**Funding Rules**

**2014 to 2020 ESF Programme**

**ESF Specifications Deliverables Evidence Requirements**

**Version 1.2**

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

These rules apply from 1 December 2015

December 2015

Of interest to providers

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

Specifications launched

The following specifications have contracted deliverables. The evidence requirements for these deliverables are contained in the following sections. The specifications listed only contain generic deliverables. As more specifications are launched there will be specification-specific evidence requirements.

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| Local Enterprise Partnership | ITT Reference | Short Description | Launch Date |
| Leeds City Region | 29916 | NEET | 7 December 2015 |
| Leicester & Leicestershire | 29919 | NEET and youth support | 7 December 2015 |
| Leicester & Leicestershire | 29955 | Support for ex-offenders | 7 December 2015 |
| Northamptonshire | 29918 | NEET | 7 December 2015 |
| Solent | 29917 | NEET | 7 December 2015 |
| Stoke-on-Trent & Staffordshire | 29915 | NEET | 7 December 2015 |
| Cornwall & Isles of Scilly | 29907 | NEET | 14 December 2015 |
| Swindon & Wiltshire | 29912 | NEET | 14 December 2015 |
| Greater Manchester | 29913 | NEET | 14 December 2015 |
| West of England | 29909 | NEET | 14 December 2015 |

# Generic deliverables evidence requirements

| **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.  |
| 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](https://www.gov.uk/government/publications/sfa-funding-rules-2015-to-2016)  |
| CG01 Community Grant Payment | Documentary evidence to show what the approved grant funding is purchasing **AND****ALL of the following**.· 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](#_Specification_Specific_Evidence). |
| 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. |

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| **Deliverable name** | **Evidence requirements**  |
| PG03 Progression Education (EDU) | 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. |
| 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 | 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 |
| SU04 Sustained Apprenticeship for 3 months | Evidence will be required 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 will be required to confirm that the progression onto a Traineeship has been sustained for three months after the initial progression |

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| **Deliverable name** | **Evidence requirements**  |
| 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 | 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. |
| 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 | 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 |
| SU24 Sustained Apprenticeship 12 months | Evidence will be required 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**

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| **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. |

# Document control

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| Revision History |
| Version | Date | Author | Description |
| 1.0 | 01-Nov-15 | Tracey CoxAnthony Harrison | Release before first procurement round with generic contract deliverables. No specification list. No specification defined deliverables. |
| 1.1 | 01-Dec-15 | Tracey CoxAnthony 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. |