



Skills Funding
Agency



European Union
European
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Funding Rules

2014 to 2020 ESF Programme

ESF Specifications Deliverables Evidence Requirements

Version 1.5

This document sets out evidence for contract deliverables for the 2014 to 2020 European Social Fund (ESF) Programme. These rules apply from 1 January 2016.

March 2016

Of interest to further education and skills training providers

Table of contents

Specifications launched	3
Generic deliverables evidence requirements (except Greater Manchester ITT29811)	5
Specification-specific evidence requirements	10
Greater Manchester ITT29913, NEET	10
Lancashire, ITT29914, Provision for NEET Individuals	10
Cheshire & Warrington, ITT29906, Disengaged Young People and the Labour Market	11
London, ITT29985, Careers Guidance	12
London, ITT29897, 16-24 NEET Outreach Programme	14
London, ITT29977, Preventative NEET 15-18 year olds.....	17
London, ITT29974, Targeted NEET 16-18	19
London, ITT29976, Interventions: 16-24 year old young people with learning difficulties and/or disabilities.....	21
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.....	24
London, ITT29973, 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness	26
London, ITT29983, Employment Support for young people from disadvantaged Black, Asian, Minority Ethnic (BAME) communities	28
London, ITT29987, Youth Talent, Investment Priority 1.2 (Strand 1)	29
London, ITT29987, Youth Talent, Investment Priority 2.2 (Strand 3)	29
London, ITT29980, Careers Cluster	30
Standalone Evidence Requirements for: Greater Manchester ITT29811, Skills for Employment Pilot Programme.....	32
Document control	35

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

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

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	<p>START PAYMENT – Registration / Application to awarding body</p> <p>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.</p>
NR01 Non-Regulated Activity	<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>
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	<p>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.</p> <p>Also evidence that also shows the candidate is 16-18 years old.</p>

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

Deliverable name	Evidence requirements
SD01 16-18 AGE 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> <ol 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> <ol 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>
<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 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>
<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

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>
<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

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.

**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>

<p>SU01 Sustained Employment</p>	<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>
<p>SU03 Sustained Education</p>	<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>
<p>SU04 Sustained Apprenticeship</p>	<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.



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