

ESF Progress Measures Annex 4b PMAP1 – CPA9 TWIN

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?
<p>PM1</p> <p>Family Related</p>	<p>Positive Parenting Programme.</p> <p>Customer participates in a programme of parenting sessions for a total of 20 hours over a period of 2 to 12 weeks.</p> <p>Aimed at parents with children of all ages including teenagers.</p> <p>The participant will receive help to develop skills such as reflective listening, working and bringing up children, and applying positive discipline, that will improve confidence in their ability to provide positive parenting, help normalise the family situation and open the way for possible employment opportunities.</p> <p>The initial action plan will determine the need for the programme.</p>	<p>Aimed at enhancing relationships between parents and children and the overall quality of family life. Support the parents to lessen isolation and to strengthen informal and community networks which improves social skills and confidence to support routes towards the labour market.</p> <p>The key worker will provide on going support throughout the ten weeks supporting the parent to practice skills learnt in the centre at home.</p>	<p>A one page module register to show active participation, progress and attendance will be signed by the provider and client/s</p>	<p>Prime contractor and the end to end supply chain with support from specialist providers.</p>

PMAP Decision (✓) Accepted (in principle)

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PM2 Family Related	<p>Engagement or re-engagement by both child and parent with local Children's centre or Sure Start Centre.</p> <p>Aimed at parents with children under 5 years old. Provides intervention early on in the child's development ensuring future regular attendance at school along with good behaviour and relationship's between the child and parent. Regular attendance -at least 10 weeks for two hour sessions.</p> <p>While the children's centre services are existing provision the added value resides in: working with the parent to engage them to a point where they agree to attend a children's centre with their child: supporting them to continue their attendance with their child; and evaluating and building on the experience upon successful completion.</p> <p>The initial action plan will determine the need for the programme.</p>	<p>As a result of engaging or re-engaging with children's centres the parental participant will develop a positive and more caring approach to their children's education and their responsibilities as a parent at home in terms of routines, timekeeping and regular sleeping habits. The parental participant will also build positive peer relationships with other parents, parenting groups, community networks and will be able to interact with 'authority' figures more responsibly, increasing their personal confidence and their willingness to engage with public services.</p>	<p>A one page module register to show progress and attendance will be signed by the provider and client./s</p>	<p>Local Children's centre or Sure Start centre. Support and arrangements to enable attendance provided by prime and end-to-end supply chain.</p>

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PM3 Family Related	<p>Family Counselling.</p> <p>Family counselling sessions for parent participants undertaken with possible engagement of non-custodial parents and other significant family members involving at least 2 members of the family. Members must attend at least 5 sessions of one hour with a registered practitioner.</p> <p>While the counselling services are existing provision the added value resides in: working with the parents and other family members to engage them to a point where they agree to attend counselling; supporting them to continue their attendance with their course of sessions; and evaluating and building on the experience upon successful completion of the course.</p>	<p>Recognition that issues need to be at least discussed in an open and 'hostile free' environment can mark a major step in the direction of assuming or resuming some control of an individual's family life. Involving the wider family will help establish trust and support networks so that they can begin to work together to take responsibility for their own outcomes.</p> <p>A reduction in conflict, hostility or violence will engender and encourage participants to seek and sustain employment and support more effective parenting.</p>	<p>Signed report of attendance and progress by registered practitioner or counselling service, for an agreed minimum of 5 one hour sessions attended by at least 2 members of the family.</p>	<p>Local authority or specialist voluntary accredited family counselling practitioners. Support and arrangements to enable attendance provided by prime and end-end supply chain.</p>

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PM5 Family Related	Addressing the causes of domestic violence Assisting in addressing the causes of domestic violence. Attendance on a 1:1 or small group programme addressing the causes of domestic violence. Programmes will also support potential referrals to other agencies such as mental health, addiction and CAMs services Attendance of one or more family members for a minimum of 12 hourly sessions up to 12 weeks. The initial action plan will determine the need for the programme. An individual safety plan will be prepared by the key worker with the abused member of the family.	An attempt to address this problem by one or more family participants agreeing to attend a support programme is a major step forward for them and the family and any subsequent reduction in frequency or severity is a step towards normalisation and effective parenting. Children who grow up in families where domestic violence is commonplace are more likely to be involved in abusive relationships as adults, either as a victim or perpetrator. World Health Organisation "World Report on Health and Violence." Improvement of self esteem will improve integration into the work place.	A one page module register to show progress and attendance will be signed by the provider and client./s	End to end providers (including prime) and selected specialist providers. There will be no referral outside the supply chain. Individual safety plans will be prepared to support the client. On going support for the client being abused will be provided by the key worker, including 24 hour telephone support.

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PM 7 Social and Economic Inclusion Related	<p>Active participation in a programme of debt and money management.</p> <p>Providing tools to negotiate debt payment terms and developing strong family budgeting skills. Minimum 12 hour programme with provider using online tools and techniques delivered over 2 - 6 week period. . Free mobile phone application speedometer available for daily budgeting Runs over a 6 week period. The initial action plan will determine the need for the programme.</p> <p>It is expected that only one member of the family will be able to achieve this Progress Measure, except in cases where families involve adult dependants, or adults outside of the main household which are classed as family members by the Local Authority. Claimable only once per participant.</p>	<p>Debt problems cause stress, anxiety and add to ingrained patterns of worklessness by engendering perceptions that customers are better off on benefits. These new skills will support customers to focus on forward planning and allow them to spend money on positive activities for their families.</p> <p>Broomleigh Housing Association noted a marked reduction in arrears and domestic altercations with those families participating in their money management programme.</p>	<p>A one page module register to show progress and attendance will be signed by the provider and client.</p>	<p>End to end provider (including prime) with support from specialist voluntary providers.</p>

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PM 10 Social and Economic Inclusion Related	<p>Customer participates in an ESOL programme of 10 weeks to 20 weeks for a minimum of 25 hours to a maximum of 50 hours.</p> <p>The initial action plan will determine the need for the programme.</p> <p>The English worked upon will relate directly to that required by the participant to communicate with local services, GPs, children's services and that useful for the seeking and procurement of a job.</p> <p>Clients will work towards achieving a certificate or units towards.</p> <p>Some embedded delivery around the individual's careers path will be produced to aid job searching and interview techniques.</p>	<p>Being able to communicate with people outside of a customer's immediate family increases confidence, enables customers to act independently when dealing with professionals such as doctors and their children's schools. Increasing the customer's integration into the wider community will move them closer to the labour market.</p> <p>E2E provider will assess each participant; provide bespoke training and exam preparation.</p>	<p>A one page module register to show progress and attendance will be signed by the provider and client./s</p>	<p>This PM will not include referral to existing provision outside the supply chain but will result from a bespoke intervention by an E2E provider from the supply chain with the family or several families in the locality or estate.</p> <p>On achievement of the PM the family members may then be signposted to further existing provision to improve their level of English further.</p>

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PM 14 Work Related	Work experience placement – including engagement of participants, preparation, pre-employment training, mentoring and in-placement support , placement completion evaluation, employer engagement, employer induction and risk assessment, employer in-placement support, employer post placement feedback. .Production of a career plan will be created for all clients with a relevant placement being sought .Part- time placement of at least 4 weeks of 15 hours per week to prepare the client to be ready for full time employment. IB clients will be forewarned of the commitment to a fulltime placement and the possibility of re-assessment. While the employer is providing the work experience placement the additional value provided by the provider resides in the engagement of the employer and participant, the participant preparation, pre-employment training, mentoring and in-placement support, completion evaluation, employer induction and risk assessment, employer in-placement support, and employer post feedback.	Through our experience of delivering work placements to 3,500 customers per annum, we have found that participation helps demonstrate to customers that they have the skills and dedication possible to succeed in employment. They can also help break down employer preconceptions; 82% of the 165 jobs gained through our Community Languages in the Classroom provision, which consisted of a 5 week work placement, were with employers with whom they had completed their work placement	A one page module register to show progress and attendance will be signed by the Employer and clients	Employers and end to end providers (including prime) with support from selected specialist providers.

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PM 15 Work Related	Volunteering placement. Customer engages in some form of voluntary or public community work or project for a period of 16 hours or more over a 4 week period. Production of a career plan will be created for all clients. While the third sector organisation is providing the volunteering experience placement the additional value resides in the engagement of the charity or voluntary organisation and participant, the participant preparation, pre-volunteering preparation, mentoring and in-placement support , placement completion evaluation, organisation induction and risk assessment, organisation in-placement support, and organisation post placement feedback. .Production of a career plan will be created for all clients with a relevant placement being sought	As long as volunteer placements are focused towards solid employment opportunities they can have a significant impact on a customer's employability. 80% of National Trust's full time volunteers go on to find full time employment. (Volunteering and Employment: what is the link for unemployed volunteers? Institute of Volunteering research).	A one page module register to show progress and attendance will be signed by the voluntary organisation and clients	Third sector organisation and end to end providers with support from selected specialist providers.

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PM 16 Work Related	<p>Vocational training course with embedded Numeracy or Literacy Training delivered between 2 - 12 weeks for a minimum total of 20 hours. Some embedded delivery around the individual's careers path will be produced to aid job searching and interview techniques. Production of a career plan will be created for all clients with a relevant placement being sought. The learning course may be an existing programme or may result from bespoke training initiated by a supply chain member but the additional value provided by the supply chain provider resides in: engaging and working with participants to sign up for training, arranging training, supporting participants to continue to attend training, and evaluating the results and benefits of successfully completing the course.</p> <p>Courses will lead towards units, certificates or a qualification.</p>	<p>The fastest route into employment at entry level. Numeracy and Literacy levels affect confidence and abilities to even apply for positions. The South West has one of the highest rates of people qualified to level 2 or above; 71.4% South West Regional Framework 2009 although there are pockets of areas where significant numbers of people have no qualifications such as Plymouth (61%) and Swindon (64%). Skills levels are an indicator of low paid and unsustainable employment and a lack of skills impacts on people's confidence and self esteem.</p>	<p>A one page module register to show progress and attendance will be signed by the provider or agency and clients</p>	<p>Delivery by prime or E2E provider within supply chain with support of specialist agencies.</p>

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PM 17 Work Related	Achieving Work Skills qualification. Demonstrating advanced employability skills - Including motivation and goals workshops, application form completion, interview techniques, job search training, guided job search, pre-employment training. 2-10 week course- minimum total of 30 hours. Production of a career plan will be created for all clients. The course will lead towards a certificate or qualification. Incorporates PM 20.	Advanced employability skills are vital for a customer to reach the point where they can move into employment. Gaining the ability to search effectively and confidently for jobs by themselves and empowering them to take responsibility for their own progression will stop customers feeling intimidated by the process and feel confident in other areas of their lives. Achieving a Work Skills qualification provides substantial additional training way beyond that required in the minimum specification.	A one page module register to show progress and attendance will be signed by the provider or employer and clients	End to end providers (including prime), Employers, and support from selected specialist providers.

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PM 18 Work Related	Complete an Enterprise Course Produce a business start up idea with timescales and steps for achievement.. Work towards sourcing potential funding for business start-up through government, charity or private schemes. Clients will produce a business plan. Course runs for at least 12 weeks at 2 hours a week. Incorporates PM 19	In some rural locations such as parts of the Cotswolds, areas around Exmoor and large parts of Devon, self employment is the clearest pathway to sustainable employment. Twin will use our experience of running Enterprise Clubs to support customers to achieve these ends.	A one page module register to show progress and attendance will be signed by the provider or employer and clients	End to end providers (including prime) and/or specialist providers.

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PM21 Health and Housing Related	Attending a programme of condition management Aims to help clients better understand and manage their health symptoms and return to a healthy lifestyle and prepare for work. Programme runs for a duration of at least two one hourly session of r a minimum of 6 weeks (actual duration to be defined by assessment of need) Production of an individual health action plan will be created for all clients. While the specialist supplier is providing the programme the additional value resides in the engagement of the specialist and participant, the participant preparation, mentoring and hand-holding support , and programme completion evaluation.	Managing a health condition, including mental health programmes is an intrinsic step towards fully participating in the community and finding the confidence to enter employment. Without expert help people with disabilities, health and mental health conditions frequently sink into depression which can be effect outcomes for the whole family.	A one page module register to show progress and attendance will be signed by the provider or specialist agency and clients	End to End provider including prime and specialist s support supply chain member.

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PM22 Health and Housing Related	Attendance of a healthy Living and Fitness Class Modules include: <ul style="list-style-type: none"> • Explore principles of healthy eating • Use food and nutritional information to live a healthy life. • Starting an exercise regime which could be class attendance of a self plan of walking, cycling or home exercise. 6 - 12 weeks for a minimum total of 24 hours. While the specialist supplier is providing the programme the additional value resides in the engagement of the specialist and participant, the participant preparation, mentoring and hand-holding support, and programme completion evaluation. Production of an agreed Health and Fitness Plan.	Awareness of the benefits of healthy living and the dangers of obesity and smoking for example can have a positive affect on a participant's lifestyle and well-being.	A one page module register to show progress and attendance will be signed by the provider or specialist agency and clients	End to End provider including prime and specialist s support supply chain member.

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PM 24 Health and Housing Related	Active participation in drug and/or alcohol rehabilitation services Attend weekly one hour sessions either 1-1 or group sessions for a period of at least 8 weeks. The initial action plan will determine the need for the programme. This could include re-engagement if the client had dropped out of previous provision. While the specialist provider is providing the programme the additional value resides in the engagement by the E2E supply chain member of the specialist and participant, the participant preparation, mentoring and hand-holding support throughout the programme, and programme completion evaluation.	Accepting you have an addiction problem is the first step. Addiction and related interdependent problems such as mental health issues (those who abuse alcohol are twice as likely to have mental health problems as those that don't *DWP Research Paper; Alcohol mis-users' experiences of employment and the benefit system) form a strong barrier to employment; studies have shown that alcohol dependence significantly reduces the probability of being in work*.	A one page module register to show progress and attendance will be signed by the provider and customer.	End to End provider including prime and specialist s support supply chain member.

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PM 25 Health and Housing Related	Housing Stability For participants whose housing situation is unstable, facing a threat to retaining their current accommodation (e.g. rent arrears, housing officer visits, warning letters, temporary accommodation etc.), we will work with participants in order for them to reduce the risk of losing their tenancy, through support sessions and seeking specialist legal advice if necessary. Support offered could be; <ul style="list-style-type: none"> • Liaising with landlords/housing providers on issues where housing is unsafe • Rent arrears – repayment plan • Reducing antisocial behaviour • Managing their tenancy • Ensuring they have an appropriately equipped home Where a change of accommodation is required support will be provided to facilitate the moving process and to access / establish services in the new area following a move. Participants will attend a minimum of 10 hours support over a period of 2 - 10 weeks.	Participants will benefit from sustained housing support that is likely to move them into a more permanent and settled state of accommodation. This in turn improves their ability to gain and stay in employment.	A one page module register to show active participation, progress and attendance will be signed by the provider and customer/s. The PM must be detailed on the Action Plan and subsequent reviews.	End to End provider including prime and specialist s support supply chain member.

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PM 26 Reducing – Reoffending	Reducing reoffending Attendance of a programme of ex-offender management including a positive progression, such as agreeing to mentor an ex offender. Participant's engagement as a buddy or mentor role demonstrating a contribution of time to supporting ex-offenders or potential offenders within their community. Programmes have different lengths dependent on focus but as a guide we have specified Nacro's 6 week programme. Minimum 12 hours attendance. Programmes will vary from 8 weeks to 12 weeks and from 12 to 24 hours. While the specialist supplier is providing programme the additional value resides in the engagement of the specialist and participant, the participant preparation, mentoring and hand-holding support, and arranging buddy or mentoring role. Incorporating PM27	A willingness to attend such a course or work with another offender to prevent a return to crime demonstrates a life change away from crime. Outcomes for offending families are statistically poorer for example; 65% of boys with a convicted parent s go on to offend themselves (compared to 22% who don't) Early Prevention of Adult Anti-Social Behaviour 2003. Taking a responsible role helps increase self esteem and motivation, provides a positive role model for the rest of the family, and emphasises their ability to play a constructive role within the community	A one page module register to show progress and attendance will be signed by the provider, the beneficiary and client./s	End to End provider including prime and specialist s support supply chain member.

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PM 28 Addressing Gang Membership	Participation in a programme that addresses the disadvantages of gang culture and membership Aimed at supporting 16+, partners of gang members and older gang members to find alternatives to that lifestyle. Programmes also include supporting parents to work with their children to discourage gang membership. Participant would be required to attend a programme for at least 20 hours over 6-10 weeks. While the specialist supplier is providing programme the additional value resides in the engagement of the specialist and participant, the participant preparation, mentoring and hand-holding support, and working with the rest of the family to support the participant throughout the programme.	A willingness to attend training in positive activities outside of gang membership is a clear indicator that the participant is open to change and development. Family gang membership causes stress and worry, vastly increases the chance of criminal records, can lead to violence within the home and generally creates a situation that becomes a large 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.	A one page module register to show progress and attendance will be signed by the provider and client./s	End to End provider including prime and specialist s support supply chain member.

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PM 29 In-work	<p>Apprenticeships offered in work skills, education, customer service and team leading</p> <p>E2E provider engages with the employer and participant to develop an in-work action plan, arranging the training programme with the appropriate provider, (could be their own course) arranging any time required from the employer to support the participant on-programme and evaluate benefits on programme completion. The initial action plan will determine the need for the programme.. This could include re-engagement if the client had dropped out of previous provision.</p> <p>A career action plan will form part of the evidence.</p> <p>Participants will have to have attended all required sessions for a period of at least 3 months.</p>	<p>Full registration and active participation shows a commitment to work and the responsibilities of being a family wage earner. Where apprenticeships are programme led, this demonstrates an important step prior to full time employment with the opportunity to progress their career once they are in employment.</p>	<p>One page modules register to show progress and attendance and development of a portfolio. Register to be signed by the assessor, and client.</p>	<p>Employer and end to end provider (including prime) or specialist voluntary provider.</p>

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<p>PM 31 FAMILY RELATED</p>	<p>CARING FOR CARERS</p> <p>Customers who have identified that their caring responsibilities are a challenge and play an impact on their availability to enter work. Examples include: Carers of pre-school children; carers of school children; carers of elderly dependent; carers of dependent with health and learning difficulties.</p> <p>As a minimum the Care Plan will include:</p> <ul style="list-style-type: none"> • Coaching – intensive support by Key Family Mentor to provide tailored support to improve care situation e.g. advocacy with local care provider; establishing structured care routine with extended family • Workshop opportunity or 1 to 1 support to increase knowledge and guidance of the local care environment e.g. overview of different care options. • Funding Review and Sourcing – support to review and apply for funding sourcing to meet caring requirements • Additional Support Package – on-going support tailored to customers' needs e.g. Peer Mentoring; engagement with local services; Specialist Provision; 1-1 information and guidance; carers network; Personal Development. <p>Duration – The customer will participate in a minimum of 20 hours over 4 – 12 weeks. Support will be individually tailored to identify goals all of which will be detailed in the Action Plan.</p>	<p>This Progress Measure will provide customers with a more structured and effective care plan ensuring that they are accessing better quality and more appropriate care arrangements for their dependents. By providing structured care arrangements the customer is more likely to have the time and support to enter employment.</p>	<p>A one page module register to show active participation, progress and attendance will be signed by the provider and customer/s. The PM must be detailed on the initial Action Plan.</p>	<p>End to End Provider including prime and specialist support supply chain member</p>
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Reject



Reason for decision

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?
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<p>PM 32 WORK RELATED</p>	<p>Pre-entry level Literacy / Numeracy Programme</p> <p>Adults within eligible households that have Literacy & Numeracy skills at or below pre-entry level, will struggle to move closer to the labour market, interact with the community and those with children will be unable to support their children through school.</p> <p>Many parents cannot read sufficiently or deal with numbers which is affecting their confidence and self esteem. . We will increase the parent's confidence by supporting their literacy/numeracy needs, providing a programme of 1 – to -1 or group support to overcome their barriers, by</p> <ul style="list-style-type: none"> • Help with reading through our volunteer mentors on a 1-to-1 basis • For literacy, help with reading, writing, spelling, grammar, listening and speaking • For numeracy, help with numbers, percentages, calculating, measuring, shapes and graphs <p>Once the programme has been completed the example activities will be common place within the household:</p> <ul style="list-style-type: none"> • Parents reading bedtime stories to children • Reading the newspaper to look for suitable employment • Parents helping with homework and engaging in educational games • Parents understanding money and change and helping their children • Reading and understanding the amounts on bank statements, bills etc. • Parents reading letters and responding to them, writing application letters and CV <p>Participants will be in a Literacy/Numeracy programme of 20 - 50 hours delivered over 2 to 20 weeks.</p>	<p>Being able to communicate confidently, through reading and writing increases confidence, enables participants to act independently when looking and applying for employment as well as dealing with professionals such as their children's schools.</p> <p>Increasing the participants literacy/numeracy skills will not only increase their confidence and self esteem but also enable them to manage their money and home better, which in turn will help them move closer to the labour market</p> <p>Increasing a parent's basic skills will enable them to become a greater part of their children's lives and become better role models for educational behaviour.</p>	<p>A one page module register to show active participation, progress and attendance will be signed by the provider and customer/s. The PM must be detailed on the Action Plan and monthly reviews.</p>	<p>End to End Provider including prime and specialist support supply chain member.</p>
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PMAP Decision (✓)

Accepted (in principle)

Resubmit

Reject

Reason for decision -

