

**ESF (England) 2011-2013  
Progress Measures for CPA8 – Skills Training UK**

Annex 4b

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
<p>Support – Social and Economic Exclusion</p> <p>SSE05</p> <p>(Cross reference to original submission for Band B – 1. Development Family Related)</p>	<p><b><u>Addressing Anti-Social Behaviour</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants between the ages of 16 and 24 who have a history of anti-social behaviour or criminality.</p> <p><b>What it entails:</b> The Participant will agree to and then actively participate in a Coaching and Mentoring course of at least 24 hours over a period of 8 weeks. Key Workers will identify Participants with a need to attend this course and promote the benefits and enjoyment they will receive from it. The courses themselves will be delivered by Living Well Trust which we will be funding. Key workers will also monitor progress during the course via</p>	<p>By completing this Progress Measure, the Participant will face the problems linked with issues such as gang and crime culture, and understand the benefits of reforming (some course delivery is by reformed ex-gang leaders).</p> <p>For some, community work will allow the Participant to meet people outside of their peer group and in turn become peer mentor to others. Progress will then</p>	<p>Completion of the course via a certificate, signed by both the Living Well Trust and the Participant</p>	<p>Key Workers provide initial identification of suitable Participants and prepare them regarding the value of attending this support. They will engage between sessions and look at next steps on completion which may include community based activities linked to places of worship, community centres etc. Other steps</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



**Reason for decision**

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	<p>communication with both the Participant and the training organisation.</p> <p>On completion, Key Workers will identify next steps which may include progression onto community based activities to enhance their self-esteem and enable the community to value them as individuals.</p>	<p>be towards employability skills.</p>		<p>towards eg voluntary work will also be explored</p>

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<p>Employment – Work Related</p> <p>EWR01 (incorporating EWR07)</p> <p>(Cross reference to original submission for Band C – 3. Employability Work Related)</p> <p><b>PMAP Decision (✓)</b></p> <p><b>Reason for decision</b></p> <p><b>PMAP 1</b></p> <p><b>Version 2</b></p>	<p><b><u>Complete a Sector Routeway Employability Course</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants who are finding it difficult to secure employment due to a lack of recent work experience and any specific sector related qualification. This should be identified in the Individual Action Plan.</p> <p><b>What this entails:</b> Participants will attend a pre-employment sector routeway with a minimum of 36 hours of engagement over a period of at least 3 weeks. The programme will include sector based employability sessions that will focus on:</p> <ul style="list-style-type: none"> <li>• Developments and opportunities within the sector</li> <li>• Major employers and background information about them</li> <li>• Job roles within the sector</li> <li>• Development of generic skills within the sector (for example customer service in retail, hospitality)</li> <li>• Sector based Project based activities (team building)</li> <li>• Identification of current local vacancies</li> </ul> <p>Some employability skills sessions will run as part of each course around CV's, application forms and interview preparation.</p> <p>In addition, there will be a minimum of 1 full day spent attending accredited Short Course(s) that will facilitate access to employment opportunities within the sector. Examples of such courses are:</p>	<p>This progress measure will enable Participants to improve their knowledge of their preferred sector and its employers as well as gaining a useful sector specific qualification.</p> <p>This may also refresh and update existing knowledge to increase employability.</p> <p>In some cases it will lead directly to a job interview</p> <p align="center"><b>Resubmit</b></p> <p align="center"><input type="checkbox"/></p>	<p>Evidence will take the form of:</p> <ul style="list-style-type: none"> <li>• A certificate signed by the tutor or Key Worker to show completion of attendance on the sector based course (including naming the accredited short course attended)</li> </ul> <p align="center"><b>Reject</b></p> <p align="center"><input type="checkbox"/></p>	<p>Sector specialist and employability trainers from within STUK and its supply chain will deliver the sector based course content. Short accredited courses within these will be delivered by our supply chain and other organisations on a spot-purchase basis,</p> <p>Key workers will identify needs and prepare Participants for attendance on relevant provision. They will also monitor and engage throughout and discuss next steps including job opportunities or interview preparation. Current links with eg Southampton LA will guarantee some ring fenced opportunities for Participants from these types of backgrounds</p>

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<p>Employment – Work Related</p> <p>EWR03</p> <p>(Cross reference to original submission for Band C – 3. Employability Work Related)</p> <p><b>PMAP Decision (X)</b></p> <p><b>Reason for decision</b></p> <p><b>PMAP 1</b></p> <p><b>Version 2</b></p>	<p><b><u>Complete a course on Self Employment</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants who wish to explore self-employment as an option for work.</p> <p><b>What this entails:</b> The Participant will be expected to attend a course on self-employment for a minimum of 8 weeks and at least 50 hours. The outline of a Business Plan may be created across the duration of the course (if the Participant is moving forward towards self-employment option).</p> <p>Skills Training UK or a Supply Chain Partner will deliver courses, but they will include units on enterprise skills (Business Battle and Enterprise in a Box) delivered by our specialist partner MyBnk.</p> <p>Key workers will identify individuals wishing to pursue</p>	<p>This will enable Participants who wish to consider self-employment to receive information and then have the opportunity to develop an idea and build a business plan. The course will also encourage social interaction with Learners within their peer group and may result in like-minded individuals consider forming businesses together.</p> <p>The PM will enable the Participant to outline the kind of business they are considering, critical factors for starting up a business and some evidence to show that it is viable for them and the family.</p>	<p>Evidence will be via:</p> <ul style="list-style-type: none"> <li>Completion of course certificate signed by the tutor or Key Worker</li> </ul>	<p>The PM's will be delivered by Skills Training UK or a Supply Chain Partner but courses will include units on enterprise skills (Business Battle and Enterprise in a Box) delivered by our specialist partner MyBnk.</p> <p>Key Workers will communicate with Participants and tutors throughout and support next steps either towards self-employment or in a change of direction if this is not possible.</p>

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<p>Employment – Work Related</p> <p>EWR04</p> <p>(Cross reference to original submission for Band B – 3. Development Work related)</p>	<p><b><u>Improving Skills for Life</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants with low levels of literacy and numeracy (Entry Levels 1 – 3)</p> <p><b>What this entails:</b> The Participant will complete a full diagnostic assessment to ascertain their current literacy and numeracy levels. This will be supervised by the Key Worker and marked separately by a qualified assessor. Those with levels below Level 1 will then be expected to attend a suitable course on literacy and/or numeracy for a minimum of 8 weeks and at least 40 hours. The courses will be provided by Skills Training UK, a Supply Chain Partner or by another provider under existing funding. Key Workers will carry out assessments and act according to results obtained. During the courses they will continue to engage with</p>	<p>This progress measure is designed to improve the chances of Participants finding employment through improving their literacy and/or numeracy levels so that they meet at least the minimum requirements for particular careers and the employers.</p>	<p>Evidence will be:</p> <ul style="list-style-type: none"> <li>• A certificate signed by the Basic Skills Tutor or Key Worker to show course completion</li> </ul>	<p>Qualified Basic Skills tutors from within our supply chain or other funded provision will deliver the courses.</p> <p>Key Workers will carry out initial assessments and refer to provision where appropriate. They will motivate Participants prior to the courses starting so that they are aware of the benefits in terms of employability and the inclusion of sector specific modules where</p>

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**Reject**



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	Participants and ensure that wherever possible, courses include sector specific vocabulary and numeracy skills that will aid employability in chosen fields.			appropriate. During the courses they will continue to engage with Participants and update Action Plans as required. They will also prepare next steps which will often be around employability skills. Participants will be expected to improve their Literacy and/or Numeracy by one level.

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Employment – Work Related  EWR05  (Cross reference to original submission for Band C – 3. Employability Work Related)	<p><b><u>Complete a Work Placement/Trial</u></b></p> <p><b>Who is it for?</b> This is for Participants who are close to the labour market and would benefit from real-life experience of work in a structured environment.</p> <p><b>What it entails:</b> This Progress Measure is intended to improve the employability of the Participant through them completing a Work Placement sourced by themselves, their Key Worker, Partner organisation, or any other network. The Participant will be expected to attend the Work Placement for a minimum of 4 weeks with one or more employers and complete the designated number of hours the Work Placement stipulates (a minimum of 12 hours per week).</p>	<p>This Progress Measure is designed to improve the employability of the Participant by allowing them to experience a working environment perhaps for the first time. By having recent and recognised work experience, it is intended that the Participant will improve their confidence in a working environment</p> <p>Any work experience can also be added to their Curriculum Vitae, which in turn will help to remove some of the potential</p>	<p>Signed completion certificate from the employer(s) and/or the key worker listing the dates the Participant attended the Work Placement(s)</p>	<p>The Progress Measure will be delivered by the Key Worker and evidenced by the employer.</p> <p>The Key Worker will prepare the Participant for the placement/trial, ensuring they have the required skills, both for the experience and the interview beforehand. Weekly communication with the Participant and the employer will monitor progress</p>

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		gaps in their employment history.		<p>during the placement/trial. A review will take place with both Participant and employer at the end and the Action Plan updated to document next steps (eg further up-skilling, in work support).</p> <p>Added value is gained by both the employer in being able to trial a potential worker before employing them, and for the Participant in terms of experiencing employment.</p>

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				Completion of a Work Trial has the potential to lead to a job start – evidenced by signed form from employer.

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Employment	<u>Completing a Voluntary placement</u>			

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<p>– Work Related EWR06  (Cross reference to original submission for Band C – 3. Employability Work Related)</p>	<p><b>Who is this for?</b> This Progress Measure is intended for Participants who may not be ready for the workplace, but would benefit from some work experience.</p> <p><b>What it entails:</b> Participant will complete a number of hours as identified on their Action Plan. This will be within a range of between 20 and 40 hours of voluntary work over a period of at least 8 weeks. This can be across a number of employers and positions within the parameters of the programme.</p> <p>Skills Training UK and its supply chain will source suitable placements and support each other to increase a bank of employers that are already in existence.</p> <p>Key workers will identify which Participants</p>	<p>Voluntary placements will provide Participants with much needed work experience alongside the flexibility to increase and decrease their hours according to personal circumstances or as their confidence grows within the role.</p> <p>Recent and recognised work experience will increase Participants' confidence in a working environment and enable progress towards employment. It will also be a vital addition to a CV.</p>	<p>Evidence required will be through a reference letter or signed certificate from the voluntary body to show completion of the voluntary placement.</p>	<p>Employers will deliver the Progress Measure (STUK and its supply chain may in some cases fulfil this role). They will be sourced and arranged by Key Workers or Employability focused staff.</p> <p>The supply chain will work together to ensure that existing and new links are developed to ensure a good supply of suitable opportunities. Key workers will support both employers and</p>

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	<p>would benefit from voluntary placements and why. Where there is more than one provider in an area, the chain will work together to support current demand. Employability Tutors and Key Workers will help prepare Participants for the placement as required – the Key Worker will support both employer and Participant during the experience and discuss any moves to other positions or employers as necessary.</p>			<p>Participants during the experience and discuss any required changes. Next steps will be entered on the Action Plan as the experience comes to a close – this will look at developing identified weaknesses in employability skills and sourcing other opportunities that enable progression towards employment.</p>

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<p>Work Related</p> <p>EWR08</p> <p>(Cross reference to original submission for Band A – Supportive Transport)</p>	<p><b><u>Supported Travel to Work</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants who have a recognised learning, mental health or physical disability issue which affects their ability to access public transport.</p> <p><b>What it entails:</b> The Participant will identify, plan and undertake journeys to locations where job opportunities are more plentiful. These will be to locations outside of their usual neighbourhood. Over a period of at least 8 weeks, the Participant will be expected to plan and undertake at least 4 journeys with an end goal. As a minimum, one of these must be carried out unaccompanied for evaluation purposes. The planning will include calculating the length of a journey, cost, frequency and</p>	<p>This progress measure is only accessible to Participants who have a recognised learning, mental health or physical disability. As initial journeys may be accompanied by a family member and/or the Key Worker, it will enable gradual progression towards the Participant confidently making the solo journeys to pastures further afield and be able to access an enhanced range of employment opportunities. This will also support Participants whose barrier is their family restricting their travel.</p>	<p>A certificate signed by the Key Worker to verify completion of the support towards and 4 planned and executed journeys (one of which is carried out unaccompanied) will be required.</p>	<p>The Key Worker from Skills Training UK or the supply chain will deliver the PM, ensuring that the journeys have a purpose and enable the Participant to engage outside of his or her local community.</p> <p>This will give these ESF Participants on the programme opportunities to progress and find employment across a wider area, increasing their choice and options.</p> <p>The Key Worker will identify suitable next steps as this PM is nearing</p>

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	<p>the time it takes.</p> <p>The Key Worker will identify Participants with a learning, mental health or physical disability (through initial assessment and the use of historical assessments received) who, as a result, have a barrier in travelling to, for example, appointments such as interviews or employability courses. The family itself may be the barrier to the individual travelling and the Key Worker may need to speak to other family members as part of the solution. This will be identified in the Action Plan. Journey planners will be undertaken in theory and practice to overcome the barrier and facilitate access to a wider range of training and employment opportunities. They may be linked in with, for example, a voluntary placement to minimise failure while confidence is built</p>			<p>completion.</p>

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	<p>up with longer journeys. The Key Worker will continue to support the Participant after completion of this PM through regular checking of attendance at appointments and discussion re how he or she is coping with the travel.</p>			

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<p>Community Cohesion and Volunteering CCV01  (Cross reference to original submission for Band C – Community Cohesion and Volunteering)</p> <p><b>PMAP Decision</b> (✓) <b>Accepted (in principle)</b> <input checked="" type="checkbox"/> <b>Resubmit</b> <input type="checkbox"/> <b>Reject</b> <input type="checkbox"/></p> <p><b>Reason for decision</b></p> <p><b>PMAP 1</b></p> <p><b>Version 2</b></p>	<p><b><u>Increasing Community Awareness</u></b></p> <p><b>Who is this for?</b> This Progress Measure is designed for Participants who are experiencing social isolation. The Progress Measure is intended to encourage the Participant to become more involved in their local community.</p> <p><b>What does it entail?</b> The Participant is expected to become more involved in their local community by taking part in organising a community event through being a member of an organising committee. This is expected to take place over between a minimum of 4 weeks and maximum of 12 weeks depending on the nature of the event and the readiness of the individual. The frequency and length of each meeting session will vary depending on the current status of the project. The Participant will also attend the community event itself and have some role within it.</p> <p>The Key Workers will contact local communities to find a suitably interesting opportunity and then prepare the Participant for their involvement. This might commence with some support over being part of a team, listening and note taking or how to volunteer for tasks. During the project progression this might move on to support with actions the Participant has to do, for example, producing a leaflet to promote the event and any training linked with this. Progress made will be reviewed with the community group on completion. The Action Plan will be updated and transferable skills acquired noted and</p>	<p>This Progress Measure is designed to encourage the Participant to get involved and feel that they are a valued member of the community.</p> <p>This will increase team building and organisational skills as well as the Participants self-esteem and confidence – skills that will progress the Participant towards employability.</p>	<p>Assessment will be through a Certificate of Completion signed by a community member of the committee or the Key Worker – this will detail the nature of the project supported, the time period and the Participant’s role.</p>	<p>The Key Worker will add value by sourcing an appropriate local community, preparing the Participant for the experience, monitoring progress, supporting with any difficulties encountered and reviewing achievements with both Participant and local community group. Progress made will be reflected in an updated Action Plan to detail next steps (might include leading an event or using skills gained to apply for a work placement).</p> <p>There is also</p>

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Progress Measure (PM) Ref No. and Category	Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)	How will the PM benefit attached ESF Participant?	Describe the robust evidence retained to substantiate that the PM has been completed	Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?
Support – Family Related  SFR02  (Cross reference to original submission for Band A – 1. Supportive Family Related)	<p><b><u>Family Dynamics: - Managing and resolving domestic issues</u></b></p> <p><b>Who is this for?</b> The first element is intended to be used in instances where the Participant is causing disruption to the household by his or her actions.</p> <p><b>What does this entail?</b> The Participant will attend sessions designed to address the particular behaviour that is causing the disruption. This will last for a minimum of 8 weeks and a maximum of 12 weeks with at least 2 hours attendance per week</p> <p>The Key Worker will identify that the Participant is causing disruption to the household through a variety of actions or behaviours – for example, refusing to</p>	<p>This PM is designed to provide support to reduce issues that are causing disruption in the household. This will enable the Participant to feel better about himself/herself and reduce the chances of the behaviour type being seen in other environments (such as the workplace).</p> <p>Individual support via the sessions will be wrapped around discussions with the family to maximise the effect and enable the Participant (and the family) to focus on other barriers including progress</p>	<p>Evidence requirements will consist of a certificate showing completion of attendance at sessions on non-violent communication.</p>	<p>Sessions to address the disruptive behaviour will initially be provided through appropriate Communication therapists (spot purchase NVC UK), although a staff specialist may be employed if demand dictates. It will not replace existing provision.</p> <p>Key workers will provide added value by identifying the need,</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

**PMAP 1**

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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
	<p>communicate, use of aggressive language or behaviour, lack of respect shown to other family members, excessive levels of untidiness. This will be identified through the initial family orientation, initial assessment with the Participant and/or any documentation received that cites previous history. It will also be important to identify why the particular behaviour identified is a barrier towards progress to employment.</p> <p>The courses will be provided by an external specialist such as NVC UK – if there is sufficient demand not already covered by existing LA services, we may employ a specialist staff member.</p> <p>Once the need has been identified the Key Workers will document it in the Action Plan, arrange the support and then prepare the</p>	<p>towards employability skills courses and work placements.</p>		<p>arranging the support and working directly with the family between sessions to assist with progression towards a better family existence.</p> <p>This will then lead to planning next steps for the Participant, hopefully involving progress in some employability skills or on a work placement. The Action Plan will be updated to reflect this.</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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	Participant, for example, to realise the need to address the behaviour and get commitment to doing something about it. Attendance on the course will be interspersed by the Key Worker with individual and family sessions to discuss progress made, issues that still exist and how family life is improving including how they are communicating and/or socialising together in a more harmonious manner. The Action Plan will be addressed to reflect improvements made, skills gained and next steps towards more employability focused tasks.			

**PMAP Decision (✓) Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

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PMAP Decision (✓)

Accepted (in principle)

Resubmit

Reject



Reason for decision

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Annex 4b

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor( your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
<p>Health</p> <p>SHER01</p> <p>(Cross reference to original submission for Band A – 4. Health and Housing)</p> <p><b>PMAP Decision (V)</b></p> <p><b>Reason for decision</b></p> <p><b>PMAP 1</b></p> <p><b>Version 2</b></p>	<p><b><u>Counselling to address drug and alcohol issues</u></b></p> <p><b>Who is this for?</b> This Progress Measure is designed to support individuals who have issues relating to drug and/or alcohol dependency and will benefit from specialist counselling.</p> <p><b>What does it entail?</b> The Participant agrees to attend at least 5 out of 6 counselling sessions lasting at least 50 minutes each with a recognised and qualified counsellor. These would be over a minimum period of 6 weeks.</p> <p>We or our supply chain will identify the need for counselling through progress assessments and other individual appointments with the Participant. The Key Workers will need to be able to get Participants to agree that they have an issue with drug or alcohol abuse and that they cannot make progress to improve their own and their family's life without receiving professional help. The counselling sessions can then be arranged via a GP or specialist organisations such as MIND.</p> <p>The Key Workers will be vital in supporting in-between and after the sessions to try and maintain abstinence from the drugs or alcohol. Part of this focus will be encouraging the family to support the Participant and starting to focus the Participant on other goals including movement towards employment. The Action Plan will then be updated accordingly.</p>	<p>The Participant will benefit from this PM by having improved health and well-being through removal of dependency on alcohol and/or drugs. This will have a major impact on their general health and ability to work.</p> <p>The support process will be on-going to maximise benefit from the counselling and maintain focus on other goals in life including employment. The family will receive maximum encouragement to enable the Participant to stay dry.</p> <p align="center"><b>Resubmit</b></p> <p align="center"><input type="checkbox"/></p>	<p>Completion of attendance at 5 or more of the 6 counselling sessions, evidenced by a signed certificate of attendance or completion (signed by the counsellor or Key Worker)</p> <p align="center"><b>Reject</b></p> <p align="center"><input type="checkbox"/></p>	<p>The Key Worker manages the delivery of the PM and support the Participant in arranging the counselling via GP's or specialists (such as Mind, Richmond Fellowship, Kent Mental Health Partnership Trust) to deliver the counselling.</p> <p>The Key Workers will be vital in supporting in-between and after the sessions to try and maintain abstinence from the drugs or alcohol. Part of this focus will be encouraging the family to support the Participant. The Key Worker will discuss next steps and amend Action Plan as necessary. This may include progression onto another course or voluntary placement.</p>



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Annex 4b

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor( your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
<p>Health  SHER03  (Cross reference to original submission for Band B – Development, 4. Health and Housing)</p>	<p><b><u>Complete a Condition Management Programme (CMP)</u></b>  <b>Who is this for?</b> This is for Participants who have a health condition that is impacting on their family and social life and limiting the opportunity for progression into work.  <b>What it entails:</b> The Participant will attend a health and condition related course to help realise the impact their health is having on their lives, their family and their chances of progression, e.g. pain relief management for muscular /skeletal conditions such as arthritis. Duration should be for a minimum of 6 weeks with at least one session of 30- 60 minutes every fortnight as detailed in the Participants Action Plan.</p>	<p>The Participant will attend a course to overcome a life limiting condition which can be physical or mental, for example, arthritis or depression.  This will help reduce a significant barrier to work and enable focus onto more employability focused aims.</p>	<p>Certificate of completion on CMP signed off by the Participant and CMP Provider.</p>	<p>The Key Worker will identify the need, prepare the individual to want to attend, source a relevant CMP that addresses the primary condition and agree attendance for a prescribed period of time with the Participant. NHS funded programmes or spot purchase support will be considered – existing local provision and specialist organisations such as Expert Patient Programme (EPP), Priory and Leonard Cheshire will provide if NHS funding is not available. If waiting lists</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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**Annex 4b**

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor( your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
	<p>We or our supply chain will identify a need for CMP support via the initial assessment. We will support the Participant prior to the course beginning by explaining potential benefits of attending and thereby increasing the motivation for the Participant to want to attend. Support from the Key Worker will continue during the provision via communication with the Participant and course deliverer (including supporting any follow up activities that are prescribed). The Key Worker will also assess how the course is having a positive effect on the family and suggest, for example, that they go to specific events together eg community events. The aim will be to enable the focus of the Action Plan to move towards areas enabling progression towards employment.</p>			<p>are too long (over 3 - 4 months) then we will spot purchase buy-in. Key workers will engage between sessions, evaluate progress and update Action Plan as necessary and prepare for next steps to support Participant's progression towards employment.</p>

**PMAP Decision (✓)    Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

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Annex 4b

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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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Annex 4b

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<p>Health</p> <p>SHER04 (previously included as part of SHER01)</p> <p>(Cross reference to original submission for Band A – 4. Health and Housing)</p> <p><b>PMAP Decision (v)</b></p> <p><b>Reason for decision</b></p> <p><b>PMAP 1</b></p> <p><b>Version 2</b></p>	<p><b><u>Counselling for victims of abuse</u></b></p> <p><b>Who is this for?</b> This Progress Measure is designed to support individuals that have been the victim of abuse through access to specialist counselling and other support.</p> <p><b>What does it entail?:</b> The Participant agrees to attend at least 5 out of 6 counselling sessions lasting at least 50 minutes each with a recognised and qualified counsellor. These would be over a minimum period of 6 weeks</p> <p>We or our supply chain will identify the need for counselling through progress assessments and other individual appointments with the Participant. The Key Workers will need to be able to support the Participants to agree that they have been the victim of abuse and that counselling may help them move forward and overcome barriers from it. The counselling sessions can then be arranged via a GP or specialist organisations such as MIND.</p> <p>The Key Workers will be vital in supporting in-between and after the sessions to try and build confidence and, where appropriate, receive necessary support from the family. This will enable the Participant to start focusing on other goals including movement towards training and work experience. The Action Plan will then be updated accordingly.</p>	<p>This Progress Measure is designed to improve the mental and emotional health of Participants by providing a therapeutic environment in which to explore issues which may be impacting on their general health and ability to work.</p> <p align="center"><b>Resubmit</b></p> <p align="center"><input type="checkbox"/></p>	<p>Completion of attendance at 5 or more of the 6 counselling sessions, evidenced by either a signed certificate of attendance or completion (signed by either the counsellor or Key Worker).</p> <p align="center"><b>Reject</b></p> <p align="center"><input type="checkbox"/></p>	<p>The Key Worker manages the delivery of the PM and supports the Participant in arranging the counselling via GP's or specialists (such as Mind, Richmond Fellowship, Kent Mental Health Partnership Trust) to deliver the counselling.</p> <p>The Key Workers will be vital in supporting in-between and after the sessions to help the Participant build confidence, receive as much support from the family as possible and start to gradually focus on overcoming other barriers. The Key Worker will discuss next steps and amend Action Plan as necessary. This may include progression onto another course or voluntary placement.</p>

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**Annex 4b**

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor( your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Housing SH001  (Cross reference to original submission for Band A – 4. Supportive Health & Housing)	<p><b><u>Retaining Secure Accommodation</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for families and Participants at risk of losing their accommodation or where their current accommodation is unsuitable for the needs of their family.</p> <p><b>What this entails:</b> The Participant will be expected, in the first instance, to draw up a Housing Action Plan with their Key Worker detailing:</p> <ul style="list-style-type: none"> <li>• Current issues faced by the Participant</li> <li>• How this is impacting on their life and family</li> <li>• What steps need to be taken to address these issues</li> </ul> <p>Once the Action plan for housing has been agreed and followed, then progress is followed as part of the overarching family plan. Housing issues can take many months to resolve and therefore as long as the housing action plan is adhered to for a</p>	<p>This Progress Measure is designed to get Participants to take ownership and responsibility for the state of their property and recognise the impact on health, social exclusion and potential negative impact for the family unit. Interaction with authority figures can be problematic for some Participants and interaction with officials will be improved in this element as they will learn how to communicate and act to achieve positive outcomes for themselves.</p> <p>Having stable housing allows the Participant to concentrate on other areas such as training or work related activity.</p>	<p>The Key Worker will produce a signed and dated summary of progress that has been made.</p>	<p>This element will be completed by the Key Worker who will have an advocacy role, supporting the Participant in drawing up the plan, arranging appointments and brokering resolutions where required and challenging any inappropriate behaviour.</p>

**PMAP Decision (✓) Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

**PMAP 1**

**Version 2**

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**Annex 4b**

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor( your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
	period of 6 months the supportive measure will be considered complete.			

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Support – Social and Economic Exclusion  SSE02  (Cross reference)	<b><u>Family Financial Management</u></b>  <b>Who is this for?</b> This Progress Measure is designed for Participants who would benefit from better advice about debt management and personal finance  <b>What it entails:</b> The Participant will attend courses on personal finance with Skills Training UK, a Supply Chain Partner, or Daycare Trust /	This PM will enable the Participant to complete a full review of their current finances and review where savings can be made. This will assist in identifying the kind of work that would support the individual and family in terms of hours, pay	Evidence of attendance provided through: <ul style="list-style-type: none"> <li>• A course completion certificate signed by the tutor or Key Worker</li> </ul>	Group courses will be delivered by Skills Training UK, partners and also via specialist partners MyBnk and Daycare Trust. These will cover eg confidence in making financial decisions,

**PMAP Decision (✓) Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

**PMAP 1**

**Version 2**

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**Annex 4b**

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to original submission for Band A and B – 2. Supportive Social and Economic Isolation)	<p>My Bnk, both Specialist Providers in our Supply Chain. The Participant will then be able to complete a full review of their current finances with the Key Worker, focusing on income and expenditure. This will all take place over a minimum of 6 weeks and involve at least 16 hours attendance including at least one full day 6 hour session and individual follow up appointments. Participants will be supported by tutors and Key Workers to put together a Budget Management Action Plan</p> <p>We will devise courses as required for delivery by ourselves or our supply chain. We will book specialists to deliver in area/venues where their existing courses are required. We will identify needs of individuals through appointments with Participants and review the Action Plan post course to discuss next steps to drive the Participant nearer to employment.</p>	and conditions.		<p>dealing with everyday life and local financial support available. There will also be additional 1 – 1 support available.</p> <p>Key Workers will identify needs prior to arranging attendance on courses. In addition to 1 – 1 support mentioned above they will support Participants regarding a review of their finances and completion of a Budget Management Action Plan, including how</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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**Annex 4b**

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				employment in chosen areas will positively affect their finances.

**PMAP Decision (✓) Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

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Annex 4b

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Support – Social and Economic Exclusion  SSE03  (Cross reference to original submission for Band B – 2. Development Social and Economic Isolation)	<p><b><u>Raising Social Inclusion</u></b></p> <p><b>Who is this for?</b> This Progress Measure is for socially isolated Participants with few, if any, links outside the family home to gain some confidence and motivation that will help drive them towards and into employment, thereby reducing the effect of other barriers such as health; housing and debt management; harassment or bullying.</p> <p><b>What this entails:</b> Key Workers will decide, through assessment, which Participants require this intense form of employability support and prepare them for the commitment involved. The Participant will attend a group course on confidence and motivation which will take place over a period of a minimum of 4 weeks with a minimum of 40 hours participation. This will enable progress with both social interaction and employability skills simultaneously and place</p>	<p>Completion of this PM will increase confidence, self-esteem and motivation to work – this will act as a positive boost to any mental and physical health issues and improve employability through greater social mobility and increased activity in job searching activities.</p> <p>This type of booster course significantly enables progression towards employment.</p>	<p>Certificate of course completion signed by the employability trainer</p>	<p>Our own and our partner’s Employability Tutors will deliver these courses. This is designed to give the motivation and confidence to progress the Participants’ journey into employment via an intensive programme rather than isolated individual sessions.</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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**Annex 4b**

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
	<p>the Participants in a situation where they will realise that others are in the same boat. Team building will include practical activities and projects to encourage creativity, develop ideas and presentation skills when groups feedback to each other. This will include modules on:</p> <ul style="list-style-type: none"> <li>• Team building</li> <li>• Presentation for work</li> <li>• Better off in work calculation</li> <li>• Building self-esteem</li> <li>• Setting personal goals</li> <li>• Working with others</li> <li>• Your career path</li> </ul> <p>It will also include strong references to success stories that give credibility to the messages being delivered. Key Workers will help prepare Participants regarding the possible issues they might initially face with the increased levels of</p>			<p>This is added value and will lead some straight on to work and voluntary placements.</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



**Reason for decision**

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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
	interaction. They will support Participants throughout and discuss what they are learning and how achievements will help move them towards employment. Action Plans will be updated to reflect this.			

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Support – Social and Economic Exclusion	<b><u>Addressing Gang Culture</u></b>  <b>Who is it for?:</b> This Progress Measure is designed for Participants	A willingness to attend training in positive activities outside of gang membership is a clear indicator that the	A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering	The PM will be delivered by Skills Training UK, one of our delivery partners, or a specialist Provider on a case

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



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<p>SSE08</p>	<p>between the ages of 16 – 30 who consider themselves to be part of a gang, and are not in education, employment or training.</p> <p><b>What does it entail?:</b> Participant would be required to attend a programme on gang culture which will engage the participant in meaningful activities and new skills. Activity is individually tailored and will be for a minimum of 12 hours.</p> <p>Course content will include:</p> <ul style="list-style-type: none"> <li>• Awareness of gang culture</li> <li>• Consequences of violent actions</li> <li>• Community awareness &amp; re-integration activities</li> <li>• Voluntary work or activities to give something back to the community</li> </ul> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the</p>	<p>participant is open to change and development.</p> <p>Family gang membership causes stress and worry, vastly increases the chance of criminal records, can lead to violence within the home and can create a significant barrier to work for members of a family. Gang members may be unwilling to work due to financial remuneration from their membership, ensuring reliance on the benefit system and creating a culture of worklessness within the family. These skills will enable the participant to manage the problems more effectively and allow them to concentrate on gaining and sustaining employment.</p>	<p>the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach.</p>	<p>by case basis, which will be funded by STUK.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



**Reason for decision**

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	<p>course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>			
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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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<p>Work Related  EWR11</p>	<p><b><u>Employment Support for participants with a physical disability.</u></b></p> <p><b>Who is this for?:</b> This Progress Measure is designed for Participants who have a physical disability which is limiting their employment opportunities</p> <p><b>What does it entail?:</b> The Progress Coach will work with the Participant and their family to understand how the participant's physical disability, day to day living issues etc. affects their day to day life and the impacts it could and has had on finding and securing employment.</p> <p>The participant will first complete a questionnaire on how their disability has affected them, what are their limitations, and what are the perceived barriers to employment.</p> <p>The participant will attend a course of activity which is tailored to the individual, and will last at least 8</p>	<p>The Progress Measure will provide the participant with practical advice allowing them to overcome both real and perceived barriers to them securing and sustaining employment.</p> <p>The Progress Measure will also enable the participant to gain confidence which will positively impact on their ability to find employment.</p>	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach</p>	<p>The PM will be delivered by Skills Training UK or a Delivery Partner. The Progress Coach will lead in delivering the Progress Measure, supported by other training and support staff where applicable.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant,</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

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	<p>hours. These sessions will be divided into group session and individual one to one support. Each session will focus on different ways in which the participant can identify solutions and overcome barriers to employment created through their physical disability. Each participant will complete a minimum of 2 activities from the following:</p> <ul style="list-style-type: none"> <li>• Supporting the participant to come to terms with their condition and managing it in a workplace (this may lead to referral to our Condition Management Progress Measure)</li> <li>• Learning how to explain to their situation to potential employers and work colleagues</li> <li>• Use existing skills and experience to get the job</li> <li>• Working with Supported Employment agencies to find employers who are active in their support of people with</li> </ul>			<p>supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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	<p align="center">disabilities</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>			
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Progress Measure	Title and Full Description of	How will the PM benefit	Describe the robust	Who will deliver PM? If not
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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<b>(PM) Ref No. and Category</b>	<b>Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>attached ESF Participant?</b>	<b>evidence retained to substantiate that the PM has been completed</b>	<b>the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
<p>Employment – Work Related</p> <p>EWR13</p>	<p><b>Basic Skills Support</b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants with very low levels of literacy/numeracy specifically below Entry level</p> <p><b>What this entails:</b> The Participant will complete a full diagnostic assessment to ascertain their current literacy and numeracy levels. This will be supervised by the Progress Coach, and marked separately by a qualified assessor. Those with levels below Entry Level 1 will then be expected to attend a suitable course on literacy and/or numeracy for at least 40 hours of support.</p> <p>The Progress Coach will be responsible for identifying that the</p>	<p>This progress measure is designed to improve the chances of participants finding employment through improving their literacy and/or numeracy levels so that they meet at least minimum requirements for particular careers and the employers.</p>	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach</p>	<p>The course will be fully funded through the Skills Funding Agency; Skills Training UK will provide added value by coaching and support through the Progress Coach</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	<p>Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan. Each participant will receive a minimum of 4 sessions with their Progress Coach as part of this Progress Measure.</p>			<p>Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Employment – Work Related  EWR14	<p><b><u>ESOL Support</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants where spoken and/or written English is below Entry level</p> <p><b>What this entails:</b> The Participant will complete a full diagnostic assessment to ascertain whether there is an ESOL need. Those with levels below Entry Level 1 will then be expected to attend a suitable course on literacy and/or numeracy for a minimum of 40 hours of support.</p> <p>The Progress Coach will be</p>	This progress measure is designed to improve the chances of participants finding employment through improving their spoken and written English levels so that they meet at least minimum requirements for particular careers and the employers.	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach</p>	<p>The course will be fully funded through the Skills Funding Agency; Skills Training UK will provide added value by coaching and support through the Progress Coach</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



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	<p>responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p> <p>Each participant will receive a minimum of 4 sessions with their Progress Coach as part of this Progress Measure.</p>			<p>Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Employment – Work Related  EWR15	<p><b><u>Managing a Learning Disability</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants with a learning disability which affects them moving into employment.</p> <p><b>What this entails:</b> The Participant will complete a full diagnostic assessment to ascertain whether there is a learning disability (we would use BKSB to assess literacy/numeracy levels)</p>	<p>This Progress Measure is designed to improve the chances of participants finding employment through better management of their learning difficulty, as well as equipping them to better deal with agencies to gain support in dealing with these issues.</p> <p>The PM will, where relevant, provide the participant with skills, knowledge and understanding of how to manage and deal with a</p>	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach</p>	<p>The PM will be delivered by Skills Training UK or a Delivery Partner. The Progress Coach will lead in delivering the Progress Measure, supported by other training and support staff where applicable.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



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	<p>The programme of activity will be tailored to the individual and is expected to last a minimum of 30 hours which includes 1-2-1 guidance as appropriate. Course content will include some (but not all) of the following:</p> <ul style="list-style-type: none"> <li>• Improving confidence and motivation</li> <li>• Improved employability skills, with the intention of progressing individuals into work, training or education.</li> <li>• How to access sources of support and advice</li> <li>• Supporting engagement with and arranging attendance at local support groups</li> <li>• Supported job search whereby a Coach or Adviser gives 1-2-1 support</li> <li>• Support with transition into employment – planning travel journey, timetabling, budgeting for travel costs, lunch etc</li> </ul>	<p>learning disability or SEN as well as equipping them to better deal with agencies to gain support in dealing with these issues. These skills will enable the participant to manage the problems more effectively and allow them to concentrate on gaining and sustaining employment.</p>		<p>the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p> <p>Referral to the Improving Skills For Life Progress Measure may be undertaken depending on the Participant and the level of support required. The Progress Coach will determine whether the Participant is suitable for referral</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	<p>The pace of the course will be driven by the individual and the Progress Coach, ensuring adequate support is provided.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>			
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor (your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Support – Digital Inclusion	<b>Enabling a more productive use of on-line services and Increasing</b>	This Progress Measure provides participants with the	A copy of the attendance record signed and dated by	Skills Training UK or a supply chain partner will deliver this

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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SDI01	<p><b>Technological Ability</b></p> <p><b>Who is this for?</b></p> <p>This Progress Measure is intended for Participants with little or no access to online services or Participants who identify they have a technological skills gap or who do not have adequate utilisation technology in their home and local community. E.g. Over 50's; parents of teenage children; customers without home access to IT technology.</p> <p><b>What this entails:</b></p> <p>The Participant will be assessed to evaluate their current knowledge and ability to access on-line services. Where a need is identified the Participant will then receive appropriate coaching in improving their IT knowledge; this will take the form of an individually tailored course of activity.</p> <p>We or our supply chain will run an appropriate IT based assessment to judge current knowledge and ability, then define individualised training</p>	<p>skills and abilities to increase their utilisation for employment and social activities.</p> <p>Technological skills have been identified by employers as a skills gap with potential unemployed recruits.</p> <p>Participants could use these skills to access information on council services which could be a real benefit e.g. furniture removal, grants or loans, incentive schemes etc.</p>	<p>the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach.</p>	<p>measure via Progress Coaches and, where required, specialist tutors.</p> <p>The Progress Coach will be equipped with IT equipment to help support e-learning with the Participant as required, and value is added by giving Participants who have little IT knowledge the opportunity to learn new skills.</p> <p>The Coach will work with the participant to ensure these skills are used, and could assist in completing other progress measures.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	<p>requirements that will enable a more productive use of, for example, information on local council services E.g. accessing furniture removal and/or recycling to provide more space in the home for a Computer/Workstation; or accessing online funding requests</p> <p>All participants will attend 2 of the following 3 interventions:</p> <ul style="list-style-type: none"> <li>• Short course in Word, Excel or another appropriate module and use of Computers and the Internet to enable participants to access services &amp; information to assist with financial, housing, skills barriers. IT training could be online or tutor led.</li> <li>• Individualised coaching and goal setting including support to access funding (through Local Authority and Charitable grants, and recycling organisations as above) for home technology.</li> <li>• Participate in IT training increasing basic computer literacy, including use of computer equipment – i.e. mouse and keyboard.</li> </ul>			<p>and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	<p>The work completed on the course will be supported by a Progress Plan which will be completed before and after the course to measure the progression of the Participant and the increase in their confidence in the use of Information Technology</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>			
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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PMAP Decision (✓)	Accepted (in principle)	Resubmit	Reject
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<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Support – Social and Economic Exclusion  SFR01	<p><b>Parenting Skills</b></p> <p><b>Who is it for:</b> This Progress Measure is intended for Participants who would benefit from a parenting course and are not currently engaged with a similar programme. Participants may not be looking for work because of problems with their child’s truancy or bad behaviour.</p> <p><b>What does it entail?</b>                      The Progress Coach will identify suitable Participants for the course through the Needs Assessment and Progress Plan. The Participant is expected to attend a recognised parenting course delivered by the Local Authority.</p>	<p>The Progress Measure influences and improves family life through the courses which are designed to enable the Participant be a more appropriate parent role model. This in turn will have a positive impact on how the Participant runs their household and thereby how it affects other family members, ultimately to have a more harmonious, better quality and organised life.</p> <p>The PM will provide the participant with skills, knowledge and understanding of how to</p>	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach.</p>	<p>The PM will be delivered by a Local Authority provider, supplemented with support from Skills Training UK or an end-to-end Delivery Partner</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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	<p>The level of support will be individually tailored to the Participant but will cover a minimum of 16 hours of support.</p> <p>Example elements of the courses will include (though not limited to):</p> <ul style="list-style-type: none"> <li>• Effective parenting strategies</li> <li>• Making time for children</li> <li>• How to manage isolation</li> <li>• Managing childcare and childcare costs</li> <li>• Managing conflict in the household</li> <li>• Establishing a daily routine</li> <li>• Helping broker home tuition support</li> <li>• Improving parenting skills</li> <li>• Helping the participant to discuss issues with teachers / head teachers at their child's school as well as other agencies as required</li> <li>• Support to overcome bullying; and support to help provide home relief where the</li> </ul>	<p>manage and deal with a child with truancy or behavioural problems as well as equipping them to better deal with schools and other agencies to gain support in dealing with these issues. These skills will enable the participant to manage the problems more effectively and allow them to concentrate on gaining and sustaining employment.</p>		<p>completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

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	<p>child is performing a caring responsibility.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p> <p>Each participant will receive a minimum of 4 sessions with their Progress Coach as part of this Progress Measure.</p>			
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




**Reason for decision**

**PMAP 1**

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**Annex 4b**

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Health  SHER02	<p><b><u>Attendance of a Healthy Living and Fitness Programme</u></b></p> <p><b>Who is this for?</b> This Progress Measure is intended for Participants who may benefit from improving their health and fitness e.g. giving up smoking; or tackling obesity; or weight loss; or alcohol consumption, and healthy living</p> <p><b>What does it entail?</b> The Participant will be expected to attend a healthy living and fitness class. The principle aims of the programme will be to:</p>	<p>Awareness of the benefits of healthy living and the dangers of obesity and smoking for example can have a positive effect on healthy living, the participant's lifestyle and well-being.</p> <p>Leading a healthier lifestyle may lead to improved appearance, and this in turn could boost self-confidence and self-esteem.</p> <p>These skills will enable the</p>	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach</p>	<p>The Progress Measure may be delivered by STUK or a Specialist Provider in the area with support from the Progress Coach of either Skills Training UK or an end-to-end Delivery Partner within our supply chain.</p> <p>Where a specialist provider is used, the added value will come from the Progress Coach, to ensure the participant is able to access the provision and to carry out the additional tasks.</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



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	<ul style="list-style-type: none"> <li>• Explore principles of healthy eating</li> <li>• Use food and nutritional information to live a healthy life and improve diet</li> <li>• Starting an exercise regime which could be class attendance, or a plan of walking, cycling or home exercise; use of a gym or outdoor activities</li> <li>• Participants may need to attend a stop smoking clinic, or reducing alcohol consumption programme</li> </ul> <p>The level of support will be individually tailored to the Participant but will cover a minimum of 16 hours of support.</p> <p>The Progress Plan will reflect the improvement in health of the Participant which should also help increase motivation to find work</p> <p>The Progress Coach will be responsible for identifying that the</p>	<p>participant to manage the problems more effectively and allow them to concentrate on gaining and sustaining employment</p>		<p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	<p>Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>			
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

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**Annex 4b**

<b>Progress Measure (PM) Ref No. and Category</b>	<b>Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)</b>	<b>How will the PM benefit attached ESF Participant?</b>	<b>Describe the robust evidence retained to substantiate that the PM has been completed</b>	<b>Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?</b>
Health  SHER05	<p><b>Support individuals caring for adults</b></p> <p><b>Who is this for?:</b> This Progress Measure is designed for Participants who are the primary carer for a family member.</p> <p><b>What does it entail?:</b> The Progress Coach will work with the Participant to develop a bespoke course of</p>	Many carers find it difficult to access work because of their caring responsibilities. The PM will aim to offer Participants the opportunity to manage their caring responsibilities and access additional support to enable them to take up employment.	<p>A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)</p> <p>A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress</p>	<p>Progress Measure will be completed by the Progress Coach from either Skills Training UK or End to End Provider.</p> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in</p>

**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**



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	<p>activities tailored to the individual, but will be a minimum of 10 hours in total. Support will be recorded in the Progress Plan</p> <ul style="list-style-type: none"> <li>• Developing a Care Plan to manage caring responsibilities while working</li> <li>• Liaising with relevant authorities to identify a sustainable care plan for the individual in care</li> <li>• Directing participants to access support from third sector organisations/respice care – for example MIND, Age UK, &amp; Scope</li> <li>• Monitoring the effectiveness of the provision</li> <li>• Support the individual to achieve the actions set out on the Care Plan</li> </ul> <p>The Progress Coach will assess the individual for suitability using both the In Depth Needs Assessment to support their judgement. An Action Plan will be created which will detail</p>		coach.	the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	the outcomes required from the course before and where relevant during employment.			
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PMAP Decision (✓)

Accepted (in principle)

Resubmit

Reject

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**Annex 4b**

Progress Measure (PM) Ref No. and Category	Title and Full Description of Progress Measure (include for example, what does PM involve, duration, what is expected of Participant, are multiple events planned or one-off event.)	How will the PM benefit attached ESF Participant?	Describe the robust evidence retained to substantiate that the PM has been completed	Who will deliver PM? If not the Prime Contractor(your organisation) is the supplier from your supply chain? Or is this a referral to existing provision, if so where is the added value?
Support – Social and Economic Exclusion  SSE07	<p><b><u>Supporting participants who have children with learning disabilities or SEN</u></b></p> <p><b>Who is it for?:</b> This Progress Measure is designed for Participants and their families where it is identified that a Participant is unable to look for work because of problems with their child’s learning disabilities or SEN</p> <p><b>What does it entail?:</b>                      The Progress Coach will help participants to access a ‘SEN / Learning Disabilities Support Course’ and support them throughout.</p> <p>The course will comprise of group Sessions, individually tailored to the needs of the Participant but covering at least 12 hours of support.</p>	The PM will provide the participant with skills, knowledge and understanding of how to manage a <u>child with a learning disability</u> or SEN as well as equipping them to better deal with schools and other agencies to gain support in dealing with these issues. These skills will enable the participant to manage the problems more effectively and allow them to concentrate on gaining and sustaining employment.	A copy of the attendance record signed and dated by the participant and provider. (or whomever is delivering the provision)  A copy of the Progress Plan detailing the progress measure and activities signed and dated by the participant and progress coach.	The PM will be delivered by Skills Training UK, one of our delivery partners, or a specialist Provider on a case by case basis as demand necessitates – this will be funded and purchased by STUK or the Delivery Partner in the region.  The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure

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**Accepted (in principle)**

**Resubmit**

**Reject**



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	<p>The course will cover:</p> <ul style="list-style-type: none"> <li>• How to access sources of support and advice</li> <li>• Supporting engagement with and arranging attendance at local parenting support groups</li> <li>• Facilitating and encouraging engagement with school and SEN coordinators</li> <li>• Helping the Participant to access mainstream education places for their child.</li> </ul> <p>The Progress Coach will be responsible for identifying that the Participant is suitable for the course of activity; eligibility will be recorded in the Progress Plan. While on the course of activities the Progress Coach will provide on-going support and encouragement to the Participant to ensure engagement with activities and embed learning. Upon completion the Coach will identify the</p>			<p>engagement with activities and embed learning. Upon completion the Coach will identify the next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.</p>
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**




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	next steps the Participant will need to undertake, and will provide coaching and mentoring for the Participant, supplementing the activities they have undertaken. The activities will be reflected in the Progress Plan.			
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**PMAP Decision (✓)**

**Accepted (in principle)**

**Resubmit**

**Reject**

**Reason for decision**

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