



Education & Skills  
Funding Agency



**European Union**  
European  
Social Fund

# **Funding Rules**

## **2014 to 2020 ESF Programme**

### **ESF Specifications Deliverables Evidence**

### **Requirements**

### **Version 3**

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

These rules apply from 1 January 2016

**February 2018**

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 and their 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 is 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



<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
York, North Yorkshire and East Riding	29833	Community Grants	22 February 2016	No
London	30002	Youth Talent	7 March 2016	Yes
London	29987	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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
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
Derby, Derbyshire, Nottingham and Nottinghamshire	30158	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

<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
Greater Lincolnshire	30159	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
Cheshire and Warrington	30157	Improving the Labour Market Relevance of Education & Training Systems	18 July 2016	Yes



<b>Local Enterprise Partnership</b>	<b>ITT Reference</b>	<b>Short Description</b>	<b>Launch Date</b>	<b>Specification-specific evidence requirements</b>
Gloucestershire	30165	Improving the Labour Market Relevance of Education & Training Systems – Apprenticeship Clearing	18 July 2016	Yes
Greater Lincolnshire	30162	Moving Back into Employment – Skills Support for the Unemployed	18 July 2016	No
South East	30164	Access to Employment – Enhancing Apprenticeships	18 July 2016	No
Thames Valley Berkshire	30161	Improving the Labour Market Relevance of Education & Training Systems	18 July 2016	Yes
West of England	30166	Improving the Labour Market Relevance of Education & Training Systems	18 July 2016	Yes
York, North Yorkshire and East Riding	30163	Access to Employment – Careers Education IAG	18 July 2016	Yes
Greater Lincolnshire	30171	Apprenticeship Growth Programme	22 July 2016	Yes
Tees Valley	30192	ESOL	28 Nov 2016	No
Gloucestershire	30211	Apprenticeship Support	27 Jan 2017	Yes
Gloucestershire	30206	Support for Entrepreneur Skills	27 Jan 2017	Yes

## Generic deliverables evidence requirements (except Greater Manchester ITT29811)

Deliverable name	Evidence requirements
ST01 Participant Assessment and Plan	<p>ILR or equivalent signed by participant.</p> <p>A copy of an Individual Learning Plan (ILP)/Learning Agreement and Initial Assessment.</p> <p>Any relevant supporting evidence from the Expected Evidence section of this document and;</p> <p>Provider to declare and sign a document/form to confirm the supporting evidence they have seen to confirm eligibility/age/employment status for ESF and for the specific contract. See examples of evidence in table in <u>Expected Evidence</u> section.</p>
RQ01 Regulated Learning	<p><b>START PAYMENT</b> – Registration / Application to awarding body.</p> <p><b>ACHIEVEMENT PAYMENT</b> – 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.</p>
NR01 Non-Regulated Activity	<p><b>START PAYMENT</b> – evidence that participant has started on the agreed programme of activity.</p> <p><b>COMPLETION PAYMENT</b> – evidence that the agreed programme of activity documented in the ILP has been completed.</p> <p>Register of hours, where the aims are for a specific number of delivery hours.</p>

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 <u>ESF Funding Rules</u>
Community CG01 Grant Payment	<p>Documentary evidence to show what the approved grant funding is purchasing.</p> <p><b>AND</b></p> <p><b>ALL of the following.</b></p> <p>Evidence of publication of grants and for applications.</p> <p>Number of applications for grants received.</p> <p>Copies of applications; initial appraisal and recommendation to panel and they have been assessed according to a fair and transparent process.</p> <p>Number and value of grants awarded.</p> <p>Minutes of the original award panel decisions and notices to organisations.</p> <p>(where appropriate) subsequent changes between award and payment supported by meeting minutes/documentated decisions.</p> <p>Evidence of defrayed expenditure (that the Grant Co-ordinating Body has made payment to the grant recipient before submitting claim to the ESFA).</p>
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 <u>Specification Specific Evidence Requirements</u> .
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.

Deliverable name	Evidence requirements
	<p>For Self Employed individuals, evidence of registration with HMRC for Self-Employment; and documentary evidence to support start on Self-Employment. (See examples of evidence in table in “Expected Evidence” section.)</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
PG02 Progression Unpaid Employment (VOL)	<p>Documentary evidence of a start on a voluntary placement showing participant details, placement name, address and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
PG03 Progression Education (EDU)	<p>NOTE: Year 11 Learners will only need to meet * evidence requirements when returning to EET.</p> <p>Documentary evidence of the participant starting 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>*RISK OF NEET confirmation that they are now EET and are continuing in learning (confirmed by the learning institution). This does not have to be at a higher level than completed on the ESF programme.</p> <p><b>FOR LEARNERS COMPLETING CREDITS AT LEVEL 3 OR ABOVE</b></p> <p>Where a learner has completed between 10 and 14 credits from a single Level 3 or above qualification (or between 100 and 140 GLH), the provider can claim a PG03 progression where the learner continues to complete the full Level 3 or above qualification. Documentary evidence showing provider/college name, qualification title or course, participant details and start date.</p>

<b>Deliverable name</b>	<b>Evidence requirements</b>
	This Deliverable must be achieved within 28 days of their completion of this ESF funded activity.
PG04 Progression Apprenticeship (EDU)	<p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
PG05 Progression Traineeship (EDU)	<p>Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
PG06 Progression Job Search (NPE)	<p>Copy of referral paperwork onto a Job Search or completion evidence that learner completed this activity after leaving this programme on another course.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SU01 Sustained Employment for 3 months	Evidence to confirm that employment/self-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 unpaid employment has been sustained for three months after the initial progression.
SU03 Sustained Education for 3 months	<p>NOTE: Year 11 Learners will only need to meet * evidence requirements when returning to EET.</p> <p>Documentary evidence of the participant starting 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>

<b>Deliverable name</b>	<b>Evidence requirements</b>
	<p>OR</p> <p>*RISK OF NEET confirmation that they are now EET and are continuing in learning (confirmed by the learning institution). This does not have to be at a higher level than completed on the ESF programme.</p>
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/self-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>NOTE: Year 11 Learners will only need to meet * evidence requirements when returning to EET.</p> <p>Documentary evidence of the participant starting 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>*RISK OF NEET confirmation that they are now EET and are continuing in learning (confirmed by the learning institution). This does not have to be at a higher level than completed on the ESF programme.</p>

<b>Deliverable name</b>	<b>Evidence requirements</b>
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	<p>NOTE: Year 11 Learners will only need to meet * evidence requirements when returning to EET.</p> <p>Documentary evidence of the participant starting 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>*RISK OF NEET confirmation that they are now EET and are continuing in learning (confirmed by the learning institution). This does not have to be at a higher level than completed on the ESF programme.</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 (Statement of Educational Needs) learners	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><b>Any of the following evidence for English and Maths qualifications:</b>            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>Evidence to confirm that the participant 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-year-old apprentice that has progressed from this ESF programme.



	<p><b>AND</b> State Aid form completed and signed by employer.</p> <p><b>AND</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p>
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### London, ITT29985, Careers Guidance

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Customer satisfied with intervention	<p>An individual action plan which sets out specific employment goals and learning/qualifications that the participant needs to achieve their goal to enable them to take greater ownership over their longer-term career and learning development.</p> <p>Action plan (to include participant satisfaction outcomes) on which the participant and adviser confirm:</p> <ul style="list-style-type: none"> <li>i. The relevance of agreed actions and outcomes to expectations.</li> <li>ii. The accuracy of recording of participant needs.</li> <li>iii. Participants satisfaction with the service provided; its timeliness, location and method of delivery.</li> <li>iv. Participants awareness of how on-going support will be provided.</li> </ul>
SD02 Independent Career Management outcome	<p>Evidence to show that the participant has carried out independent activity 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"> <li>i. Participants self-assessing their skills.</li> <li>ii. Participants identifying appropriate learning opportunities to follow.</li> </ul>

<b>Deliverable name</b>	<b>Evidence requirements</b>
	<p>iii. Participants accessing their Personal Learner Record and updating their Lifelong Learning Account or CV (for example by using CV Builder or the Skills Health Check).</p> <p>iv. Participants identifying and pursuing opportunities to improve their employability (for example through volunteering).</p>
SD03 Progression into Employment	<p>Documentary evidence that the participant has progressed into and remained in employment for a minimum of four weeks.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD04 Progression to Education	<p>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.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD05 Progression into Apprenticeships	<p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD06 Progression into Traineeships	<p>Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## 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><b>AND/OR</b> Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> The participant is from the premium group.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

Deliverable name	Evidence requirements
<p>SD03 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months</p>	<p>Evidence confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression. 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><b>AND/OR</b> Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> 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 confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression. 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>

Deliverable name	Evidence requirements
	<p><b>AND/OR</b> Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details start date.</p> <p><b>AND/OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> the participant is from the premium group and the progression has been sustained for six months after the initial progression.</p>
SD05 Progression Education (EDU) or Referral	<p>Evidence confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk at being NEET. (only required if participant is NEET or at risk of being NEET at the start of ESF programme). Plus, for at risk of NEET contracts, confirmation that they are now EET and are continuing in learning (confirmed by the learning institution).</p> <p>Documentary evidence of the participant starting 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><b>AND/OR</b></p> <p>3rd party documentary evidence of participant starting on a London Targeted NEET inter-strand Programme via referral from a London inter-strand programme.</p>

<b>Deliverable name</b>	<b>Evidence requirements</b>
	Achieved within 28 days of their completion of this ESF funded activity.

### London, ITT29977, Preventative NEET 15-18 year olds

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Start uplift for Premium groups	Evidence that the participant is from the premium group and has started the programme.
SD02 Achievement of learner's 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:</p> <p>(a) the learning institution that the participant is in learning or  (b) the employer that the participant is in employment.</p> <p>For the avoidance of doubt, movement from a mainstream learning institution to a Pupil Referral Unit (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</p>

<b>Deliverable name</b>	<b>Evidence requirements</b>
	<p>at the same level but in another learning institution, or employment) evidenced by confirmation from either:</p> <p>(a) the learning institution that the participant is in learning or</p> <p>(b) the employer that the participant is in employment.</p> <p>For the avoidance of doubt, movement from a mainstream learning institution to a Pupil Referral Unit (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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Case workers quarterly review at month three	Caseworker review document (supplied by ESFA) 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 confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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>

Deliverable name	Evidence requirements
	<p><b>AND/OR</b> Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>
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 until the six months has been achieved.
SD06 Case workers quarterly review at month six	Caseworker review document (supplied by ESFA) completed and signed by caseworker and participant.



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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Case workers quarterly review at month three on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by both caseworker and participant.
SD02 Uplift for 16-18 Progression	<p>Evidence confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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><b>OR</b></p> <p>Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>OR</b></p> <p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>OR</b></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><b>AND</b></p>

Deliverable name	Evidence requirements
	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><b>OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> 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 confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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><b>AND/OR</b> Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p>

Deliverable name	Evidence requirements
	<p><b>AND/OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>
SD05 Uplift for 19-24 Apprenticeship/Employment progression sustained for 6 months	<p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression has been sustained for six months after the initial progression and the participant is 19-24 years' old.</p>
SD06 Case workers quarterly review at month six on programme	Caseworker review document (supplied by ESFA) completed and signed by caseworker and participant.

**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.**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Case workers quarterly review at month three on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by both caseworker and participant.
SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months	<p>Evidence confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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><b>AND/OR</b></p> <p>Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b></p> <p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b></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><b>AND</b></p> <p>Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>
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.

<b>Deliverable name</b>	<b>Evidence requirements</b>
	<p><b>OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression has been sustained for six months after the initial progression.</p>
SD06 Case workers quarterly review at month six on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by both caseworker and participant.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Case workers quarterly review at month three on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by both caseworker and participant.
SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months	<p>Evidence confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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><b>AND/OR</b></p>

Deliverable name	Evidence requirements
	<p>Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b>  Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b>  Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b>  Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>
SD03 Uplift for Apprenticeship/Job with training progression sustained for 6 months	<p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details start date.</p> <p><b>OR</b>  Documentary evidence of start in paid employment showing Participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b>  Evidence that the progression has been sustained for six months after the initial progression.</p>
SD06 Case workers quarterly review at month six on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by both caseworker and participant.

**London, ITT 29992, Employment Support for young people from disadvantaged Black, Asian, Minority Ethnic (BAME) communities**

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 wage for 35 hours or more per week and that this has been sustained for 6 months.

**London, ITT30002, Youth Talent, Investment Priority 1.2 (Strand 1)**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Engagement with individual businesses (Strand 1)	Evidence of Company Eligibility – General Company Data Form Completed.  Documentary evidence of Company Engagement in the form of Training Needs Analysis identifying the skills needs and/or identified recruitment needs of the business which details any support offered including referral to appropriate training provider and appropriate apprenticeship/traineeship support service – signed by employer.

**London, ITT30002, Youth Talent, Investment Priority 2.2 (Strand 3)**

<b>Deliverable name</b>	<b>Evidence requirements</b>

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 confirming work placement for a minimum one week or internship vacancy lasting a minimum of four weeks paying at least the national minimum wage.
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### London, ITT 29987, Careers Cluster

Deliverable name	Evidence requirements
SD01- Cluster established containing a min of 6 schools or colleges	Within three months of contract signing, a service level agreement must be produced clearly outlining the aims, objectives, and roles and responsibilities of each cluster. The agreement must be signed and agreed by provider and each participating school or college.
SD02 - Production of needs analysis for the cluster	One Master Training Needs Analysis compiled using the individual Training Needs Analyses from each participating school or college. The analysis must detail 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 (school term) payment	Minutes and action log of one meeting within the school term reviewing progress against Service Level Agreement with each school/college.  <b>AND</b>



<b>Deliverable name</b>	<b>Evidence requirements</b>
	One career cluster network meeting in the school term and a cluster member group meeting that will include as a minimum each school represented and/or business/HEI
SD06 - Work Placement and Internships programme delivered - termly payment	Permission obtained from 300 participants per cluster confirming that data can be shared with Youth Programme so they may be referred for work placements/internship. For each school term payment at least 50 participants must be referred. Details of identified participants 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 agreed and signed 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 cluster sustainability agreed and signed by LEP.

### **Cheshire and Warrington, ITT30023, Employees Support in Skills**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.

SD02 Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Progression Higher Level Apprenticeship	<p>Documentary evidence of the participant start on a higher level apprenticeship showing provider/college name, apprenticeship title, employer name, participant details, start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## Cumbria, ITT30034, Employees Support in Skills

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

Deliverable name	Evidence requirements
SD01 Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 Employer Sector Panels established for each sector	<p>Evidence to show that employer sector panels have been established and that employees have committed to work on them.</p>

SD03 Sector plans with exit strategy developed and signed off by LEP	Evidence that a sector plan (including exit strategy) has been developed through SD02. This must be agreed and signed by the ESFA.
SD04 Panel meetings take place	Documentary evidence to confirm panel meetings (this could include action notes, agendas, email trails etc.).
SD05 Evaluation report completed and agreed with LEP	Completed evaluation report, agreed and signed by the ESFA.
SD06 Annual delivery plan agreed with LEP	Completion of a plan to support the delivery of the project. This must be agreed and signed by the ESFA.

## Theme 2 (Skills Support for the Workforce – Priority Sectors)

Deliverable name	Evidence requirements
SD01 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## Theme 3 - Apprenticeship Services

Deliverable name	Evidence requirements
SD01 Monthly Delivery Plan	Completed delivery plan agreed and signed by the LEP and ESFA. Progress against the plan must be recorded and submitted on a monthly basis.

SD02 SME Engagement	Evidence to show that the company is an SME (below 250 FTE). Documentary evidence to show the SME has engaged with the provision. Completed Company Eligibility/De Minimis Form.
SD03 Completion of Employer TNA	Completed employer Training Needs Analysis, for employers supported through SD02.

### **Dorset, ITT30026, Skills for Business Growth in Dorset**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Employer Engagement including company eligibility/de minimis form	Documentary evidence that the employer has been engaged with the provision. Completed Company Eligibility/De Minimis Form.

SD02 Training Needs Analysis and support intervention for SME 10-249 employees including production of a training plan	Evidence to show that the company is an SME (below 250FTE). Completed Training Needs Analysis. Production of Training Plan.
SD03 Progression within current employment (increase in responsibilities, promotion, wages)	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

### Greater Lincolnshire, ITT30035, Employees Support in Skills

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs/Skills Gap Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> </ul>

	<ul style="list-style-type: none"> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 6 sector or sub-sector plans completed	Completed sector or subsector plans (agreed and signed by the LEP and ESFA). These must include a clearly identified route and escalator approach to training team leaders/supervisors and managers.
SD04 Induction Training Plan completed	Completed Induction Training Plan, agreed and signed by the LEP and ESFA.

### **Greater Manchester, ITT30028, Higher Skills Support Programme for Unemployed and Economically Inactive Individuals**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Complete Internship	Documentary evidence to show the participant has completed an internship.

### **Greater Manchester, ITT30031, Skills Support for the Workforce Programme**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> </ul>

	<ul style="list-style-type: none"><li>• The participant has received an increase in responsibilities in their existing job role.</li></ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
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## Lancashire, ITT30036, Employees Support in Skills

### Lot 1: Skills support for the workforce, intermediate and higher level skills

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Large Employer (200+ Employees) Engagement and Training Needs Analysis	Evidence to show that the company is a large employer (above 200 FTE) Completed 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: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.
SD05 - Engagement activity plan by month 3 of the contract	A comprehensive plan, approved and signed by the LEP and ESFA 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 and ESFA at month 9 of the contract.



<b>Deliverable name</b>	<b>Evidence requirements</b>
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 and ESFA at month 15 of the contract.

**Lot 2: Skills support for the workforce, basic skills provision**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 - SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 - Large Employer (200+ Employees) Engagement and Training Needs Analysis	Evidence to show that the company is a large employer (above 200 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD03 - Learner employed in a priority sector	Documentary evidence showing that the participant is employed in a priority sector, as detailed in the ITT.
SD04 - Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD05 - Engagement activity plan by month 3 of the contract	Development of a comprehensive plan, approved by the LEP Employment and Skills Board and ESFA 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 and ESFA 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 and ESFA at month 15 of the contract.

### **Lot 3: Skills support for redundancy**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Learner progresses to PG01, PG03, PG04 and SD02 in a priority sector	Documentary evidence to confirm that the participant has 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 participant was aged 19-24 at the start of the ESF funded activity. Documentary evidence to show the learner had progressed to a traineeship.  Achieved within 28 days of their completion of this ESF funded activity.
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 - updated Engagement plan and activity delivered from SD04 at month 9 of the contract	Documentary evidence to show progress against the plan developed in SD04, approved by the LEP Employment and Skills Board and ESFA at month 9 of the contract.
SD06 - updated Engagement plan and activity delivered from SD04 at month 15 of the contract	Documentary evidence to show progress against the plan developed in SD04, approved by the LEP Employment and Skills Board and ESFA at month 15 of the contract.

### London, ITT30037, Career progression for low skilled and low paid parents and other workers

Deliverable name	Evidence requirements
SD01 Participants employment contract changing from zero hours to part-time employment or full time employment; or participant's employment contract changing from part time employment to full time employment	<p>Documentary evidence to show that the participant's employment contract has changed from zero hours to part-time employment or full time employment.</p> <p><b>OR</b></p> <p>Documentary evidence to show that the participant's employment contract has changed from part-time employment to full time employment.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 Participants wage has increased for 2 consecutive months	Documentary evidence to show that the participant's 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.

	Achieved within 28 days of their completion of this ESF funded activity.
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### Solent, ITT30021, Employees Support in Skills

Deliverable name	Evidence requirements
SD01 SME engagement & training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Enhancement payment for achieving a minimum of 12 credits towards a full level 3	Evidence confirming participant 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 participant achieved a minimum of 12 credits at Level 4.
SD05 Progression to complete a full level 3 or above qualification	Documentary evidence confirming that the participant is progressing to complete a full level 3 or above qualification, after being supported at the same level through this ESF programme.

### Swindon and Wiltshire, ITT30019, Employees Support in Skills

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## Hertfordshire, ITT30048, Workforce Skills Programme

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

### Lot 1: SSR

No specification defined deliverables

### Lot 2: SSW Higher Skills

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> </ul>

	<ul style="list-style-type: none"> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
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**Lot 3: SSW Basic Skills**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

**Lot 4: Apprenticeship Services**

<b>Deliverable name</b>	<b>Evidence requirements</b>
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. Completed Company Eligibility/De Minimis Form. Evidence that the participant 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

Deliverable name	Evidence requirements
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

Deliverable name	Evidence requirements
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> </ul>



	<ul style="list-style-type: none"> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
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#### Lot 4: Skills Support and re-training for employment

Deliverable name	Evidence requirements
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

#### Worcestershire, ITT30042, Employees Support in Skills

Deliverable name	Evidence requirements
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> </ul>

	<ul style="list-style-type: none"> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
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### **The Marches, ITT30044, Employees Support in Skills**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Case workers quarterly review at month three on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by caseworker and participant.

<b>Deliverable name</b>	<b>Evidence requirements</b>
<p>SD02 Progressions into either education, traineeships, apprenticeships or employment, or a combination of these, sustained for 6 months</p>	<p>Evidence confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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><b>AND/OR</b></p> <p>Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p> <p><b>AND/OR</b></p> <p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b></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><b>AND</b></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 and start date.</p> <p><b>OR</b></p>

<b>Deliverable name</b>	<b>Evidence requirements</b>
	<p>Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression has been sustained for six months after the initial progression.</p>
SD06 Case workers quarterly review at month six on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by caseworker and participant.

**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.**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Case workers quarterly review at month three on programme	Quarterly caseworker review documents (supplied by ESFA) 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 confirmed by learning institution or Local Authority that the participant is no longer NEET or at risk of being NEET. Evidence must also show sustainment for six months after initial progression.</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><b>AND/OR</b> Documentary evidence of the participant start on a traineeship showing provider/college name, traineeship title, participant details and start date.</p>

Deliverable name	Evidence requirements
	<p><b>AND/OR</b> Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>AND/OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression or combined progression has been sustained for six months after the initial progression.</p>
SD03 Uplift for sustained Apprenticeship or employment for 6 months	<p>Documentary evidence of the participant start on an apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p><b>OR</b> Documentary evidence of start in paid employment showing participant details, job title, employer name and address, start date and hours contracted.</p> <p><b>AND</b> Evidence that the progression has been sustained for six months after the initial progression.</p>
SD06 Case workers quarterly review at month six on programme	Quarterly caseworker review documents (supplied by ESFA) completed and signed by caseworker and participant.

## Enterprise M3, ITT30054, Employees Support in Skills

### Skills Support for the Workforce theme

Deliverable name	Evidence requirements
SD01 SME (<250 employees) organizational/company training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
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 250 FTE). Documentary evidence confirming participant is employed within a growth or niche sector, as defined by the Enterprise M3 Strategic Economic Plan. ( <a href="http://www.enterprisem3.org.uk/strategic-economic-plan">www.enterprisem3.org.uk/strategic-economic-plan</a> ) Documentary evidence of completion of learning.
SD03 Incentive payment for achieving at least 12 credits at Levels 3 and above	Evidence confirming participant achieved a minimum of 12 credits at Level 3 or above, but no more than 14 credits in a single qualification.
SD04 Incentive payment for completing learning activity in growth or niche sector specific subject area	Documentary evidence confirming participant 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. ( <a href="http://www.enterprisem3.org.uk/strategic-economic-plan">www.enterprisem3.org.uk/strategic-economic-plan</a> )
SD05 Progression within Employment	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

### Skills Support for Redundancy theme

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. ( <a href="http://www.enterprisem3.org.uk/strategic-economic-plan">www.enterprisem3.org.uk/strategic-economic-plan</a> )
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 participants 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

Deliverable name	Evidence requirements
SD01 SME (<250 employees) organizational/company training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Completed company participant training plan linked to business objectives	Completed participant training plan, (agreed and signed by participant and employer). The plan must link into overall business plans. Details of business objectives.
SD03 Referral to training	Documentary evidence confirming that the participant has been referred to onward training. Only one referral per participant.
SD04 Employer satisfaction survey completed	Documentary evidence that an employer satisfaction survey has been completed. Testimonial from employer detailing impact of training on the business.

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

### Promoting Apprenticeships Theme

Deliverable name	Evidence requirements
SD01 SME Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Apprenticeship Brokerage plan at 3 intervals during life project	Apprenticeship brokerage plan (to be updated on at least two subsequent dates after creation). The plan must be approved and signed by the LEP and ESFA. All related payments must be supported by evidence of LEP and ESFA approval.

### Skills Support for the Workforce Theme

Deliverable name	Evidence requirements
SD01 SME Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression with Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>



## Gloucestershire, ITT30039, Support for Entrepreneurship Skills

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"><li>• The participant's working hours have increased</li><li>• The participant has received a pay increase following completion of this ESF programme</li><li>• The participant has received an increase in responsibilities in their existing job role</li></ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## Gloucestershire, ITT30040, Employees Support in Skills (STEM)

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"><li>• The participant's working hours have increased</li><li>• The participant has received a pay increase following completion of this ESF programme</li><li>• The participant has received an increase in responsibilities in their existing job role</li></ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## Gloucestershire, ITT30041, Employees Support in Skills (Low Carbon)

Deliverable name	Evidence requirements
SD01 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participants working hours have increased</li> <li>• The participant has received a pay increase following completion of this ESF programme</li> <li>• The participant has received an increase in responsibilities in their existing job role</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

## 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

Deliverable name	Evidence requirements
SD01 SME Engagement and Training Needs Analysis	<p>Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.</p>
SD02 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased</li> <li>• The participant has received a pay increase following completion of this ESF programme</li> <li>• The participant has received an increase in responsibilities in their existing job role</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

### Lot 1 - Skills Support for Workforce, basic skills provision

Deliverable name	Evidence requirements
SD01 Training Needs Analysis <250 employees	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Promotion (increase in pay, responsibility, hours)	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased</li> <li>• The participant has received a pay increase following completion of this ESF programme</li> <li>• The participant has received an increase in responsibilities in their existing job role</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.
SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs	Documentary evidence of facilitating referral to other training organisations, (to include 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 participants 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

Deliverable name	Evidence requirements
SD01 Training Needs Analysis <250 employees	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within work - Promotion, increase in pay, responsibility, hours	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased</li> </ul>

	<ul style="list-style-type: none"> <li>• The participant has received a pay increase following completion of this ESF programme</li> <li>• The participant has received an increase in responsibilities in their existing job role</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Facilitated referral and brokerage per business to other training organisations for additional skills needs	Documentary evidence of facilitating referral to other training organisations, (to include 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 participants 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**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased</li> <li>• The participant has received a pay increase following completion of this ESF programme</li> <li>• The participant has received an increase in responsibilities in their existing job role</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

Deliverable name	Evidence requirements
SD01 SME and Micro Business Engaged	Evidence to show that the company is an SME (below 250 FTE) or Micro Business (below 10 FTE). Evidence to show the Employer has engaged with the Programme. Completed Company Eligibility/De Minimis Form.

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

Deliverable name	Evidence requirements
SD01 SME Engagement and TNA	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.
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 and start date.  Achieved within 28 days of their completion of this ESF funded activity.

## Northamptonshire, ITT30043, Workforce Skills Programme

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Employers engaged	Completed Company Eligibility/De Minimis Form. Evidence to confirm the employer has engaged and participated in the programme.
SD02 Mentoring Support to employers	Completed Company Eligibility/De Minimis Form. Evidence of mentoring support provided to employer, signed by employer and provider.
SD03 School Visits by Employers	Completed Company Eligibility/De Minimis Form. 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, written approval by the LEP and ESFA.
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## Enterprise M3, ITT30067, Support for the Unemployed

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

Deliverable name	Evidence requirements
SD01 Incentive payment for engagement in Growth or Niche sector uplift	Documentary evidence confirming the participant 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. Report must include details of job vacancies, the skills required and be signed by the employer and provider. Completed Company Eligibility/De Minimis Form.

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

Deliverable name	Evidence requirements
SD01 Incentive payment for Growth or Niche sector related training	Documentary evidence confirming the participant 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. Report must include details of job vacancies, the skills required and be signed by the employer and provider. Completed Company Eligibility/De Minimis Form.

## Lancashire, ITT30068, Support for the Unemployed

### Theme 1: Skills Support for the Unemployed

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 ESFA.
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 ESFA.
SD04 Delivery Plan completed by month 15 of the contract	Delivery plan completed by month 15 of the contract, approved by the LEP Employment & Skills Board and ESFA.

### Theme 2: Enhancing Apprenticeships

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 ESFA.
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 ESFA.



SD04 Delivery Plan completed by month 15 of the contract	Delivery plan completed by month 15 of the contract, approved by the LEP Employment & Skills Board and ESFA.
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### Leeds City Region, ITT30073, Information, Advice and Guidance

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: <ul style="list-style-type: none"> <li>• Name of employer(s)</li> <li>• Dates of work experience</li> <li>• Hours of work experience planned</li> <li>• Hours of work experience completed</li> <li>• Type of work experience undertaken</li> </ul>
SD03 New Young Ambassador Networks set up	Documentary evidence to confirm that networks have been set up with 40 new ambassadors agreeing to attend each network meeting. Plus, evidence of at least one meeting taking 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: <ul style="list-style-type: none"> <li>• Name of ambassador.</li> <li>• Date ambassador recruited.</li> <li>• What their role is as an ambassador.</li> </ul>
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 by ESFA.
SD07 Curriculum content and careers guidance materials adopted in schools (3 clusters x 30 institutions)	Documentary evidence (signed by the school) of curriculum content and career guidance materials being adopted in schools, 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 that (a) Stakeholder and (b) Enterprise and Innovations networks have been set up and the first meeting has been held which could include action notes, agendas, email trails, delegate lists etc.

### **Solent, ITT30078, Information, Advice and Guidance**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Employer led sessions in schools	Documentary evidence of employer led sessions in schools taking place, including: <ul style="list-style-type: none"> <li>• Confirmation from the school of the provider's facilitation of the sessions, a list of employers in attendance and the type of activity that took place.</li> </ul>

### **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

Deliverable name	Evidence requirements
SD01 Progression in Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 Progression in to Higher Education e.g. Foundation Degree / Degree Apprenticeship	<p>Documentary evidence of the participant start on a higher education programme, showing provider/college name, learning title, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

### Lot 1: Central London

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

**Lot 2: West London**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression in employment or apprenticeship for six months	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

**Lot 3: North & East London**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression in employment or apprenticeship for six months	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

**Lot 4: South London**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression in employment	Documentary evidence to show the participant was still in the job role or apprenticeship for 26 weeks out of a consecutive 32-week period.

or apprenticeship for six months	
SD02 Learner starts a full qualification after progressing into employment	Documentary evidence of the learner progression into employment. Documentary evidence of the learner starting on a full qualification, showing provider/college name, learning title, participant details and 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**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.
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### Lot 3 – Health and Social Care - North and East & West

Deliverable name	Evidence requirements
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

### Lot 4 - Health and Social Care - Central and South

Deliverable name	Evidence requirements
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

**Lot 6 - Creative and Cultural - Central & South**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months	Documentary evidence to show the participant was still in the job role or apprenticeship for 26 weeks out of a consecutive 32-week period.

in employment or apprenticeship	
SD02 Learner starts a full qualification after progressing into employment	Documentary evidence of the learner progression into employment. Documentary evidence of the learner starting on a full qualification, showing provider/college name, learning title, participant details and start date.

#### **Lot 8 - ICT and digital - Central & South**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.



### Lot 10 - Other priority sector - Central & South

Deliverable name	Evidence requirements
SD01 Sustained progression for six months in employment or apprenticeship	Documentary evidence to show the participant 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 starting on a full qualification, showing provider/college name, learning title, participant details and start date.

### New Anglia, ITT30059, Employees Support in Skills

#### Lot 1 - Skills Support for the Workforce theme

Deliverable name	Evidence requirements
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.
SD03 Programme Evaluation based on	Evaluation report agreed and signed by the LEP and ESFA.

methodology agreed by the LEP	
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**Lot 2 - Skills Support for Emerging Leaders theme**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE.) Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 In work progression e.g. greater responsibility, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.
SD03 Programme Evaluation based on methodology agreed by the LEP	Evaluation report agreed and signed by the LEP and ESFA.

**Lot 3 - Skills Support for Redundancy theme**

**No Specification Defined Deliverables for this Lot**

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

Deliverable name	Evidence requirements
SD01 Business Engagement/Brokerage Service and start of Apprentice at a higher level (one payment per employer)	<p>Documentary evidence of a Business Engagement/Brokerage Service for an eligible employer.</p> <p>Completed Company Eligibility/De Minimis Form completed.</p> <p>Evidence that the employer has started an apprentice at a higher level apprenticeship.</p> <p>Documentary evidence of the participant start on a higher apprenticeship, showing provider/college name, learning title, participant details and start date.</p>

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

Deliverable name	Evidence requirements
SD01 Engagement and Training Needs Analysis	<p>Evidence to show that the company is an SME (below 250 FTE).</p> <p>Completed Training Needs Analysis.</p> <p>Completed Company Eligibility/De Minimis Form.</p>
SD02 Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

### Tees Valley, ITT30086, Employee Support in Skills

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 in the ITT. Achieved within 28 days of their completion of this ESF funded activity.
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 in the ITT. Achieved within 28 days of their completion of this ESF funded activity.

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

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. Completed Company Eligibility/De Minimis Form.

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

#### More developed area

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. Completed Company Eligibility/De Minimis Form.

SD02 Additional Payment only for Progression into Higher Apprenticeship or Degree Apprenticeship	<p>Documentary evidence of the participant start on a higher apprenticeship or degree apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
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### Transition

Deliverable name	Evidence requirements
SD01 Business Engagement and Brokerage Service provided per employer	<p>Documentary evidence to show that an eligible employer has engaged with the programme.</p> <p>Completed Company Eligibility/De Minimis Form.</p>
SD02 Additional Payment only for Progression into Higher Apprenticeship or Degree Apprenticeship	<p>Documentary evidence of the participant start on a higher apprenticeship or degree apprenticeship showing provider/college name, apprenticeship title, employer name, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

### Theme 1 IP1.2 CEIAG Young People

Deliverable name	Evidence requirements
SD01 Customer satisfied with intervention	<p>Documentary evidence of a completed participant action plan, where the customer and adviser must confirm:</p> <ul style="list-style-type: none"> <li>• The relevance of agreed actions and outcomes to expectations;</li> <li>• The accuracy of recording of customer needs;</li> </ul>

	<ul style="list-style-type: none"> <li>• Customer satisfaction with the service provided; its timeliness, location and method of delivery;</li> <li>• Customer awareness of how on-going support will be provided.</li> </ul>
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

Deliverable name	Evidence requirements
SD01 Customer satisfied with intervention	<p>Documentary evidence of a completed participant action plan, where the customer and adviser must confirm:</p> <ul style="list-style-type: none"> <li>• The relevance of agreed actions and outcomes to expectations;</li> <li>• The accuracy of recording of customer needs;</li> <li>• Customer satisfaction with the service provided; its timeliness, location and method of delivery;</li> <li>• Customer awareness of how on-going support will be provided.</li> </ul>
SD02 Independent Career Management Outcome	Documentary evidence to show that the participant has independently managed their own outcome, signed by the participant and adviser.

### Humber, ITT30082, Skills Support for the Workforce

Deliverable name	Evidence requirements
SD01 SME Engagement & Training Needs Analysis	<p>Evidence to show that the company is an SME (below 250 FTE).  Completed Training Needs Analysis.  Completed Company Eligibility/De Minimis Form.</p>

SD02 Progression within work to a higher level of competency	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Bespoke qualifications developed to provide solutions based on Training Needs Analysis	<p>Completed Training Needs Analysis.  Documentary evidence of the development of bespoke qualifications, in response to the needs identified in the Training Needs Analysis.</p>
SD04 Employer Engagement Events	<p>Documentary evidence of an Employer Engagement Event, as agreed by the LEP. Evidence should include the date of the event, venue and number of attendees as a minimum.</p>
SD05 Develop short vocational courses to enable access to progression	<p>Documentary evidence to confirm the development of short vocational courses, agreed by the employer and provider.</p>
SD06 Resources to support innovative improvements in Employability	<p>Documentary evidence to confirm development of resources, as agreed by the LEP.</p>
SD07 Funding new methods to deliver to remote learners	<p>Documentary evidence to confirm new methods of delivery to remote participants, as agreed by the LEP and ESFA.</p>
SD08 Report detailing employer skills requirements up to 2022	<p>Report - agreed and signed off by the LEP and ESFA.</p>
SD09 Develop Graduate / Apprenticeship Internship scheme with Local Employers	<p>Documentary evidence to confirm the development of a graduate/apprenticeship internship scheme with local employers, approved by the LEP.</p>

## Leeds City Region, ITT30099, Apprenticeship Hub

Deliverable name	Evidence requirements
SD01 Business Engagement & Brokerage Service Provided per individual	Evidence to show that the company is an SME (below 250 FTE). Documentary evidence of business engagement and service offered. Completed Company Eligibility/De Minimis Form.

## London, ITT30101, Gangs Prevention Programme

Deliverable name	Evidence requirements
SD01 1 <sup>st</sup> Quarterly on-programme payment	Documentary evidence of: <ul style="list-style-type: none"> <li>Face-to-face meetings between caseworker and participant and mentor and participant, (evidence must be signed by attendees). Meetings must take place every quarter throughout the programme and once post-16 EET, for up to 18 months in total (6 on programme payments). Output must be claimed within the contract lifetime.</li> </ul>
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 participant 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 over a period of 2 months, signed by the participant and employer.
SD06 2 <sup>nd</sup> Quarterly on-programme payment	Documentary evidence of: <ul style="list-style-type: none"> <li>Face-to-face meetings between caseworker and participant and mentor and participant, (evidence must be signed by attendees). Meetings must take place every quarter throughout the programme and once post-16 EET, for</li> </ul>



	up to 18 months in total (6 on programme payments). Output must be claimed within the contract lifetime.
SD07 3 <sup>rd</sup> Quarterly on-programme payment	Documentary evidence of: Face-to-face meetings between caseworker and participant and mentor and participant, (evidence must be signed by attendees). Meetings must take place every quarter throughout the programme and once post-16 EET, for up to 18 months in total (6 on programme payments). Output must be claimed within the contract lifetime.
SD08 4 <sup>th</sup> Quarterly on-programme payment	Documentary evidence of: Face-to-face meetings between caseworker and participant and mentor and participant, (evidence must be signed by attendees). Meetings must take place every quarter throughout the programme and once post-16 EET, for up to 18 months in total (6 on programme payments). Output must be claimed within the contract lifetime.
SD09 5 <sup>th</sup> Quarterly on-programme payment	Documentary evidence of: Face-to-face meetings between caseworker and participant and mentor and participant, (evidence must be signed by attendees). Meetings must take place every quarter throughout the programme and once post-16 EET, for up to 18 months in total (6 on programme payments). Output must be claimed within the contract lifetime.
SD10 6 <sup>th</sup> Quarterly on-programme payment	Documentary evidence of: Face-to-face meetings between caseworker and participant and mentor and participant, (evidence must be signed by attendees). Meetings must take place every quarter throughout the programme and once post-16 EET, for up to 18 months in total (6 on programme payments). Output must be claimed within the contract lifetime.

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

### Investment Priority 1.1

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

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	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD04 Labour Market Intelligence Reports completed	Completed labour market intelligence reports, signed by the LEP.

SD05 Careers Events Completed	Documentary evidence of careers events taking place, (to include a delegate list, which identifies attendees as employers, residents or providers).
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### Humber, ITT30098, Careers Education IAG

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 and start date. Achieved within 28 days of their completion of this ESF funded activity.
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 and start date. Achieved within 28 days of their completion of this ESF funded activity.
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	Completed labour market information reports signed by the LEP.
SD05 Coordinate the validation of the LEP Employability Passport Framework	Confirmation from the LEP that the provider has undertaken coordination of the validation of the LEP Employability Passport Framework.
SD06 Sign up new organisations to the Humber LEP Skills pledge which includes a commitment to supporting the development of employability skills	Documentary evidence of new organisation signing up to the Humber LEP skills pledge, signed by the organisation and provider, (to include confirmation that the organisation has not previously signed up to the skills pledge).

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, (to include confirmation that 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 taking place, (to include a delegate list, which identifies attendees as employers, residents or providers).

### Humber, ITT30097, Humber Apprenticeship Growth Programme

Deliverable name	Evidence requirements
SD01 Business Engagement and Brokerage Service provided per employer	Documentary evidence of business engagement and brokerage service provided for each employer. Completed Company Eligibility/De Minimis Form.
SD02 Progression into Higher Education	Documentary evidence of the participant start into higher education showing provider/college name, qualification title, participant details and start date.  Achieved within 28 days of their completion of this ESF funded activity.
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 and start date.  Achieved within 28 days of their completion of this ESF funded activity.
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) and 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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Delivery Plan Developed and agreed	Delivery plan which has been confirmed by the LEP and ESFA.
SD02 Delivery Plan Delivered	Documentary evidence of the agreed delivery plan from SD01 being delivered, confirmed by the LEP and ESFA.
SD03 Quarterly Labour Market Intelligence Reports produced	Completed Quarterly Labour Market Intelligence Reports, signed by the LEP and ESFA.
SD04 Database of Local Provision created	Documentary evidence of the creation of a database of local provision, agreed with the LEP and ESFA.
SD05 Careers Events held	Documentary evidence of careers events taking place, (including a delegate list, which identifies attendees as employers, residents or providers).

## **New Anglia, ITT30117, Sector Skills Plans**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 A Sector Skills Plan, produced and approved by the LEP	Skills Sector Plan – approved and signed by the LEP and ESFA. 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**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 First Careers Advice Session	Documentary evidence of a face-to-face careers advice (IAG) session, signed by the client and adviser.
SD02 Second Careers Advice Session	SD01 claimed, and documentary evidence of a follow up session with the client, signed 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, ITT30115, Skills Support for the Workforce, Intermediate/Higher Skills Provision and Redundancy provision**

**More Developed area**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Future Needs Reports	Completed Future Needs reports.
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	Reports detailing new methods of delivery for remote workers, signed 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 Delivery Plan, as agreed by the LEP.

SD08 Quarterly Delivery Plan completed as agreed	Documentary evidence of the plan in SD07 being delivered/completed, agreed and signed by the LEP.
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### Transitional area

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Future Needs Reports	Completed Future Needs reports.
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	Reports detailing new methods of delivery for remote workers, signed 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 Delivery Plan, as agreed by the LEP.
SD08 Quarterly Delivery Plan completed as agreed	Documentary evidence of the plan in SD07 being delivered/completed, agreed and signed by the LEP.



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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Engagement with employer and completed TNA and State Aid where applicable	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 In work progression e.g. increased hours or responsibilities, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Learning Action Plan	Evidence of progress against the Learning Action Plan at 12 weeks <b>OR</b> Completion of the Learning Action Plan on or before 12 weeks.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Engagement with employer and completed TNA and State Aid where applicable	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.

SD02 In work progression e.g. increased hours or responsibilities, promotion	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Learning Action Plan	<p>Evidence of progress against the Learning Action Plan at 12 weeks  <b>OR</b> Completion of the Learning Action Plan on or before 12 weeks.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Employer engagement and TNA	<p>Completed Training Needs Analysis.  Completed Company Eligibility/De Minimis Form.</p>
SD02 In work progression, promotion, salary, hours or greater responsibility	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

Deliverable name	Evidence requirements
SD01 Engagement with VCSE organisation and completed TNA	Evidence to show that the company is a VCSE. Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression in work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Learner Action Plan	<ul style="list-style-type: none"> <li>• Evidence of progress against the Learning Action Plan at 12 weeks <b>OR</b> Completion of the Learning Action Plan on or before 12 weeks.</li> </ul>

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

Deliverable name	Evidence requirements
SD01 In work progression e.g. increased hours or responsibilities, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

SD02 Learning Action Plan	Evidence of progress against the Learning Action Plan at 12 weeks <b>OR</b> Completion of the Learning Action Plan on or before 12 weeks.
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### **Cumbria, ITT30118, Support for the Unemployed**

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 ESFA.
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 ESFA.
SD03 Sector Delivery Plan	Production of a Sector Delivery Plan, agreed by the LEP Sector Employer Panels and ESFA.

### **Derby, Derbyshire, Nottingham and Nottinghamshire, ITT30133, Skills Local - Skills for Growth Lot 1 - Supporting Workforce Development and Business Growth**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement (initial TNA and IAG)	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Workforce Development Skills Plan	Workforce Development Skills plan, signed by the Employer and Provider.
SD03 Coaching and Mentoring Support to employers for Apprentices of SKILLS Local	Completed Company Eligibility/De Minimis Form. 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. Completed Company Eligibility/De Minimis Form. 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 and start date.  Documentary evidence of payment to Employer. Completed Company Eligibility/De Minimis Form.
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 and start date.  Documentary evidence of payment to Employer. Completed Company Eligibility/De Minimis Form.
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.
SD09 employer incentive, intermediate ADV and higher app	Documentary evidence of the participant start on an Intermediate, Advanced or Higher Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details and start date.  Documentary evidence of payment to Employer. Completed Company Eligibility/De Minimis Form.

## Lot 2 - Developing a Demand-led Skills System

Deliverable name	Evidence requirements
SD01 SME Engagement (initial TNA and IAG)	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Workforce Development Skills Plan	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, 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, approved by the LEP at month 15 of the contract.

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

Deliverable name	Evidence requirements
SD01 Enterprise Grant Payment	Documentary evidence to show what the approved grant funding is purchasing <b>AND</b> <b>ALL of the following:</b> Evidence of publication of grants and for applications. Number of applications for grants received. Copies of applications; initial appraisals and recommendations to panel plus evidence that they have been assessed according to a fair and transparent process.

	<p>Number and value of grants awarded.</p> <p>Minutes of the original award panel decisions and notices to organisations.</p> <p>(where appropriate) subsequent changes between award and payment supported by meeting minutes/documentated decisions.</p> <p>Evidence of defrayed expenditure (that the Grant Co-ordinating Body has made payment to the grant recipient before submitting claim to the ESFA).</p>
SD02 Enterprise Grant Management Cost	Evidence of grants defrayed (CG01 evidence) and the management percentage defined in the contract.

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

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

Deliverable name	Evidence requirements
SD01 In work progression – greater responsibility, promotion	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 SME engagement and TNA	<p>Evidence to show that the company is an SME (below 250 FTE).</p> <p>Completed Training Needs Analysis.</p> <p>Completed Company Eligibility/De Minimis Form.</p>

SD03 Engagement of Employer Groups identified by the LEP	Documentary evidence that Employer Groups have been engaged.
SD04 Skills Action Plans agreed by the LEP	Skills action plans agreed and signed by the LEP.
SD05 Skills Action Plan completed and evaluated	Completed skills action plan. Documentary evidence of the skills action plan evaluation.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 In work progression – greater responsibility, promotion	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 SME engagement and TNA	<p>Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.</p>
SD03 Engagement of Employer Groups identified by the LEP	Documentary evidence that Employer Groups have been engaged.
SD04 Skills Action Plans agreed by the LEP	Skills action plans agreed and signed by the LEP.



SD05 Skills Action Plan completed and evaluated	Completed skills action plan. Documentary evidence of the skills action plan evaluation.
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**Lot 2 – Skills Support for the Workforce Higher Level Skills (More developed)**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 In work progression – greater responsibility, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 In work progression – greater responsibility, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul>

	Achieved within 28 days of their completion of this ESF funded activity.
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### Lot 3 – Apprenticeship Service (More developed)

Deliverable name	Evidence requirements
SD01 SME engagement and TNA	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 In work progression – greater responsibility, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.
SD03 Higher Apprenticeship plan developed and implemented.	Higher Apprenticeship plan approved and signed by the LEP. Documentary evidence that the plan has been implemented.

### Lot 3 – Apprenticeship Service (Transition)

Deliverable name	Evidence requirements
SD01 SME engagement and TNA	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 In work progression – greater responsibility, promotion	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant’s working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> </ul>

	<ul style="list-style-type: none"> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD03 Higher Apprenticeship plan developed and implemented.	Higher Apprenticeship plan approved and signed 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)

Deliverable name	Evidence requirements
SD01 SME engagement and training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Employed females gaining improved labour market status	Documentary evidence of any of the following, relating to Female participants: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

### Lot 1 - Skills Support for the Workforce (Transitional)

Deliverable name	Evidence requirements
SD01 SME engagement and training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Employed females gaining improved labour market status	Documentary evidence of any of the following, relating to Female participants: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

### Liverpool, ITT30130, Apprenticeship Services

#### Lot 2 – Apprenticeship Service (More Developed)

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 samples of each of the bespoke materials used at event.

	Documentary evidence of the LEP Employment and Skills Board agreement of the event.
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## Lot 2 – Apprenticeship Service (Transitional)

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 samples of each of the bespoke materials used at event. 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)

Deliverable name	Evidence requirements
SD01 SME Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> </ul>

	<ul style="list-style-type: none"> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
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**Lot 1 - Skills Support and re-training for employment (Transitional)**

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within Work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>The participant's working hours have increased.</li> <li>The participant has received a pay increase following completion of this ESF programme.</li> <li>The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 SME Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Progression within work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>
SD02 SME Training Needs Analysis	<p>Evidence to show that the company is an SME (below 250 FTE).                      Completed Training Needs Analysis.                      Completed Company Eligibility/De Minimis Form.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Number of start-up enterprises	<p>Documentary evidence of start-up enterprises to include date of enterprise start-up, name of participant (and name of enterprise if different).</p>
SD02 Number of enterprises surviving 3 months	<p>Documentary evidence of enterprises surviving for 3 months, including date of enterprise start-up, name of participant (and name of enterprise if different).</p>
SD03 Number of enterprises surviving 6 months	<p>Documentary evidence of enterprises surviving for 6 months, including date of enterprise start-up, name of participant (and name of enterprise if different).</p>

### Lot 3 - Provision to Develop Entrepreneurial Skills (Transitional)

<b>Deliverable name</b>	<b>Evidence requirements</b>
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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 - Employers engaged	Completed Company Eligibility/De Minimis Form. 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 promote 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 participants engaged and outcomes noted.
SD04 Skills factories set up	Documentary evidence that a Skills Factory has been established and is operating within the LEP area, confirmed by the LEP.



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

<b>Deliverable name</b>	<b>Evidence requirements</b>
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, 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 250 FTE). Completed Company Eligibility/De Minimis Form.
SD05 Undertake Skills Diagnostics with SME's	Evidence to show that the company is an SME (below 250 FTE). Documentary evidence that Skills Diagnostics have been undertaken. Completed Company Eligibility/De Minimis Form.
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 250 FTE).  Completed Company Eligibility/De Minimis Form.  Documentary evidence that the SME has undertaken Skills Training.

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

### Lot 1 – Theme 1

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

Deliverable name	Evidence requirements
SD01 Employer Incentive -Recruit and Train 13 Weeks	Evidence to show that the company is an SME (below 250 FTE).  Completed Company Eligibility/De Minimis Form.  Documentary evidence demonstrating that the job post is new to the employer; evidence of individual training needs has been identified and completed.  Documentary evidence that the participant has sustained their employment for 13 weeks.
SD02 Employer Apprenticeship Incentive	Evidence to show that the company is an SME (below 250 FTE).  Completed Company Eligibility/De Minimis Form.

	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

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

Deliverable name	Evidence requirements
SD01 Employer Incentive -Recruit and Train 13 Weeks	Evidence to show that the company is an SME (below 250 FTE).  Completed Company Eligibility/De Minimis Form.

	<p>Documentary evidence demonstrating that the job post is new to the employer; completion of a training needs analysis.</p> <p>Documentary evidence that the participant has sustained their employment for 13 weeks.</p>
SD02 Employer Apprenticeship Incentive	<p>Evidence to show that the company is an SME (below 250 FTE).</p> <p>Completed Company Eligibility/De Minimis Form. Signed employer confirmation that the SME has not recruited an Apprentice in the last three years.</p>
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

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 that the deliverable has been met is required from the LEP Governance Board.
SD02 80% Employ Local Targets Achieved	<p>Evidence that SD01 has been achieved.</p> <p>Documentary evidence to confirm that 80% of the Employ Local Targets have been achieved, as defined by the LEP. Confirmation that the deliverable has been met is required from the LEP Governance Board.</p>

## D2N2 Employ 2.1

Deliverable name	Evidence requirements
SD01 Employer Incentive - Recruit and Train 13 Weeks	Evidence to show that the company is an SME (below 250 FTE). Completed Company Eligibility/De Minimis Form. Documentary evidence demonstrating that the job post is new to the employer; completion of a training needs analysis. Documentary evidence that the participant has sustained their employment for 13 weeks.
SD02 Employer Incentive 4 weeks' employment	Documentary evidence that a participant has sustained their employment for 4 weeks, confirmed by the participant and employer.
SD03 Employer Incentive 24 weeks' employment	Documentary evidence that a participant has sustained their employment for 24 weeks, confirmed by the participant and employer.
SD04 Employer Apprenticeship Incentive	Evidence to show that the company is an SME (below 250 FTE). Completed Company Eligibility/De Minimis Form. 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 quarterly 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

Deliverable name	Evidence requirements
SD01 Employers engaged on the project	Completed Company Eligibility/De Minimis Form. Documentary evidence to confirm that an employer has engaged with this programme.
SD02 Planned capacity building delivered to employer	Completed Company Eligibility/De Minimis Form. Evidence to show that the company is an SME (below 250 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 school curriculum offer signed off by LEP	Documentary evidence to confirm the development of a school 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	Completed Interim and final evaluation reports agreed with and signed by the LEP.
SD07 Work Placement Brokered and agreed with employer	Completed Company Eligibility/De Minimis Form. Evidence to show that the company is an SME (below 250 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 participant and the employer/host organisation.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Report exploring barriers facing local NEET	Completion of report exploring barriers facing local NEET signed by the LEP.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Complete TNA for Businesses	Completed Training Needs Analysis, completed over a minimum 2-day period. Completed Company Eligibility/De Minimis Form.
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	Sector Training Reports signed by the LEP.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 (at 3 months) 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 (at 5 months) 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 – agreed by the LEP.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 and evaluation of the master class.



SD03 - Industry site visit delivered	Documentary evidence that an Industry site visit has been delivered. Evidence to include as a minimum, the number of attendees, purpose of the site visit and evaluation of the site visit.
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### Hertfordshire, ITT30155, Improving the Labour Market Relevance of Education & Training Systems

<b>Deliverable name</b>	<b>Evidence requirements</b>
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 250 FTE). Completed Training Plan. Completed Company Eligibility/De Minimis Form. 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 250 FTE). Completed Training Plan. Completed Company Eligibility/De Minimis Form. Signed employer confirmation that the SME has not recruited an apprentice in the last 12 months.
SD03 – Participant 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 and start date.
SD04– Participant progression onto an apprenticeship	Documentary evidence of the participant start onto an Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details and start date.
SD05 – Apprentice Incentive	Evidence to show that the company employs between 10 – 49 staff for no more than 100 employers. FTE's Evidence to show that the company employs between 50 – 249 staff for at least 200 employers. Completed Company Eligibility/De Minimis Form. 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.
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### North Eastern, ITT30156, Improving the Labour Market Relevance of Education & Training Systems

Deliverable name	Evidence requirements
SD01 Number of SME training needs assessments undertaken	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
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 250 FTE). Completed Company Eligibility/De Minimis Form. Documentary evidence that the SME has undertaken a programme of support to address the 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 a participant has commenced a work placement or internship, (to include details on the type of activity, employer name and expected duration of work placement/internship). Evidence must be signed by the participant and employer/host organisation.
SD05 Number of students / graduates completing a work placement or internship	Evidence to confirm that a participant has completed a work placement or internship; (to include details on the type of activity, employer name and duration of work placement/internship) Evidence must be 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

Deliverable name	Evidence requirements
SD02 SME Engagement and training needs analysis for individual participants	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD01 Progression within work - Skills for Growth	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

### Lot 2: Skills for Growth – Higher Digital Skills

Deliverable name	Evidence requirements
SD01 SME training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
SD02 Progression within work	Documentary evidence of any of the following: <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> Achieved within 28 days of their completion of this ESF funded activity.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME engagement and training needs analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement and Training Needs Analysis	Evidence to show that the company is an SME (below 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.
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 participants 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.

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

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 detailing findings of scoping exercise, signed by LEP. Evidence of dissemination event delivered.
SD02 Sector report from scoping exercise detailing what is required in each sector	Sector report developed from the activity undertaken in SD01. The report must detail what is required for the sector and be approved and signed by 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 250 FTE). Completed Company Eligibility/De Minimis Form. 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 250 FTE). Completed Training Needs Analysis. Completed Company Eligibility/De Minimis Form.

## Gloucestershire, ITT30165, Improving the Labour Market Relevance of Education & Training Systems – Apprenticeship Clearing

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 SME Engagement	Evidence to show that the company is an SME (below 250 FTE). Documentary evidence that the employer has engaged with the service. Completed Company Eligibility/De Minimis Form.
SD02 Portal Start Payment	Documentary evidence that the provider has reviewed outline plans for the Online Portal with the Education and Skills Funding Agency. These must have been agreed by the Education and Skills Funding Agency.
SD03 Online portal fully available (month 5)	Documentary evidence that the Online Portal is fully available, by month 5, approved by the LEP.
SD04 Interim (month 10) and Final evaluation reports, signed off by GFirst LEP	Documentary evidence of an Interim report (at month 10 of the contract) and a Final evaluation report both approved and signed by the LEP.
SD05 Participant 'clearing' events	Documentary evidence of a 'clearing' event being held, detailing date, location, employers involved and number of participants supported.
SD06 Pre - employment workshops	Documentary evidence of pre-employment workshop taking place, detailing workshop overview, date, location, participants attending and outcomes.
SD07 Participant Progression into Apprenticeships	Documentary evidence of a participant start on an Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details and start date.

## Thames Valley Berkshire, ITT30161, Improving the Labour Market Relevance of Education & Training Systems

Deliverable name	Evidence requirements
SD01 Develop skills strategy and action plan	Documentary evidence that a skills strategy and action plan have been developed within 2 months of the contract start date, confirmed by the LEP.
SD02 Large events to raise awareness	Documentary evidence that an event has been held for a minimum of 500 people (attendance evidence must be retained). A single large event can be run over 2 days
SD03 Small events to raise awareness	Documentary evidence that an event has been held for a minimum of 100 people (attendance evidence must be retained). This can include multiple events held on the same date.
SD04 Work placements for Graduates	<p>Documentary evidence that the employer is within the STEM sector.</p> <p>Documentary evidence that the participant is a graduate.</p> <p>Graduate to include any individual achieving a Level 3 STEM relevant qualification or is working towards a higher level qualification relevant to the STEM industry, to include Level 4 awards including HNC, Level 5 awards including HND, Foundation Degree and Level 6 awards.</p> <p>Documentary evidence that the participant commenced a work placement.</p> <p>Evidence to include Employer, start date, expected duration and work placement role.</p>
SD05 Recruit role models and set up champions network	Documentary evidence that suitable participants have been recruited as role models (evidence they are employed in the STEM sector).

## West of England, ITT30166, Improving the Labour Market Relevance of Education & Training Systems

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Skills Intelligence gathering with local employers, national industry bodies and business representative organisations	Documentary evidence detailing the analysis undertaken to verify the skills needs split across year 1 and year 2. This can include duplicate organisations from year 1 and year 2.
SD02 Annual cycle of sector focused provider action planning, project delivery and associated monitoring	Documentary evidence of an annual cycle of sector focused reports, split between year 1 and year 2. To be approved by the LEP.
SD03 Annual series of immersion co-design events	Documentary evidence of the delivery of a sector focused Immersion Event, and documentary evidence that the follow up event occurred within 3 months. Evidence detailing the employers and educators involved and copies of actions to take forward.
SD04 Provide Advice and Referral Services to SME's	Evidence to show that the company is an SME (below 250 FTE). Advice documentation, detailing support provided and referral options given, to be signed by Employer and provider. (this can be either an electronic or wet signature)
SD05 Annual Area Wide Skills Analysis and annual production of 12 sector skills statements	Documentary evidence of further analysis from the intelligence produced in SD01. to develop an annual Skills Statement – to be endorsed by the LEP.
SD06 Delivery of 4 annual sector skills statement dissemination and planning events	Documentary evidence of the delivery of an event to disseminate the findings from the Skills Statements produced in SD05. The planning of the event and thematic grouping to be agreed by the LEP.



SD07 Employers and stakeholders engaged to develop and deliver bespoke 'recruit and train' pre-employment programme offer to participants relating to employment opportunities within the West of England Enterprise Zones and Enterprise Areas	<p>Documentary evidence that a participant has been engaged in the 'recruit and train' pre-employment programme. Evidence to show links to West of England Enterprise Zones and Enterprise Areas.</p> <p>Provider to declare on the participant signed form the supporting evidence they have seen to confirm eligibility for ESF and for the specific contract.</p> <p>Documentary evidence to include that employers and stakeholders have been engaged to develop and deliver bespoke 'recruit and train' pre-employment programme offer.</p>
SD08 Facilitate the delivery of Employment Related Opportunities – Brokering the Relationship between Educators and Employers	Documentary evidence that employers are engaged in supporting educators. Evidence to include a signed declaration by the employer, detailing the support provided.

## York, North Yorkshire and East Riding, ITT30163, Access to Employment – Careers Education IAG

### Lot 1 More Developed

Deliverable name	Evidence requirements
SD01 Employability Charter achieved	<p>Documentary evidence that an Employability Charter has been developed and established for a District and agreed by the LEP</p> <p>Documentary evidence that the provider has worked with employers, schools and colleges to deliver the following activities as part of the Charter:</p> <ul style="list-style-type: none"> <li>○ Careers events – detailing location, date and attendance figures</li> <li>○ Career Pathway events</li> <li>○ Development of a LEP wide employer database</li> <li>○ Termly meetings – detailing location and date</li> </ul>
SD02 CEIAG quality mark achieved	Documentary evidence that a school or college has achieved a CEIAG quality mark through the support of the services. Evidence must show that the school or college embarked on the quality mark after the contract award date.

## Lot 2 Transition

Deliverable name	Evidence requirements
SD01 Employability Charter achieved	<p>Documentary evidence that an Employability Charter has been developed and established for a District and agreed by the LEP</p> <p>Documentary evidence that the provider has worked with employers, schools and colleges to deliver the following activities as part of the Charter:</p> <ul style="list-style-type: none"> <li>○ Careers events – detailing location, date and attendance figures</li> <li>○ Career Pathway events</li> <li>○ Development of a LEP wide employer database</li> <li>○ Quarterly meetings – detailing location, date and actions</li> </ul>

## Greater Lincolnshire, ITT30171, Apprenticeship Growth Programme

### Lot 1 Apprenticeship Growth Programme - IP 1.1

Deliverable name	Evidence requirements
SD01 Skills show/Apprenticeship activity events	Documentary evidence that a Skills Show/Apprenticeship activity event has taken place. Information to include: Date of event, location providers and employers involved and number of attendees.
SD02 SME Engagement and Brokerage Service Provided	<p>Documentary evidence that an eligible participant has been supported to engage in preparation activity for a Traineeship or Apprenticeship.</p> <p>Documentary evidence of the brokerage undertaken for the participant, detailing eligible employers and providers engaged in the brokerage arrangement.</p>
SD03 Additional Payment for participants Progression into Advanced, Higher or Degree Apprenticeship	<p>Documentary evidence of the participant start on an Advanced, Higher, or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details and start date.</p> <p>Achieved within 28 days of their completion of this ESF funded activity</p>

## Lot 2 Apprenticeship Growth Programme - IP 2.1

Deliverable name	Evidence requirements
SD01 SME Engagement and Brokerage Service Provided	Evidence to show that the company is an SME (below 250 FTE) Completed Company Eligibility/De Minimis Form Company Apprenticeship needs plan Documentary evidence that the employer has engaged with the service
SD02 Businesses involved in trailblazer projects	Documentary evidence that an eligible company is involved in a trailblazer project. Information to include: employer name, trailblazer lead, trailblazer title and expected completion date
SD03 Additional Payment for participants Progression into Advanced, Higher or Degree Apprenticeship	Documentary evidence of the participant start on an Advanced, Higher or Degree Apprenticeship showing Provider/college name, Apprenticeship title, Employer name, participant details and start date. Achieved within 28 days of their completion of this ESF funded activity

## Gloucestershire, ITT30211, Apprenticeship Support

Deliverable name	Evidence requirements
SD01 SME Engagement - SME Training Needs Analysis and support to SME to post opportunities on to Digital Apprenticeship Service	Evidence to show that the company is an SME (below 250 FTE). Completed Company Eligibility/De Minimis Form. Documentary evidence that the employer has received support and advice on apprenticeships. Completed Training Needs Analysis.

## Gloucestershire, ITT30206, Support for Entrepreneur Skills

<b>Deliverable name</b>	<b>Evidence requirements</b>
SD01 Progression within Work	<p>Documentary evidence of any of the following:</p> <ul style="list-style-type: none"> <li>• The participant's working hours have increased.</li> <li>• The participant has received a pay increase following completion of this ESF programme.</li> <li>• The participant has received an increase in responsibilities in their existing job role.</li> </ul> <p>Achieved within 28 days of their completion of this ESF funded activity.</p>

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

<b>Deliverable name</b>	<b>Evidence requirements</b>
ST01 Participant has been engaged	<p>ILR or equivalent Diagnostic initial assessment Participant training and support plan signed by learner Provider to declare what supporting evidence they have seen to confirm eligibility for ESF and for the specific contract on the participant signed application form</p>
SD01 Participant Gains an Accredited Qualification (unit)	<p>Any of the following evidence:</p> <ul style="list-style-type: none"> <li>• IV Report – Direct claim status ONLY</li> <li>• EV Report showing participant</li> <li>• Certificate from the Awarding Body</li> <li>• Results List</li> </ul>
SD02 Participant Gains an Accredited qualification (full)	<p>Any of the following evidence:</p> <ul style="list-style-type: none"> <li>• IV Report – Direct claim status ONLY</li> <li>• EV Report showing participant</li> <li>• Certificate from the Awarding Body</li> </ul>

	<ul style="list-style-type: none"> <li>• Results List</li> </ul>
<p>NR01 Non-Regulated Activity</p> <p>For example:  3000 work placements  (including voluntary work) @  £500 average rate 6000  Preparation for Work @  £450/92 hours' average rate  Total £4,925,000</p>	<p><b>START PAYMENT</b> – evidence that participant has started on the agreed programme of activity.</p> <p><b>COMPLETION PAYMENT</b> – evidence that the agreed programme of activity documented in the ILP has been completed.</p> <p>Register of hours, where the aims are for a specific number of delivery hours.</p> <p>If a participant is doing work placement evidence with weekly attendance records to show 8 weeks of at least 16 hours a week work experience</p>
<p>SU01 Sustained Employment</p>	<p>Documentary evidence of a job outcome showing participant details, Employer name and start date.</p> <p>For self-employment, the above details plus a declaration from the participant detailing the business that has been started.</p> <p>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.</p>
<p>SU03 Sustained Education</p>	<p>Documentary evidence that the participant started on onto a higher level skills qualification than training provided on programme showing participant name, provider details, qualification, and start date.</p> <p>Evidence that the participant has started on a regulated skills training qualification at a level higher than that supported by this provision.</p> <p>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.</p>

SU04 Sustained Apprenticeship	<p>Documentary evidence of the participant start on an apprenticeship showing provider name, apprenticeship aim title, employer name and start date.</p> <p>Evidence that the participant has started on an Apprenticeship or Higher Apprenticeship.</p> <p>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.</p>
<p><b>ESF Notes:</b></p> <p>For both LGF and ESF monthly one to one mentoring support must be provided throughout the programme and continue once the participant has progressed into a job outcome / apprenticeship / self-employment / skills provision at a higher level on a monthly basis for at least 3 months.</p> <p>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 participant and the candidate will be required to plan to use of the funding to cover all participants.</p> <p>The wrap around programme for a participant 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.</p> <p>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.</p>	

### Expected Evidence examples

To evidence	Indicative list of supportive documentation
Participant eligibility	<p>The participant is legally able to reside in the UK (and work in the UK) during the period of ESF support; and</p> <p>The project's eligibility criteria are met (the entry conditions that individuals or entities must meet to qualify for support).</p>

The participant is part of the target participant group (specified employment status, educational attainment, age etc.)

Provider should provide a written statement. The written confirmation referred to above must be signed, dated and at least contain:

- name of participant
- name of ESF project (this is preferable but not a strict requirement) the eligibility criteria being confirmed

If a participant's eligibility is confirmed by an introduction / referral or correspondence from DWP / Jobcentre Plus or National Careers Services, or Local Authority.

Current evidence for example:

- Recent payslip = issued in last 3 months.
- Documents produced annually (tax related, tax credits) = latest issued (should therefore be no older than 12 months).
- Award letters (grants, benefits, student loans) – original letter acceptable unless recurring award letters are issued (e.g. annual tax credits notification).
- Other correspondence (non-recurring in nature) = no longer than 12 months old.
- Introductions / referrals from relevant third party = within last 3 months

Evidence of legal residence can be;

- Full passport (EU Member)
- Full passport (not EU Member State) with the following:
  - Passport either endorsed 'indefinite leave to remain – proceed (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met

	<ul style="list-style-type: none"> <li>▪ Some non-EEA nationals have an Identity Card issued by the Home Office in place of a visa, confirming the participant's right to stay, work or study in the UK – these cards are acceptable</li> <li>▪ Letter from the UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status)</li> <li>▪ Birth / adoption certificate (EU Member State)</li> <li>▪ Residency permits for foreign nationals (usually in a passport)</li> <li>▪ Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced).</li> </ul>
Employed	<p>Employment contract Correspondence from employer Number of hours worked Latest payslip</p> <p>If applicable, copy of redundancy consultation or notice (general notice to group of staff or participant notifications).</p>
People not in work (Unemployed including long term unemployed and economically inactive)	<p>DWP/Jobcentre Plus benefits decision notification letter – new claims award/decision or change of circumstances decision letter. Written conformation/referral from DWP/Jobcentre Plus or a referral from Careers Service or similar.</p> <p>Where a participant is not engaged with DWP/Jobcentre Plus: written confirmation from a relevant third party that has been assisting the participant and so has an understanding of their current circumstances (for example, Non-Governmental Organisation (NGO), voluntary organisation, charity, third sector/not for profit organisation, social services or other professional providing support and guidance etc.) – but must be independent of the ESF project management and delivery team. As an alternative to written confirmation, sight of original case notes and support records are acceptable. Photocopies must be suitably redacted to remove sensitive personal data or if photocopies are inappropriate or not permitted, a written agreement that MA/EC auditors can access the original on request.</p>



<p>Minimum age; maximum age; age ranges</p>	<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Full driving licence</li> <li>• Full passport</li> <li>• National Identity Card (EU)</li> <li>• Firearms certificate / Shotgun licence</li> <li>• Northern Ireland voters card</li> <li>• Employment contract / payslip (if date of birth is quoted)</li> <li>• Pension statement (if date of birth is quoted)</li> <li>• Evidence to show receipt of age-related state benefits</li> <li>• Letter/confirmation from educational institution (if applicable)</li> </ul>
<p>At risk of becoming NEET</p>	<p>Referral letter from school and, preferably, an additional confirmation letter from the local authority confirming that the participant is at risk of becoming NEET.</p>
<p>Into employment</p>	<ul style="list-style-type: none"> <li>• Confirmation of employment from employer (this could be a letter, email or a template)</li> <li>• Wage slip (this could also be linked to other conditions where appropriate – e.g. wage slips covering a specific time period)</li> <li>• Contract of employment</li> </ul>
<p>Into self-employment</p>	<ul style="list-style-type: none"> <li>• Confirmation of self-employment – e.g. HMRC letter evidencing registration</li> <li>• Bank statement for business account</li> <li>• Registration with Companies House <ul style="list-style-type: none"> <li>▪ A submitted HMRC `SA302' self-assessment tax declaration, with acknowledgement of receipt. SA302s can be requested from HMRC.</li> <li>▪ Where the first SA302 has not yet been submitted, other documentation to show that the trade/business activity is registered with HMRC for tax and national insurance purposes</li> <li>▪ Records to show actual payment of Class 2 National Insurance Contributions</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ Business records in the name of the business - evidence that a business has been established and is active/operating e.g. lease on premises; purchase/lease of equipment; publicity materials; business invoices; correspondence with Local Authority; legal correspondence.</li> <li>▪ If registered as a limited company: Companies House records/listed as Company Director</li> </ul> <p>Confirmation letter from accountant</p> <ul style="list-style-type: none"> <li>• VAT registration conformation from HMRC</li> </ul>
Into job-search	<ul style="list-style-type: none"> <li>• Award letter/notification detailing Jobseeker's Allowance</li> <li>• Copy of participant's bank statement showing benefit payments</li> <li>• Signed referral from DWP</li> <li>• ES40 (Jobseekers card) or My Work Plan demonstrating current status</li> <li>• Signed referral/template from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participant's circumstances (e.g. local authority, public body, or organisation receiving public funding)</li> </ul>
Into education/training	<ul style="list-style-type: none"> <li>• Evidence of enrolment/registration at school, college, university or learning provider (documentation)</li> <li>• Letter/template from educational/training institution</li> </ul>

Please refer to the link below for the full definition of an SME

[http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

## 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.
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 tender round for ESF Investment Priority 2.1 and 1.2 NEET
1.8	06-May-16	Charlotte Bloor Anthony Harrison	New tender round for ESF Investment Priority 2.1

1.9	10-May-16	Charlotte Bloor Anthony Harrison	New tender round for ESF Investment Priority 2.1 and document formatting
1.10	11-May-16	Charlotte Bloor Anthony Harrison	New tender round
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 tender round for ESF Investment Priority 2.1
1.13	20-May-16	Charlotte Bloor Anthony Harrison	New tender round for Gloucester LEP under ESF Investment Priority 2.1
1.14	27-May-16	Charlotte Bloor Anthony Harrison	New tender round for ESF Investment Priority 2.1
1.15	3-Jun-16	Charlotte Bloor Anthony Harrison	New tender round for ESF Investment Priority 1.1 and 1.2
1.16	7-Jun-16	Charlotte Bloor Anthony Harrison	New tender round for ESF Investment Priority 1.1 and 1.2 Changes to standard deliverables
1.17	17-Jun-16	Charlotte Bloor Anthony Harrison	New tender round for ESF Investment Priority 1.1, 1.2 and 2.1
1.18	24-Jun-16	Charlotte Bloor Anthony Harrison Sarah Baker	New tender round for ESF Investment Priority 1.1 and 2.1
1.19	1-Jul-16	Tracey Cox Paul Rushton	New tender round
1.20		Sarah Baker	New tender round
1.21		Sarah Baker	New tender round
1.22		Sarah Baker	New tender round
1.23	6-Sept-16	Tracey Cox	Expected evidence section
1.24		Nikki Cartwright	Clarification of evidence
2	1 June 17	ESF Programme Team	Publication on behalf of the ESF Management and Delivery Team
3	January 18	ESF Programme Team	Publication on behalf of the ESF Management and Delivery Team