



**European Union**

European  
Social Fund

## **2014-2020 ESF Programme**

### **Action Note**

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<b>Date Issued:</b>	<b>26 June 2017</b>
<b>Review date:</b>	<b>31 August 2017</b>

## **Participant Data Schema Guidance and Update**

### **Who**

All beneficiary organisations and Contract Managers

### **What**

This action note contains links to the latest version of and the guidance for the Participant Data Schema (PDS). Additionally a notification of an upcoming change the Managing Authority (MA) will be implementing

### **Cleared**

Dan Mumford

# Background

## Changes to the Participant Data Schema

1. The MA has updated the PDS in order to provide clearer options for completion and to improve the validation of data when input to the PDS. This includes:
  - a. Changes to the labour market status options to better reflect the possible options for employment status.
  - b. Additional notes on the front sheet for guidance on completionIt is important to note that the changes only affect the input sheet. The export sheet has not been changed, therefore it is expected there will be no impact upon those who have automated the process for completing the PDS.
2. The new PDS can be found here and should be used for Q2 2017 claims.  
[\[https://www.gov.uk/government/publications/esf-claim-applications-and-self-declared-adjustments\]](https://www.gov.uk/government/publications/esf-claim-applications-and-self-declared-adjustments)

## Guidance

3. The MA has compiled guidance to sit alongside the PDS. The guidance has been compiled using questions that have been raised by grant recipients as steering points for issues to cover in more detail.
4. The intention is for this to be a living document with regular updates focused on the areas where the most uncertainty is expressed.
5. The new guidance can be found here  
[\[https://www.gov.uk/government/publications/esf-claim-applications-and-self-declared-adjustments\]](https://www.gov.uk/government/publications/esf-claim-applications-and-self-declared-adjustments)

## Future updates to the Participant Data Schema

6. The MA will be re-introducing a data item to the PDS that had previously and incorrectly, been removed. The data item in question is, “participants who are offenders or ex-offenders”.
7. Re-introduction has followed discussion around the indicators ESF-O7 & ESF-O8. ESF-O7 is a programme-specific indicator applicable to operations under investment priority 1.4 capturing participants who are offenders or ex-offenders. Further information on ESF-O7 & ESF-O8 can be found at  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/506534/MI\\_definitions\\_Final\\_V1\\_20160210.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/506534/MI_definitions_Final_V1_20160210.pdf)

## Timing

8. The change is expected to be implemented in the next version of the PDS, this change is scheduled for later in the summer.

## Format

9. In order to collect this data an additional column will be added to the PDS titled, "Participant is an offender or ex-offender" with the options of
  - Yes
  - No
  - participant chose not to say (signed exemption)
  - participant failed to say (no signed exemption)

For activity taking place within investment priority 1.4 the response, "participant failed to say (no signed exemption)" will mark the record as incomplete and subsequently it cannot be counted as a result that the Managing Authority can submit to the European Commission.

## Action

- Use the new PDS for all submissions for Q2 2017 onwards.
- Review current methods for capturing details of offenders/ex-offenders, alongside MA guidance on Indicator definitions in readiness for the next version of the PDS.

## Contact

For questions please contact: [ESF.2014-2020@DWP.GSI.GOV.UK](mailto:ESF.2014-2020@DWP.GSI.GOV.UK)