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Department
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ESF 14/20 Live Running Memo

To: Specialist Employability Support (SES) in England

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Memo Serial No: LRM12

Date: 10 March 2017

Subject: Match Provider ESF Management Information (MI) User Instructions and Evidence Requirements

Action: For information/instruction

Timing: From 13 March 2017

Information

A new release of the electronic ESF1420 form used to provide Match participant MI to DWP will be issued individually to ESF Match providers on week commencing 6 March. The revised user instructions will be issued by email along with the form and published as an annex to the SES provider guidance. The new form and user instructions replace previous versions and should be used to provide all Match MI to DWP from w/c 6 March 2017. In addition there are new sections added relating to evidence requirements and paid job outcomes. The changes to the form are listed below.

Change Number	Section	Outline Change
1	Annex 7	Previous guidance and clerical versions of the form (Annex A, B, C) replaced by electronic form and user instructions.
2	Evidence of Results and Evidence/Claiming of Payments as standalone sections (page 25-7)	Clarification of ESF evidence required for results (into qualification, education, training and into employment) that do not generate payments. A separate section on payment generating outcomes, (short and sustained jobs), and how to evidence and claim these.
3	Universal Credit Job Outcome Payments. (Page 28)	Clarification of the DWP checking and validation process for UC outcomes.
4	eESF 1420 form Initial Data. Part 2, Participant Characteristics	Two additional response options have been added to the labour market status question: (CO02) Long-term unemployed; (CO04) Inactive, not in education or training
5	eESF 1420 form Initial Data. Part 2, Participant Characteristics	The response option 'Participant chose not to say' has had the wording: '(signed exemption)' removed. The participant does not need to sign an exemption if choosing this response but they must, in any case, sign the participant declaration to confirm that the responses on the form accurately reflect those given to the provider.
6	ESF1420m form MS Word versions	The formatting of the Microsoft Word document and Word template versions of the form have been simplified to improve the automated ingestion of PDF documents emailed to DWP. The changes are:

		<ul style="list-style-type: none"> • Shading removed • Heading font increased to 16pt • Heading/footer in Bold Black
7	ESF1420m form MS Word versions	For ease of reference, the Microsoft Word clerical versions of the form have been pre-populated with contract specific information (provider name, contract ID)
8	Evidence of Results section, In Education or Training, p.25	Use the official name and definition for this result i.e. In education/training upon leaving.
9	Evidence of Results Section, Gaining Basic Skills, p.26	Clarification of Basic Skills Definition
10	Evidence of Results Section, Page 27	Preferred Evidence Table updated
11	Evidence of Results Section, Page 25	Clarification on reporting and evidence requirements for job entries/into work.

Further Information / Contact Details

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