

JOINED UP FOR JOBS**Outcomes and progressions - definitions and evidence requirements**

Output	Pipeline	Definition	Evidence required
Start / Engagement	1	Enrolment on course <i>or</i> programme. Assessment <i>or</i> action plan completed.	Auditable signed evidence kept at provider's premises. Action plan signed and dated by both service provider and service user. Progress reviews should take place regularly and be kept on file.
Outcome: re-engagement with school	1	Project has helped a young person re-engage with school after a period of non-attendance	Email or letter from school acknowledging support of provider in young person's re-engagement with education
Progression: volunteering	2/3/4	Minimum 2 hours per week sustained for 13 weeks <i>or</i> minimum 8 hours per week within a 4-week period.	Email, <i>or</i> 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 such as Certificate of Work Readiness, Employability Award etc. (Including certificated courses validated by e.g. SQA, FE College)	Copy of certificate awarded, <i>or</i> printout from service user's SQA record showing certification <i>or</i> email, <i>or</i> document signed and dated from trainer confirming dates and hours of attendance.
Progression: certificated vocational training	3/4	Successful completion of modules, units, <i>or</i> assessed training courses accredited by SQA <i>or</i> other national body. (These should relate to a work-specific area such as CSCS, Food Hygiene etc.)	Copy of certificate awarded, <i>or</i> printout from service user's SQA record showing certification.
Progression: non-certificated vocational training	3/4	Completion of non-certificated vocational training course.	Email, <i>or</i> document signed and dated, from trainer confirming dates and hours of attendance. Only to be used if specifically mentioned in your contract <i>or</i> grant agreement.
Progression: referral to mainstream provision	3/4	Service user progresses from stage 1/ stage 2 provision to stage 3 and 4 services.	Caselink record showing accepted referral from first step to mainstream provision <i>or</i> email from service provider not on Caselink (third party referral).
Progression: other	2/3/4	Progression on distance-travelled measure as defined in contract <i>or</i> grant agreement.	Auditable evidence (as agreed with contract manager) signed by caseworker and service user. To be kept with service user's file.
Outcome: further or higher education entry	3/4	Enrolment on a full <i>or</i> part time course leading to an SQA Group Award <i>or</i> degree programme.	Copy of matriculation or student ID card.

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Progression: work placement	4	A set period of work where it has been defined as a work placement i.e. full job functions, either paid or unpaid.	Email from appropriate representative of placement provider confirming dates and hours of attendance <i>or</i> document signed and dated by the placement provider.
Outcome: further or higher education, sustained	3/4	Higher or further education sustained for 25% of year 1 of course, or other period as specified in contract or grant agreement.	Evidence of attendance obtained by service user from institution.
Outcome: job entry f/t	4	At least 24 hours per week. Job entry must be within 26 weeks of service user leaving date from the programme.	Email <i>or</i> signed/stamped and dated evidence from employer confirming job entry date <i>or</i> payslip.
Outcome: job entry p/t	4	Less than 24 hours per week. Job entry must be within 26 weeks of service user leaving date from the programme.	Email <i>or</i> signed/stamped and dated evidence from employer confirming job entry date <i>or</i> payslip.
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 and proof of trading (e.g. business bank account details, <i>or</i> correspondence with HM Customs).
Outcome: job sustained	5	Continuous employment for 4 <i>or</i> 13 weeks <i>or</i> other period as specified in contract or grant agreement. Job entry must be within 26 weeks of service user leaving date from the programme.	Email <i>or</i> signed/stamped and dated evidence from employer confirming service user in post at 4 weeks, 13 weeks <i>or</i> other period as specified in contract or grant agreement <i>or</i> payslip.
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	Service user supported to progress in work (e.g. increased <i>or</i> more social hours, improvement in grade <i>or</i> pay scale, benefits from in-work training).	Auditable signed evidence (as agreed with contract manager) kept with service user's file. Evidence should show previous situation and new situation and explain the project's role in securing this.
Outcome: retained employment	5	Project has helped somebody in employment retain employment who may have otherwise become unemployed.	Auditable signed evidence (as agreed with contract manager) kept with service user's file.