



Northern Ireland European Social Fund Programme 2014 -2020

ESF Projects Funded Under Priority Axis 1 & 2

ESF Promoter Guidance on the Collection, Monitoring and Verification of Participant Project Performance Data

October 2017

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1. Introduction

1.1 Background

The Northern Ireland European Social Fund (ESF) Operational Programme 2014-2020 (Programme) was submitted to the European Commission (EC) on 17 July 2014 and formally adopted on 12 December 2014.

The overall strategic aim of the Programme is to combat poverty and enhance social inclusion by reducing economic inactivity, and to increase the skills base of those currently in work and future potential participants in the workforce. This aim is to be realised through three main investment priorities, namely:

- i. Promoting sustainable and quality employment and supporting labour mobility;
- ii. Promoting social inclusion and combating poverty and any discrimination; and
- iii. Investing in education, training and vocational training for skills and life-long learning.

Projects funded under the following Priority Axis 1&2 of the Programme received Letters of Offer of financial assistance for Call 1 (April 2015 to March 2018):

Priority Axis 1 – Access to Employment

Promoting sustainable and quality employment and supporting labour mobility.

Thematic Objective 8, Investment Priority i (a)

Projects supporting unemployed and long term unemployed participants to access employment.

Thematic Objective 8, Investment Priority i (b)

Projects supporting economically inactive participants to access employment, education and training.

Thematic Objective 8, Investment Priority (ii)

Projects supporting young people aged 16-24 not in employment, education or training integrate into the labour market.

Priority Axis 2 – Social Inclusion

Promoting social inclusion and combating poverty and any discrimination.

Thematic Objective 9, Investment Priority i (a) -Support People with Disabilities

Enhance social inclusion with projects supporting participants with a disability to access employment, education and training.

Thematic Objective 9, Investment Priority i (b)

Enhance social inclusion with projects supporting NEET participants aged 16 and over within families receiving community family support to access employment, education and training.

1.2 Performance Monitoring

All publicly-funded programmes are underpinned by some degree of performance monitoring used to assess, on an ongoing basis, whether the activities being financed represent a good use of public funds.

The performance monitoring requirements for the Programme are set out in Articles 50 and 111 of the Common Provisions Regulation (CPR). These Articles refer to a list of **common performance indicators** (See Section 2.1 - 2.4) against which ESF projects must be monitored.

The Department for the Economy (DfE or Department) and EC also wish to monitor **three programme specific performance indicators** under Priority 8ii (Young People Not in Education, Employment and Training (NEET) and Priority 9i(b) Community Family Support Programme (CFSP) (See Section 2.1 and 2.5).

In addition to the Programme level performance indicators reported to the EC, the Department also wishes to monitor other performance indicators to fully capture all key project activities of the Programme.

1.3 Purpose

This document has been produced by the Northern Ireland ESF Project Delivery Branch (ESF PDB) to provide practical guidance to ESF Promoters on the collection, monitoring and verification of participant project performance data.

The content of this document complies with guidance issued by the EC in May 2016.

2 Overview of ESF Performance Indicators

2.1 ESF Common Performance Indicators and Programme Specific Indicators

Table 1 below details the common performance indicators and programme specific indicators required to be monitored for the Programme.

	Common Output Indicators
1	unemployed, including long-term unemployed
2	long-term unemployed
3	inactive
4	inactive, not in education or training
5	employed, including self-employed (Not applicable to Priority Axis 1&2)
6	below 25 years of age
7	above 54 years of age
8	above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training
9	with primary (ISCED 1) or lower secondary education (ISCED 2)
10	with upper secondary (ISCED 3) or post-secondary education (ISCED 4)
11	with tertiary education (ISCED 5 to 8)
12	participants who live in jobless households
13	participants who live in jobless households with dependent children
14	participants who live in a single adult household with dependent children
15	migrants, participants with a foreign background, minorities (including marginalised communities such as the Roma)
16	participants with disabilities
17	other disadvantaged
18	homeless or affected by housing exclusion
19	from rural areas
	Common Immediate Result Indicators
20	inactive participants engaged in job searching upon leaving
21	participants in education/training upon leaving

22	participants gaining a qualification upon leaving
23	participants in employment, including self-employment, upon leaving
24	disadvantaged participants engaged in job searching, education / training, gaining a qualification, in employment, including self-employment, upon leaving
	Common Longer Term Result Indicators
25	participants in employment, including self-employment, six months after leaving
26	participants with an improved labour market situation six months after leaving (Not applicable to Priority Axis 1&2)
27	participants above 54 years of age in employment, including self-employment, six months after leaving
28	disadvantaged participants in employment, including self-employment, six months after leaving
	Programme Specific Indicators
29	participants aged 16 - 24 not in employment education or training (NEET) Priority 8ii
30	target families receiving community family support (Priority 9i(b))
31	participants aged 16+ not in employment, education or training (NEET) Priority 8ii

2.2 The Common Output Indicators

The purpose of the common output indicators (Table 1: 1-19) is to provide a profile of participants **at the point at which they enter** an operation (project).

As the common output indicators are designed to profile participants **at the point of entry**, the information recorded should relate to the status of the participant on the day they enter a project i.e. on their 'start date'.

2.3 The Common Immediate Result Indicators

The purpose of the common immediate result indicators (Table 1: 20-24) is to capture changes in circumstances with a participant **immediately after he/she has left a project**. The change/result must manifest itself and be recorded in the time span **between the day the participant leaves the supported project (their 'exit date')** and any time up to four weeks after.

Any changes/results manifesting either before the participant's exit date (e.g. qualifications gained during participation on the project) or after this four week period **should not be recorded** for these immediate result indicators.

Also, any training completed by the participant while participating on the project **should not be recorded** as an immediate result indicator.

Specifically the common immediate result indicators seek to capture:

- Whether previously economically inactive participants have entered job searching upon leaving (indicator 20);
- Whether participants have entered education or training upon leaving (indicator 21);
- Whether participants have gained a qualification upon leaving (indicator 22);
- Whether participants have entered employment, including self-employment, upon leaving (indicator 23); and
- Whether participants regarded as 'disadvantaged' (on entry) have either entered job searching, entered education or training, gained a qualification or entered employment (indicator 24).

As the common immediate result indicators must manifest after the participant has left the project, **ESF Promoters must ensure they have mechanisms in place to keep track of participants after they have left the project**, including the retention of reliable contact details for the participant.

2.4 The Common Long-term Result Indicators

The purpose of the common long-term result indicators (Table 1: 25-28) is to capture any **changes in circumstances** with participants **six months after they have left their respective projects**. The change in circumstance can occur at any point between the participant's exit date and six months after that point, **as long as the change is sustained at the six month mark**. To ensure this, the result should only be collected and entered six months after the participant has left the project.

Specifically, the long-term result indicators seek to capture:

- Whether participants are in employment, including self-employment, six months after leaving (indicator 25);
- Whether participants above 54 years of age (on entry) are in employment, including self-employment, six months after leaving (indicator 27); and

- Whether participants regarded as 'disadvantaged' (on entry) are in employment, including self-employment, six months after leaving (indicator 28).

As the common long-term result indicators relate to the circumstances of participants six months after they have left a project, ESF Promoters must retain contact details for their participants and ensure they are aware that they will be contacted six months after their exit date.

2.5 The Programme Specific Indicators

Data for programme specific performance indicators (Table 1: 29-31) only needs to be collected for investment priorities Priority 8ii (NEETs) and Priority 9i(b) (CFSP).

Indicators 29-31 are all comparable to the common output indicators insofar as they relate to the status of participants **on entering** a project. Indicator 30 is however unique insofar as it relates to the number of families receiving support, not the number of participants.

A family must comprise of 2 people and consist of at least one NEET participant aged 16+ (as defined under indicator 31). The CFSP aims to support families with a high level of need to develop their capacity to reach their full potential by addressing multiple issues that impact on their daily lives.

2.6 Further Information

Further information on Common Performance Indicators, Programme Specific Indicators and Other Performance Indicators can be found in **Annex A**. (ESF Promoters are advised to read carefully)

3 Data Collection

3.1 General

The previous chapter provided an overview of the common and programme-specific performance indicators which the Programme must be monitored against and reported to the EC. This chapter and chapters 4 - 7 will offer practical guidance on how data relevant to each performance indicator **should be collected**.

In addition there is also guidance on capturing other performance indicators the Department wishes to collect; e.g. training outputs and qualification outputs gained during participation on the Programme, family support outputs gained during participation on the CFSP and other positive immediate result indicators upon leaving the Programme, such as voluntary work.

3.2 Database 2014 / Participant Project Monitoring Form

The intention is that all participant performance monitoring data will be captured and stored on Database 2014. This is scheduled to be operational in 2017.

In the absence of Database 2014 the Participant Project Monitoring Form spreadsheet has been used and will continue to be used to collect participant data for the Programme until Database 2014 is operational.

Following the guidance issued by the EC in May 2016, the ESF PDB reviewed the information data being recorded on the Participant Project Monitoring Form spreadsheet. That review highlighted that there are information categories being recorded that are not required and other information required by the EC that needs to be included.

The Participant Project Monitoring Form spreadsheet has now been revised accordingly. All new participants starting the Programme on, or after, **1 October 2016 must** be recorded on the new revised Participant Project Monitoring Form spreadsheet (**Attached with this Guidance**).

An exercise will be conducted by the ESF PDB to transfer participant data from the original Participant Project Monitoring Form spreadsheet for the period 1 April 2015 to 30 September 2016 to the new revised Participant Project Monitoring Form spreadsheet.

When this exercise is complete, projects will be asked to provide any data missing from the new Participant Project Monitoring Form. Where this cannot be provided projects should send an email to esf@economy-ni.gov.uk and a member of the team will respond to any queries.

3.3 Participant Records

The Participant Project Monitoring Form is designed to track the journey of participants from start to finish, to four weeks after leaving, to six months after leaving.

A participant should be counted **only once in any given project and have only one immediate result indicator and one longer term result indicator**. Therefore, if a participant leaves the project and an exit date is recorded, but later returns to enrol on the same project again (**a Returner**), their previous participation record should be maintained and updated. The initial start date should be maintained but the exit date should be updated accordingly, along with any result indicators previously recorded.

A participant moving from one project to another, even where the second project is being implemented by the same ESF Promoter, should be counted as a **new participant**. A new participation record relating to the second project should be created for these purposes.

3.4 Collecting Output Data – Enrolment Form

As all common output indicators relate to the participant's status **on entering** a project, they should normally be collected on an enrolment form or questionnaire at the point at which they enrol. To assist with this, the ESF PDB has developed a revised ESF Participant Enrolment Form template (**attached with this Guidance**), which captures all of the data required from a participant at their point of entering a project i.e. the common output indicators.

The EC and Department does not require all of the participant's personal information (e.g. address, contact details) recorded on the Participant Project Monitoring Form spreadsheet, however as a condition of funding, ESF Promoters are required to retain this information.

Until Database 2014 is operational, ESF Promoters must submit an up-to-date Participant Project Monitoring Form spreadsheet to the ESF PDB on a **quarterly basis**.

4. Completing Participant Project Monitoring Form – Output Indicators (Columns A – U)

4.1 Completion of Participant Project Monitoring Form

The purpose of this chapter is to provide guidance on the recording of participant data on the Participant Project Monitoring Form spreadsheet in relation to **common output indicators** and participation information on the start date. This participant information data can be sourced from the participant’s enrolment form.

4.2 Column A – PARTICIPANT SURNAME

Insert the participant’s surname (free text) (See Section 2 of Participant Enrolment Form).

4.3 Column B – PARTICIPANT FORENAME

Insert the participant’s forename (free text) (See Section 2 of Participant Enrolment Form).

4.4 Column C – PROJECT CODE

Insert the applicable project reference code for the project the participant is being enrolled on (free text) (See Section 1 of Participant Enrolment Form).

4.5 Column D – INVESTMENT PRIORITY

Select the Investment Priority the participant is participating in from the dropdown menu below (See Section 1 of Participant Enrolment Form).

INVESTMENT PRIORITY
Unemployed 8i (a)
Economically Inactive 8i (b)

NEET 8ii
Disability 9i (a)
CFSP 9i (b)

4.6 Column E – NATIONAL INSURANCE NUMBER

Insert participant’s national insurance number (free text) (See Section 2 of Participant Enrolment Form). This will be the participant’s unique personal programme identifier.

4.7 Column F – POST CODE

Insert participant’s post code (free text) (See Section 2 of Participant Enrolment Form). This will be used to validate whether a participant is from a rural area.

4.8 Column G – FROM RURAL AREA

For the purpose of the Programme, ‘from rural area’ refers to participants living in thinly populated areas in the countryside (See Section 2 of Participant Enrolment Form) (**captures output indicator 19**).

Select participant’s status from the dropdown menu below.

FROM RURAL AREA
Yes
No

4.9 Column H – GENDER

Select the gender of the participant from the dropdown menu below (See Section 2 of Participant Enrolment Form).

GENDER
Male
Female

4.10 Column I – DATE OF BIRTH

Insert participant's date of birth (free text) (See Section 2 of Participant Enrolment Form).

4.11 Column J – AGE CATEGORY ON START DATE

The **output indicators 6-8** should be captured by the date of birth of the participant on starting the project (See Section 2 of Participant Enrolment Form).

Select the age category of the participant on the start date of their participation on the project from the dropdown menu below.

AGE CATEGORY ON START DATE
16 - 24
25 - 54
55+

4.12 Column K – NEET – AGED 16+ YEARS

Participants not in education, employment or training (NEET) for all projects will be captured in this column (See Section 2 of Participant Enrolment Form).

Select the participant’s status on the start date of their participation on the project from the dropdown menu below.

NEET - AGED 16+ YEARS
Yes
No

4.13 Column L – PROGRAMME START DATE

Insert the date the participant starts the project (free text) (See Section 2 of Participant Enrolment Form). Note if a participant leaves and returns to the project, the original start date does not change (See also Section 3.3 of this document).

4.14 Column M – PROGRAMME EXIT DATE

Insert the date the participant leaves the project (free text). Note if a participant leaves and returns to the project, the exit date is updated to record the date the participant leaves the project (final exit date) (See also Section 3.3 of this document).

4.15 Column N – NEW ENTRANT / RETURNER

Select the applicable category for the participant from the dropdown menu below. A person starting the project for the first time will be a ‘New Entrant’ a person returning to the project will be a ‘Returner’ (See Section 2 of Participant Enrolment Form and also Section 3.3 of this document).

NEW ENTRANT / RETURNER
New Entrant
Returner

4.16 Column O – PARTICIPATION STATUS

Select the participation status of the participant as they progress through the project from the dropdown menu below.

PARTICIPATION STATUS
Left Early
Completed
Currently Participating on Programme

4.17 Column P – LABOUR MARKET STATUS

Select the labour market / employment status of the participant **on starting the project** from the dropdown menu below (See Section 5 of Participant Enrolment Form) **(captures output indicators 1-4)**.

LABOUR MARKET STATUS
Unemployed – less than 6 months
Unemployed – between 6 and 12 months
Unemployed - more than 12 months

Economically Inactive – not in Education or Training
Economically Inactive - in Education or Training

‘Unemployment’ is measured according to international guidelines specified by the International Labour Organisation (ILO). The ILO defines unemployed people as ‘those without a job who are able to start work in the next two weeks and had either looked for work in the four weeks prior or were waiting to start a job already obtained;’ i.e. those seeking work. The definition of **‘Unemployment’** is not a claimant based count.

Periods of unpaid work, casual or temporary work of not more than four weeks, and part-time work of less than 16 hours a week in total do not affect qualifying periods of unemployment for participants.

Long-Term Unemployment (LTU) depends on the age of the participant; for a person under the age of 25, LTU is defined as more than 6 months continuous unemployment. For someone over the age of 25, LTU is defined as more than 12 months continuous unemployment.

‘Economically Inactive’ are those not in employment and not unemployed, i.e. those not seeking work or available to work. People can be economically inactive for many reasons, for example due to a long-term illness, caring responsibilities, or simple disinterest in the labour market. Whatever the reason, the defining characteristic of an economically inactive person is always that they are not actively seeking work.¹

¹ Retirees and students (without jobs), for example, are also defined as economically inactive people.

4.18 Column Q - EDUCATIONAL ATTAINMENT ON START DATE

Select the participant's highest level of educational attainment on starting the project from the dropdown menu below (See Section 4 of Participant Enrolment Form) **(captures output indicators 9 -11)**.

EDUCATIONAL ATTAINMENT ON START DATE
Primary & Lower Secondary Education
Upper Secondary Education
Tertiary Education
No Educational Attainment

Primary Education / Lower Secondary Education

Someone whose highest qualification is at either entry level or level 1 on the National Qualification Framework ([NQF](#)). Entry level qualifications are typically described as 'entry level', e.g. entry level certificates. Level 1 qualifications include GCSEs D-G grade, level 1 NVQs and BTEC first diplomas and certificates.

Upper Secondary Education

Someone whose highest qualification is at either level 2 or 3 on the [NQF](#). Level 2 qualifications include GCSEs at A*-C grade and level 2 NVQs. Level 3 qualifications include A-levels, level 3 NVQs and BTEC diplomas, certificates and awards.

Tertiary Education

Someone whose highest qualification is at levels 4-8 on the [NQF](#), i.e. higher level qualifications. These include HNCs, HNDs, Foundation Degrees, Bachelor's Degrees, Master's Degrees, Doctoral Degrees.

No Educational Attainment

Someone with no literacy and numeracy skills.

4.19 Column R – HOUSEHOLD SITUATION

Select the participant’s household situation on starting the programme from the dropdown menu below (See Section 7 of Participant Enrolment Form) **(captures output indicators 12, 13, 14 and 18)**.

HOUSEHOLD SITUATION
Living in a Jobless Household
Living in a Jobless Household with Dependent Children
Living in a Single Adult Household with Dependent Children
Homeless or Affected by Housing Exclusion
Not Applicable

Jobless households are households where no member is in employment, i.e. all members are either unemployed or inactive.

A household is defined as a housekeeping unit or social unit which has common arrangements; shared household expenses and a shared common residence. The household can consist of several people, not necessarily related, or one person living alone.

Dependent children refers to individuals aged 0-17 year.

A single adult is a person aged 18 years or over.

Living in a jobless household is defined as a household with dependent children with at least one resident aged 0-17 years, or 18-24 years if inactive and living with at least one parent.

Someone who is homeless or affected by housing exclusion is either:

- Roofless (e.g. living rough or in emergency accommodation);
- Houseless (e.g. in accommodation for the homeless, women’s shelters, in accommodation for immigrants, in temporary accommodation, without a regular dwelling to stay at etc.);
- In insecure accommodation (e.g. people living in insecure tenancies, under threat of eviction or violence); or
- In inadequate housing (e.g. living in unconventional dwellings such as caravans without utilities, or living in overcrowded accommodation).

4.20 Column S – FROM AN ETHNIC MINORITY GROUP

Select the participant’s ethnic background status from the dropdown menu below (See Section 6 of Participant Enrolment Form) (**captures output indicator 15**).

FROM AN ETHNIC MINORITY GROUP
Yes
No

Collection of ethnic background is complex because of the subjectivity, multi-faceted and changing nature of ethnic identification. A person’s ethnic background is something that is self defined by the individual.

An **Ethnic Minority Group** refers to the following groups - Black African, Bangladeshi, Chinese, Black Caribbean, Pakistani, Indian, Black Other, Irish Traveller, Mixed Ethnic Group or Other Ethnic Group.

An **Ethnic Minority Group** is defined as anybody of an ethnicity other than White.

4.21 Column T – PARTICIPANTS WITH DISABILITIES

For the purposes of the Programme participants with disabilities are persons with a disability or health condition which limits, or is expected to limit, their day to day activities for a period of at least 12 months.

Select the participant's status from the dropdown menu below (See Section 6 of Participant Enrolment Form) **(Captures output indicator 16)**.

PARTICIPANTS WITH DISABILITIES
Yes
No

Column U - OTHER DISADVANTAGED

Other Disadvantaged refers to any disadvantage(s) not covered by the preceding output indicators.

These are:-

- ex-offenders (i.e. someone previously convicted of a crime); or / and
- substance abuser (i.e. someone who uses drugs or alcohol in amounts or with methods which are harmful to themselves or others).

Select the participant's status from the dropdown menu below (See Section 6 of Participant Enrolment Form) **(captures output indicator 17)**.

OTHER DISADVANTAGED
Yes
No

5. Completing Participant Project Monitoring Form – Immediate Result Indicators (Column V)

5.1 Collecting Immediate Result Indicators

As per Section 2.3 in Chapter 1, the purpose of the common immediate result indicators is to capture changes in circumstances with a participant **immediately after he/she has left a project**. The change/result must manifest itself and be recorded in the time span **between the day the participant leaves the supported project (their 'exit date') and any time up to four weeks after**.

Any changes/results manifesting either before the participant's exit date (e.g. qualifications gained during participation on the project) or after this four week period **should not be recorded** for these immediate result indicators.

Also any **training** completed by the participant while participating on the project **should not be recorded** as an immediate result indicator.

Although these indicators are not mutually exclusive (e.g. someone could be in education/training and also in job-searching), **only one should be recorded for each participant**. This is to ensure that the number of result indicators reported, in quantitative terms, does not exceed the number of participants that have left the project.

The immediate result indicators upon leaving reported to the EC are as follows:-

- a) In employment;
- b) Gained a qualification;
- c) In education/training;
- d) In job-searching; or
- e) No change in circumstances.

If more than one immediate result indicator is applicable to a participant, the result bringing the participant closest towards employment should be chosen. For this purpose, the indicators should be prioritised from top to bottom. For example, if a participant has both gained a qualification (b) and entered education/training (c) within four weeks of leaving an operation, the former should be recorded as their immediate result indicator. In all cases entering employment (a) will be deemed as the best immediate result indicator available.

Immediate Result indicators should only be reported if they **truly represent a change in circumstances**. For example, job-searching should only be selected **if the participant was not job-searching when they entered the project**; if they were, returning to job-searching does not represent a change in circumstances and

therefore a 'no change in circumstances' (e) should be selected. The participant's common output indicators relating to labour market status (1-4) should therefore be referred to before any results are recorded, to ensure only actual changes are recorded.

Other immediate result indicators upon leaving that are captured on the Participant Project Monitoring Form for the Department's monitoring purposes are as follows:-

- a) In voluntary work;
- b) In other positive employability outcome;
- c) Early leaver – no positive outcome – no change in circumstances;
- d) Completer– no positive outcome – no change in circumstances; or
- e) Unknown – no contact could be made with participant.

5.2 Column V – IMMEDIATE RESULT INDICATOR UPON LEAVING

Select the participant's immediate result indicator upon leaving from the dropdown menu below:-

IMMEDIATE RESULT INDICATOR UNPON LEAVING (DESTINATION)
In Full Time Employment (16+ hrs per week)
In Part Time Employment (less than 16 hrs per week)
In Self Employment
In Education - Further Level
In Education - Higher Level
In Training – Non-Government Programmes
In Training – Government Programmes
Engaged in Job Searching
Gained a Qualification
In Voluntary Work

In Other Positive Employability Outcome
Early Leaver (No Positive Outcome –no change in circumstances)
Completers (No Positive Outcome – no change in circumstances)
Unknown

5.3 Definition of ‘In Employment including Self Employment Upon Leaving’

Participants who have received ESF support and who are newly engaged in paid employment, including self employment, immediately upon leaving a project.

5.4 Definition of ‘In Education/Training Upon Leaving’

Participants who have received ESF support and who are newly engaged in education or training activities (including another ESF project) immediately upon leaving a project.

Higher Education is defined as a course leading to a qualification above A2 level standard. This includes postgraduate study, first degrees, BTEC Higher National Diploma (HND) and Certificate (HNC) courses, Foundation degrees and a number of professional qualifications. HE is NQF/QCF Level 4 (and equivalent) and above.

Further Education (FE) is defined as NQF/QCF Level 3 (and equivalent) and below.

Definition of an **In Government Programme** refers to training programmes funded by a Northern Ireland Government Department for participants aged 16 years and above (e.g. Training for Success or Steps to Success). All other training provision is defined as **In Training – Non-Government Programmes**.

5.5 Definition of ‘Engaged in Job Searching Upon Leaving’.

Participants who have received ESF support and who are newly engaged in job searching activities upon leaving a project and are available and actively seeking work.

This would be a change in circumstances compared to when the participant started an ESF project when they would have been inactive, not engaged in job searching or available for work.

5.6 Definition of ‘Gained a Qualification Upon Leaving’.

Participants who have received ESF support and gained an accredited qualification upon leaving a project.

5.7 Definition of ‘In Voluntary Work Upon Leaving’.

Participants who have received ESF support and are in voluntary work immediately upon leaving a project.

5.8 Definition of ‘In Other Positive Outcomes Upon Leaving’.

Participants who have received ESF support and who are in another positive employability outcome immediately upon leaving a project could, for example, be a participant that entered a non-paid work placement. ESF Promoters should check with the ESF PDB before recording a participant under this category.

5.9 Definition of ‘Early Leaver with No Positive Outcome – no change in circumstances’.

Participants who have received ESF support and have left a project early with no positive employability outcomes, and therefore no changes in circumstances.

5.10 Definition of ‘Completers with No Positive Outcome – no change in circumstances’.

Participants who have received ESF support and have left a project with no positive employability outcomes, and therefore no changes in circumstances.

5.11 Definition of ‘Unknown’.

Participants who have received ESF support and have left a project and no contact can be made with participant.

6. Completing Participant Project Monitoring Form – Longer-Term Result Indicators (Column W)

6.1 Collecting Longer-term Results

As per Section 2.4 in Chapter 2, the purpose of the common longer term result indicators (Table 1: 25-28) is to capture any **changes in circumstances** with participants **six months after they have left their respective projects**. The change in circumstance can occur at any point between the participant's exit date and six months after that point, **as long as the change is sustained at the six month mark**. To ensure this, the result should only be collected and entered six months after the participant has left the project.

If a participant rejoins a project, the longer term result indicator from previous participation should be updated accordingly.

The longer term result indicators reported to the EC in relation to Priority Axis 1 & 2 are as follows:-

- a) In employment, including self-employment; or
- b) No change in circumstances.

As with the immediate result indicators, only one option should be selected per participant and priority should be given from top to bottom. Again, these indicators should reflect changes in circumstances only and the labour market status outputs (1-4) should be checked before results are recorded to ensure this is the case.

Other longer term result indicators upon leaving that are captured 6 months after the participant's exit date on the Participant Project Monitoring Form for the Department's monitoring purposes are as follows:-

- a) In Education – Further Level;
- b) In Education – Higher Level;
- c) In Training non- Government Programmes;
- d) In Training – Government Programmes;
- e) Engaged in Job Searching;
- f) Gained a Qualification;
- g) In Voluntary Work;
- h) In Other Positive Employability Outcome;
- i) No Change in Circumstances; or
- j) Unknown – (no contact could be made with participant).

6.2 Column W – LONGER TERM RESULT INDICATOR (SIX MONTHS AFTER EXIT DATE)

Select the participant's longer term result indicator six months after exit date the Programme from the dropdown menu below:-

LONGER TERM RESULT INDICATOR UNPON LEAVING (6 MONTHS AFTER EXIT DATE)
In Full Time Employment (16+ hrs per week)
In Part Time Employment (less than 16 hrs per week)
In Self Employment
In Education - Further Level
In Education - Higher Level
In Training – Non-Government Programmes
In Training – Government Programmes
Engaged in Job Searching
Gained a Qualification
In Voluntary Work
In Other Positive Employability Outcome
No Change In Circumstances
Unknown

7. Completing Participant Project Monitoring Form – Other Performance Indicators (Columns Y - AE)

7.1 Other Programme Performance Indicators

As previously mentioned the Department wishes to capture other performance indicators to fully capture all key project activities of the Programme. The following will enable this.

7.2 Column Y – PARTICIPATED IN TRAINING ON THE PROJECT

This column is to capture those who participated in training during their participation on the project.

Select the participant's status from the dropdown menu below:-

PARTICIPATED IN TRAINING ON THE PROJECT
Yes
No

7.3 Columns Z - AE – QUALIFICATIONS AND SOFT SKILLS GAINED

This column is to capture the qualifications and soft skills gained during their participation on the project:-

- NVQ Level 2 or equivalent gained (Disability only);
- NVQ Level 1 or equivalent gained;
- Below NVQ Level 1 or equivalent gained;
- Non Accredited Courses Completed;
- Other Qualifications Gained; and
- Soft Skills Gained.

Each column Z to AE has a dropdown menu numbered 0 to 5+ for the number of qualifications or soft skills to be entered applicable to each category.

Select the participant's number of achievements (if any) from the dropdown menu below for each category:-

0
1
2
3
4
5+

7.4 Columns AG to AI – FAMILY SUPPORT PERFORMANCE INDICATORS

(Community Family Support Programme Only)

This column captures the family support performance indicators gained by participants during their participation on the project:-

- Increased social inclusion;
- Improved family relationships and positive parent interaction; and
- Referrals to specialist provision.

Select the participant's status from the dropdown menu below:-

INCREASED SOCIAL INCLUSION - CFSP ONLY	IMPROVED FAMILY RELATIONSHIPS - CFSP ONLY	REFERRAL TO SPECIALIST PROVISION - CFSP ONLY
Yes	Yes	Yes
No	No	No

The improvement in the 13 – 16 year olds category school punctuality, attendance and performance indicator will be captured and reported on separately from the Participant Project Monitoring Form.

Programme Specific Indicator 30 - the number of families receiving community family support will also be captured separately from the Participant Project Monitoring Form.

The ESF PDB will issue monitoring requests for these separately.

8. Evidence Requirements – Eligibility

8.1 General

The preceding chapters have dealt with the collection and reporting of ESF performance data. However, the ESF PDB must also be assured of the integrity of the data submitted.

The common output indicators will be captured through the participant's characteristics stated in the Participant Enrolment Form and declared by the participant's signature and certify by **'I agree that any information recorded on this form is correct and may be kept for as long as required for monitoring purposes.'**

This section will therefore detail the kinds of evidence which the ESF Promoters will be required to source and maintain as evidence of both participant eligibility and of any reported result indicators. Information captured on the Participant Enrolment Form relating to eligibility will need to be independently evidenced (**See Table 3 below**). These sources of evidence should be available for inspection as part of management verification and audit activity.

8.2 Overview of Eligibility Criteria

There are two main types of eligibility criteria in the Programme:

- i. Basic eligibility criteria; and
- ii. Specific eligibility criteria.

8.3 Basic Eligibility Criteria

The basic criterion applies to every single participant on the Programme, no matter which investment priority they are being supported under. To be eligible all participants must be:

- Legally resident in a European Union Member State; and
- Able to take up paid employment in the UK.

8.4 Investment Priority Specific Criteria

In the Programme, there is specific eligibility criteria relating to certain investment priorities only, and they all relate to specific output indicators. For example, all participants under Priority Axes 1 and 2 must be either unemployed (captured by output indicators 1 and 2) or economically inactive (captured by output indicators 3

and 4). The specific eligibility criteria for each investment priority are listed in **Table 2 below**.

Table 2 - Specific Eligibility Criteria by Investment Priority

Priority Axis	Investment Priority	Specific Eligibility Criteria
1 – Access to Employment	8i – Unemployed and Inactive	Either: <ul style="list-style-type: none"> - Unemployed; or - Economically Inactive
	8ii – 16-24 Year Old NEETs	Either: <ul style="list-style-type: none"> - Unemployed; or - Economically Inactive (not in education or training) <p>And:</p> <ul style="list-style-type: none"> - Below 25 years of age; and - Not in any other form of education or training
2 – Social Inclusion	9i(a) – Disability	Either: <ul style="list-style-type: none"> - Unemployed; or - Economically Inactive <p>And:</p> <ul style="list-style-type: none"> - Disabled
	9i(b) – CFSP (16+ year old NEETs)	Either: <ul style="list-style-type: none"> - Unemployed; or - Economically Inactive (not in education or training) <p>And:</p> <ul style="list-style-type: none"> - Part of a family receiving Community Family Support; and - Not in any other form of education or training

8.5 Acceptable Evidence

Examples of the kinds of evidence which will be accepted for each of the eligibility criteria are provided in **Table 3 below**. For some of the criteria, the list of evidence is not exhaustive and the ESF PDB will consider alternative evidence sources on a case-by-case basis.

Table 3 – Acceptable Eligibility Supporting Evidence

Investment Priority	Eligibility Criteria	Acceptable supporting evidence
All (basic eligibility criteria)	<p>Both:</p> <ul style="list-style-type: none"> - Legal right to live in the UK during the period of ESF support; and - Legal right to work in the UK 	<p>Copy of Either:</p> <ul style="list-style-type: none"> - National Insurance Number (for which participant must have the right to work or study in the UK to possess); - Full passport (EU Member State); - Letter from UK Immigration and Nationality Directorate granting indefinite leave to remain; or - Birth/adoption certificate (EU Member State).
8i (Unemployed and Inactive)	<p>Either:</p> <ul style="list-style-type: none"> - Unemployed (1); or - Economically Inactive (3 or 4) 	<p>Self-Certification by completing Section 5 (Labour Market Status before entering) of Participant Enrolment Form</p>
8ii – 16-24 Year Old NEETs	<p>Either:</p> <ul style="list-style-type: none"> - Unemployed (1-2); or - Economically Inactive and not in education or training (4) <p>And:</p> <ul style="list-style-type: none"> - Below 25 years of age (6) 	<p>Self-Certification by completing Section 5 (Labour Market Status before entering) of Participant Enrolment Form</p> <p>And</p> <p>One of the following documentary evidence containing a date of birth, such as:</p> <ul style="list-style-type: none"> - A birth certificate; - A full driving licence; - A full passport; - A National Identity Card (EU); - A Northern Ireland voters card; - An employment contract / payslip (if date of birth is included); - Evidence of receipt of age-related state benefits; or - A letter / confirmation from an educational institution.
9i(a) – Disability	<ul style="list-style-type: none"> - Unemployed (1-2); or - Economically Inactive (3 and 4) <p>And:</p> <ul style="list-style-type: none"> - Disabled (16) 	<p>Self-Certification by completing Section 5 (Labour Market Status before entering) of Participant Enrolment Form</p> <p>And;</p> <ul style="list-style-type: none"> - A self-declaration from the participant that they have a disability, e.g. as indicated on an enrolment form,

		provided it is signed and dated.
9i(b) – CFSP (16+ year old NEETs)	<ul style="list-style-type: none"> - Unemployed (1-2); or - Economically Inactive and not in education or training (4) <p>And:</p> <ul style="list-style-type: none"> - Part of a family receiving Community Family Support 	<p>Self-Certification by completing Section 5 (Labour Market Status before entering) of Participant Enrolment Form</p> <p>And</p> <ul style="list-style-type: none"> - A self-declaration from the participant that they are part of a family receiving CFSP, e.g. as indicated on an enrolment form provided it is signed and dated.
	-	-

8.6 When to Obtain Evidence

ESF Promoters should undertake an early eligibility assessment of each prospective participant to gain assurance that they satisfy both the basic eligibility criteria and those specific to their investment priority.

The ESF PDB has designed an **ESF Participant Evidence of Eligibility Checklist (attached with this Guidance)** that can be used by ESF Promoters when enrolling participants to their projects.

It is strongly recommended that the appropriate evidence is obtained and documented **prior to enrolling the participant**. However, if reasonable assurance of eligibility can be obtained prior to obtaining documentary evidence, ESF Promoters may wish to enrol the participant and obtain the documentary evidence of eligibility at a later stage. In such cases, ESF Promoters will carry the risk of the participant not being eligible to participate on the Programme. In the event that it is established the person is ineligible to participate in the Programme they must leave the Programme and their data records must be removed from the Participant Project Monitoring Form.

8.7 Summary

In summary, it is the responsibility of each ESF Promoter to ensure that each participant is eligible, and that their eligibility is supported by documentary evidence.

The ESF Promoter should take the following steps in respect of each participant:

- i. Identify the eligibility criteria to be evidenced according to their specific investment priority; (See Table 2 above)

- ii. Seek appropriate evidence from the participant;
- iii. Document and copy evidence preferably before enrolling the participant;

9 Evidence of Result Indicators

9.1 General

As ESF funding is also results-driven, documentary evidence will also be required to underpin any result indicators reported.

The Programme is results-driven and ESF Promoters are funded on the basis of results. As such, the ESF PDB requires ESF Promoters to be able to provide supporting documentary evidence all of the result indicators against which they report.

9.2 Acceptable Evidence

The types of evidence deemed acceptable for each result indicator, both immediate and long-term (6 months), are detailed in **Table 4 below**.

Table 4 – Acceptable Evidence of Results

Result	Relevant Indicators	Indicative list of acceptable evidence
Inactive participants now engaged in job-searching	20, 24 (upon leaving)	<ul style="list-style-type: none"> - Award letter / notification detailing Jobseeker's Allowance; - Copy of individual's bank statement showing benefit payments; - Signed document from a JBO or Jobcentre stating person is now job searching; - Signed document from a recognised agency which can reasonably be considered to have an accurate knowledge of the participant's circumstances (e.g. local authority, public body or organisation receiving public funding) stating person is now job searching ; - Evidence on participant project records of actively job searching upon leaving or - A signed, dated and written declaration from the participant. -
Participants in education / training	21, 24 (upon leaving)	<ul style="list-style-type: none"> - Documentary evidence of enrolment/registration at school, college, university, or other learning provider or training provider;

		<ul style="list-style-type: none"> - Documentary evidence of a Start Notification or receipt of course payment; - Letter or email from education / training institution; - Signed document from a recognised agency which can reasonably be considered to have an accurate knowledge of the participant's circumstances (e.g. local authority, public body or organisation receiving public funding); or - A signed, dated and written declaration from the participant.
Participants gaining a qualification	21, 24 (upon leaving)	<ul style="list-style-type: none"> - Qualification certificate issued to the individual; - Letter from the awarding body confirming the qualification has been awarded; - Letter from the academic institution / training provider confirming the award of the qualification; or - A signed, dated and written declaration from the participant.
Participants in employment, including self-employment	23, 24 (upon leaving) 25, 27, 28 (six months after leaving)	<ul style="list-style-type: none"> - Written confirmation from employer, e.g. a letter or email; - A recent wage slip; - A contract of employment; - Self Employed - Self assessment tax form, documentary business evidence e.g. business bank statement or - A signed, dated and written declaration from the participant.
Participants in Voluntary Work and Other Positive Employability Outcome		<ul style="list-style-type: none"> - Written confirmation from organisation, e.g. a letter or email; - A signed, dated and written declaration from the participant.

As result indicators all relate to a specific period of time (i.e. either within four weeks of leaving or at six months after leaving an operation), **all documentary evidence must be dated**. The preferred evidence sources for each indicator will normally be written sources independent of the participant. For example, employment (23) should preferably be evidenced through a (signed and dated) letter, email or similar from the participant's employer confirming that the participant is now in their company or organisation. Alternatively, it could be evidenced through a copy of an offer of employment or contract of employment.

In the absence of evidence sources independent of the participant, the ESF PDB will accept a self-declaration from the participant of their result, provided it is:

- Specific (e.g. 'I can confirm I am now employed at x company', rather than 'I can confirm I am employed');
- Written (e.g. an email or letter);
- Signed (electronic signatures are permitted); and
- Dated (a date must be provided to confirm the result has manifested within the qualifying period).

However in the first instance, ESF Promoters will be required to hold records of attempts to source independent evidence before initiating participants to complete self-declarations.

Please see attached Immediate Result Indicator – Participant Self Declaration Form template (**attached with this Guidance**) and Longer-Term Result Indicator–Participant Self Declaration Form template in (**attached with this Guidance**).

The list of acceptable evidence sources for each indicator is not exhaustive and there may be other sources of evidence which the ESF PDB will deem acceptable. If an ESF Promoter wishes to evidence a result indicator in a way not included in **Table 4**, a request can be made to the ESF PDB detailing the type of evidence to determine if it is acceptable.

Requests will be treated by the ESF PDB on a case-by-case basis. Evidence from third parties (i.e. parties independent of both the participant and the source of the result) will only be considered where the third party is independent of the project under which the participant was supported.

9.3 When to Obtain Evidence of Results

All result indicators reported to the ESF PDB must be supported by documentary evidence. Therefore, ESF Promoter should at all times obtain evidence of results **before they are reported.**

10 Evidence of Community Family Support Programme – Family Support Performance Indicators

10.1 General

The Department also wishes to verify CFSP performance indicators achieved by participants during participation on the project.

As ESF funding is also results-driven, documentary evidence will also be required to underpin any CFSP family support performance indicators reported. As such, the ESF PDB requires ESF CFSP Promoters to be able to provide supporting documentary evidence all of the family support performance indicators achieved during the time in which the participant was on the project and against which they are reported on.

10.2 Increased Social Inclusion (DfE Outputs)

An ESF CFSP Promoter is required to hold supporting documentary evidence that a participant has actually increased Social Inclusion **during participation on the project** (e.g. participation in Community Provision – local Sport, Leisure or Community Provision (e.g. joins a football team, band, dance, cookery, or art class, Slimming World, healthy walking group, library volunteering group, etc), Neighbourhood Watch, Police Community Safety Partnership, Housing Association Group etc) i.e. letter or email from community organisation confirming participant started the activity.

10.3 Improved Family Relationships and Positive Parent Interaction (DfE Outputs)

An ESF CFSP Promoter is required to hold supporting documentary evidence that a participant has actually experienced an improvement in Family Relationships and Positive Parent Interaction **during participation on the project** i.e. letter or email from a professional organisation confirming that there has been an Improvement in Family Relationships with Positive Parent-Child Interaction. Written evidence on the participant's / family record file completed by the project's Family Liaison's Officer is also acceptable.

10.4 Engagement and Referral to Specialist Provision (DfE Outputs)

An ESF Promoter is required to hold supporting documentary evidence that a participant has actually been referred to Specialist Provision **during participation on the project** (e.g. welfare advice, counselling, drug / alcohol programmes, Sure

Start, Advice NI, Citizen Advice Bureau, youth provision, disability services, stress management / well being programmes, ,Women Aid, etc) e.g. letter or email from Specialist Provision organisation confirming participant has been referred to engage with the provision or referral letter or email from project to Specialist Provision Provider.

10.5 Improvement in 13 – 16 Years School Punctuality, Attendance and Performance

An ESF CFSP Promoter is required to hold supporting documentary evidence that a young person **during participation on the project** (aged 13 to 16 years) punctuality, school attendance or performance has actually improved e.g. letter or email from the school, alternative education provision or Education Welfare Officer confirming this is the case.

10.6 Documentary Evidence

The preferred evidence sources for each CFSP family support performance indicator will normally be written sources independent of the participant and the project.

In the absence of evidence sources independent of the participant and in the case of the Improved Family Relationships and Positive Parent Interaction performance indicator from the Family Liaison Officer, the ESF PDB will accept a self-declaration from the participant.

However in the first instance, ESF CFSP Promoters will be expected to hold records of attempts to source independent evidence before initiating participants to complete self-declarations.

Please see attached CFSP Family Support Performance Indicator – Participant Self Declaration Form template in Annex D.

The list of acceptable evidence sources for each performance indicator is not exhaustive and there may be other sources of evidence which the ESF PDB will deem acceptable. If an ESF Promoter wishes to evidence a performance indicator in a way not included above, a request can be made to the ESF PDB detailing the type of evidence. Requests will be treated by the ESF PDB on a case-by-case basis.

10.7 When to Obtain Evidence of Results

All performance indicators reported to the ESF PDB must be supported by documentary evidence. Therefore, ESF Promoter should at all times obtain evidence of results **before they are reported.**

ESF Performance Indicator Definitions

	Indicator	Definition	Means of Collection
1	Unemployed, including long-term unemployed	<p>‘Unemployment’ is measured according to international guidelines specified by the International Labour Organisation (ILO). The ILO defines unemployed people as ‘those without a job who are able to start work in the next two weeks and had either looked for work in the four weeks prior or were waiting to start a job already obtained;’ i.e. those seeking work. The definition of ‘Unemployment’ is not a claimant based count.</p> <p>Periods of unpaid work, casual or temporary work of not more than four weeks, and part-time work of less than 16 hours a week in total do not affect qualifying periods of unemployment for participants.</p>	<p>Participant’s labour market status should be categorised as one of the following on their start date:</p> <ul style="list-style-type: none"> a) Unemployed (less than six months); b) Unemployed (between six and 12 months); c) Unemployed (12 months or more); d) Economically inactive and <u>not</u> in education or training); e) Economically inactive and in education or training); or f) Employed, including self-employed. (Not applicable to Priority Axis 1&2.)
2	Long-term unemployed (LTU)	<p>This is a sub-group of indicator 1. Definition of ‘long-term’ varies with age. For people under 25, someone who has been unemployed for more than 6 continuous months; for people aged 25 and over, someone who has been unemployed for more than 12 continuous months.</p>	
3	Inactive	<p>‘Economically Inactive’ are those not in employment and not unemployed, i.e. those not seeking work or available to work. People can be economically inactive for many reasons, for example due to a long-term illness, caring responsibilities, or simple disinterest in the labour market. Whatever the reason, the defining characteristic of an</p>	

		economically inactive person is always that they are not actively seeking work. ²	
4	Inactive, not in education or training	This is a sub-group of indicator 3. All forms of education and training should be taken into account to determine whether the participant falls into this sub-category. 'Training' can include training on another ESF training programme.	
5	Employed, including self-employed	Someone aged 16 or over who performs work for pay, profit or family gain, or is not at work but has a job or business from which they are temporarily absent because of, for instance, illness, holidays or industrial disputes.	
6	Below 25 years of age	Below 25 years of age on the date of entering the ESF operation, calculated using the participant's date of birth.	Participant's date of birth should be collected.
7	Above 54 years of age	Above 54 years of age on the date of entering the ESF operation, calculated using the participant's date of birth.	
8	Above 54 years of age and unemployed or inactive not in education or training	This is a sub-group of indicator 7, comprising only people who are also categorised under indicators 1 or 4.	
9	With primary (ISCED 1) or lower secondary (ISCED 2) education	Someone whose highest qualification is at either entry level or level 1 on the NQF . Entry level qualifications are typically described as 'entry level', e.g. entry level certificates. Level 1 qualifications include GCSEs D-G grade, level 1 NVQs and BTEC first diplomas and certificates.	Participant's highest qualification on entry should be categorised as one of the following: a) Primary and lower secondary education (entry level and level 1 qualifications on the NQF); b) Upper secondary or post-secondary education (levels
10	With upper secondary (ISCED 3) or post-secondary (ISCED 4) education	Someone whose highest qualification is at either level 2 or 3 on the NQF . Level 2 qualifications include GCSEs at A*-C grade and level 2 NVQs. Level 3 qualifications A-levels,	

² Retirees and students (without jobs), for example, are also defined as economically inactive people.

		level 3 NVQs and BTEC diplomas, certificates and awards.	2-3 on the NQF); c) Tertiary education (levels 4-8 on the NQF); or d) No educational attainment (no essential literacy and numeracy skills).
11	With tertiary (ISCED 5-8) education	Someone whose highest qualification is at levels 4-8 on the NQF , i.e. higher level qualifications. These include HNCs, HNDs, Foundation Degrees, Bachelor's Degrees, Master's Degrees, Doctoral Degrees.	Alternatively, a full ISCED mapping exercise may be undertaken by asking participants to complete table 6. An ISCED level should then be allocated following the steps outlined in...
12	Participants who live in jobless households	Someone who lives in a household where no member is in employment, i.e. all members are either unemployed (1) or inactive (3). A 'household' is defined as a housekeeping unit or social unit which has: common arrangements; shared household expenses; and a shared common residence. The household can consist of several people, not necessarily related, or one person living alone.	Participant's household situation on entry should be categorised as one or more of the following: a) From a jobless household; b) From a jobless household with dependent children; c) From a single adult household with dependent children; and d) Homeless or affected by housing exclusion; and e) Other.
13	Participants who live in jobless households with dependent children	This is a sub-group of indicator 12, where the household includes at least one resident aged 0-17 years, or 18-24 years if inactive and living with at least one parent.	
14	Participants who live in a single adult household with dependent children.	Someone who lives in a household with dependent children where only one member of the household (including the person in question) is 18 years of age or over.	All categories that apply should be recorded.
15	Migrants, participants with a foreign background,	This indicator covers several categories of people. Someone of a foreign background is defined as someone whose place of birth	Participant's country of birth should be categorised as one of the following:

	<p>minorities (including Roma)</p> <p>The ESF PDB will only be reporting on participants from an ethnic minority group.</p>	<p>is outside of the UK. A migrant is someone of a foreign background who has resided, or expects to reside, in the UK for at least 12 months. Minorities will be regarded as ethnic minorities only, defined as anyone whose ethnicity is determined to be anything other than 'white'.</p> <p>The ESF PDB will only be reporting on participants from an ethnic minority group.</p>	<p>a) UK (including Northern Ireland, England, Scotland and Wales; or b) Other.</p> <p>Those selecting 'other' will be regarded as of a foreign background and all migrants will also be captured under this category of person.</p> <p>For minorities, participants should be categorised according to their ethnicity using the following options:</p> <p>a) White; b) Black African; c) Bangladeshi; d) Chinese; e) Black Caribbean; f) Pakistani; g) Indian; h) Black Other; i) Irish Traveller; j) Mixed Ethnic Group; k) Any other Ethnic Group.</p> <p>Anything other than 'white' will be regarded as a minority.</p> <p>The ESF PDB will only be reporting on participants from an ethnic minority group.</p>
16	Participants with disabilities	Someone with a disability or health condition which limits, or is expected to limit, their day-to-day activities for a period of at least 12 months. Participants may self-	Participants should be asked to indicate if they have a disability or health condition which limits, or is expected to

		define within this definition.	limit, their day-to-day activities for a period of at least 12 months.
17	Other disadvantaged	Someone who is either an ex-offender (i.e. someone previously convicted of a crime), or a substance abuser (i.e. someone who uses drugs or alcohol in amounts or with methods which are harmful to themselves or others), or both.	Participants should be asked to indicate if they are either an ex-offender or substance abuser or both. They may also be asked to indicate if they regard themselves as 'other disadvantaged', with a clear definition of the term provided.
18	Homeless or affected by housing exclusion	Someone who is either: <ul style="list-style-type: none"> • Roofless (e.g. living rough or in emergency accommodation); • Houseless (e.g. in accommodation for the homeless, women's shelters, in accommodation for immigrants, etc.); • In insecure accommodation (e.g. people living in insecure tenancies, under threat of eviction or violent); or • In inadequate housing (e.g. living in unconventional dwellings such as caravans without utilities, or living in overcrowded accommodation). 	To be collected under a household situation categorisation alongside indicators 12-14.
19	From rural areas	People residing in thinly populated areas (i.e. more than 50% of the population living in rural grid cells) according to the Degree of Urbanisation (DEGURBA category 3) classification .	Participant's post code should be collected. (Managing Authority will cross-reference this with DEGURBA classifications using Central Post Code Directory.
20	Inactive participants engaged in job-searching upon	People categorised under indicator 3 on entry who have begun seeking work (i.e. they have become 'unemployed')	Participant's immediate result should be categorised as one of the following:

	leaving	within four weeks of leaving their ESF operation.	
21	Participants in education/training upon leaving	People who are newly engaged in any form of education or training (including other ESF training programmes) within four weeks of leaving their ESF operation.	a) In employment; b) Gained a qualification; c) In education/training; d) In job-searching; e) No change in circumstances.
22	Participants gaining a qualification upon leaving	People who have gained any kind of formal qualification within four weeks of leaving their ESF operation. A qualification means a formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.	The result must have manifested within four weeks of the exit date and it must reflect a change in circumstances compared to the start date. Otherwise, option (e) should be recorded.
23	Participants in employment, including self-employment, upon leaving	People who have newly entered employment, as defined under indicator 5, within four weeks of leaving their ESF operation. People who were classified under indicator 5 on entry do not qualify for this indicator.	Option (e) should also be recorded if the participant's circumstances within four weeks of leaving cannot be obtained (e.g. they are not contactable).
24	Disadvantaged participants engaged in job-searching, education/training, gaining a qualification or in employment upon leaving	This is a sub-group of indicators 20-23, comprising all individuals under those indicators who were also categorised under indicators 12, 13, 14, 15, 16, 17 or 18 on entry.	
25	Participants in employment, including self-employment, six months after leaving	People who have newly entered employment, as defined under indicator 5, within six months of leaving their ESF operation and provided they are still in employment at the six month mark. People who were classified under indicator 5 on entry do not qualify for this indicator.	Participants' long-term results should be categorised as one of the following: a) In employment, including self-employment; b) Improved labour market situation; or c) No change in circumstances.
26	Participants with an improved labour market situation six months after leaving	People who were categorised under indicator 5 on entry (employed) and have, within six months of leaving their ESF operation, transited from precarious to stable employment,	The result must have

		and/or from underemployment to full employment, and/or have moved to a job requiring higher competences/skills/qualifications, entailing more responsibilities, and/or have received a promotion. The change must be sustained until the six month mark.	manifested within six months of the exit date and must be sustained at the six month point. It must reflect a change in circumstances compared to the start date. Otherwise, option (c) should be recorded.
27	Participants above 54 years of age in employment, including self-employment, six months after leaving	This is a sub-group of indicator 25, comprising all individuals categorised under that indicator who are also categorised under indicator 7 on entry.	Option (c) should also be recorded if the participant's circumstances within four weeks of leaving cannot be obtained (e.g. they are not contactable).
28	Disadvantaged participants in employment, including self-employment, six months after leaving	This is a sub-group of indicator 25, comprising all individuals categorised under that indicator who are also categorised under indicators 12, 13, 14, 15, 16, 17 or 18 on entry.	
29	Participants aged 16-24 not in employment, education or training (NEET)	This group comprises anybody grouped under indicator 1 who is also not in education or training, or anybody grouped under indicator 4, who is also between 16 and 24 years of age.	Participant's status as NEET or otherwise should be captured with a separate question asking if they consider themselves to be not in employment, education or training. This information will be cross-referenced with date of birth.
30	Targeted families receiving 'Community Family Support'	This is a family with at least one NEET participant (as defined under indicator 31), experiencing multiple disadvantages and receiving support under the Community Family Support Programme. The family must comprise 2 or more people. The number of families is counted separately from participants (under indicator 31) because one family could contain several NEET participants. This is only collected for operations under investment priority 9i(b) (CFSP).	All participants under indicator 31 should be grouped into their appropriate family units. A separate return indicating the number of families supported will be sought.

31	Participants aged 16+ not in employment, education or training and in families receiving 'Community Family Support'	This group comprises anybody grouped under indicators 1 or 4 on entry, of any age 16 or over. This is only collected for operations under investment priority 9i(b) (CFSP).	This indicator is captured in the same manner as indicator 29, without the need for cross-referencing with date of birth.
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