

ESF 2014- 2020 Programme (Enhanced Employability Pipeline & EPSIP)

Table 1 – Employment Status – definitions and evidence requirements

Table 2 – Outcomes and progressions - definitions and evidence requirements

Table 1 – Employment Status		
ESF Participant Guidance (page 23-25 and 43-46)		
Status	Definition	Evidence Requirements
Unemployed	<p>“Persons usually without work, available for work and actively seeking work. Persons considered as registered unemployed according to national definitions are always included here even if they do not fulfil all three of these criteria”.</p> <p>(European Commission Monitoring and Evaluation Guidance: Annex C1)</p> <p>Individuals in receipt of Jobseekers Allowance, irrespective of the length of unemployment</p> <p>or</p> <p>Individuals in the Employment Support Allowance Work related Activity Group</p>	<p>Award letter/print-out from online Universal Credit system detailing Jobseekers Allowance/ESA (Work Group)</p> <p>or Copy of the individual’s bank statement showing benefit payments (where the employment status can be clearly demonstrated from the description on the bank statement)</p> <p>or ES40 (Job Seekers Card)</p> <p>or 'My Work Plan' demonstrating current status</p> <p>or Local Authority Account Information, e.g. Citizens Account, where data has been supplied or verified by DWP.</p>
Economically Inactive	<p>“Persons currently not part of the labour market (in the sense that they are not employed or unemployed according to the definitions provided).” (European Commission Monitoring and</p>	<p>Evidence should be provided by the participant to demonstrate that they have been inactive (in this case, a signed registration form is acceptable).</p>

	<p>Evaluation Guidance: Annex C1)</p> <p>Individuals who are not employed or registered unemployed.</p> <p>The following individuals are considered ‘inactive’:</p> <ul style="list-style-type: none"> • Full-time students • People on full-time parental leave (understood as absence from work to bring up a child of a young age for a period which does not fall under the classification of maternity or paternity leave) should be considered as ‘inactive’, unless already registered as ‘unemployed’. <p>Self-employed individuals are not considered inactive. (European Commission Monitoring and Evaluation Guidance: Annex C1)</p>	<p>In addition, evidence should be retained to demonstrate that the Operation (e.g. a Project Key Worker) has assessed whether the information provided in the Registration Form is accurate (e.g. a description of the participants circumstances as part of a more detailed assessment).</p> <p>If the individual is in receipt of benefits, they may wish to provide the following also: Award letter detailing benefits/print out from online Universal Credit system/copy of individual’s bank statement showing benefits payment)</p> <p>or</p> <p>Referral from recognised agency/service who can reasonably be considered to have an accurate knowledge of the participant’s circumstances (e.g. Housing Association, Local Authority Service, etc.).</p>
<p>Inactive – not in education or training</p>	<p>Individuals classed as ‘inactive’ (see above) who are not in education or training.</p> <p>(European Commission Monitoring and Evaluation Guidance: Annex C1)</p>	<p>See above (under ‘Economically Inactive’).</p>
<p>Employed (including self-employed)</p>	<p>Individuals (aged 15 and over) who receive pay from an employer or are self-employed, including:</p> <ul style="list-style-type: none"> • Helping family members (this is considered self-employment) • Individuals on maternity or paternity leave • Individuals in subsidised employment 	<p><u>Employed</u> Confirmation of employment i.e. letter of employment, wage slip; contract of employment, letter detailing Working Tax Credits etc.</p> <p><u>Self-employed</u></p>

	(European Commission Monitoring and Evaluation Guidance: Annex C1)	Confirmation of self-employment e.g. HMRC letter evidencing registration; or bank statement for business account; or Registration with Companies House
Disadvantaged	Supported participants must fall into one or more of the following categories: workless household, lone parent household, low income household. Definitions for these categories can be found in the Participant Guidance (page 43-46).	Evidence requirements for these categories can be found in the Participant Guidance (page 43-46).

Table 2 – Outcome and Progressions			
Status	Pipeline Stage	Definition	Evidence Requirements
Start/Engagement/Assessment	N/A	First involvement with participant with view to engagement on ESF Programme. Assessment or action plan completed. Placement of participant on applicable stage of pipeline.	<p>Auditable signed evidence kept at provider's premises. Ensure that client registration has identified whether they are unemployed, inactive or employed (including self-employed) and that sufficient ESF multiple barriers are ticked to place client on ESF Programme.</p> <p>Registration Form and Data Protection documentation to be signed and dated by client and caseworker. Caselink updated with clients details. Action plan signed and dated by both service provider and service user. Progress reviews should take place regularly and be kept on file.</p>
Number of people supported	N/A	Number of clients supported over a given period	Unique client ID's within Caselink System to correspond to records of clients held by

			organisations (paper files and claim documentation)
Progression: Volunteering	2/3/4	Minimum 2 hours per week sustained for 13 weeks (stage 1 & 2 service users) or minimum 8 hours within a 4 week period (stage 3 & 4 service users). With a non profit making organisation.	Email, or document signed and dated, from appropriate representative of placement provider confirming dates and hours of attendance
Progression: Employability Training	3	Completion of an employability skills course (including certificated courses validated by e.g. SQA, FE College)	Copy of certificate awarded, or printout from service user's SQA record showing certification or email, or document signed and dated from trainer confirming dates and hours of attendance.
Progression: Certified Vocational Training	3/4	Successful completion of modules, units, or assessed training courses accredited by SQA or other national body. Training is specific to a sector or job role.	Copy of certificate awarded, or printout from service user's SQA record showing certification.
Progression: Non-certified Vocational Training	3/4	Completion of non-certificated vocational training course. Training is specific to a sector or job role.	Email or document signed and dated, from trainer confirming dates and hours of attendance and title of course.
Progression: Referral to Mainstream Provision	3/4	Service user progresses from stage 1/ stage 2 provision to stage 3 and 4 services.	A formal statement should be completed as evidence by the stage 1/2 provision, the stage 3/4 provision and the participant acknowledging the progress onto the stage 3 or 4 services.
Progression: Further or Higher Education entry	3/4	Enrolment on a full or part time course leading to an SQA Group Award or	Confirmation from Educational Establishment as to enrolment on course,

		degree programme. Start date must be during the current ESF programme.	course title, start and end date. Copy of matriculation or student ID card.
Progression: Further or Higher Education sustained	3/4	Higher or further education sustained for 26 weeks from course start date or other period as specified in contract or grant agreement.	Evidence of attendance obtained by service user from institution.
Progression: work placement	4	A work placement is a formal, set period placement with an employer to enable a participant to gain practical training and experience in a relevant and challenging workplace environment with a view to providing the participant with the necessary skills, confidence and references to enhance their employment prospects.	Email from appropriate representative of placement provider confirming dates, placement activity and hours of attendance or document signed and dated by the placement provider.
Outcome: Qualification	4	Qualification accredited by an awarding body such as SQA and non-certificated vocational training courses	Copy of certificate awarded.
Outcome: job entry f/t	4	At least 16 hours per week. Job entry must be within 26 weeks of last active engagement.	Contract of Employment/Letter of employment plus wage slip to evidence actual remuneration for a period of employment. Job must be sustained for minimum of four weeks before being claimed.
Outcome: job entry p/t	4	Less than 16 hours per week. Job entry must be within 26 weeks of last active engagement	Contract of Employment/Letter of employment plus wage slip to evidence actual remuneration for a period of employment. Job must be sustained for

			minimum of four weeks before being claimed.
Outcome: self-employment	4	As job entry outcomes. Runs own business, not contractually bound to a specific employer as an employee.	Self-employment declaration completed stating number of hours worked in the business per week and date started self-employment, including name and address of company plus proof of trading in form of HMRC letter evidencing registration or Bank statement for a business account). Job must be sustained for minimum of four weeks before being claimed.
Outcome: job sustained	5	Continuous employment for 26 weeks or other period as specified in contract or grant agreement. Job entry must be within 26 weeks of last active engagement	Email or signed/stamped and dated evidence from employer confirming service user in post at 13 weeks (26 weeks for ESF purposes) or other period as specified in contract or grant agreement or payslip covering that period.
Outcome: supported employment	5	Service user with additional support needs is supported to stay in open employment.	Document showing support delivered, dated and signed by service user, employer and case worker.
Outcome: in work progression	5	Improved Labour Market Situation (page 6 in linked document) The longer-term result indicator on participants with an improved labour applies only to participants who were already employed on joining an operation.	Auditable signed evidence (as agreed with contract manager) kept with service user's file. Need to include entry position, action undertaken and resolution of situation with discernible improvement in service users situation with attached evidence (e.g.

		<p>It is considered that participants have an improved labour market situation (referred to as an in-work progression for City of Edinburgh Council funded providers) when they have either <i>taken up new employment or moved to a position within the same employment</i>. In both cases the change must fulfil one or more of the characteristics below:</p> <ul style="list-style-type: none"> ○ requires higher competences, skills or qualifications ○ entails more responsibilities ○ promotion ○ move from precarious to stable employment (e.g. fixed term to permanent contract) ○ move from underemployment (i.e. involuntary part-time work) to full employment. 	<p>payslip, new contract or description of new work skills obtained) signed and dated by service user, caseworker and their line manager.</p> <p>An example of acceptable evidence would be:</p> <ul style="list-style-type: none"> • Entry position evidence (payslip/contract) pre-intervention. • Outcome form detailing improvement in situation (higher pay, more hours, more skills/competences/responsibilities, promotion, moving to stable employment, move from underemployment). • New position evidence (payslip/contract).
Outcome: retained employment	5	<p>The longer-term result indicator on participants who retain their employment applies only to participants <i>who were already employed on joining an operation</i>.</p>	<p>Auditable signed evidence (as agreed with contract manager) kept with service user's file.</p>

		<p>It is considered that participants have retained their employment when they have been supported to maintain their current role and without the support, may have become unemployed. In this case, the change must fulfil one or more of the characteristics below:</p> <ul style="list-style-type: none"> ○ Client’s job was at threat of redundancy ○ Client’s circumstances changed and felt they could no longer sustain employment 	<p>Need to include entry position, action undertaken and resolution of situation with discernible improvement in service users’ situation with evidence thereof - signed and dated by service user, caseworker and their line manager. Alternatively, an official letter detailing the outcome of any intervention from the employer.</p> <p>An example of acceptable evidence would be:</p> <ul style="list-style-type: none"> ● Entry position evidence (payslip/contract) pre-intervention. ● Outcome form detailing resolution to issues in the workplace. ● Evidence client retained role (payslip/contract).
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