



Skills Funding
Agency



European Union
European
Social Fund

Funding Rules 2014 to 2020 ESF Programme

ESF Specifications Deliverables Evidence Requirements

Version 1.3

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

January 2016

Of interest to further education and skills training providers

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

Specifications launched

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

Local Enterprise Partnership	ITT Reference	Short Description	Launch Date
Leeds City Region	29916	NEET	7 December 2015
Leicester & Leicestershire	29919	NEET and youth support	7 December 2015
Leicester & Leicestershire	29955	Support for ex-offenders	7 December 2015
Northamptonshire	29918	NEET	7 December 2015
Solent	29917	NEET	7 December 2015
Stoke-on-Trent & Staffordshire	29915	NEET	7 December 2015
Cornwall & Isles of Scilly	29907	NEET	14 December 2015
Swindon & Wiltshire	29912	NEET	14 December 2015
Greater Manchester	29913	NEET	14 December 2015
West of England	29909	NEET	14 December 2015
Worcestershire	29908	NEET	6 January 2016
Lancashire	29914	Provision for NEET Individuals	6 January 2016
Cumbria	29910	NEET Prevention and Reduction	6 January 2016
Cheshire & Warrington	29906	Disengaged Young People and the Labour Market	6 January 2016
New Anglia	29921	NEET Prevention Programme in Norfolk	6 January 2016
London	29985	Careers Guidance	6 January 2016
London	29897	16-24 NEET Outreach Programme	6 January 2016
London	29977	Preventative NEET 15-18 year olds	6 January 2016
London	29974	Targeted NEET 16-18	6 January 2016
London	29976	Interventions: 16-24 year old young people with learning difficulties and/or disabilities	6 January 2016

Local Enterprise Partnership	ITT Reference	Short Description	Launch Date
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
London	29973	18-24 Targeted Intervention NEET with Mental Health difficulties, drug or alcohol abuse issues, or suffering from homelessness	6 January 2016
London	29983	Employment Support for young people from disadvantaged Black, Asian, Minority Ethnic (BAME) communities	6 January 2016

Generic deliverables evidence requirements

Deliverable name	Evidence requirements
ST01 Participant Assessment and Plan	ILR or equivalent signed by participant. A copy of an Individual Learning Plan (ILP)/Learning Agreement and Initial Assessment.
RQ01 Regulated Learning	START PAYMENT – Registration / Application to awarding body ACHIEVEMENT PAYMENT – Any of the following evidence: Internal Verification Report – direct claim status ONLY; External Verification Report showing participant. Certificate from the Awarding Body; Application for the certificate to the Awarding Body; Awarding body results list.
NR01 Non-Regulated Activity	START PAYMENT – evidence that participant has started on the agreed programme of activity. COMPLETION PAYMENT – evidence that the agreed programme of activity documented in the ILP has been completed. Register of hours, where the aims are for a specific number of delivery hours.
AC01 Actual Costs	Evidence of actual costs incurred and defrayed (paid) against agreed plans, evidenced in line with actual cost rules in the main body of the ESF Funding Rules .

Deliverable name	Evidence requirements
CG01 Community Grant Payment	<p>Documentary evidence to show what the approved grant funding is purchasing AND ALL of the following.</p> <ul style="list-style-type: none"> · Evidence of publication of grants and for applications. · Number of applications for grants received. · Copies of applications; initial appraisal and recommendation to panel and they have been assessed according to a fair and transparent process. · Number and value of grants awarded. · Minutes of the original award panel decisions and notices to organisations. · (where appropriate) subsequent changes between award and payment supported by meeting minutes/documented decisions. · Evidence of defrayed expenditure (that the Grant Co-ordinating Body has made payment to the grant recipient before submitting claim to the SFA).
CG02 Community Grant Management Cost	Evidence of grants defrayed (CG01 evidence) and the management percentage defined in the contract.
SD01 – SD10 Specification Defined Deliverable (with Description)	Please refer to the Specification Specific Evidence Requirements .
PG01 Progression Paid Employment (EMP)	Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.
PG02 Progression Unpaid Employment (VOL)	Documentary evidence of a start on a voluntary placement showing Participant details, placement name, address and start date.

Deliverable name	Evidence requirements
PG03 Progression Education (EDU)	<p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority (only required if participant is NEET or at risk of being NEET at the start of ESF programme).</p> <p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date.</p>
PG04 Progression Apprenticeship (EDU)	Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date.
PG05 Progression Traineeship (EDU)	Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date.
PG06 Progression Job Search (NPE)	Copy of Referral paperwork onto a Job Search or completion evidence that learner completed this activity after leaving this programme on another course.
SU01 Sustained Employment for 3 months	Evidence to confirm that employment has been sustained for three months after the initial progression.
SU02 Sustained Unpaid Employment for 3 months	Evidence to confirm that the progression onto an unpaid employment has been sustained for three months after the initial progression.
SU03 Sustained Education for 3 months	<p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for three months after initial progression (only required if participant is NEET or at risk of being NEET at the start of ESF programme).</p> <p>Evidence to confirm that the progression onto further learning at a higher level than completed on the ESF programme has been sustained for three months after the initial progression.</p>

Deliverable name	Evidence requirements
SU04 Sustained Apprenticeship for 3 months	Evidence to confirm that the progression onto an Apprenticeship has been sustained for three months after the initial progression.
SU05 Sustained Traineeship for 3 months	Evidence to confirm that the progression onto a Traineeship has been sustained for three months after the initial progression.
SU11 Sustained Employment for 6 Months	Evidence to confirm that employment has been sustained for six months after the initial progression.
SU12 Sustained Unpaid Employment for 6 Months	Evidence to confirm that the progression onto unpaid employment has been sustained for six months after the initial progression.
SU13 Sustained Education for 6 Months	<p>Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression (only required if participant is NEET or at risk of being NEET at the start of ESF programme).</p> <p>Evidence to confirm that the progression onto further learning at a higher level than completed on the ESF programme has been sustained for six months after the initial progression.</p>
SU14 Sustained Apprenticeship for 6 Months	Evidence to confirm that the progression onto an Apprenticeship has been sustained for six months after the initial progression.
SU15 Sustained Traineeship for 6 Months	Evidence to confirm that the progression onto a Traineeship has been sustained for six months after the initial progression.
SU21 Sustained Employment 12 months	Evidence to confirm that employment has been sustained for twelve months after the initial progression.

Deliverable name	Evidence requirements
SU22 Sustained Unpaid Employment 12 months	Evidence to confirm that the progression onto unpaid employment has been sustained for twelve months after the initial progression.
SU23 Sustained Education 12 months	<p>Evidence that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for twelve months after initial progression (only required if participant is NEET or at risk of being NEET at the start of ESF programme).</p> <p>Evidence to confirm that the progression onto further learning at a higher level than completed on the ESF programme has been sustained for twelve months after the initial progression.</p>
SU24 Sustained Apprenticeship 12 months	Evidence to confirm that the progression onto an Apprenticeship has been sustained for twelve months after the initial progression.

Specification-specific evidence requirements

Greater Manchester ITT29913, NEET

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

Lancashire, ITT29914, Provision for NEET Individuals

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

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

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

London, ITT29985, Careers Guidance

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

SD03 Progression into Employment	Documentary evidence that the participant has remained in employment for a minimum of four weeks.
SD04 Progression to Education	Documentary evidence the participant has engaged in one learning or training course that is appropriate to the activity agreed in their Individual Plan (Action Plan) and is accredited by an Educational institution that is officially recognised in the UK, showing provider/college name, qualification title or course, participant details and start date.
SD05 Progression into Apprenticeships	Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date.
SD06 Progression into Traineeships	Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date.

London, ITT29897, 16-24 NEET Outreach Programme

Deliverable name	Evidence requirements
SD01 Start uplift for premium group	Evidence that the participant is from the premium group and has started the programme.
SD02 Progression for Premium group	<p>Documentary evidence of the participant start on further education at a higher level than completed on the ESF programme showing provider/college name, qualification title or course, participant details and start date.</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on a Traineeship showing Provider/college name, Traineeship title, participant details and start date.</p> <p>AND/OR</p> <p>Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date.</p> <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND the participant is from the premium group.</p>
SD03 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months	Evidence to confirm that the participant is no longer NEET or at risk at being NEET confirmed by learning institution or Local Authority for six months after initial progression (only required if participant is NEET or at risk of being NEET at the start of ESF programme).

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

	<p>AND/OR Documentary evidence of the participant start on an Apprenticeship showing Provider/college name, Apprenticeship title Employer name, participant details start date.</p> <p>AND/OR</p> <p>Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p>AND the participant is from the premium group and the progression has been sustained for six months after the initial progression.</p>
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London, ITT29977, Preventative NEET 15-18 year olds

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

SD04 Participants retained in EET for 3 months after achievement of planned goal	Evidence that the participant has achieved the programme goal identified in the learning plan and is still in the achieved goal for 3 months.
SD05 Uplift for retentions in EET for premium groups for 3 months	Evidence that the participant is from the premium group and has achieved the programme goal identified in the learning plan and is still in the achieved goal for 3 months.

London, ITT29974, Targeted NEET 16-18

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

	Evidence that the progression or combined progression has been sustained for six months after the initial progression.
SD03 Sustained EET to 18th birthday	Evidence to show the participant is provided with continued support for a 16 or 17 year old participant until they are 18 to ensure that they achieve a sustained EET outcome for 6 months. Where the learner turns 18 before sustaining the EET outcome for six months, the provider must continue to support the participant to support until the six months has been achieved.

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

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

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

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

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

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

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

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

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

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

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

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

Document control

Revision History			
Version	Date	Author	Description
1.0	01-Nov-15	Tracey Cox Anthony Harrison	Release before first procurement round with generic contract deliverables. No specification list. No specification defined deliverables.
1.1	01-Dec-15	Tracey Cox Anthony Harrison	Release at first procurement round. First list of specifications. No specification defined deliverables at this point.
1.2	11-Dec-15	Paul Rushton	Addition of specification defined deliverables for latest procurement round launch on 14 December 2015.
1.3	06-Jan-16	Tracey Cox Anthony Harrison	Addition of specification defined deliverables for latest procurement round launch on 6 January 2016.



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