



DWP Provider Guidance ESF 2014 to 2020

Glossary of Terms

Action Plan	A document that specifies agreed activity.
BravoSolution	DWP eProcurement Solution. This website provides a suite of collaborative web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement cycle over the internet.
Category of Region	<p>The EU regulations governing use of the funds in 2014-2020 define three different categories of 'region' in Europe:</p> <p>Less developed regions - areas (as defined at Nomenclature of Units for Territorial Statistics(NUTs) 2 level, which equates approximately to large counties, groups of smaller counties and some cities) with a Gross Domestic Product (GDP) per capita below 75% of the EU average. These areas would receive a higher level of structural funds, will have more headroom to fund activities outside of the four top priorities for ERDF and ESF, and will need to find less matched funding (the structural funds can form up to 80% of eligible costs in the 2014-2020 period). The only area in England expected to fall into this category is Cornwall and the Isles of Scilly.</p> <p>Transition regions - areas with a GDP per capita between 75% and 90% of the EU average. Transition regions would receive a slightly higher than average intensity of ESF but this funding would have to be more heavily concentrated on selected activities than in less developed regions. Projects can be financed at a maximum rate of 60% for ESF (. Places within this category in England include: Devon, Lincolnshire, East Yorkshire & North Lincolnshire, Shropshire & Staffordshire, South Yorkshire, Merseyside, Lancashire, Tees Valley & Durham and Cumbria.</p> <p>More developed regions - areas with a GDP per capita above 90% of the EU average. Most parts of England fall into this category. Projects are financed at a maximum rate of 50% for ESF.</p>
Cohort	As defined in the Terms and Conditions
Cohort Profile	As defined in the Terms and Conditions
Completer	Where a Participant completes their defined Provision

	duration they will be defined as a Completer. This includes, Participants who have been referred in the third year of the Provision delivery and remain on the Provision at the end of the third year.
Contract Package Area	The term used to describe the geographic area of the contract.
Cumulative Backlog	“Cumulative Backlog” shall refer to the backlog of referred Participants (expressed as a percentage) which shall inevitably accrue if the Lead Provider fails to honour it’s Monthly Performance Level within ESF 2014-2020, in that a Start or Did not Attend/Did not Start action is recorded in PRaP within 20 working days for 100% of referrals.
Current Offender	Someone who is serving a Community Sentence.
Customer Service Standards	As defined in the Terms and Conditions
Early Completer	An early completer is a Participant who completes ESF 2014-2020 Provision earlier than their defined Provision duration.
Ex-Offender	Someone who has completed a Custodial Sentence or Community Sentence.
Invitation to Tender (ItT)	A package of documentation issued to Providers as part of a Procurement exercise.
Jobcentre Plus	Part of DWP, JCP provides an integrated service to people of working age. It offers help to people looking to move into work and support for people who cannot. JCP also provides services to employers wishing to fill vacancies.
Participant	The person(s) who has officially started on Provision and is directly receiving the Services provided by the Contractor as specified in the Contract.
Procurement	The process of purchasing goods and/or service: identification to payment.
Provider(s)	The generic term used to describe Providers of employment support.
Provider Guidance	Detailed guidance and information (including processes) which is provided by DWP to the successful Providers to use when delivering the contracted service.
Provider Referrals and Payments System (PRaP)	The DWP prescribed IT system which will be used to refer Participants and pay Providers. Note, where PRaP is not available a clerical system will be adopted.
Provision	A term used to describe the services offered to a Participant when they are participating in a government programme. These can be services provided in-house, for example, by DWP, or by organisations from the private and voluntary sector.
Provision duration	The amount of time an individual participates on Provision, with the maximum duration being 52 weeks.
Provision period	This is a period of 3 years starting from the Service Start Date where Participants receive the Services as

	defined in the specification.
Referral	As defined in the Terms and Conditions
Run Off Period	As defined in the Terms and Conditions
Service Start Date	As defined in the Terms and Conditions
Universal Credit (UC)	UC – Universal Credit is a new single payment for people who are looking for work or on a low income. Universal Credit will help claimants and their families to become more independent and will simplify the benefits system by bringing together a range of working-age benefits into a single streamlined payment.