

Quick guide to completing fields E11-E15

Annex A - ESF SR provider support manual 2007/08

Employment status on day before starting ESF project, field E12, is a key field for the ESF data set. The code you return in this field will affect the valid values that you can use in:

- Industrial sector of learner's employer, field E11;
- Learner's employment status, field E13;
- Length of unemployment before starting, field E14; and
- Type and size of learner's employer, field E15.

Table 2 on the next page shows how fields E11, E13, E14 and E15 can be completed on the form, or in an electronic return, according to the value used for Employment status on day before starting ESF project, field E12.

Table 1 below lists the values that can be used for employed learners when completing the Industrial sector of learner's employer, field E11.

Table 1 – E11 values for employed learners

Code	Description	Code	Description
01	Agriculture	11	Professional services
02	Banking and business services	12	Public administration and defence
03	Construction	13	Services (other)
04	Distribution, hotels and related	14	Textiles and clothing
05	Engineering	15	Transport and communication
06	Food, drink and tobacco	16	Utilities
07	Health and education services	17	Chemicals
08	Manufacturing (other)	97	Other
09	Metals and mineral products	99	No employer
10	Mining and related		

Table 2 – For completing fields E11 – E15

Code used for E12	For the form	For an electronic return
01 – employed	E11 complete with a code from 01 to 97 (<i>see Table 1</i>) E13 tick either in secure employment, or threatened with redundancy E14 leave blank E15 complete with 01 for a public sector organisation, or 03 for a large organisation, or 04 for a Micro SME, or 05 for a small SME, or 06 for a medium SME. (code 02 can still be used for learners who started prior to 1 Aug 2006)	E11 use a code from 01 to 97 E13 use code 01 – in secure employment, or code 02 – threatened with redundancy E14 use code 99 – not unemployed E15 use code 01 – public sector organisation, or 03 - large organisation, or 04 - Micro SME, or 05 - for a small SME, or 06 - for a medium SME. (code 02 can still be used for learners who started prior to 1 Aug 2006)
03 – self employed	E11 complete with a code from 01 to 97 (<i>see Table 1</i>) E13 tick either in secure employment, or threatened with redundancy E14 leave blank E15 complete with 04 for a Micro SME (code 02 can still be used for learners who started prior to 1 Aug 2006)	E11 use a code from 01 to 97 E13 use code 01 – in secure employment, or code 02 – threatened with redundancy. E14 use code 99 – not unemployed E15 use code 04 – Micro SME (code 02 can still be used for learners who started prior to 1 Aug 2006)
02 – full time education or 05 – still at school	E11 leave blank E13 leave blank E14 leave blank E15 leave blank	E11 use code 99 – no employer E13 use code 98 – not known / not provided E14 use code 99 – not unemployed E15 use code 99 – not employed
04 – unemployed	E11 leave blank E13 leave blank E14 complete with 01 for less than 6 months unemployed, or 02 for 6 – 11 months unemployed, or 03 for 12 – 23 months unemployed, or 04 for 24 – 35 months unemployed 05 for over 36 months unemployed E15 leave blank	E11 use code 99 – no employer E13 use code 03 – unemployed E14 use code 01 – less than 6 months unemployed, or code 02 – 6 to 11 months unemployed, or code 03 – 12 to 23 months unemployed, or code 04 – 24 to 35 months unemployed, or code 05 – over 36 months unemployed. E15 use code 99 – not employed.
06 – economically inactive	E11 leave blank E13 leave blank E14 leave blank E15 leave blank	E11 use code 99 – no employer E13 use code 98 – not known / not provided E14 use code 99 – not unemployed E15 use code 99 – not employed

Where you are returning information to be used as match, you may in exceptional circumstances, leave fields E11, E13, E14 and E15 blank and return 'not known' or 'not provided' values. However you should be aware that this will make the learner ineligible for match funding and they cannot be counted towards learner number targets.