



Skills Funding
Agency



European Union
European
Social Fund

Funding Rules

2014 to 2020 ESF Programme

ESF Specifications Deliverables Evidence Requirements

Version 1

This document sets out evidence for contract deliverables for the 2014 to 2020 European Social Fund (ESF) Programme. These rules apply from November 2015.

November 2015

Of interest to further education and skills training providers

Table of contents

Generic deliverable evidence requirements3 to 6

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

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.
FS01 Additional Programme Cost	ILR or equivalent signed by participant AND a copy of an Individual Learning Plan/Learning Agreement; Initial Assessment; evidence participant has started on a qualification or a course.
AC01 Actual Costs	Evidence of actual costs incurred and defrayed against agreed plans, evidenced in line with actual cost rules below.

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 actual costs incurred and defrayed in line with actual cost rules below.
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 and address, start date, and if specification details the hours required.

Deliverable name	Evidence requirements
PG03 Progression Education (EDU)	Documentary evidence of the participant start on further education at a higher level showing provider/college name, qualification title or course, participant name and start date.
PG04 Progression Apprenticeship (EDU)	Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title employer name and start date.
PG05 Progression Traineeship (EDU)	Documentary evidence of the Participant start on a traineeship showing provider/college name, traineeship title, participant name and start date.
PG06 Progression Job Search (NPE)	Copy of referral paperwork onto a job search course or completion evidence that learner completed this activity after leaving this programme on another course.
SU01 Sustained Employment for 3 months	Evidence to confirm that employment has been sustained for three months after the initial progression.
SU02 Sustained Unpaid Employment for 3 months	Evidence to confirm that the progression onto a unpaid employment has been sustained for three months after the initial progression.
SU03 Sustained Education for 3 months	Evidence to confirm that the progression onto further learning at a higher level 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.

Deliverable name	Evidence requirements
SU11 Sustained Employment for 6 Months	Evidence to confirm that employment has been sustained for six months after the initial progression.
SU12 Sustained Unpaid Employment for 6 Months	Evidence to confirm that the progression onto unpaid employment has been sustained for six months after the initial progression.
SU13 Sustained for 6 Months	Evidence to confirm that the progression onto further learning at a higher level 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 12 months after the initial progression.
SU22 Sustained Unpaid Employment 12 months	Evidence to confirm that the progression onto unpaid employment has been sustained for 12 months after the initial progression.
SU23 Sustained Education 12 months	Evidence to confirm that the progression onto further learning has been sustained for 12 months after the initial progression.
SU24 Sustained Apprenticeship 12 months	Evidence will be required to confirm that the progression onto an apprenticeship has been sustained for 12 months after the initial progression.

Specification-specific evidence requirements

These will be updated with subsequent tender rounds.



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