



Skills Funding
Agency



European Union
European
Social Fund

Funding Rules 2014 to 2020 ESF Programme

ESF Specifications Deliverables Evidence Requirements Version 1.7

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

These rules apply from 1 January 2016

May 2016

Of interest to providers

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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.

Local Enterprise Partnership	ITT Reference	Short Description	Launch Date	Specification-specific evidence requirements
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
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

Local Enterprise Partnership	ITT Reference	Short Description	Launch Date	Specification-specific evidence requirements
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
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

Local Enterprise Partnership	ITT Reference	Short Description	Launch Date	Specification-specific evidence requirements
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
Swindon and Wiltshire	30019	Employees Support in Skills	5 May 2016	Yes

Generic deliverables evidence requirements (except Greater Manchester ITT29811)

Deliverable name	Evidence requirements
ST01 Participant Assessment and Plan	ILR or equivalent signed by participant. A copy of an Individual Learning Plan (ILP)/Learning Agreement and Initial Assessment.
RQ01 Regulated Learning	START PAYMENT – Registration / Application to awarding body ACHIEVEMENT PAYMENT – Any of the following evidence: Internal Verification Report – direct claim status ONLY; External Verification Report showing participant. Certificate from the Awarding Body; Application for the certificate to the Awarding Body; Awarding body results list.
NR01 Non-Regulated Activity	START PAYMENT – evidence that participant has started on the agreed programme of activity. COMPLETION PAYMENT – evidence that the agreed programme of activity documented in the ILP has been completed. Register of hours, where the aims are for a specific number of delivery hours. If an individual is doing work placement this is to be evidenced with weekly attendance records to show a minimum of 8 weeks work experience building to at least 16 hours work experience in week 8 .
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 ESF Funding Rules

Deliverable name	Evidence requirements
CG01 Community Grant Payment	<p>Documentary evidence to show what the approved grant funding is purchasing AND ALL of the following.</p> <ul style="list-style-type: none"> · Evidence of publication of grants and for applications. · Number of applications for grants received. · Copies of applications; initial appraisal and recommendation to panel and they have been assessed according to a fair and transparent process. · Number and value of grants awarded. · Minutes of the original award panel decisions and notices to organisations. · (where appropriate) subsequent changes between award and payment supported by meeting minutes/documented decisions. · Evidence of defrayed expenditure (that the Grant Co-ordinating Body has made payment to the grant recipient before submitting claim to the SFA).
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 Specification Specific Evidence Requirements .
PG01 Progression Paid Employment (EMP)	Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.
PG02 Progression Unpaid Employment (VOL)	Documentary evidence of a start on a voluntary placement showing Participant details, placement name, address and start date.

Deliverable name	Evidence requirements
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>
PG04 Progression Apprenticeship (EDU)	Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date
PG05 Progression Traineeship (EDU)	Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date
PG06 Progression Job Search (NPE)	Copy of Referral paperwork onto a Job Search or completion evidence that learner completed this activity after leaving this programme on another course
SU01 Sustained Employment for 3 months	Evidence to confirm that employment has been sustained for three months after the initial progression
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>

Deliverable name	Evidence requirements
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.
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.

Deliverable name	Evidence requirements
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>
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	Any of the following evidence for English and Maths qualifications: Internal Verification Report – direct claim status ONLY; External Verification Report showing participant. Certificate from the Awarding Body; Application for the certificate to the Awarding Body; Awarding body results list. 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 Supplementary Grant	Evidence of defrayal (payment) to the employer taking on a 16-18 apprentice that has progressed from this ESF programme AND State Aid form completed and signed by employer AND Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date

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"> i. The relevance of agreed actions and outcomes to expectations ii. The accuracy of recording of customer needs iii. Customer satisfaction with the service provided; its timeliness, location and method of delivery iv. Customer awareness of how on-going support will be provided
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"> i. Customers self-assessing their skills ii. Customers identifying appropriate learning opportunities to follow 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) 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
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.
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
SD06 Progression into Traineeships	Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date

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>
SD03 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months	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>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>
SD04 Uplift for sustained progressions for premium group 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> <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>
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London, ITT29977, Preventative NEET 15-18 year olds

Deliverable name	Evidence requirements
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 doubt, movement from a mainstream learning institution to a PRU will not be accepted as a progression.</p>

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> <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>

	Evidence that the progression or combined progression has been sustained for six months after the initial progression.
SD03 Sustained EET to 18th birthday	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.

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

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 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> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p>

	AND the participant is 16 -18 years old
SD03 Uplift for 19-24 Progression for Apprenticeship/Employment	<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>
SD04 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> <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.

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>

	<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 Uplift for sustained Apprenticeship or employment for 6 months	<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

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> <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 Uplift for Apprenticeship/Job with training progression sustained for 6 months	<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

Deliverable name	Evidence requirements
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)

Deliverable name	Evidence requirements
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)

Deliverable name	Evidence requirements
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

Deliverable name	Evidence requirements
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
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>

	Details of identified individuals with clear aims and aspirations passed to Youth Talent programme and confirmation of submission
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.
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

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

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"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role
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	Documentary evidence of any of the following: <ul style="list-style-type: none">• The individual's working hours have increased• The individual has received a pay increase following completion of this ESF programme• The individual has received an increase in responsibilities in their existing job role

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">• Evidence to show that the company is an SME (below 249 FTE)• Documentary evidence to show the SME has engaged with the provision
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">• Evidence to show that the company is an SME (below 249 FTE)• Documentary evidence of a Training Needs Analysis
SD02 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none">• The individual's working hours have increased• The individual has received a pay increase following completion of this ESF programme• The individual has received an increase in responsibilities in their existing job role

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">• Documentary evidence that the Employer has been engaged with the provision.• Copy of Company Eligibility/De Minimis Form completed
SD02 Training Needs Analysis and support intervention for SME 10-249 employees including production of a training plan	<ul style="list-style-type: none">• Evidence to show that the SME employees between 10 – 249 FTE• Copy of Training Needs Analysis• Production of Training Plan

SD03 Progression within current employment (increase in responsibilities, promotion, wages)	Documentary evidence of any of the following: <ul style="list-style-type: none"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role
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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"> • Evidence to show that the company is an SME (below 249 FTE) • Documentary evidence of a Training Needs Analysis
SD02 Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role
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"> • Evidence to show that the company is an SME (below 249 FTE) • Documentary evidence of a Training Needs Analysis
SD02 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role

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"> • Evidence to show that the company is an SME (below 249 FTE) • Documentary evidence of a Training Needs Analysis
SD02 Large Employer (200+ Employees) Engagement and Training Needs Analysis	<ul style="list-style-type: none"> • Evidence to show that the company is a Large employer (above 200 FTE) • Documentary evidence of a Training Needs Analysis
SD03 Learner employed in a priority sector	<ul style="list-style-type: none"> • Documentary evidence showing that the individual is employed in a priority sector, as detailed in the ITT
SD04 Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role
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
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Lot 2: Skills support for the workforce, basic skills provision

Deliverable name	Evidence requirements
SD01 - SME Engagement and Training Needs Analysis	<ul style="list-style-type: none"> • Evidence to show that the company is an SME (below 249 FTE) • Documentary evidence of a Training Needs Analysis
SD02 - Large Employer (200+ Employees) Engagement and Training Needs Analysis	<ul style="list-style-type: none"> • Evidence to show that the company is a Large employer (above 200 FTE) • Documentary evidence of a Training Needs Analysis
SD03 - Learner employed in a priority sector	Documentary evidence showing that the individual is employed in a priority sector, as detailed in the ITT
SD04 - Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role
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"> • Evidence to show the learner was aged 19-24 • Documentary evidence to show the learner had progressed to a Traineeship
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	Documentary evidence to show that the participants employment contract has changed from zero hours to part-time employment or full time employment OR Documentary evidence to show that the participants employment contract has changed from part-time employment to full time employment
SD02 Participants wage has increased for 2 consecutive months	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.

Solent, ITT30021, Employees Support in Skills

Deliverable name	Evidence requirements
SD01 SME engagement & training needs analysis	<ul style="list-style-type: none"> • Evidence to show that the company is an SME (below 249 FTE) • Documentary evidence of a Training Needs Analysis
SD02 Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> • The individual's working hours have increased • The individual has received a pay increase following completion of this ESF programme • The individual has received an increase in responsibilities in their existing job role
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">• Evidence to show that the company is an SME (below 249 FTE)• Documentary evidence of a Training Needs Analysis
SD02 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none">• The individual's working hours have increased• The individual has received a pay increase following completion of this ESF programme• The individual has received an increase in responsibilities in their existing job role

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

Deliverable name	Evidence requirements
ST01 Individual has been engaged	<ul style="list-style-type: none"> • ILR or equivalent • Diagnostic initial assessment • Individual training and support plan signed by learner
SD01 Individual Gains an Accredited Qualification (unit)	<p>Any of the following evidence:</p> <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner • Certificate from the Awarding Body • Results List
SD02 Individual Gains an Accredited qualification (full)	<p>Any of the following evidence:</p> <ul style="list-style-type: none"> • IV Report – Direct claim status ONLY • EV Report showing learner • Certificate from the Awarding Body • Results List
<p>NR01 Non-Regulated Activity</p> <p>For example:</p> <p>3000 work placements (including voluntary work) @ £500 average rate 6000 Preparation for Work @ £450/92 hours average rate Total £4,925,000</p>	<p>START PAYMENT – evidence that participant has started on the agreed programme of activity.</p> <p>COMPLETION PAYMENT – 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>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>

SU01 Sustained Employment	<ul style="list-style-type: none"> • Documentary evidence of a job outcome showing Learner details, Employer name and start date. <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>
SU03 Sustained Education	<ul style="list-style-type: none"> • 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. • Evidence that the individual has started on a regulated skills training qualification at a level higher than that supported by this provision <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>
SU04 Sustained Apprenticeship	<ul style="list-style-type: none"> • Documentary evidence of the learner start on an Apprenticeship showing Provider name, Apprenticeship aim title Employer name and start date • Evidence that the individual has started on an Apprenticeship or Higher Apprenticeship <p>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</p>

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 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 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 Anthony Harrison	Addition of specification defined deliverables for latest procurement round launch on 6 January 2016.
1.4	18-Jan-16	Charlotte Bloor 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 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 Anthony Harrison	New tenders rounds for ESF Investment Priority 2.1 and 1.2 NEET