



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future

Edinburgh Enhanced Employability Pipeline and ESF Compliance

Participant Eligibility

Before agreeing to support a participant, Contractors/Delivery partners should ensure the individual's circumstances are assessed to identify whether they qualify for European Social Fund (ESF) support.

Suitable documentation must be obtained to evidence that:

- the participant is legally able to reside and work in the UK.
- the participant lives in Edinburgh and their age.
- the participant falls into one of the following types of employment status:
 - Unemployed
 - Long Term Unemployed
 - Economically Inactive
 - Inactive, not in education or training
 - Employed (including self-employed)
- the participant has multiple barriers to employment – 2 or more. Please note that if a participant is long-term unemployed and this is appropriately evidenced, they are deemed to have multiple barriers.

The Service offering must be shaped around an understanding of the multiple barriers eligibility criteria. The alleviation (removal, if possible) of these barriers enhancing the opportunities for a participant to move into, sustain and progress in employment.

As we receive funding for this Enhanced Employability Programme from the European Social Fund through the 2014-2020 Structural Funds Programme, **only participants with multiple barriers (two or more) are eligible for this service and it is only these participants who should be entered onto the ESF section of our client management system Caselink.** The most up to date list of barriers is reproduced (in alphabetical order) in the table below:

Current ESF Barriers to Employment list
Above 54 years of age
Armed Forces Veteran

Asylum Seeker
Criminal Convictions
Disability
Employment Status affected by Covid -19
From Employment Deprived Areas
Homeless or affected by housing exclusion
Households where the youngest dependent is aged <1
Households with 3> Dependents
Living in a jobless household
Living in a jobless household with dependent children
Living in a single adult household with dependent children
Long-term physical illness/condition
Long -term unemployed
Looked after young person
Low income employed (only applicable to participants who are employed)
Low skilled (below ISCED level 2 – SCQF level 4 and under)
Material Deprivation
Mental health issues
Migrants, people with foreign background, minorities (including marginalised communities such as the Roma)
No or limited work experience
Primary carer of a child/children (under 18) or adult
Primary carer of older person
Refugee
Substance related conditions
Underemployed (only applicable to participants who are employed)
Young People Aged <25 impacted by Covid-19

Please note that only one jobless household barrier can be claimed for any participant – meeting the definitions for 2 or more only counts as one barrier. If claiming Disability and Long-term physical illness/condition barriers together the illness/condition must be distinct from that used to claim the disability barrier.

This evidence should be obtained as part of the **Participant Registration** process. Full definitions for legally able to reside and work in the UK, employment status, and barriers and the documentation required to evidenced them are contained within the European Social Fund Participant Guidance document the latest version of which can always be found at: www.gov.scot/publications/european-social-fund-participant-guidance

A PDF version of the latest iteration (January 2021) is provided below.



ESF Participant
Guidance Updated

Not eligible for support through this ESF Programme

Individuals are **not** eligible for pipeline support if they are:

- School pupils
- Not of working age (i.e. not reached the minimum school leaving age)
- Foreign nationals who do not have the right to reside and work in the UK
- Not residing in a City of Edinburgh City postcode
- Not presenting with multiple barriers to employment

Publicity

It is important that the correct ESF logo is used on participant documentation and it is made clear to participants that they are being supported by ESF. We have designed a form to be completed by the caseworker and client to evidence this:



ESF Participant Declaration
Form 2014-2020

Please refer closely to the appropriate publicity guidance (www.gov.scot/publications/esif-publicity-requirements-2014-2020)

Key participant documents

We would expect the following to be completed and retained in each participant file:

- **Referral form** (if obtained but not mandatory to do so) can be used to evidence both mandatory information and other eligibility criteria (e.g. barriers to employment) where such information has come from a statutory public register (e.g. DWP, SEEMIS, My SQA) and has been verified (e.g. employment status). To be used as reliable evidence they need to be certified (by the issuing institution) **or** sent via their dedicated mailbox. **A referral form (that has not come from a statutory public register) is not evidence of eligibility unless the supporting evidence documentation has been obtained and verified.**

A referral form must include minimal information to be acceptable – see pages 7 and 8 of the ESF participant guidance document for information.

- **Data Protection Statement / Privacy Notice** - Proforma will be available via our client Management System Caselink.
- **Registration Form** - we expect an appropriate ESF registration form (content and logos) to be completed for all participants who are to be given support. It should be completed at the time the participant is engaged on the ESF Enhanced Employability Pipeline programme. **Note** if a participant exits the programme and looks for support again at a future date then a new registration form needs to be completed. Details of the information which should be captured through the registration form can be found on pages 8-12 of the ESF Participant Guidance Document. **The registration form should be signed and dated by both the Participant and a Project Worker and have the ESF logo on it.**

- **Project Worker/Key Worker Assessment** – these are extremely important and must address the Participant’s needs in relation to the intervention (support) being proposed. Assessments must therefore clearly outline the link between the needs or barriers of the participants and the positive outcome that is anticipated ESF assistance will generate. **In all cases** the assessment should be able to demonstrate that the project key worker has **assessed** whether the information provided in the Registration Form is accurate e.g. employment status, main barriers etc. **This assessment needs to be signed and dated by the caseworker and have the ESF logo on it.**
- **Action Plan** – Another extremely important document. Through it the Project worker/Key worker will explain to the participant that they will be their main contact/support throughout their journey towards work and although you might refer them to other organisations for specialist support, you will continue to be in touch with them regularly. In addition, the Project worker/Key worker will discuss and agree the following:
 - o Main aims and objectives that participant wants to achieve (e.g. obtain a full time or part time job; move onto further education or training etc)
 - o What support would be helpful in improving your employability skills? (e.g. work experience; further qualifications; literacy and numeracy skills; improved IT and Computer skills etc)
 - o What support would be helpful in improving your personal circumstances / barriers, to enable you to progress towards employment? (e.g. Solve debt /money/benefit issues; Secure Childcare for Employment; Overcome Criminal Record Issues; Improved Health for Work)
 - o Should then detail the actions and support that have been agreed with the participant including timescales.

The Action Plan needs to be signed and dated by both the project key worker and the participant when initially completed and then at key stages throughout the support journey – it must also have the ESF logo on it.

- **Support Activity Undertaken** - important to keep evidence of this activity. Activity delivered will be dependent on the participants pipeline stage but could include the following: Record of referral to other support within the pipeline; Record of all activities undertaken e.g. file notes; signed attendance records; case worker notes; copies of all correspondence; evidence of job searching/ job matching; copy of CV; evidence of non accredited training/ qualifications ; accredited training qualification certificates; evidence of progression through stages of the pipeline etc. Must be signed and dated by caseworker/ participant and have the ESF logo (if appropriate).

ESF Output & Result Indicators

Through the contract you will be targeted with achieving a minimum level of new engagements, of ESF eligible participants, each year. For ESF reporting these new engagements will be recorded against 2 output indicators:

- Unemployed and inactive participants with multiple barriers to employment.
- Employed participants with multiple barriers to progressing in the labour market.

From these new engagements you will be targeted with achieving a minimum number of results each year. ESF reporting is against 6 result indicators, 2 of which are focused on sustainability:

- Unemployed and inactive participants with multiple barriers entering education or training.
- Unemployed and inactive participants with multiple barriers gaining a qualification.
- Unemployed and inactive participants with multiple barriers in employment, including self-employment, upon leaving.
- Unemployed and inactive with multiple barriers in employment, including self-employment, **six months after leaving.**
- Employed participants with multiple barriers gaining a qualification upon leaving.
- Employed participants with multiple barriers with an improved labour market situation **six month after leaving.**

Once output and results targets are agreed, failure to meet them could have implications for the amount of ESF grant which the City of Edinburgh Council is able to draw down. As a consequence, the City of Edinburgh Council may be left with no alternative but to reduce the annual contract value.

The current version of the Outcomes/ results definitions and evidence requirements can be found in the document below:



ESF Outcomes and Progressions definitions