

Annex D – Contract Deliverables Evidence Requirements

CMA ID	Deliverable Description	Evidence Requirements
S33	<p>Individual start including first 9GLH.</p> <p>†SP019 9–14 GLH SP020 15-44 GLH SP021 45-74 GLH SP022 75+ GLH</p>	<p>ILR/Delivery Statement information submitted. ILR completed using learning aim ZSPE0001* in field A09, start date in A27, code 80 in field A10 and the code† for anticipated GLH band in A49.</p> <p>Individual Learning Plan (ILP) A copy of an ILP that records the outcome of the initial assessment, signed and dated by the learner and provider, plus evidence of the delivery of pre-entry information, advice and guidance. The ILP should reflect the assessment of the individual with respect to the requirements of their target employment and the training to be delivered to equip the individual along with details of the estimated GLH to be delivered.</p> <p>Learner Start Evidence that demonstrates that the learner has actively participated in the structured learning programme as detailed in their Individual Learning Plan for at least 9 GLH duration.</p>
A24	<p>Completion of training – learning duration is between 9 and 14GLH.</p> <p>SP019</p>	<p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP019 with the learning end date entered in A31 and code 2 (completed) in A34.</p> <p>Completion of Training Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p>
A25	<p>Completion of training – learning duration is between 15 and 44GLH.</p> <p>SP020</p>	<p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP020 with the learning end date entered in A31 and code 2 in A34.</p> <p>Completion of Training Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p>

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A26	<p>Completion of training – learning duration is between 45 and 74GLH.</p> <p>SP021</p>	<p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP021 with the learning end date entered in A31 and code 2 in A34.</p> <p>Completion of Training</p> <p>Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p>
A27	<p>Completion of training – learning duration is a minimum of 75GLH.</p> <p>SP022</p>	<p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP022 with the learning end date entered in A31 and code 2 in A34.</p> <p>Completion of Training</p> <p>Evidence from a log of contact hours that demonstrates that the training has taken place, supported by completion of the ILP to show that the planned training has been completed and needs met, signed and dated by the provider and learner. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p>
P8	<p>Progression into a successful job outcome AND into further workplace training via Train to Gain or an apprenticeship.</p>	<p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A68* completed with code 01.</p> <p>* Only available from 09/10 ILR, use delivery statement reporting until available.</p> <p>Job outcome with training</p> <p>Auditable evidence will be required from the Individual, Employer and Provider to support the payment of a job outcome with training in order to confirm that:</p> <ol style="list-style-type: none"> 1. The job outcome is for a job of 16 hours a week that starts within 13 weeks of the end of training provision under this offer and that lasts for at least 4 weeks. 2. The continuing training is supported via ER or ALR funding streams and starts within 13 weeks of the end of the initial training provision funded under this offer. <p>Annexes B/BB templates have been approved as meeting minimum evidence requirements to support job outcomes with continuing training.</p>

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M13	Progression into a successful job outcome without training.	<p>Delivery Statement information submitted to confirm this progression.</p> <p>This information is being collected to identify the number of these progressions outside of the key targets for this programme. No specific evidence is required but should be reported were the provider is reasonably confident they have occurred</p> <p>.</p>
M29	Progression into further learning.	<p>Delivery Statement information submitted to confirm this progression.</p> <p>This information is being collected to identify the number of these progressions outside of the key targets for this programme. No specific evidence is required but should be reported were the provider is reasonably confident they have occurred.</p>
M31	Progression to voluntary work.	<p>Delivery Statement information submitted to confirm this progression.</p> <p>This information is being collected to identify the number of these progressions outside of the key targets for this programme. No specific evidence is required but should be reported were the provider is reasonably confident they have occurred.</p>
M32	Accredited learning achievements.	<p>ILR/Delivery Statement information submitted to confirm any accredited learning.</p> <p>In order to capture details of any accredited learning on this programme, the following process needs to be followed for each qualification, in addition to the GLH claim.</p> <p>An additional aim must be set up, in ILR field A49 insert code SP023 with the relevant learning aim recorded in field A09 and learning start date in A27. Once qualification is completed the end date should be entered in A31 and the appropriate codes in A34 and A35.</p> <p>Providers will be required to retain evidence of the qualification achievement for audit purposes.</p>
M4	Project evaluation.	<p>LSC supplied evaluation template to be completed and submitted.</p> <p>The template will be provided once the Programme is established and criteria are known. It will be possible for the provider to complete this 'in house' and is likely to focus around 'lessons learnt and best practice'.</p>
M33	Monthly progress reports.	<p>LSC supplied report template to be completed and submitted. This will be issued to Providers once Ministers full reporting requirements have been established</p>