**Funding Rules**

**2014 to 2020 ESF Programme**

**ESF Specifications Deliverables Evidence Requirements**

**Version 1.20**

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

These rules apply from 1 January 2016

June 2016

Of interest to providers

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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 |
| 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 |
| 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 |
| Coventry and Warwickshire | 30033 | Employees Support in Skills | 9 May 2016 | Yes |
| Hertfordshire | 30048 | Employees Support in Skills | 9 May 2016 | Yes |
| South East Midlands | 30038 | Employees Support in Skills | 9 May 2016 | Yes |
| Stoke-on-Trent and Staffordshire | 30047 | Employees Support in Skills | 9 May 2016 | Yes |
| Worcestershire | 30042 | Employees Support in Skills | 9 May 2016 | Yes |
| The Marches | 30044 | Employees Support in Skills | 12 May 2016 | Yes |
| London | 30051 | South London: 18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness | 16 May 2016 | Yes |
| London | 30052 | West London and South London: Targeted Not in Education Employment or Training (NEET) programme for 18-24 year olds for specific groups, migrants, care leavers, travellers, teenage parents and Work Programme leavers | 16 May 2016 | Yes |
| Enterprise M3 | 30054 | Employees Support in Skills | 18 May 2016 | Yes |
| Thames Valley Berkshire | 30053 | Employees Support in Skills | 18 May 2016 | Yes |
| Gloucestershire | 30039 | Support for Entrepreneurship Skills | 20 May 2016 | Yes |
| Gloucestershire | 30040 | Employees Support in Skills [STEM] | 20 May 2016 | Yes |
| Gloucestershire | 30041 | Employees Support in Skills [Low Carbon] | 20 May 2016 | Yes |
| Black Country | 30032 | Employees Support in Skills | 27 May 2016 | Yes |
| Coast to Capital | 30060 | Employees Support in Skills | 27 May 2016 | Yes |
| Leicester and Leicestershire | 30055 | Skills Metro - Employees Support in Skills | 27 May 2016 | Yes |
| Leicester and Leicestershire | 30056 | Business Enterprise - - Employees Support in Skills | 27 May 2016 | Yes |
| Leicester and Leicestershire | 30057 | Leadership Management - Employees Support in Skills | 27 May 2016 | Yes |
| Northamptonshire | 30043 | Workforce Skills Programme | 27 May 2016 | Yes |
| Cheshire and Warrington | 30071 | Information, Advice and Guidance | 3 June 2016 | Yes |
| Enterprise M3 | 30067 | Support for the Unemployed | 3 June 2016 | Yes |
| Heart of the South West | 30069 | Business Start Up | 3 June 2016 | No |
| Lancashire | 30068 | Support for the Unemployed | 3 June 2016 | Yes |
| Leeds City Region | 30073 | Information, Advice and Guidance | 3 June 2016 | Yes |
| Northamptonshire | 30070 | Business Start Up | 3 June 2016 | No |
| Oxfordshire | 30065 | Retraining and employability for older workers | 3 June 2016 | No |
| Sheffield City Region | 30064 | Support for the Unemployed | 3 June 2016 | No |
| Solent | 30077 | Support for the Unemployed | 3 June 2016 | No |
| Solent | 30078 | Information, Advice and Guidance | 3 June 2016 | Yes |
| Swindon and Wiltshire | 30072 | Raising Aspirations - Careers Education, Information, Advice and Guidance | 3 June 2016 | Yes |
| Swindon and Wiltshire | 30066 | Support for the Unemployed | 3 June 2016 | No |
| London | 30081 | Skills development, job readiness and pre-apprenticeship training for unemployed groups; Modern Skills for Construction | 10 June 2016 | Yes |
| London | 30080 | Skills development, job readiness and pre-apprenticeship training for unemployed groups; Sector Skills | 10 June 2016 | Yes |
| New Anglia | 30059 | Employees Support in Skills | 10 June 2016 | Yes |
| South East Midlands | 30087 | Employees Support in Skills – Apprenticeships Services | 10 June 2016 | Yes |
| Tees Valley | 30084 | Skills Support for the Workforce | 10 June 2016 | Yes |
| Tees Valley | 30086 | Employee Support in Skills | 10 June 2016 | Yes |
| York, North Yorkshire and East Riding | 30083 | Employees Support in Skills | 10 June 2016 | Yes |
| Cheshire and Warrington | 30092 | Support for the Unemployed | 17 June 2016 | No |
| Dorset | 30093 | Careers Education IAG | 17 June 2016 | No |
| Greater Manchester | 30100 | Greater Manchester Careers Education Information Advice and Guidance programme for young people and adults | 17 June 2016 | Yes |
| Humber | 30082 | Skills Support for the Workforce | 17 June 2016 | Yes |
| Leeds City Region | 30099 | Apprenticeship Hub | 17 June 2016 | Yes |
| Leicester and Leicestershire | 30094 | Support for the Unemployed | 17 June 2016 | No |
| London | 30101 | Gangs Prevention Programme | 17 June 2016 | Yes |
| West of England | 30095 | Support for the Unemployed | 17 June 2016 | No |
| West of England | 30103 | Careers Education, Information, Advice and Guidance | 17 June 2016 | Yes |
| Worcestershire | 30096 | Support for the Unemployed | 17 June 2016 | No |
| Black Country | 30113 | Support for the Unemployed | 24 June 2016 | No |
| Black Country | 30114 | IAG For Young People | 24 June 2016 | No |
| Greater Manchester | 30105 | Business Support | 24 June 2016 | No |
| Humber | 30098 | Careers Education IAG | 24 June 2016 | Yes |
| Humber | 30097 | Apprenticeship Growth Programme | 24 June 2016 | Yes |
| Leicester and Leicestershire | 30107 | Information, Advice and Guidance | 24 June 2016 | Yes |
| New Anglia | 30117 | Sector Skills Plans | 27 June 2016 | Yes |
| Stoke-on-Trent and Staffordshire | 30108 | Enhancing Apprenticeships | 24 June 2016 | No |
| Stoke-on-Trent and Staffordshire | 30109 | Support for the Unemployed and Careers Education Advice and Guidance | 24 June 2016 | No |
| Tees Valley | 30112 | Skills support for the unemployed, : Routes to Enterprise - 'Create your own job', English for Speakers of Other Languages (ESOL), CEIAG Service, Sector-led Apprenticeship Route way | 24 June 2016 | Yes |
| York, North Yorkshire and East Riding | 30110 | Support for the Unemployed | 24 June 2016 | No |
| York, North Yorkshire and East Riding | 30115 | Skills Support for the Workforce, Intermediate/Higher Skills Provision and Redundancy provision | 24 June 2016 | Yes |
| Cornwall And The Isles Of Scilly | 30123 | Supported Pathways to Progressive Employment - Individuals in the Workforce | 1 July 2016 | Yes |
| Cornwall And The Isles Of Scilly | 30127 | Supported Pathways to Progressive Employment – Business Sector Led | 1 July 2016 | Yes |
| Cornwall And The Isles Of Scilly | 30125 | CEIAG | 1 July 2016 | Yes |
| Cornwall And The Isles Of Scilly | 30126 | Upskilling the VCSE Sector | 1 July 2016 | Yes |
| Cornwall And The Isles Of Scilly | 30124 | Family and Community Essential Skills | 1 July 2016 | Yes |
| Cumbria | 30118 | Support for the Unemployed | 4 July 2016 | Yes |
| Derby, Derbyshire, Nottingham and Nottinghamshire | 30133 | Skills Local – Skills for Growth | 1 July 2016 | Yes |
| Derby, Derbyshire, Nottingham and Nottinghamshire | 30141 | Careers Local | 4 July 2016 | Yes |
| Heart of South West | 30128 | Employees Support in Skills | 1 July 2016 | Yes |
| Hertfordshire | 30119 | Support for the Unemployed | 4 July 2016 | No |
| Hertfordshire | 30138 | NEET IAG | 4 July 2016 | No |
| Liverpool City Region | 30129 | Skills Support for the Workforce | 1 July 2016 | Yes |
| Liverpool City Region | 30130 | Apprenticeship Services | 1 July 2016 | Yes |
| London | 30135 | Basic English Language for the Unemployed | 1 July 2016 | No |
| North Eastern | 30131 | Employees Support in Skills | 1 July 2016 | Yes |
| North Eastern | 30120 | Support for the Unemployed | 4 July 2016 | No |
| South East | 30132 | Improving Numeracy | 1 July 2016 | No |
| Black Country | 30149 | Improving the Labour Market Relevance of Education & Training Systems | 8 July 2016 | Yes |
| Buckinghamshire Thames Valley | 30150 | Improving the Labour Market Relevance of Education & Training Systems | 8 July 2016 | Yes |
| Cheshire and Warrington |  | Improving the Labour Market Relevance of Education & Training Systems | 11 July 2016 | Yes |
| Derby, Derbyshire, Nottingham and Nottinghamshire |  | Access to Employment - Youth Engagement | 8 July 2016 | Yes |
| Derby, Derbyshire, Nottingham and Nottinghamshire | 30147 | Access to Employment - Employ Local | 8 July 2016 | Yes |
| Gloucestershire | 30151 | Improving the Labour Market Relevance of Education & Training Systems – Employment Pathfinder | 8 July 2016 | Yes |
| Greater Lincolnshire |  | NEET Information, Advice and Guidance | 8 July 2016 | Yes |
| Greater Lincolnshire | 30152 | Improving the Labour Market Relevance of Education & Training Systems – Specialist Skills Advisor | 8 July 2016 | Yes |
| Greater Lincolnshire | 30153 | Improving the Labour Market Relevance of Education & Training Systems - Careers and Industry Information | 8 July 2016 | Yes |
| Greater Lincolnshire | 30154 | Improving the Labour Market Relevance of Education & Training Systems – Specialist Industry Teaching | 8 July 2016 | Yes |
| Hertfordshire | 30155 | Improving the Labour Market Relevance of Education & Training Systems | 8 July 2016 | Yes |
| North Eastern | 30156 | Improving the Labour Market Relevance of Education & Training Systems | 8 July 2016 | Yes |
| South East | 30145 | Employees Support in Skills – Higher Level Skills | 8 July 2016 | Yes |
| York, North Yorkshire and East Riding | 30146 | Employees Support in Skills – Higher Level Skills | 8 July 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. * Provider to declare on the learner signed application form the supporting evidence they have seen to confirm eligibility for ESF and for the specific contract |
| 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) |
| Community CG01 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.  For Self Employed individuals, evidence of registration with HMRC for Self Employment; and documentary evidence to support start on Self Employment.  To be achieved within 28 days of their completion |
| PG02 Progression Unpaid Employment (VOL) | Documentary evidence of a start on a voluntary placement showing Participant details, placement name, address and start date.  To be achieved within 28 days of their completion |
| PG03 Progression Education (EDU) | 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)  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.  To be achieved within 28 days of their completion |
| 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  To be achieved within 28 days of their completion |
| PG05 Progression Traineeship (EDU) | Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date  To be achieved within 28 days of their completion |
| 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  To be achieved within 28 days of their completion |
| 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 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)  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 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 | 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)    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 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)    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 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. |

## Lancashire, ITT29914, Provision for NEET Individuals

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| **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

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| --- | --- |
| **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 | 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  AND  An Individual Plan (Action Plan) that shows the Customer satisfaction outcomes on which the customer and adviser confirm:  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 | 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  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  To be achieved within 28 days of their completion |
| SD04 Progression to Education | Documentary evidence the participant has engaged in one learning or training course that is appropriate to the activity agreed in their Individual Plan (Action Plan) and is accredited by an Educational institution that is officially recognised in the UK, showing provider/college name, qualification title or course, participant details and start date.  To be achieved within 28 days of their completion |
| SD05 Progression into Apprenticeships | Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  To be achieved within 28 days of their completion |
| SD06 Progression into Traineeships | Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date  To be achieved within 28 days of their completion |

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

| **Deliverable name** | **Evidence requirements** |
| --- | --- |
| SD01 Start uplift for premium group | Evidence that the participant is from the premium group and has started the programme |
| SD02 Progression for Premium group | 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  AND/OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    AND/OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  AND/OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND the participant is from the premium group  To be achieved within 28 days of their completion |
| 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)  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  AND/OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    AND/OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  AND/OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND  Evidence that the progression or combined progression has been sustained for six months after the initial progression. |
| SD04 Uplift for sustained progressions for premium group 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)  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  AND/OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    AND/OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  AND/OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND the participant is from the premium group and the progression has been sustained for six months after the initial progression. |

## 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 | Evidence that the participant has achieved the programme goal identified in the learning plan  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. |
| SD03 Achievement uplift for Premium groups | Evidence that the participant is from the premium group and has achieved the programme goal identified in the learning plan  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. |
| 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 | 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)  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  AND/OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    AND/OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  AND/OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND  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 | 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)  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  OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND the participant is 16 -18 years old |
| SD03 Uplift for 19-24 Progression for Apprenticeship/Employment | Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND the participant is 19-24 years old |
| SD04 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)  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  AND/OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    AND/OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  AND/OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND  Evidence that the progression or combined progression has been sustained for six months after the initial progression. |
| SD05 Uplift for 19-24 Apprenticeship/Employment progression sustained for 6 months | Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND  Evidence that the progression has been sustained for six months after the initial progression and the participant is 19-24 years old |

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

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

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

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| **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)

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| **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)

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| **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 | Permission from 300 per clusters individuals that data can be shared with YP programme to referral them for work placements/internship    For each termly payment at least 50 individuals are to be referred  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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| 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.  To be achieved within 28 days of their completion |

## Cumbria, ITT30034, Employees Support in Skills

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| 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)**

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

**Theme 3 - Apprenticeship Services**

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| **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 | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence to show the SME has engaged with the provision * Copy of Company Eligibility/De Minimis Form completed |
| 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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employer Engagement including company eligibility/de minimis form | * 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 | * 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:   * 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   To be achieved within 28 days of their completion |

## Greater Lincolnshire, ITT30035, Employees Support in Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs/Skills Gap Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| 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

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| --- | --- |
| **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

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

## 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 | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Large Employer (200+ Employees) Engagement and Training Needs Analysis | * 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 | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| 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 2: Skills support for the workforce, basic skills provision**

| **Deliverable name** | **Evidence requirements** |
| --- | --- |
| SD01 - SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 - Large Employer (200+ Employees) Engagement and Training Needs Analysis | * Evidence to show that the company is a Large employer (above 200 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| 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 | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| 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**

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| **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 | * Evidence to show the learner was aged 19-24 * Documentary evidence to show the learner had progressed to a Traineeship   To be achieved within 28 days of their completion |
| 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

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| **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  To be achieved within 28 days of their completion |
| 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.  To be achieved within 28 days of their completion |

## Solent, ITT30021, Employees Support in Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME engagement & training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| 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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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## Hertfordshire, ITT30048, Workforce Skills Programme

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

Lot 1: SSR

No specification defined deliverables

Lot 2: SSW Higher Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

Lot 3: SSW Basic Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

Lot 4: Apprenticeship Services

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement/Brokerage Service and recruitment of higher level apprentice (one payment per employer) | * Documentary evidence to show that an eligible employer has engaged with the programme * Copy of Company Eligibility/De Minimis Form completed * Evidence that the individual has started on a Higher Level Apprenticeship |

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

Lot 1: Skills Support for Redundancy

No specification defined deliverables

Lot 2: Skills Support for Workforce, basic skills provision

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

## Worcestershire, ITT30042, Employees Support in Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

## The Marches, ITT30044, Employees Support in Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |

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

| **Deliverable name** | **Evidence requirements** |
| --- | --- |
| SD01 Case workers quarterly review at month three on programme and six on programme intervention or after progression | Case worker review document (supplied by SFA) completed and signed by caseworker and participant. |
| SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months | 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)  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  AND/OR  Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date    AND/OR  Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  AND/OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND  Evidence that the progression or combined progression has been sustained for six months after the initial progression. |
| SD03 Uplift for Apprenticeship/Job with training progression sustained for 6 months | Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date  OR  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.  AND  Evidence that the progression has been sustained for six months after the initial progression. |

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

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

## Enterprise M3, ITT30054, Employees Support in Skills

Skills Support for the Workforce theme

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME (<250 employees) organizational/company training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Incentive payment for SMEs in Growth or Niche sector uplift on completion of learning | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence confirming individual is employed within a Growth or Niche sector, as defined by the Enterprise M3 Strategic Economic Plan ([www.enterprisem3.org.uk/strategic-economic-plan](http://www.enterprisem3.org.uk/strategic-economic-plan)) * Documentary evidence of completion of learning |
| SD03 Incentive payment for achieving at least 12 credits at Levels 3 and above | Evidence confirming individual achieved a minimum of 12 credits at Level 3 or above |
| SD04 Incentive payment for completing learning activity in growth or niche sector specific subject area | Documentary evidence confirming individual achieved their planned accredited learning within a Sector Specific Subject area identified as Growth or Niche, as defined by the Enterprise M3 Strategic Economic Plan ([www.enterprisem3.org.uk/strategic-economic-plan](http://www.enterprisem3.org.uk/strategic-economic-plan)) |
| SD05 Progression within Employment | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

Skills Support for Redundancy theme

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

Information, advice and guidance theme

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 SME (<250 employees) organizational/company training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Completed company individual training plan linked to business objectives | * Evidence of completed individual training plan, agreed with individual and employer, linking into overall business plans * Copy of business objectives |
| SD03 Referral to training | Documentary evidence confirming that the individual has been referred to onward training. Only one referral per individual. |
| SD05 Employer satisfaction completed | * Documentary evidence of employer satisfaction completed. * Testimonial from Employer detailing impact of training on the business |

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

Promoting Apprenticeships Theme

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Apprenticeship Brokerage plan at 3 intervals during life project | Develop an Apprenticeship Brokerage plan, approved by the LEP. All payments must be supported with approval by the LEP to updates to the Apprenticeship Brokerage plan |

Skills Support for the Workforce Theme

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression with Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

## Gloucestershire, ITT30039, Support for Entrepreneurship Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

## Black Country, ITT30032, Employees Support in Skills

Lot 1 – Skills for Growth: Response to Redundancy

No specification defined deliverables

Lot 2 – Skills for Growth: Workforce Skills Development

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

Lot 1 - Skills Support for Workforce, basic skills provision

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| **Deliverable name** | **Evidence requirements** |
| SD01 Training Needs Analysis <250 employees | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Promotion (increase in pay, responsibility, hours) | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs | Documentary evidence of facilitating referral to other training organisations, showing evidence of brokering skills training to meet the needs of the training plan that cannot be funded through the project. Minimum detail should include name of training organisation referred to, training required, number of individuals requiring training and start date of provision, signed by employer, project provider and brokered training organisation |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Training Needs Analysis <250 employees | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work - Promotion, increase in pay, responsibility, hours | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs | Documentary evidence of facilitating referral to other training organisations, showing evidence of brokering skills training to meet the needs of the training plan that cannot be funded through the project. Minimum detail should include name of training organisation referred to, training required, number of individuals requiring training and start date of provision, signed by employer, project provider and brokered training organisation |

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

No specification defined deliverables

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME and Micro Business Engaged | * Evidence to show that the company is an SME (below 249 FTE) or Micro Business (below 10 FTE) * Evidence to show the Employer has engaged with the Programme * Copy of Company Eligibility/De Minimis Form completed |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and TNA | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD03 Progression into Higher Apprenticeship | * Documentary evidence of the participant start on a Higher Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.   To be achieved within 28 days of their completion |

## Northamptonshire, ITT30043, Workforce Skills Programme

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employers engaged | * Copy of Company Eligibility/De Minimis Form completed * Evidence to confirm the employer has engaged and participated in the programme |
| SD02 Mentoring Support to employers | * Copy of Company Eligibility/De Minimis Form completed * Evidence of mentoring support provided to employer, signed by Employer and Provider |
| SD03 School Visits by Employers | * Copy of Company Eligibility/De Minimis Form completed * Evidence to confirm the employer has undertaken at least 1 school visit, signed by Employer and Provider |
| SD04 Toolkit to support promotion and engagement of STEM opportunities | * Development of toolkit to support promotion and engagement of STEM opportunities, approved by the LEP |

## Enterprise M3, ITT30067, Support for the Unemployed

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Incentive payment for engagement in Growth or Niche sector uplift | * Documentary evidence confirming the individual achieved their planned learning within a Sector Specific Subject area identified as Growth or Niche by the LEP within the ITT. |
| SD03 Employer engagement report in Growth or Niche sector | * Produce a report for each employer, confirming they are in a growth and/or niche sector and detailing the job vacancies and the skills required, signed by the Employer and Provider. * Copy of Company Eligibility/De Minimis Form completed |

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

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 Incentive payment for Growth or Niche sector related training | * Documentary evidence confirming the individual achieved their planned learning within a Sector Specific Subject area identified as Growth or Niche by the LEP within the ITT. |
| SD02 Employer engagement report in Growth or Niche sector | * Produce a report for each employer, confirming they are in a growth and/or niche sector and detailing the job vacancies and the skills required, signed by the Employer and Provider. * Copy of Company Eligibility/De Minimis Form completed |

## Lancashire, ITT30068, Support for the Unemployed

Theme 1: Skills Support for the Unemployed

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| **Deliverable name** | **Evidence requirements** |
| SD01 Learner employed in a priority sector | * Documentary evidence that the learner is employed in a LEP priority sector, as detailed in the ITT |
| SD02 Delivery Plan approved by month 3 month of the contract | * Delivery plan produced by month 3 of the contract, approved by the LEP Employment & Skills Board and SFA |
| SD03 Delivery Plan reviewed and approval by month 9 of the contract | * Delivery plan updated and reviewed by month 9 of the contract, approved by the LEP Employment & Skills Board and SFA |
| SD04 Delivery Plan completed by month 15 of the contract | * Delivery plan completed by month 15 of the contract, and approved by the LEP Employment & Skills Board and SFA |

Theme 2: Enhancing Apprenticeships

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 Learner employed in a priority sector | * Documentary evidence that the learner is employed in a LEP priority sector, as detailed in the ITT |
| SD02 Delivery Plan approved by month 3 month of the contract | * Delivery plan produced by month 3 of the contract, approved by the LEP Employment & Skills Board and SFA |
| SD03 Delivery Plan reviewed and approval by month 9 of the contract | * Delivery plan updated and reviewed by month 9 of the contract, approved by the LEP Employment & Skills Board and SFA |
| SD04 Delivery Plan completed by month 15 of the contract | * Delivery plan completed by month 15 of the contract, and approved by the LEP Employment & Skills Board and SFA |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Planned IAG completed | * Documentary evidence of IAG activity provided |
| SD02 Planned Work Experience completed | Documentary evidence, signed by the employer to confirm completion of planned Work Experience, detailing:   * Name of Employer(s) * Dates of work experience * Hours of work experience planned * Hours of work experience completed * Type of work experience undertaken |
| SD03 New Young Ambassador Networks set up | * Documentary evidence to confirm that the network has been set up with 40 new ambassadors agreeing to attend each network and one meeting taken place, which could include action notes, agendas, email trails, delegate lists etc. |
| SD04 Young Ambassadors recruited and supported | Documentary evidence of ambassador recruitment and support given, signed by Ambassador, including:   * Name of Ambassador * Date Ambassador recruited * What their role is as an Ambassador |
| SD05 Young Innovator and Enterprise competitions held | * Documentary evidence to confirm that Young Innovator and Enterprise competitions have been held, which could include action notes, agendas, email trails, delegate lists etc. |
| SD06 Curriculum content and careers guidance materials produced (digital, construction, manufacturing) | * Documentary evidence of the development and production of curriculum and careers guidance materials agreed and signed off by LEP. |
| SD07 Curriculum content and careers guidance materials adopted in schools (3 clusters x 30 institutions) | * Documentary evidence of curriculum content and career guidance materials being adopted in schools, signed by the school, which could include action notes, agendas, email trails, etc. |
| SD08 (a) Stakeholder and (b) Enterprise and Innovations networks set up and first meeting held | * Documentary evidence of (a) Stakeholder and (b) Enterprise and Innovations, network set up and first meeting held, which could include action notes, agendas, email trails, delegate lists etc |

## Solent, ITT30078, Information, Advice and Guidance

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employer led sessions in schools | Documentary evidence of employer led sessions in schools taken place, including:   * Confirmation from the school of the providers facilitation of the sessions, the employers in attendance and the type of activity that took place |

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

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

No Specification Defined Deliverables

Theme 2: Apprenticeship Services

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression in Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD02 Progression in to Higher Education e.g. Foundation Degree / Degree Apprenticeship | * Documentary evidence of the participant start on a Higher Education programme, showing Provider/college name, learning title, participant details, start date.   To be achieved within 28 days of their completion |

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

Lot 1: Central London

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression in employment or apprenticeship for six months | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

**Lot 2: West London**

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression in employment or apprenticeship for six months | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

**Lot 3: North & East London**

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression in employment or apprenticeship for six months | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

**Lot 4: South London**

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression in employment or apprenticeship for six months | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

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

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

Lot 4 - Health and Social Care - Central and South

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

Lot 6 - Creative and Cultural - Central & South

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

Lot 8 - ICT and digital - Central & South

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

Lot 10 - Other priority sector - Central & South

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| **Deliverable name** | **Evidence requirements** |
| SD01 Sustained progression for six months in employment or apprenticeship | * Documentary evidence to show the individual was still in the job role OR Apprenticeship for 26 weeks out of a consecutive 32 week period |
| SD02 Learner starts a full qualification after progressing into employment | * Documentary evidence of the learner progression into employment. * Documentary evidence of the learner start on a full qualification, showing Provider/college name, learning title, participant details, start date. |

## New Anglia, ITT30059, Employees Support in Skills

Skills Support for the Workforce theme (Lot 1)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD03 Programme Evaluation based on methodology agreed by the LEP | * Copy of Evaluation Report, agreed by the LEP |

Skills Support for Emerging Leaders theme (Lot 2)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression e.g. greater responsibility, promotion | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD03 Programme Evaluation based on methodology agreed by the LEP | * Copy of Evaluation Report, agreed by the LEP |

Skills Support for Redundancy theme (Lot 3)

No Specification Defined Deliverables for this Lot

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement/Brokerage Service and recruitment of higher level apprentice (one payment per employer) | * Documentary evidence of a Business Engagement/Brokerage Service for an eligible employer * Copy of Company Eligibility/De Minimis Form completed * Evidence that the employer has recruited a higher level apprentice * Documentary evidence of the individual start on a higher apprenticeship, showing Provider/college name, learning title, participant details, start date. |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

## Tees Valley, ITT30086, Employee Support in Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression Paid Employment (EMP) TVU priority sector uplift | * Evidence PG01 has been claimed * Evidence to show employer is in a Priority Sector, as detailed by the LEP/ITT   To be achieved within 28 days of their completion |
| SD02 Progression Apprenticeship (EDU) TVU priority sector uplift | * Evidence PG04 has been claimed * Evidence to show employer is in a Priority Sector, as detailed by the LEP/ITT   To be achieved within 28 days of their completion |

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

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement and Brokerage Service provided per employer | * Documentary evidence to show that an eligible employer has engaged with the programme * Copy of Company Eligibility/De Minimis Form completed |

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

More developed area

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement and Brokerage Service provided per employer | * Documentary evidence to show that an eligible employer has engaged with the programme * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Additional Payment only for Progression into Higher Apprenticeship or Degree Apprenticeship | * Documentary evidence of the participant start on a Higher Apprenticeship or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.   To be achieved within 28 days of their completion |

Transition

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement and Brokerage Service provided per employer | * Documentary evidence to show that an eligible employer has engaged with the programme * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Additional Payment only for Progression into Higher Apprenticeship or Degree Apprenticeship | * Documentary evidence of the participant start on a Higher Apprenticeship or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.   To be achieved within 28 days of their completion |

## Greater Manchester, ITT30100, Greater Manchester Careers Education Information Advice and Guidance programme for young people and adults

Theme 1 IP1.2 CEIAG Young People

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| **Deliverable name** | **Evidence requirements** |
| SD01 Customer satisfied with intervention | Documentary evidence of a completed individual action plan, where the customer and adviser must confirm:   * The relevance of agreed actions and outcomes to expectations; * The accuracy of recording of customer needs; * Customer satisfaction with the service provided; its timeliness, location and method of delivery; * Customer awareness of how on-going support will be provided. |
| SD02 Independent Career Management Outcome | * Documentary evidence to show that the customer has independently managed their own outcome, signed by the customer and adviser |

Theme 2 IP1.1 IAG Adults

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| **Deliverable name** | **Evidence requirements** |
| SD01 Customer satisfied with intervention | Documentary evidence of a completed individual action plan, where the customer and adviser must confirm:   * The relevance of agreed actions and outcomes to expectations; * The accuracy of recording of customer needs; * Customer satisfaction with the service provided; its timeliness, location and method of delivery; * Customer awareness of how on-going support will be provided. |
| SD02 Independent Career Management Outcome | * Documentary evidence to show that the customer has independently managed their own outcome, signed by the customer and adviser |

## Humber, ITT30082, Skills Support for the Workforce

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement & Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work to a higher level of competency | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD03 Bespoke qualifications developed to provide solutions based on Training Needs Analysis | * Documentary evidence that a Training Needs Analysis has been completed * Documentary evidence of the development of bespoke qualifications, in response to the needs identified in the Training Needs Analysis |
| SD04 Employer Engagement Events | * Documentary evidence of an Employer Engagement Event, as agreed by the LEP. Evidence should include the date of the event, venue, number of attendees |
| SD05 Develop short vocational courses to enable access to progression | * Documentary evidence to confirm the development of short vocational courses, agreed by the employer and provider. |
| SD06 Resources to support innovative improvements in Employability | * Documentary evidence to confirm development of resources, as agreed by the LEP. |
| SD07 Funding new methods to deliver to remote learners | * Documentary evidence to confirm new methods of delivery to remote learners, as agreed by the LEP |
| SD08 Report detailing employer skills requirements up to 2022 | * Completion of report, with parameters as agreed by the LEP. Report to be signed off by the LEP. |
| SD09 Develop Graduate / Apprenticeship Internship scheme with Local Employers | * Documentary evidence to confirm the development of a Graduate/Apprenticeship Internship scheme with local employers, approved by the LEP |

## Leeds City Region, ITT30099, Apprenticeship Hub

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement & Brokerage Service Provided per individual | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of business engagement and service offered * Copy of Company Eligibility/De Minimis Form completed |

## London, ITT30101, Gangs Prevention Programme

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| **Deliverable name** | **Evidence requirements** |
| SD01 Quarterly on-programme payment | Documentary evidence of:   * 1:1 face-to-face meetings with both a Caseworker and a Mentor, signed by the caseworker, mentor, and learner, occurring every quarter throughout the programme and once post-16 EET; for up to 18 months in total, which must be claimed within the contract lifetime. |
| SD02 Preparation for work activity; individual programme of activity tailored to meet the young person’s needs for a minimum of 10 hours | * Documentary evidence of the individual having completed tailored preparation for work activity, for a minimum of 10 hours. |
| SD03 Work experience placement | * Documentary evidence of a volunteering or work experience placement lasting for a minimum of 2 weeks for at least four hours a day, signed by the individual and provider. |

## West of England, ITT30103, Careers Education, Information, Advice and Guidance

Investment Priority 1.1

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| **Deliverable name** | **Evidence requirements** |
| SD01 Careers Advice Session | * Documentary evidence of a face to face careers advice (IAG) session signed by the client and adviser |
| SD02 Follow up session with client | * SD01 claimed, and documentary evidence of a follow up session with the client, signed by the client and adviser. |

Investment Priority 2.1

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| **Deliverable name** | **Evidence requirements** |
| SD01 Careers Advice Session | * Documentary evidence of a face to face careers advice (IAG) session signed by the client and adviser |
| SD02 Follow up session with client | * SD01 claimed, and documentary evidence of a follow up session with the client, signed by the client and adviser. |
| SD03 In work progression - greater responsibility, promotion | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |
| SD04 Labour Market Intelligence Reports completed | * Documentary evidence of completed Labour Market Intelligence Reports, agreed with the LEP. |
| SD05 Careers Events Completed | * Documentary evidence of careers events taken place, to include a delegate list which identifies attendees as employers, residents or providers. |

## Humber, ITT30098, Careers Education IAG

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression into Higher Education | * Documentary evidence of the participant start into Higher education showing Provider/college name, qualification title, participant details, start date.   To be achieved within 28 days of their completion. |
| SD02 Progression into Higher Apprenticeship or Degree Apprenticeship | * Documentary evidence of the participant start on a Higher Apprenticeship or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.   To be achieved within 28 days of their completion. |
| SD03 Develop employer profiles for Bridging the Gap careers portal | * Documentary evidence of the development of employer profiles for inclusion on the Bridging the Gap careers portal, signed by the employer and provider, format to be agreed by the LEP. |
| SD04 Refresh and build new Labour Market Information Reports aligned to LEP key sectors | * Documentary evidence of completed Labour Market Information Reports agreed with the LEP. |
| SD05 Coordinate the validation of the LEP Employability Passport Framework | * Confirmation by the LEP that the provider has undertaken the coordination of the validation of the LEP Employability Passport Framework |
| SD06 Sign up new organisations to the Humber Employability Charter | * Documentary evidence of new organisation sign up to the charter, signed by the organisation and provider, including confirmation that the organisation has not previously signed up to the charter. |
| SD07 Manage and coordinate the Gold Standard Assessment process to achieve new accreditations | * Documentary evidence of a process to manage and coordinate the Gold Standard Assessment, as agreed by the LEP * Evidence to confirm new accreditation of an organisation to the Gold Standard Assessment, signed by the organisation and provider, confirming they are new to the Standard. |
| SD08 Deliver careers events in the Humber area to engage employers, residents and providers | * Documentary evidence of careers events taken place, to include a delegate list which identifies attendees as employers, residents or providers. |

## Humber, ITT30097, Humber Apprenticeship Growth Programme

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| **Deliverable name** | **Evidence requirements** |
| SD01 Business Engagement and Brokerage Service provided per employer | * Documentary evidence of business engagement and service provided * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression into Higher Education | * Documentary evidence of the participant start into Higher education showing Provider/college name, qualification title, participant details, start date.   To be achieved within 28 days of their completion. |
| SD03 Progression into Higher Apprenticeship or Degree Apprenticeship | * Documentary evidence of the participant start on a Higher Apprenticeship or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date.   To be achieved within 28 days of their completion |
| SD04 Deliver school / provider events | * Documentary evidence of the development and delivery of school/provider event as agreed by the LEP. Evidence must detail the date of the event, name of the venue (school/provider), number of attendees. |
| SD05 Develop Apprenticeship Resource packs | * Documentary evidence of the development of Apprenticeship resource packs, agreed by the LEP. |
| SD06 Humber Apprenticeship Pilot Tracking System and reporting | * Documentary evidence of a tracking system and on-going reporting to the Humber Growth Hub team until end of January 2017, agreed by the LEP. |
| SD07 Refresh Apprenticeship Micro Site | * Documentary evidence of the development of the Apprenticeship Micro Site, agreed by the LEP. |

## Leicester and Leicestershire, ITT30107, Information, Advice and Guidance

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| **Deliverable name** | **Evidence requirements** |
| SD01 Delivery Plan Developed and agreed | * Documentary evidence of a delivery plan developed and agreed by the LEP and Skills Funding Agency. |
| SD02 Delivery Plan Delivered | * Documentary evidence of the agreed delivery plan in SD01 being delivered, as confirmed by the LEP. |
| SD03 Quarterly Labour Market Intelligence Reports produced | * Documentary evidence of completed Quarterly Labour Market Intelligence Reports, agreed with the LEP. |
| SD04 Database of Local Provision created | * Documentary evidence of the creation of a database of local provision, agreed with the LEP. |
| SD05 Careers Events held | * Documentary evidence of careers events taken place, to include a delegate list which identifies attendees as employers, residents or providers. |

## New Anglia, ITT30117, Sector Skills Plans

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| **Deliverable name** | **Evidence requirements** |
| SD01 A Sector Skills Plan, produced and approved by the LEP | * Development of a Skills Sector Plan – approved by the LEP * Production of a Data Pack |

## Tees Valley, ITT30112, Access to Employment

Lot 1: Skills support for the unemployed

No Specification Defined Deliverables for this Lot

Lot 2: Routes to Enterprise - 'Create your own job'

No Specification Defined Deliverables for this Lot

Lot 3: English for Speakers of Other Languages (ESOL)

No Specification Defined Deliverables for this Lot

Lot 4: CEIAG Service

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| **Deliverable name** | **Evidence requirements** |
| SD01 First Careers Advice Session | * Documentary evidence of a face to face careers advice (IAG) session agreed by the client and adviser |
| SD02 Second Careers Advice Session | * SD01 claimed, and documentary evidence of a follow up session with the client, agreed by the client and adviser. |

Lot 5: Sector-led Apprenticeship Route way

No Specification Defined Deliverables for this Lot

## York, North Yorkshire and East Riding Skills Support for the Workforce, Intermediate/Higher Skills Provision and Redundancy provision ITT 30115

More Developed area

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Future Needs Reports | * Documentary evidence of Future Needs reports produced, as agreed by the LEP |
| SD03 Development of agreed leadership and management Resource pack/training courses | * Documentary evidence of development of Leadership and Management resources, as agreed by the LEP. |
| SD04 Short courses developed | * Documentary evidence of development of short courses, as agreed by the LEP |
| SD05 Reports on new methods of delivery for remote workers | * Documentary evidence of reports detailing new methods of delivery for remote workers, as agreed by the LEP |
| SD06 Development and Delivery to promote participation by women in science, technology, engineering and maths (STEM) provision | * Documentary evidence of development of approach, agreed by the LEP. * Documentary evidence of the delivery of the agreed approach |
| SD07 Quarterly Delivery Plan Developed and agreed | * Documentary evidence of the development of a Quarterly Deliver Plan, as agreed by the LEP. |
| SD08 Quarterly Delivery Plan completed as agreed | * Documentary evidence of the plan in SD07 being delivered/completed, as agreed by the LEP. |

Transitional area

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Future Needs Reports | * Documentary evidence of Future Needs reports produced, as agreed by the LEP |
| SD03 Development of agreed leadership and management Resource pack/training courses | * Documentary evidence of development of Leadership and Management resources, as agreed by the LEP. |
| SD04 Short courses developed | * Documentary evidence of development of short courses, as agreed by the LEP |
| SD05 Reports on new methods of delivery for remote workers | * Documentary evidence of reports detailing new methods of delivery for remote workers, as agreed by the LEP |
| SD06 Development and Delivery to promote participation by women in science, technology, engineering and maths (STEM) provision | * Documentary evidence of development of approach, agreed by the LEP. * Documentary evidence of the delivery of the agreed approach |
| SD07 Quarterly Delivery Plan Developed and agreed | * Documentary evidence of the development of a Quarterly Deliver Plan, as agreed by the LEP. |
| SD08 Quarterly Delivery Plan completed as agreed | * Documentary evidence of the plan in SD07 being delivered/completed, as agreed by the LEP. |

## Cornwall and the Isles of Scilly, ITT30123, Supported Pathways to Progressive Employment - Individuals in the Workforce

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| **Deliverable name** | **Evidence requirements** |
| SD01 Engagement with employer and completed TNA and State Aid where applicable | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression e.g. increased hours or responsibilities, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD03 12 Week Learning Action Plan | * Evidence of progression against the Learning Action Plan at 12 weeks **OR** Completion of the Learning Action Plan by 12 weeks |

## Cornwall and the Isles of Scilly, ITT30127, Supported Pathways to Progressive Employment – Business Sector Led

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| **Deliverable name** | **Evidence requirements** |
| SD01 Engagement with employer and completed TNA and State Aid where applicable | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression e.g. increased hours or responsibilities, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD03 12 Week Learning Action Plan | * Evidence progression against the Learning Action Plan at 12 weeks **OR** Completion of the Learning Action Plan by 12 weeks |

## Cornwall and the Isles of Scilly, ITT30125, CEIAG

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employer engagement and TNA | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression, promotion, salary , hours or greater responsibility | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |

## Cornwall and the Isles of Scilly, ITT30126, Upskilling the VCSE Sector

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| **Deliverable name** | **Evidence requirements** |
| SD01 Engagement with VCSE organisation and completed TNA | * Evidence to show that the company is a VCSE * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression in work | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD03 12 Week Learner Action Plan | * Evidence of progression against the Learning Action Plan at 12 weeks **OR** Completion of the Learning Action Plan by 12 weeks |

## Cornwall and the Isles of Scilly, ITT30124, Family and Community Essential Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 In work progression e.g. increased hours or responsibilities, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD02 12 Week Learning Action Plan | * Evidence progression against the Learning Action Plan at 12 weeks **OR** Completion of the Learning Action Plan by 12 weeks |

## Cumbria, ITT30118, Support for the Unemployed

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| **Deliverable name** | **Evidence requirements** |
| SD01 Evaluation (Formative) | * Production of a report following an evaluation study, to be produced within the first 3 months of the contract, and agreed by the LEP and SFA |
| SD02 Evaluation (Summative) | * Production of a report following an evaluation study, to be produced before the contract end date, and agreed by the LEP and SFA |
| SD03 Sector Delivery Plan | * Production of a Sector Delivery Plan, agreed by the LEP Sector Employer Panels and SFA |

## Derby, Derbyshire, Nottingham and Nottinghamshire, ITT30133, Skills Local - Skills for Growth

Lot 1 - Supporting Workforce Development and Business Growth

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement (initial TNA and IAG) | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Workforce Development Skills Plan | * Documentary evidence of a Workforce Development Skills plan, signed by the Employer and Provider |
| SD03 Coaching and Mentoring Support to employers for Apprentices of SKILLS Local | * Copy of Company Eligibility/De Minimis Form completed * Evidence that the employer employs an Apprentice * Documentary evidence of coaching and/or mentoring support provided to the employer, signed and dated by the employer and provider |
| SD04 Employer Incentive - when ROI or business growth of 5% can be evidenced | * Documentary evidence of Return on Investment or business growth of 5% for an employer, signed and dated by the employer and provider * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence of payment to Employer |
| SD05 Employer Incentive - Top up for Advn App | * Documentary evidence of the participant start on an Advanced Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date. * Documentary evidence of payment to Employer * Copy of Company Eligibility/De Minimis Form completed |
| SD06 Employer Incentive - Top up for Higher App | * Documentary evidence of the participant start on a Higher Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date. * Documentary evidence of payment to Employer * Copy of Company Eligibility/De Minimis Form completed |
| SD07 45% SKILLS Local Targets Achieved | * Documentary evidence that the provider has agreed and met the Targets determined by the LEP, with sign off by the LEP |
| SD08 80% SKILLS Local Targets Achieved | * Documentary evidence that the provider has agreed and met the Targets determined by the LEP, with sign off by the LEP |

Lot 2 - Developing a Demand-led Skills System

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement (initial TNA and IAG) | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Workforce Development Skills Plan | * Documentary evidence of a Workforce Development Skills plan, signed by the Employer and Provider |
| SD03 Development Plan - month 3 | * Development of a comprehensive plan, approved by the LEP by month 3 of the contract |
| SD04 Development Plan - month 9 | * Documentary evidence to show progress against the Plan developed in SD03, with progress approved by the LEP at month 9 of the contract |
| SD05 Development Plan - month 15 | * Documentary evidence to show progress against the Plan developed in SD03, with progress approved by the LEP at month 15 of the contract |

## Derby, Derbyshire, Nottingham and Nottinghamshire, ITT30141, Careers Local

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| **Deliverable name** | **Evidence requirements** |
| SD01 Enterprise 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). |
| SD02 Enterprise Grant Management Cost | * Evidence of grants defrayed (CG01 evidence) and the management percentage defined in the contract. |

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## Heart of South West, ITT30128, Employees Support in Skills

Lot 1 – Skills Support for the Workforce Basic Skills (More developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SD01 In work progression – greater responsibility, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD02 SME engagement and TNA | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD03 Action plans developed and delivery of agreed plans following TNA | * Documentary evidence of action plan and delivery of action plan * Documentary evidence of a Training Needs Analysis |
| SD04 Skills Action Plans agreed by the LEP | * Documentary evidence of skills action plans as agreed by the LEP |
| SD05 Skills Action Plan completed and evaluated | * Documentary evidence of completed skills action plan * Documentary evidence of the skills action plan evaluation |

Lot 1 – Skills Support for the Workforce Basic Skills (Transition)

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| **Deliverable name** | **Evidence requirements** |
| SD01 In work progression – greater responsibility, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD02 SME engagement and TNA | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD03 Action plans developed and delivery of agreed plans following TNA | * Documentary evidence of action plan and delivery of action plan * Documentary evidence of a Training Needs Analysis |
| SD04 Skills Action Plans agreed by the LEP | * Documentary evidence of skills action plans as agreed by the LEP |
| SD05 Skills Action Plan completed and evaluated | * Documentary evidence of completed skills action plan * Documentary evidence of the skills action plan evaluation |

Lot 2 – Skills Support for the Workforce Higher Level Skills (More developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression – greater responsibility, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |

Lot 2 – Skills Support for the Workforce Higher Level Skills (Transition)

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression – greater responsibility, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |

Lot 3 – Apprenticeship Service (More developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME engagement and TNA | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression – greater responsibility, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD03 Higher Apprenticeship plan developed and implemented. | * Documentary evidence of the development of a Higher Apprenticeship plan approved by the LEP. * Documentary evidence that the plan has been implemented |

Lot 3 – Apprenticeship Service (Transition)

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 SME engagement and TNA | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 In work progression – greater responsibility, promotion | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD03 Higher Apprenticeship plan developed and implemented. | * Documentary evidence of the development of a Higher Apprenticeship plan approved by the LEP. * Documentary evidence that the plan has been implemented |

## Liverpool, ITT30129, Skills Support for the Workforce

Lot 1 - Skills Support for the Workforce (More Developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME engagement and training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Employed females gaining improved labour market status | Documentary evidence of any of the following, relating to Female participants:   * 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 * To be achieved within 28 days of their completion |

Lot 1 - Skills Support for the Workforce (Transitional)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME engagement and training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Employed females gaining improved labour market status | Documentary evidence of any of the following, relating to Female participants:   * 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 * To be achieved within 28 days of their completion |

## Liverpool, ITT30130, Apprenticeship Services

Lot 2 – Apprenticeship Service (More Developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 Events supporting and promoting wider career choices held in the Liverpool City Region. | * Documentary evidence of the event taking place including event attendee list * Documentary evidence of the LEP Employment and Skills Board agreement of the event |
| SD02 Targeted outreach meetings | * Documentary evidence of outreach meetings taking place * Documentary evidence of the LEP Employment and Skills Board agreement of the event |
| SD03 Event to articulate sector-specific shortages or needs in particular sectors. | * Documentary evidence of the event taking place including event attendee list, and bespoke materials * Documentary evidence of the LEP Employment and Skills Board agreement of the event |

Lot 2 – Apprenticeship Service (Transitional)

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| --- | --- |
| **Deliverable name** | **Evidence requirements** |
| SD01 Events supporting and promoting wider career choices held in the Liverpool City Region. | * Documentary evidence of the event taking place including event attendee list * Documentary evidence of the LEP Employment and Skills Board agreement of the event |
| SD02 Targeted outreach meetings | * Documentary evidence of outreach meetings taking place * Documentary evidence of the LEP Employment and Skills Board agreement of the event |
| SD03 Event to articulate sector-specific shortages or needs in particular sectors. | * Documentary evidence of the event taking place including event attendee list, and bespoke materials * Documentary evidence of the LEP Employment and Skills Board agreement of the event |

## North Eastern, ITT30131, Employees Support in Skills

**Lot 1 - Skills Support and re-training for employment** (More Developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |

Lot 1 - Skills Support and re-training for employment (Transitional)

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within Work | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |

Lot 2 - Skills Support for the Workforce, intermediate and higher level skills provision (More Developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within work | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD02 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |

Lot 2 - Skills Support for the Workforce, intermediate and higher level skills provision (Transitional)

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| **Deliverable name** | **Evidence requirements** |
| SD01 Progression within work | Documentary evidence of any of the following:   * 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 * To be achieved within 28 days of their completion |
| SD02 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |

Lot 3 - Provision to Develop Entrepreneurial Skills (More Developed)

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| **Deliverable name** | **Evidence requirements** |
| SD01 Number of start-up enterprises | * Documentary evidence of start-up enterprises to include date of enterprise start-up, name of participant and name of enterprise if different. |
| SD02 Number of enterprises surviving 3 months | * Documentary evidence of enterprises surviving for 3 months, including date of enterprise start-up, name of participant and name of enterprise if different. |
| SD03 Number of enterprises surviving 6 months | * Documentary evidence of enterprises surviving for 6 months, including date of enterprise start-up, name of participant and name of enterprise if different. |

Lot 3 - Provision to Develop Entrepreneurial Skills (Transitional)

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| **Deliverable name** | **Evidence requirements** |
| SD01 Number of start-up enterprises | * Documentary evidence of start-up enterprises to include date of enterprise start-up, name of participant and name of enterprise if different. |
| SD02 Number of enterprises surviving 3 months | * Documentary evidence of enterprises surviving for 3 months, including date of enterprise start-up, name of participant and name of enterprise if different. |
| SD03 Number of enterprises surviving 6 months | * Documentary evidence of enterprises surviving for 6 months, including date of enterprise start-up, name of participant and name of enterprise if different. |

## Black Country, ITT30149, Improving the Labour Market Relevance of Education & Training Systems

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| **Deliverable name** | **Evidence requirements** |
| SD01 - Employers engaged | * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence to confirm that an employer has engaged with this programme |
| SD02 Skills Factory bite size courses for individuals | * Documentary evidence that bite size courses have been developed to support the sectors supported by the Skills Factory. |
| SD03 Schools engaged | * Documentary evidence that the programme has engaged with schools, detailing the type of engagement, the number of individuals engaged, outcomes noted. |
| SD04 Skills factories set up | * Documentary evidence that a Skills Factory has been established and is operating within the LEP area, as confirmed by the LEP |

## Buckinghamshire Thames Valley, ITT30150, Improving the Labour Market Relevance of Education & Training Systems

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| **Deliverable name** | **Evidence requirements** |
| SD01 Set up Brokerage Service | * Documentary evidence to confirm that a Brokerage Service for SMEs has been established. |
| SD02 Develop marketing pack to include case studies | * Documentary evidence to confirm the development of a marketing pack, which includes case studies, as agreed by the LEP |
| SD03 Develop a 'Skills Offer' for SME's | * Evidence that a mapping exercise has been undertaken to identify what Skills support is currently available in the LEP area * Documentary evidence of the development of a ‘Skills Offer’ for SME’s in the LEP area |
| SD04 Engage with SME’s | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed |
| SD05 Undertake Skills Diagnostics with SME’s | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Skills Diagnostic * Copy of Company Eligibility/De Minimis Form completed |
| SD06 SMEs referred to a skills provider | * Documentary evidence that SME has been referred to a skills provider following engagement on this programme. |
| SD07 SMEs undertake Skills Training | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence that the SME has undertaken a Skills Training |

## Cheshire and Warrington, ITT30157, Improving the Labour Market Relevance of Education & Training Systems

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| Deliverable name | Evidence requirements |
| SD01 Scoping exercise to determine 2 priority sectors to focus on | * Within 3 months of contract award, agree with the LEP 2 priority sectors to focus on. * Report to be produced detailing findings of scoping exercise, agreed by LEP. * Evidence of dissemination event delivered |
| SD02 Sector report from scoping exercise detailing what is required in each sector | * Documentary evidence of the production of a Sector report, developed from the activity undertaken in SD01. Report must detail what is required for the sector. Report to be approved by the LEP. |
| SD03 Development of bespoke sector curriculum training programme for each sector | * Documentary evidence of the development of a sector curriculum programme to be completed within 3 months of SD02, agreed by the LEP * Evidence of employers engaged in the development |
| SD04 SME Engagement | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence to show the company has engaged with the programme |
| SD05 SME Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |

## Derby, Derbyshire, Nottingham and Nottinghamshire, ITT30158, Youth Engagement

Lot 1 – Theme 1

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| Deliverable name | Evidence requirements |
| SD01 45% YOUTH-Engagement Targets Achieved | * Documentary evidence to confirm that 45% of the YOUTH Engagement Targets have been achieved, as defined by the LEP. This payment is made on a satisfactory report on achievement of targets made to the LEP governance |
| SD02 80% YOUTH-Engagement Targets Achieved | * Evidence that SD01 has been achieved * Documentary evidence to confirm that 80% of the YOUTH Engagement Targets have been achieved, as defined by the LEP. This payment is made on a satisfactory report on achievement of targets made to the LEP governance. |

Lot 1 – Theme 2

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| Deliverable name | Evidence requirements |
| SD01 Employer Incentive -Recruit and Train 13 Weeks | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence demonstrating that the job post is new to the employer; evidence of individual training needs have been identified and completed. * Documentary evidence that the individual has sustained their employment for 13 weeks |
| SD02 Employer Apprenticeship Incentive | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Signed employer confirmation that the SME has not recruited an Apprentice in the last three years |
| SD03 Capacity Building, Research and Employer-Led Activities  CIAG community plan agreed | * Development of a CIAG community plan, agreed by the LEP governance. |
| SD04 Capacity Building, Research and Employer-Led Activities  CIAG community plan delivered | * Confirmation by the LEP governance that the CIAG community plan has been delivered. |

Lot 2 – Theme 3

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| Deliverable name | Evidence requirements |
| SD01 45% YOUTH-Engagement Targets Achieved | * Documentary evidence to confirm that 45% of the YOUTH Engagement Targets have been achieved, as defined by the LEP. This payment is made on a satisfactory report on achievement of targets made to the LEP governance |
| SD02 80% YOUTH-Engagement Targets Achieved | * Evidence that SD01 has been achieved * Documentary evidence to confirm that 80% of the YOUTH Engagement Targets have been achieved, as defined by the LEP. This payment is made on a satisfactory report on achievement of targets made to the LEP governance. |

Lot 2 – Theme 4

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| Deliverable name | Evidence requirements |
| SD01 Employer Incentive -Recruit and Train 13 Weeks | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence demonstrating that the job post is new to the employer; evidence of individual training needs have been identified and completed. * Documentary evidence that the individual has sustained their employment for 13 weeks |
| SD02 Employer Apprenticeship Incentive | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Signed employer confirmation that the SME has not recruited an Apprentice in the last three years |
| SD03 Capacity Building, Research and Employer-Led Activities  CIAG community plan agreed | * Development of a CIAG community plan, agreed by the LEP governance. |
| SD04 Capacity Building, Research and Employer-Led Activities  CIAG community plan delivered | * Confirmation by the LEP governance that the CIAG community plan has been delivered. |

## Derby, Derbyshire, Nottingham and Nottinghamshire, ITT30147, Employ Local

D2N2 Employ 1.1

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| **Deliverable name** | **Evidence requirements** |
| SD01 45% EMPLOY Local Targets Achieved | * Documentary evidence to confirm that 45% of the EMPLOY Local Targets have been achieved, as defined by the LEP. Confirmation is required from the LEP Governance Board to confirm deliverable has been met. |
| SD02 80% EMPLOY Local Targets Achieved | * Evidence that SD01 has been achieved * Documentary evidence to confirm that 80% of the EMPLOY Local Targets have been achieved, as defined by the LEP. Confirmation is required from the LEP Governance Board to confirm deliverable has been met. |

D2N2 Employ 2.1

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employer Incentive -Recruit and Train 13 Weeks | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence demonstrating that the job post is new to the employer; evidence of individual training needs have been identified and completed. * Documentary evidence that the individual has sustained their employment for 13 weeks |
| SD02 Employer Incentive 4 weeks employment | * Documentary evidence that an individual has sustained their employment for 4 weeks, confirmed by the individual and employer. |
| SD03 Employer Incentive 24 weeks employment | * Documentary evidence that an individual has sustained their employment for 24 weeks, confirmed by the individual and employer. |
| SD04 Employer Apprenticeship Incentive | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Signed employer confirmation that the SME has not recruited an Apprentice in the last three years |
| SD05 Development of Quarterly Training Development Project | * Development of a Training Development Project, agreed by the LEP. |
| SD06 Completion of Training Development Project Milestone | * Completion of the Training Development Project, confirmed by the LEP. |

## Gloucestershire, ITT30151, Improving the Labour Market Relevance of Education & Training Systems – Employment Pathfinder

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employers engaged on the project | * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence to confirm that an employer has engaged with this programme |
| SD02 Planned capacity building delivered to employer | * Copy of Company Eligibility/De Minimis Form completed * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence to confirm that planned capacity building has been delivered to the employer, detailing the scope of the capacity and the outcomes. |
| SD03 Development of schools curriculum offer signed off by LEP | * Documentary evidence to confirm the development of a schools curriculum offer, agreed by the LEP |
| SD04 Development of FE provision offer signed off by LEP | * Documentary evidence to confirm the development of a FE provision offer, agreed by the LEP |
| SD05 Development of careers guidance offer signed off by LEP | * Documentary evidence to confirm the development of a careers guidance offer, agreed by the LEP |
| SD06 Interim (month 10) and Final Evaluation reports signed off by the LEP | * Documentary evidence of a report produced, in line with LEP requirements, agreed by the LEP. |
| SD07 Work Placement Brokered and agreed with employer | * Copy of Company Eligibility/De Minimis Form completed * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence to confirm that work placements/internships or other activities have been brokered and agreed with the employer. |
| SD08 Work Placement Completed | * Documentary evidence to confirm that the work placement has been completed, signed by the individual and the employer/host organisation |

## Greater Lincolnshire, ITT30159, NEET Information, Advice and Guidance

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| **Deliverable name** | **Evidence requirements** |
| SD01 Report exploring barriers facing local NEET | * Collate evidence about barriers facing local NEET and present findings, in an agreed format, to the LEP. Confirmation is required from the LEP to confirm deliverable has been met. |

## Greater Lincolnshire, ITT30152, Improving the Labour Market Relevance of Education & Training Systems – Specialist Skills Advisor

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| **Deliverable name** | **Evidence requirements** |
| SD01 Complete TNA for Businesses | * Documentary evidence of a completed Training Needs Analysis, completed over a minimum 2 day period * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Uplift on TNA for businesses new to training | * Documentary evidence of SD01 being achieved * Documentary evidence that the Business has not previously engaged with training |
| SD03 Uplift on TNA for SMEs less than 150 employees | * Documentary evidence of SD01 being achieved * Documentary evidence that the Business employs less than 150 FTE staff |
| SD04 Businesses confirming they are satisfied with the service | * Documentary evidence of post intervention evaluation with Businesses engaged in this programme. Evaluation must include analysis of how businesses were supported to address their skills gaps, the impact of this programme and their satisfaction with the service received. |
| SD05 Sector Training Reports developed | * Development of Sector Training Reports, as agreed by the LEP. Reports to be signed off by the LEP |

## Greater Lincolnshire, ITT30153, Improving the Labour Market Relevance of Education & Training Systems – Careers and Industry Information

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| **Deliverable name** | **Evidence requirements** |
| SD01 - Portal start payment | * Documentary evidence of scope of Portal, agreed by the LEP. |
| SD02 - Beta version of portal available (at 3 months) | * Documentary evidence of progress with the development of the Portal, with production of a Beta version – agreed by the LEP |
| SD03 - Portal fully available (at 5months) | * Documentary evidence that the Portal is fully available, agreed by the LEP |
| SD04 - Portal promotion events or visits | * Documentary evidence confirming promotion of the Portal – this could include promotion events; visits; case studies – as agreed by the LEP. |

## Greater Lincolnshire, ITT30154, Improving the Labour Market Relevance of Education & Training Systems – Specialist Industry Teaching

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| **Deliverable name** | **Evidence requirements** |
| SD01 Employers, colleges and providers sign up | * Documentary evidence to show that relevant Employers, Colleges and Providers have signed up for the programme, which has resulted in a positive collaboration. |
| SD02 - Industry expert master classes delivered | * Documentary evidence that Industry expert master classes have been delivered. Evidence to include as a minimum the number of attendees, type of master class delivered, evaluation of the master class. |
| SD03 - Industry site visit delivered | * Documentary evidence that an Industry site visit have been delivered. Evidence to include as a minimum the number of attendees, purpose of the site visit, evaluation of the site visit. |

## Hertfordshire, ITT30155, Improving the Labour Market Relevance of Education & Training Systems

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| **Deliverable name** | **Evidence requirements** |
| SD01 - training plan for an SME who has not engaged in training in the last 12 months | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Plan * Copy of Company Eligibility/De Minimis Form completed * Signed employer confirmation that the SME has not engaged in training in the last 12 months. |
| SD02 - training plan for an SME who have not recruited an apprentice in the last 12 months | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Plan * Copy of Company Eligibility/De Minimis Form completed * Signed employer confirmation that the SME has not recruited an apprentice in the last 12 months. |
| SD03 – Learner progression into education | * Documentary evidence of the participant start on a recognised qualification (either regulated or non-regulated, and if possible linked to the qualifications offered under the ESF funded Skills for Growth programme) showing Provider/college name, qualification title, participant details, start date. |
| SD04– Learner progression onto an apprenticeship | * Documentary evidence of the participant start onto an Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details, start date. |
| SD05 – Apprentice Incentive | * Evidence to show that the company employs between 50 – 250 staff * Copy of Company Eligibility/De Minimis Form completed * Signed employer confirmation that the Employer has not recruited an apprentice in the last 12 months. * Incentive payments are restricted to 2 per Employer in any 12 month period |

## North Eastern, ITT30156, Improving the Labour Market Relevance of Education & Training Systems

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| **Deliverable name** | **Evidence requirements** |
| SD01 Number of SME training needs assessments undertaken | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Number of SMEs undertaking a programme of support to address their skills needs/barriers | * Evidence to show that the company is an SME (below 249 FTE) * Copy of Company Eligibility/De Minimis Form completed * Documentary evidence that the SME has undertaken a programme of support to address their skills needs/barriers identified in SD01 |
| SD03 Number of SMEs who thought the support provided was useful and helped their business to address their skills gaps | * Documentary evidence of post intervention evaluation with SMEs engaged in this programme. Evaluation must include analysis of how businesses were supported to address their skills gaps, and the impact of this programme. * Collation of all evaluation feedback into a comprehensive report, with detailed findings on the impact of interventions |
| SD04 Number of students / graduates starting a work placement or internship | * Evidence to confirm that an individual has commenced a work placement or internship, detailing the type of activity, employer name, expected duration of work placement/internship; signed by the individual and employer/host organisation |
| SD05 Number of students / graduates completing a work placement or internship | * Evidence to confirm that an individual has completed a work placement or internship, detailing the type of activity, employer name, duration of work placement/internship; signed by the individual and employer/host organisation |

## South East, ITT30145, Higher Level Skills in the Workforce

Lot 1: Skills for Growth – Higher Level Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and training needs analysis for individual participants | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work - Skills for Growth | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

Lot 2: Skills for Growth – Higher Digital Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Progression within work | Documentary evidence of any of the following:   * 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   To be achieved within 28 days of their completion |

Lot 3: Basic Skills - Supporting Progression to Higher Level Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME engagement and training needs analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |

## York, North Yorkshire and East Riding, ITT30146, Employees Support in Skills – Higher Level Skills

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| **Deliverable name** | **Evidence requirements** |
| SD01 SME Engagement and Training Needs Analysis | * Evidence to show that the company is an SME (below 249 FTE) * Documentary evidence of a Training Needs Analysis * Copy of Company Eligibility/De Minimis Form completed |
| SD02 Short courses Developed | * Develop 7 short courses, in Priority sectors as agreed by the LEP. Courses must be approved by the LEP at the project management group before being delivered to employed learners from non-regulated learning. 5 short courses will be from More Developed and 2 from Transitional. * Production of at least one case study |
| SD03 Development and Delivery to promote participation by women in science, technology, engineering and maths (STEM) provision | * Documentary evidence to support the development and delivery of activities to promote participation by women in STEM provision. Any activities must be agreed by the LEP project management group prior to planning and delivery of activities. |

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

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| **Deliverable name** | **Evidence requirements** |
| ST01 Individual has been engaged | * ILR or equivalent * Diagnostic initial assessment * Individual training and support plan signed by learner * Provider to declare on the learner signed application form the supporting evidence they have seen to confirm eligibility for ESF and for the specific contract |
| SD01 Individual Gains an Accredited Qualification (unit) | Any of the following evidence:   * IV Report – Direct claim status ONLY * EV Report showing learner * Certificate from the Awarding Body * Results List |
| SD02 Individual Gains an Accredited qualification (full) | Any of the following evidence:   * IV Report – Direct claim status ONLY * EV Report showing learner * Certificate from the Awarding Body * Results List |
| NR01 Non-Regulated Activity  For example:  3000 work placements (including voluntary work) @ £500 average rate 6000 Preparation for Work @ £450/92 hours average rate Total £4,925,000 | **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 evidence with weekly attendance records to show 8 weeks of at least 16 hours a week work experience |
| SU01 Sustained Employment | * Documentary evidence of a job outcome showing Learner details, Employer name and start date.   For self-employment the above details plus a declaration from the individual detailing the business that has been started  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. |
| SU03 Sustained Education | * 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 that that supported by this provision   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 |
| SU04 Sustained Apprenticeship | * 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   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 |

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| 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

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| 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 |
| 1.8 | 06-May-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1 |
| 1.9 | 10-May-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1 and document formatting |
| 1.10 | 11-May-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds |
| 1.11 | 16-May-16 | Charlotte Bloor  Anthony Harrison | Re-tender of two London specifications |
| 1.12 | 18-May-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1 |
| 1.13 | 20-May-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for Gloucester LEP under ESF Investment Priority 2.1 |
| 1.14 | 27-May-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 2.1 |
| 1.15 | 3-Jun-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 1.1 and 1.2 |
| 1.16 | 7-Jun-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 1.1 and 1.2  Changes to standard deliverables |
| 1.17 | 17-Jun-16 | Charlotte Bloor  Anthony Harrison | New tenders rounds for ESF Investment Priority 1.1, 1.2 and 2.1 |
| 1.18 | 24-Jun-16 | Charlotte Bloor  Anthony Harrison  Sarah Baker | New tenders rounds for ESF Investment Priority 1.1 and 2.1 |
| 1.19 | 1-Jul-16 | Tracey Cox  Paul Rushton | New tender rounds |