Evidence that the participant is from the premium group and has achieved the programme goal identified in the learning plan and is still in the achieved goal for 3 months |

## London, ITT29974, Targeted NEET 16-18

| Deliverable name  | Evidence requirements   |
|---|---|
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression                   | Case worker review document (supplied by SFA) completed and signed by caseworker and participant.   |
| SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> |

| <b>Deliverable name</b>             | <b>Evidence requirements</b>   |
|-------------------------------------|--|
|                                     | <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>   |
| SD03 Sustained EET to 18th birthday | <p>Evidence to show the participant is provided with continued support for a 16 or 17 year old participant until they are 18 to ensure that they achieve a sustained EET outcome for 6 months. Where the learner turns 18 before sustaining the EET outcome for six months, the provider must continue to support the participant to support until the six months has been achieved.</p> |

**London, ITT29976, Interventions: 16-24 year old young people with learning difficulties and/or disabilities**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression | Case worker review document (supplied by SFA) completed and signed by caseworker and participant.   |
| SD02 Uplift for 16-18 Progression   | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
|  | <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND the participant is 16 -18 years old</p>  |
| <p>SD03 Uplift for 19-24<br/>Progression for<br/>Apprenticeship/Employment</p>   | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND the participant is 19-24 years old</p>   |
| <p>SD04 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months</p> | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> |

| <b>Deliverable name</b>   | <b>Evidence requirements</b>   |
|---|--|
|   | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>           |
| <p>SD05 Uplift for 19-24 Apprenticeship/Employment progression sustained for 6 months</p> | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression has been sustained for six months after the initial progression and the participant is 19-24 years old</p> |

**London, ITT29975, Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers.**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression                   | Case worker review document (supplied by SFA) completed and signed by caseworker and participant.   |
| SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
|  | <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>   |
| <p>SD03 Uplift for sustained Apprenticeship or employment for 6 months</p> | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression has been sustained for six months after the initial progression.</p> |

**London, ITT29973, 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression                   | Case worker review document (supplied by SFA) completed and signed by caseworker and participant.   |
| SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
|  | <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>   |
| <p>SD03 Uplift for Apprenticeship/Job with training progression sustained for 6 months</p> | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression has been sustained for six months after the initial progression.</p> |

**London, ITT29983, Employment Support for young people from disadvantaged Black, Asian, Minority Ethnic (BAME) communities**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 Uplift where employment is sustained for 6 months earning a weekly wage equivalent to being paid the London Living Wage for 35 hours a week or more. | Evidence to show the participant is employed at or above London living wages for 35 hours or more per week and this is sustained for 6 months |

**London, ITT29987, Youth Talent, Investment Priority 1.2 (Strand 1)**

| <b>Deliverable name</b>                               | <b>Evidence requirements</b>   |
|---|--|
| SD01 Engagement with individual businesses (Strand 1) | Complete a Training Needs Analysis identifying the skills and/or recruitment needs of the business which details support offered including referral to appropriate training provider and appropriate apprenticeship/traineeship support service – signed by employer |

### London, ITT29987, Youth Talent, Investment Priority 2.2 (Strand 3)

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Work placement vacancy offered by a business lasting a minimum of one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage (Strand 3) | Evidence from employer confirmed placement for a minimum one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage |

### London, ITT29980, Careers Cluster

| <b>Deliverable name</b>   | <b>Evidence requirements</b>   |
|---|--|
| SD01- Cluster established containing a min of 6 schools or colleges | Within one month of contract signing a Service Level agreement clearly outlining the aims and objectives and roles and responsibility of each cluster signed and agreed by provider and each participating school or college |
| SD02 - Production of needs analysis for the cluster                 | One Master Training Needs Analysis arrived at from individual TNA from each participant school or college – detailing clear milestones and timeframes for delivery   |
| SD03 – Pilot commencing: Businesses/HEIs engaged                    | Action Plan which the Business or HEI has signed and agreed to deliver   |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD04 – Pilot completion: Businesses/HEIs completing 26 weeks duration of engagement                  | Action plan updated to show activity delivered and a signed statement to show that they are engaged at 26 weeks  |
| SD05 - Careers and employer engagement support for cluster schools and colleges - termly payment     | Minutes and action log of one termly meeting reviewing progress of SLA with each school/college and also one Career cluster network meeting termly cluster member group meeting to include as a minimum each school represented and/or business/HEI  |
| SD06 - Work Placement and Internships programme delivered - termly payment                           | <p>Permission from 300 per clusters individuals that data can be shared with YP programme to referral them for work placements/internship</p> <p>For each termly payment at least 50 individuals are to be referred</p> <p>Details of identified individuals with clear aims and aspirations passed to Youth Talent programme and confirmation of submission</p> |
| SD07 - Production of employer endorsed careers guidance strategy for each cluster school and college | An individual career guidance strategy is required and signed off by each participating school/college and endorsed by at least one employer claiming SD04.  |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD08- Production of final report and cluster sustainability plan | Final evaluation report and plan showing sustainability signed off by LEP |

### **Cheshire and Warrington, ITT30023, Employees Support in Skills**

| <b>Deliverable name</b>                         | <b>Evidence requirements</b>   |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 Progression Higher Level Apprenticeship    | <p>Documentary evidence of the participant start on a Higher level Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.</p> <p>To be achieved within 28 days of their completion</p>  |

## Cumbria, ITT30034, Employees Support in Skills

### Theme 1 (Skills Support for the Workforce)

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Progression within work   | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD02 Employer Sector Panels established for each sector              | Evidence to show that Employers have committed to work on the Sector Panel.  |
| SD03 Sector plans with exit strategy developed and signed off by LEP | Evidence of Sector Plan developed through SD02 and signed off by the LEP   |
| SD04 Panel meetings take place                                       | Documentary evidence to confirm that the panel had met, which could include action notes, agendas, email trails etc.   |
| SD05 Evaluation report completed and agreed with LEP                 | Evidence of a completed evaluation report, agreed by the LEP   |

|   |   |
|---|---|
| SD06 Annual delivery plan agreed with LEP | Evidence of a project plan to support the delivery of the project, agreed by the LEP. |
|---|---|

## Theme 2 (Skills Support for the Workforce – Priority Sectors)

| Deliverable name             | Evidence requirements  |
|------------------------------|--|
| SD01 Progression within Work | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual’s working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Theme 3 - Apprenticeship Services

| Deliverable name           | Evidence requirements   |
|----------------------------|---|
| SD01 Monthly Delivery Plan | Evidence of a Delivery Plan agreed by the LEP, with progress against the plan submitted on a monthly basis.   |
| SD02 SME Engagement        | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence to show the SME has engaged with the provision</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |

|                                 |   |
|---------------------------------|---|
| SD03 Completion of Employer TNA | Documentary evidence of the completion of an Employer Training Needs Analysis, for Employers supported through SD02 |
|---------------------------------|---|

### Dorset, ITT30026, Skills for Business Growth in Dorset

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Greater Cambridge & Greater Peterborough, ITT30027, Employees Support in Skills

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Employer Engagement including company eligibility/de minimis form   | <ul style="list-style-type: none"> <li>• Documentary evidence that the Employer has been engaged with the provision.</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>   |
| SD02 Training Needs Analysis and support intervention for SME 10-249 employees including production of a training plan | <ul style="list-style-type: none"> <li>• Evidence to show that the SME employees between 10 – 249 FTE</li> <li>• Copy of Training Needs Analysis</li> <li>• Production of Training Plan</li> </ul>   |
| SD03 Progression within current employment (increase in responsibilities, promotion, wages)                            | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual’s working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Greater Lincolnshire, ITT30035, Employees Support in Skills

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 SME Engagement and Training Needs/Skills Gap Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within work                               | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 6 sector or sub-sector plans completed                | Produce sector plans, as agreed by the LEP, which includes a clearly identified route and escalator approach to training team leaders/supervisors and managers.  |
| SD04 Induction Training Plan completed                     | Produce an Induction Training Plan, agreed by the LEP  |

## Greater Manchester, ITT30028, Higher Skills Support Programme for Unemployed and Economically Inactive Individuals

| Deliverable name         | Evidence requirements  |
|--------------------------|--|
| SD01 Complete Internship | Documentary evidence to show the individual has completed an Internship. |

## Greater Manchester, ITT30031, Skills Support for the Workforce Programme

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Lancashire, ITT30036, Employees Support in Skills

### Lot 1: Skills support for the workforce, intermediate and higher level skills

| Deliverable name  | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis                             | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Large Employer (200+ Employees) Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is a Large employer (above 200 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> </ul>   |
| SD03 Learner employed in a priority sector                                  | <ul style="list-style-type: none"> <li>• Documentary evidence showing that the individual is employed in a priority sector, as detailed in the ITT</li> </ul>  |
| SD04 Progression within work  | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD05 - Engagement activity plan by month 3 of the contract                  | Development of a comprehensive plan, approved by the LEP Employment and Skills Board by month 3 of the contract  |

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD06 - Engagement plan and activity delivered from SD05 at month 9 of the contract          | Documentary evidence to show progress against the Plan developed in SD05, with progress approved by the LEP Employment and Skills Board at month 9 of the contract  |
| SD07 - updated Engagement plan and activity delivered from SD05 at month 15 of the contract | Documentary evidence to show progress against the Plan developed in SD05, with progress approved by the LEP Employment and Skills Board at month 15 of the contract |

## **Lot 2: Skills support for the workforce, basic skills provision**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 - SME Engagement and Training Needs Analysis                             | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>           |
| SD02 - Large Employer (200+ Employees) Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is a Large employer (above 200 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |
| SD03 - Learner employed in a priority sector                                  | Documentary evidence showing that the individual is employed in a priority sector, as detailed in the ITT   |

| Deliverable name  | Evidence requirements  |
|---|--|
| SD04 - Progression within work  | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD05 - Engagement activity plan by month 3 of the contract                                  | Development of a comprehensive plan, approved by the LEP Employment and Skills Board by month 3 of the contract  |
| SD06 - Engagement plan and activity delivered from SD05 at month 9 of the contract          | Documentary evidence to show progress against the Plan developed in SD05, with progress approved by the LEP Employment and Skills Board at month 9 of the contract   |
| SD07 - updated Engagement plan and activity delivered from SD05 at month 15 of the contract | Documentary evidence to show progress against the Plan developed in SD05, with progress approved by the LEP Employment and Skills Board at month 15 of the contract  |

### Lot 3: Skills support for redundancy

| Deliverable name  | Evidence requirements  |
|---|--|
| SD01 Learner progresses to PG01, PG03, PG04 and SD02 in a priority sector                   | Documentary evidence to confirm that the learner had progressed in a priority sector, as detailed in the ITT, for either PG01, PG03, PG04 or SD02  |
| SD02 Progression Traineeship - 19-24 year old only  | <ul style="list-style-type: none"> <li>• Evidence to show the learner was aged 19-24</li> <li>• Documentary evidence to show the learner had progressed to a Traineeship</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 - Sustained Traineeship 3 Months - 19-24 year old only                                 | Documentary evidence to show that the learner had sustained their Traineeship for 3 months   |
| SD04 - Engagement activity plan by month 3 of the contract                                  | Development of a comprehensive plan, approved by the LEP Employment and Skills Board by month 3 of the contract  |
| SD05 - Engagement plan and activity delivered from SD05 at month 9 of the contract          | Documentary evidence to show progress against the Plan developed in SD05, with progress approved by the LEP Employment and Skills Board at month 9 of the contract   |
| SD06 - updated Engagement plan and activity delivered from SD05 at month 15 of the contract | Documentary evidence to show progress against the Plan developed in SD05, with progress approved by the LEP Employment and Skills Board at month 15 of the contract  |

## London, ITT30037, Career progression for low skilled and low paid parents and other workers

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Participants employment contract changing from zero hours to part-time employment or full time employment; or participants employment contract changing from part time employment to full time employment | <p>Documentary evidence to show that the participants employment contract has changed from zero hours to part-time employment or full time employment</p> <p>OR</p> <p>Documentary evidence to show that the participants employment contract has changed from part-time employment to full time employment</p> <p>To be achieved within 28 days of their completion</p> |
| SD02 Participants wage has increased for 2 consecutive months  | <p>Documentary evidence to show that the participants wage has increased for 2 consecutive months. Evidence will be required to show the wage prior to the intervention, and 2 wage slips (or equivalent) to show the increase.</p> <p>To be achieved within 28 days of their completion</p>   |

## Solent, ITT30021, Employees Support in Skills

| Deliverable name  | Evidence requirements  |
|---|--|
| SD01 SME engagement & training needs analysis   | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within work  | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 Enhancement payment for achieving a minimum of 12 credits towards a full level 3 | Evidence confirming individual achieved a minimum of 12 credits at Level 3   |
| SD04 Enhancement payment for achieving a minimum of 12 credits towards a full level 4 | Evidence confirming individual achieved a minimum of 12 credits at Level 4   |
| SD05 Progression to complete a full level 3 or level 4 qualification                  | Documentary evidence confirming that the individual is progressing to complete a full level 3 or level 4 qualification, after being supported at the same level through this ESF programme.  |

## Swindon and Wiltshire, ITT30019, Employees Support in Skills

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Coventry and Warwickshire, ITT30033, Employees Support in Skills

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Hertfordshire, ITT30048, Workforce Skills Programme

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## South East Midlands, ITT30038, Employees Support in Skills

Lot 1: SSR

No specification defined deliverables

Lot 2: SSW Higher Skills

| <b>Deliverable name</b>                         | <b>Evidence requirements</b>   |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

Lot 3: SSW Basic Skills

| <b>Deliverable name</b>                         | <b>Evidence requirements</b>   |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

Lot 4: Apprenticeship Services

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Business Engagement/Brokerage Service and recruitment of higher level apprentice (one payment per employer) | <ul style="list-style-type: none"> <li>• Documentary evidence to show that an eligible employer has engaged with the programme</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> <li>• Evidence that the individual has started on a Higher Level Apprenticeship</li> </ul> |

## Stoke-on-Trent and Staffordshire, ITT30047, Employees Support in Skills

Lot 1: Skills Support for Redundancy

No specification defined deliverables

Lot 2: Skills Support for Workforce, basic skills provision

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

Lot 3: Skills Support for the Workforce, intermediate and higher level skills provision

| <b>Deliverable name</b>                         | <b>Evidence requirements</b>   |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

Lot 4: Skills Support and re-training for employment (Lot 4)

| <b>Deliverable name</b>                         | <b>Evidence requirements</b>   |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

### Worcestershire, ITT30042, Employees Support in Skills

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

### The Marches, ITT30044, Employees Support in Skills

| Deliverable name                                | Evidence requirements   |
|---|---|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |

**London, ITT30051, South London: 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness**

| Deliverable name  | Evidence requirements   |
|---|---|
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression                   | Case worker review document (supplied by SFA) completed and signed by caseworker and participant.   |
| SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>AND/OR</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
|  | <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>   |
| <p>SD03 Uplift for Apprenticeship/Job with training progression sustained for 6 months</p> | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression has been sustained for six months after the initial progression.</p> |

**London, ITT30052, West London and South London: Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers.**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression                   | Case worker review document (supplied by SFA) completed and signed by caseworker and participant.   |
| SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | <p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression. (only required if participant is NEET or at risk of being NEET at the start of ESF programme)</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> |

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
|  | <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>   |
| <p>SD03 Uplift for sustained Apprenticeship or employment for 6 months</p> | <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date</p> <p>OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND</p> <p>Evidence that the progression has been sustained for six months after the initial progression.</p> |

## Enterprise M3, ITT30054, Employees Support in Skills

Skills Support for the Workforce theme

| Deliverable name  | Evidence requirements   |
|---|---|
| SD01 SME (<250 employees) organizational/company training needs analysis                                | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>   |
| SD02 Incentive payment for SMEs in Growth or Niche sector uplift on completion of learning              | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence confirming individual is employed within a Growth or Niche sector, as defined by the Enterprise M3 Strategic Economic Plan (<a href="http://www.enterprisem3.org.uk/strategic-economic-plan">www.enterprisem3.org.uk/strategic-economic-plan</a>)</li> <li>• Documentary evidence of completion of learning</li> </ul> |
| SD03 Incentive payment for achieving at least 12 credits at Levels 3 and above                          | Evidence confirming individual achieved a minimum of 12 credits at Level 3 or above   |
| SD04 Incentive payment for completing learning activity in growth or niche sector specific subject area | Documentary evidence confirming individual achieved their planned accredited learning within a Sector Specific Subject area identified as Growth or Niche, as defined by the Enterprise M3 Strategic Economic Plan ( <a href="http://www.enterprisem3.org.uk/strategic-economic-plan">www.enterprisem3.org.uk/strategic-economic-plan</a> )   |
| SD05 Progression within Employment  | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p>  |

Skills Support for Redundancy theme

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Incentive payment for engagement in Growth or Niche sector uplift   | Documentary evidence confirming employer is within a Growth or Niche sector, as defined by the Enterprise M3 Strategic Economic Plan ( <a href="http://www.enterprisem3.org.uk/strategic-economic-plan">www.enterprisem3.org.uk/strategic-economic-plan</a> ) |
| SD02 Ongoing support/job matching up to 4 weeks post completion of activity for those not successfully achieving a progression | Documentary evidence showing the ongoing support/job matching for individuals who did not gain a positive outcome from the activity, until a successful outcome has been achieved up to 4 weeks post completion of activity end date.                         |

Information, advice and guidance theme

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 SME (<250 employees) organizational/company training needs analysis      | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |
| SD02 Completed company individual training plan linked to business objectives | <ul style="list-style-type: none"> <li>• Evidence of completed individual training plan, agreed with individual and employer, linking into overall business plans</li> <li>• Copy of business objectives</li> </ul>                           |

|                                      |  |
|--------------------------------------|--|
| SD03 Referral to training            | Documentary evidence confirming that the individual has been referred to onward training. Only one referral per individual.  |
| SD05 Employer satisfaction completed | <ul style="list-style-type: none"> <li>• Documentary evidence of employer satisfaction completed.</li> <li>• Testimonial from Employer detailing impact of training on the business</li> </ul> |

### Thames Valley Berkshire, ITT30053, Employees Support in Skills

Promoting Apprenticeships Theme

| <b>Deliverable name</b>   | <b>Evidence requirements</b>  |
|---|---|
| SD01 SME Training Needs Analysis                                      | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |
| SD02 Apprenticeship Brokerage plan at 3 intervals during life project | Develop an Apprenticeship Brokerage plan, approved by the LEP. All payments must be supported with approval by the LEP to updates to the Apprenticeship Brokerage plan  |

## Skills Support for the Workforce Theme

| <b>Deliverable name</b>          | <b>Evidence requirements</b>   |
|----------------------------------|--|
| SD01 SME Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression with Work       | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Gloucestershire, ITT30039, Support for Entrepreneurship Skills

| <b>Deliverable name</b>      | <b>Evidence requirements</b>   |
|------------------------------|--|
| SD01 Progression within Work | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

### Gloucestershire, ITT30040, Employees Support in Skills [STEM]

| Deliverable name             | Evidence requirements  |
|------------------------------|--|
| SD01 Progression within Work | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

### Gloucestershire, ITT30041, Employees Support in Skills [Low Carbon]

| Deliverable name             | Evidence requirements  |
|------------------------------|--|
| SD01 Progression within Work | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Black Country, ITT30032, Employees Support in Skills

Lot 1 – Skills for Growth: Response to Redundancy

No specification defined deliverables

Lot 2 – Skills for Growth: Workforce Skills Development

| <b>Deliverable name</b>                         | <b>Evidence requirements</b>   |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"><li>• Evidence to show that the company is an SME (below 249 FTE)</li><li>• Documentary evidence of a Training Needs Analysis</li><li>• Copy of Company Eligibility/De Minimis Form completed</li></ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"><li>• The individual's working hours have increased</li><li>• The individual has received a pay increase following completion of this ESF programme</li><li>• The individual has received an increase in responsibilities in their existing job role</li></ul> <p>To be achieved within 28 days of their completion</p> |

## Coast to Capital, ITT30060, Employees Support in Skills

Lot 1 - Skills Support for Workforce, basic skills provision

| Deliverable name   | Evidence requirements   |
|--|---|
| SD01 Training Needs Analysis <250 employees  | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>   |
| SD02 Promotion (increase in pay, responsibility, hours)  | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p>  |
| SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs | <p>Documentary evidence of facilitating referral to other training organisations, showing evidence of brokering skills training to meet the needs of the training plan that cannot be funded through the project. Minimum detail should include name of training organisation referred to, training required, number of individuals requiring training and start date of provision, signed by employer, project provider and brokered training organisation</p> |

Lot 2 - Skills Support for the Workforce, intermediate and higher level skills provision for the employed

| Deliverable name                            | Evidence requirements  |
|---|--|
| SD01 Training Needs Analysis <250 employees | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> </ul> |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>   |
| SD02 Progression within work<br>- Promotion, increase in pay, responsibility, hours                              | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p>  |
| SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs | <p>Documentary evidence of facilitating referral to other training organisations, showing evidence of brokering skills training to meet the needs of the training plan that cannot be funded through the project. Minimum detail should include name of training organisation referred to, training required, number of individuals requiring training and start date of provision, signed by employer, project provider and brokered training organisation</p> |

Lot 3 - Skills Support for the Workforce, higher level skills provision for the unemployed

No specification defined deliverables

## Leicester and Leicestershire, ITT30055, Skills Metro – Employees Support in Skills

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Leicester and Leicestershire, ITT30056, Business Enterprise - Employees Support in Skills

| Deliverable name                    | Evidence requirements   |
|-------------------------------------|---|
| SD01 SME and Micro Business Engaged | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE) or Micro Business (below 10 FTE)</li> <li>• Evidence to show the Employer has engaged with the Programme</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |

## Leicester and Leicestershire, ITT30057, Leadership Management - Employees Support in Skills

| Deliverable name                            | Evidence requirements  |
|---|--|
| SD01 SME Engagement and TNA                 | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within work                | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 Progression into Higher Apprenticeship | <ul style="list-style-type: none"> <li>• Documentary evidence of the participant start on a Higher Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.</li> </ul> <p>To be achieved within 28 days of their completion</p>   |

## Northamptonshire, ITT30043, Workforce Skills Programme

| Deliverable name                                | Evidence requirements  |
|---|--|
| SD01 SME Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                    | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

## Cheshire and Warrington, ITT30071, Information, Advice and Guidance

| Deliverable name   | Evidence requirements   |
|--|---|
| SD01 Employers engaged   | <ul style="list-style-type: none"> <li>• Copy of Company Eligibility/De Minimis Form completed</li> <li>• Evidence to confirm the employer has engaged and participated in the programme</li> </ul>                           |
| SD02 Mentoring Support to employers                                    | <ul style="list-style-type: none"> <li>• Copy of Company Eligibility/De Minimis Form completed</li> <li>• Evidence of mentoring support provided to employer, signed by Employer and Provider</li> </ul>                      |
| SD03 School Visits by Employers  | <ul style="list-style-type: none"> <li>• Copy of Company Eligibility/De Minimis Form completed</li> <li>• Evidence to confirm the employer has undertaken at least 1 school visit, signed by Employer and Provider</li> </ul> |
| SD04 Toolkit to support promotion and engagement of STEM opportunities | <ul style="list-style-type: none"> <li>• Development of toolkit to support promotion and engagement of STEM opportunities, approved by the LEP</li> </ul>   |

## Enterprise M3, ITT30067, Support for the Unemployed

Lot 1: Theme 1 Employed centred basic and employability skills for the unemployed

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Incentive payment for engagement in Growth or Niche sector uplift | <ul style="list-style-type: none"> <li>Documentary evidence confirming the individual achieved their planned learning within a Sector Specific Subject area identified as Growth or Niche by the LEP within the ITT.</li> </ul>  |
| SD03 Employer engagement report in Growth or Niche sector              | <ul style="list-style-type: none"> <li>Produce a report for each employer, confirming they are in a growth and/or niche sector and detailing the job vacancies and the skills required, signed by the Employer and Provider.</li> <li>Copy of Company Eligibility/De Minimis Form completed</li> </ul> |

Lot 2: Theme 2: Employer Led Vocational pathways for the unemployed

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Incentive payment for Growth or Niche sector related training | <ul style="list-style-type: none"> <li>Documentary evidence confirming the individual achieved their planned learning within a Sector Specific Subject area identified as Growth or Niche by the LEP within the ITT.</li> </ul>  |
| SD02 Employer engagement report in Growth or Niche sector          | <ul style="list-style-type: none"> <li>Produce a report for each employer, confirming they are in a growth and/or niche sector and detailing the job vacancies and the skills required, signed by the Employer and Provider.</li> <li>Copy of Company Eligibility/De Minimis Form completed</li> </ul> |

## Lancashire, ITT30068, Support for the Unemployed

### Theme 1: Skills Support for the Unemployed

| <b>Deliverable name</b>   | <b>Evidence requirements</b>   |
|---|--|
| SD01 Learner employed in a priority sector                          | <ul style="list-style-type: none"> <li>• Documentary evidence that the learner is employed in a LEP priority sector, as detailed in the ITT</li> </ul>                       |
| SD02 Delivery Plan approved by month 3 month of the contract        | <ul style="list-style-type: none"> <li>• Delivery plan produced by month 3 of the contract, approved by the LEP Employment &amp; Skills Board and SFA</li> </ul>             |
| SD03 Delivery Plan reviewed and approval by month 9 of the contract | <ul style="list-style-type: none"> <li>• Delivery plan updated and reviewed by month 9 of the contract, approved by the LEP Employment &amp; Skills Board and SFA</li> </ul> |
| SD04 Delivery Plan completed by month 15 of the contract            | <ul style="list-style-type: none"> <li>• Delivery plan completed by month 15 of the contract, and approved by the LEP Employment &amp; Skills Board and SFA</li> </ul>       |

### Theme 2: Enhancing Apprenticeships

| <b>Deliverable name</b>   | <b>Evidence requirements</b>   |
|---|--|
| SD01 Learner employed in a priority sector                          | <ul style="list-style-type: none"> <li>• Documentary evidence that the learner is employed in a LEP priority sector, as detailed in the ITT</li> </ul>                       |
| SD02 Delivery Plan approved by month 3 month of the contract        | <ul style="list-style-type: none"> <li>• Delivery plan produced by month 3 of the contract, approved by the LEP Employment &amp; Skills Board and SFA</li> </ul>             |
| SD03 Delivery Plan reviewed and approval by month 9 of the contract | <ul style="list-style-type: none"> <li>• Delivery plan updated and reviewed by month 9 of the contract, approved by the LEP Employment &amp; Skills Board and SFA</li> </ul> |
| SD04 Delivery Plan completed by month 15 of the contract            | <ul style="list-style-type: none"> <li>• Delivery plan completed by month 15 of the contract, and approved by the LEP Employment &amp; Skills Board and SFA</li> </ul>       |

## Leeds City Region, ITT30073, Information, Advice and Guidance

| Deliverable name                                      | Evidence requirements  |
|---|--|
| SD01 Planned IAG completed                            | <ul style="list-style-type: none"> <li>• Documentary evidence of IAG activity provided</li> </ul>  |
| SD02 Planned Work Experience completed                | <p>Documentary evidence, signed by the employer to confirm completion of planned Work Experience, detailing:</p> <ul style="list-style-type: none"> <li>• Name of Employer(s)</li> <li>• Dates of work experience</li> <li>• Hours of work experience planned</li> <li>• Hours of work experience completed</li> <li>• Type of work experience undertaken</li> </ul> |
| SD03 New Young Ambassador Networks set up             | <ul style="list-style-type: none"> <li>• Documentary evidence to confirm that the network has been set up with 40 new ambassadors agreeing to attend each network and one meeting taken place, which could include action notes, agendas, email trails, delegate lists etc.</li> </ul>   |
| SD04 Young Ambassadors recruited and supported        | <p>Documentary evidence of ambassador recruitment and support given, signed by Ambassador, including:</p> <ul style="list-style-type: none"> <li>• Name of Ambassador</li> <li>• Date Ambassador recruited</li> <li>• What their role is as an Ambassador</li> </ul>   |
| SD05 Young Innovator and Enterprise competitions held | <ul style="list-style-type: none"> <li>• Documentary evidence to confirm that Young Innovator and Enterprise competitions have been held, which could include action notes, agendas, email trails, delegate lists etc.</li> </ul>  |

|  |  |
|--|--|
|  |  |
| SD06 Curriculum content and careers guidance materials produced (digital, construction, manufacturing)   | <ul style="list-style-type: none"> <li>• Documentary evidence of the development and production of curriculum and careers guidance materials agreed and signed off by LEP.</li> </ul>  |
| SD07 Curriculum content and careers guidance materials adopted in schools (3 clusters x 30 institutions) | <ul style="list-style-type: none"> <li>• Documentary evidence of curriculum content and career guidance materials being adopted in schools, signed by the school, which could include action notes, agendas, email trails, etc.</li> </ul>         |
| SD08 (a) Stakeholder and (b) Enterprise and Innovations networks set up and first meeting held           | <ul style="list-style-type: none"> <li>• Documentary evidence of (a) Stakeholder and (b) Enterprise and Innovations, network set up and first meeting held, which could include action notes, agendas, email trails, delegate lists etc</li> </ul> |

### Solent, ITT30078, Information, Advice and Guidance

| <b>Deliverable name</b>               | <b>Evidence requirements</b>   |
|---------------------------------------|--|
| SD01 Employer led sessions in schools | <p>Documentary evidence of employer led sessions in schools taken place, including:</p> <ul style="list-style-type: none"> <li>• Confirmation from the school of the providers facilitation of the sessions, the employers in attendance and the type of activity that took place</li> </ul> |

## Swindon and Wiltshire, ITT30072, Raising Aspirations - Careers Education, Information, Advice and Guidance

Theme 1: Careers Education Information Advice and Guidance for young people

No Specification Defined Deliverables

Theme 2: Apprenticeship Services

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Progression in Work   | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD02 Progression in to Higher Education e.g. Foundation Degree / Degree Apprenticeship | <ul style="list-style-type: none"> <li>• Documentary evidence of the participant start on a Higher Education programme, showing Provider/college name, learning title, participant details, start date.</li> </ul> <p>To be achieved within 28 days of their completion</p>  |

## London, ITT30081, Skills development, job readiness and pre-apprenticeship training for unemployed groups; Modern Skills for Construction

Lot 1: Central London

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression in employment or apprenticeship for six months  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 2: West London

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression in employment or apprenticeship for six months  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

### Lot 3: North & East London

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Sustained progression in employment or apprenticeship for six months  | <ul style="list-style-type: none"><li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li></ul>  |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"><li>• Documentary evidence of the learner progression into employment.</li><li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li></ul> |

### Lot 4: South London

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Sustained progression in employment or apprenticeship for six months  | <ul style="list-style-type: none"><li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li></ul>  |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"><li>• Documentary evidence of the learner progression into employment.</li><li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li></ul> |

**London, ITT30080, Skills development, job readiness and pre-apprenticeship training for unemployed groups; Sector Skills**

Lot 1 – Retail, Tourism and Hospitality - North and East & West

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 2 – Retail, Tourism and Hospitality - Central & South

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 3 – Health and Social Care - North and East & West

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 4 - Health and Social Care - Central and South

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 5 - Creative and Cultural - North and East & West

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 6 - Creative and Cultural - Central & South

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 7 - ICT and digital - North and East & West

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 8 - ICT and digital - Central & South

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 9 - Other priority sector - North and East & West

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

Lot 10 - Other priority sector - Central & South

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 Sustained progression for six months in employment or apprenticeship  | <ul style="list-style-type: none"> <li>• Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period</li> </ul>   |
| SD02 Learner starts a full qualification after progressing into employment | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner progression into employment.</li> <li>• Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date.</li> </ul> |

## New Anglia, ITT30059, Employees Support in Skills

Skills Support for the Workforce theme (Lot 1)

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 SME Engagement and Training Needs Analysis                  | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within Work                                     | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 Programme Evaluation based on methodology agreed by the LEP | <ul style="list-style-type: none"> <li>• Copy of Evaluation Report, agreed by the LEP</li> </ul>   |

Skills Support for Emerging Leaders theme (Lot 2)

| <b>Deliverable name</b>  | <b>Evidence requirements</b>   |
|--|--|
| SD01 SME Engagement and Training Needs Analysis                  | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 In work progression e.g. greater responsibility, promotion  | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD03 Programme Evaluation based on methodology agreed by the LEP | <ul style="list-style-type: none"> <li>• Copy of Evaluation Report, agreed by the LEP</li> </ul>   |

Skills Support for Redundancy theme (Lot 3)

No Specification Defined Deliverables for this Lot

## South East Midlands, ITT30087, Employees Support in Skills – Apprenticeships Services

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Business Engagement/Brokerage Service and recruitment of higher level apprentice (one payment per employer) | <ul style="list-style-type: none"><li>• Documentary evidence of a Business Engagement/Brokerage Service for an eligible employer</li><li>• Copy of Company Eligibility/De Minimis Form completed</li><li>• Evidence that the employer has recruited a higher level apprentice</li><li>• Documentary evidence of the individual start on a higher apprenticeship, showing Provider/college name, learning title, participant details, start date.</li></ul> |

## Tees Valley, ITT30084, Skills Support for the Workforce

| Deliverable name                            | Evidence requirements  |
|---|--|
| SD01 Engagement and Training Needs Analysis | <ul style="list-style-type: none"> <li>• Evidence to show that the company is an SME (below 249 FTE)</li> <li>• Documentary evidence of a Training Needs Analysis</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Progression within work                | <p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The individual's working hours have increased</li> <li>• The individual has received a pay increase following completion of this ESF programme</li> <li>• The individual has received an increase in responsibilities in their existing job role</li> </ul> <p>To be achieved within 28 days of their completion</p> |

### Tees Valley, ITT30086, Employee Support in Skills

| Deliverable name  | Evidence requirements  |
|---|--|
| SD01 Progression Paid Employment (EMP) TVU priority sector uplift | <ul style="list-style-type: none"> <li>• Evidence PG01 has been claimed</li> <li>• Evidence to show employer is in a Priority Sector, as detailed by the LEP/ITT</li> </ul> <p>To be achieved within 28 days of their completion</p> |
| SD02 Progression Apprenticeship (EDU) TVU priority sector uplift  | <ul style="list-style-type: none"> <li>• Evidence PG04 has been claimed</li> <li>• Evidence to show employer is in a Priority Sector, as detailed by the LEP/ITT</li> </ul> <p>To be achieved within 28 days of their completion</p> |

### Tees Valley, ITT30085, Employee Support in Skills - Sector-led Apprenticeships Route way

| Deliverable name   | Evidence requirements  |
|--|--|
| SD01 Business Engagement and Brokerage Service provided per employer | <ul style="list-style-type: none"> <li>• Documentary evidence to show that an eligible employer has engaged with the programme</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul> |

## York, North Yorkshire and East Riding, ITT30083, Employees Support in Skills

More developed area

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Business Engagement and Brokerage Service provided per employer                             | <ul style="list-style-type: none"> <li>• Documentary evidence to show that an eligible employer has engaged with the programme</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Additional Payment only for Progression into Higher Apprenticeship or Degree Apprenticeship | <ul style="list-style-type: none"> <li>• Documentary evidence of the participant start on a Higher Apprenticeship or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.</li> </ul> <p>To be achieved within 28 days of their completion</p> |

Transition

| <b>Deliverable name</b>  | <b>Evidence requirements</b>  |
|--|---|
| SD01 Business Engagement and Brokerage Service provided per employer                             | <ul style="list-style-type: none"> <li>• Documentary evidence to show that an eligible employer has engaged with the programme</li> <li>• Copy of Company Eligibility/De Minimis Form completed</li> </ul>  |
| SD02 Additional Payment only for Progression into Higher Apprenticeship or Degree Apprenticeship | <ul style="list-style-type: none"> <li>• Documentary evidence of the participant start on a Higher Apprenticeship or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.</li> </ul> <p>To be achieved within 28 days of their completion</p> |

**Standalone Evidence Requirements for:  
Greater Manchester ITT29811, Skills for Employment Pilot Programme**

| <b>Deliverable name</b>   | <b>Evidence requirements</b>   |
|---|--|
| ST01 Individual has been engaged  | <ul style="list-style-type: none"> <li>• ILR or equivalent</li> <li>• Diagnostic initial assessment</li> <li>• Individual training and support plan signed by learner</li> <li>• Provider to declare on the learner signed application form the supporting evidence they have seen to confirm eligibility for ESF and for the specific contract</li> </ul> |
| SD01 Individual Gains an Accredited Qualification (unit)  | <p>Any of the following evidence:</p> <ul style="list-style-type: none"> <li>• IV Report – Direct claim status ONLY</li> <li>• EV Report showing learner</li> <li>• Certificate from the Awarding Body</li> <li>• Results List</li> </ul>  |
| SD02 Individual Gains an Accredited qualification (full)  | <p>Any of the following evidence:</p> <ul style="list-style-type: none"> <li>• IV Report – Direct claim status ONLY</li> <li>• EV Report showing learner</li> <li>• Certificate from the Awarding Body</li> <li>• Results List</li> </ul>  |
| NR01 Non-Regulated Activity<br><br>For example:<br><br>3000 work placements<br>(including voluntary work) @ | <p><b>START PAYMENT</b> – evidence that participant has started on the agreed programme of activity.</p> <p><b>COMPLETION PAYMENT</b> – evidence that the agreed programme of activity documented in the ILP has been completed.</p> <p>Register of hours, where the aims are for a specific number of delivery hours.</p>                                 |

|  |   |
|--|---|
| <p>£500 average rate 6000<br/>Preparation for Work @<br/>£450/92 hours average rate<br/>Total £4,925,000</p> | <p>If an individual is doing work placement evidence with weekly attendance records to show 8 weeks of at least 16 hours a week work experience</p>   |
| <p>SU01 Sustained Employment</p>   | <ul style="list-style-type: none"> <li>• Documentary evidence of a job outcome showing Learner details, Employer name and start date.</li> </ul> <p>For self-employment the above details plus a declaration from the individual detailing the business that has been started</p> <p>Evidence must confirm that the job outcome is for a minimum of 16 hours a week that starts within 4 weeks of the end of the training provision under this offer and that lasts for at least 3 months.</p>  |
| <p>SU03 Sustained Education</p>  | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner started on onto a higher level skills qualification than training provided on programme showing learner name, Provider details, qualification, and start date.</li> <li>• Evidence that the individual has started on a regulated skills training qualification at a level higher that that supported by this provision</li> </ul> <p>Evidence must confirm that the higher skills provision is for at least 16 hours per week that starts within 4 weeks of the end of training provision under this offer and that lasts for at least 3 months</p> |
| <p>SU04 Sustained Apprenticeship</p>   | <ul style="list-style-type: none"> <li>• Documentary evidence of the learner start on an Apprenticeship showing Provider name, Apprenticeship aim title Employer name and start date</li> <li>• Evidence that the individual has started on an Apprenticeship or Higher Apprenticeship</li> </ul>   |

|  |  |
|--|--|
|  | Evidence will be required to confirm that the apprenticeship is for a minimum of 30 hours a week that starts within 4 weeks of the end of training provision under this offer and that lasts for at least 3 months |
|--|--|

ESF Notes:

- For both LGF and ESF monthly one to one mentoring support must be provided throughout the programme and continue once the individual has progressed into a job outcome / apprenticeship / self-employment / skills provision at a higher level on a monthly basis for at least 3 months.
- ESF funded non-regulated learning will use the aims and rates listed in LARS. The specification gives an average rate for these as delivery will be bespoke to the learner and the candidate will be required to plan to use of the funding to cover all learners.
- The wrap around programme for an individual will be a bespoke non-regulated preparation for work aim. The scope and number of hours for this aim will be defined in the learning plan.
- The work experience uses non-regulated aims.  
Regulated aims will be paid the set rates above and reported via a delivery statement and the ILR must be submitted.

## Document control

| Revision History |           |                                     |   |
|------------------|-----------|-------------------------------------|---|
| Version          | Date      | Author                              | Description   |
| 1.0              | 01-Nov-15 | Tracey Cox<br>Anthony Harrison      | Release before first procurement round with generic contract deliverables. No specification list. No specification defined deliverables.  |
| 1.1              | 01-Dec-15 | Tracey Cox<br>Anthony Harrison      | Release at first procurement round. First list of specifications. No specification defined deliverables at this point.  |
| 1.2              | 11-Dec-15 | Paul Rushton                        | Addition of specification defined deliverables for latest procurement round launch on 14 December 2015.   |
| 1.3              | 06-Jan-16 | Tracey Cox<br>Anthony Harrison      | Addition of specification defined deliverables for latest procurement round launch on 6 January 2016.   |
| 1.4              | 18-Jan-16 | Charlotte Bloor<br>Anthony Harrison | Addition of specification defined deliverables for latest procurement round launch on 15 February 2016 for NEET and 22 February 2016 for Community Grants (except Liverpool City Region). Inclusion of the previously launched Greater Manchester pilot launched on 23 July 2015. |
| 1.5              | 29-Feb-16 | Tracey Cox<br>Anthony Harrison      | Full details of all deliverables for the Greater Manchester Skills for Employment Pilot Programme. Addition of specification defined deliverables for latest procurement round launch on 7 March 2016 for two London specifications.  |
| 1.6              | 17-Mar-16 | Anthony Harrison                    | Addition of Liverpool City Regions Community Grants and Coventry & Warwickshire NEET.   |
| 1.6              | 6-Apr-16  | Anthony Harrison                    | Clarification on deliverables NR01 for Greater Manchester Skills for Employment Pilot Programme.  |
| 1.7              | 02-May-16 | Charlotte Bloor<br>Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1 and 1.2 NEET   |
| 1.8              | 06-May-16 | Charlotte Bloor<br>Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1  |
| 1.9              | 10-May-16 | Anthony Harrison                    | New tenders rounds for ESF Investment Priority 2.1 and document formatting  |
| 1.10             | 11-May-16 | Anthony Harrison                    | New tenders rounds  |
| 1.11             | 16-May-16 | Anthony Harrison                    | Re-tender of two London specifications  |
| 1.12             | 18-May-16 | Anthony Harrison                    | New tenders rounds for ESF Investment Priority 2.1  |

|      |           |                  |  |
|------|-----------|------------------|--|
| 1.13 | 20-May-16 | Anthony Harrison | New tenders rounds for Gloucester LEP under ESF Investment Priority 2.1                        |
| 1.14 | 27-May-16 | Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1   |
| 1.15 | 3-Jun-16  | Anthony Harrison | New tenders rounds for ESF Investment Priority 1.1 and 1.2                                     |
| 1.16 | 7-Jun-16  | Anthony Harrison | New tenders rounds for ESF Investment Priority 1.1 and 1.2<br>Changes to standard deliverables |