

Adult European Social Fund Contract Deliverables Evidence Requirements

Skills Support for Redundancy

Priority 2 / 5

And

**Skills Support for the Unemployed and
Apprenticeship Support to Employers**

Priority 1 / 2 and 4

July 2011

Of interest to Colleges and Training Organisations



Skills Support for Redundancy

Priority 2 / 5

Adult ESF Contract Deliverables Evidence Requirements

Skills Support for Redundancy

| CMA ID | Deliverable Description | Evidence Requirements |
|--------|---|---|
| S2 | Participant assessment, planning and support | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim ZESF0001* in field A09, start date in A27, code 70 in field A10.</p> <p>Individual Learning Plan (ILP) A copy of an ILP that records the outcome of the initial assessment, signed and dated by the individual 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>Individual Start Evidence that demonstrates that the individual has actively participated in the structured learning programme as detailed in their Individual Learning Plan for up to 9 GLH duration.</p> |
| S4 | Start on non-accredited learning activity †SP247 10–29 GLH SP248 30-44 GLH SP249 45-54 GLH SP250 55-64 GLH SP251 65-70 GLH SP252 71-75 GLH SP253 76+ GLH | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim XESF0001 in field A09, start date in A27, code 70 in field A10 and the code† for anticipated GLH band in A49.</p> <p>Individual Start Evidence that demonstrates that the individual has actively participated in the structured learning programme as detailed in their Individual Learning Plan for 10 or more GLH duration.</p> |
| S33 | Start on non-defined accredited learning activity | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim LAD code in field A09, start date in A27, code 70 in field A10 and the code SP254 in A49.</p> |
| A41 | Completion of training – learning duration is between 10 and 29 GLH. SP247 | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP247 with the learning end date entered in A31 and code 2 (completed) in A34.</p> <p>Completion of Training</p> <p>Evidence from a log of contact hours (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |

| | | |
|-----|--|--|
| | | |
| A42 | <p>Completion of training – learning duration is between 30 and 44 GLH.</p> <p>SP248</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP248 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A43 | <p>Completion of training – learning duration is between 45 and 54 GLH.</p> <p>SP249</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP249 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A44 | <p>Completion of training – learning duration is between 55 and 64 GLH</p> <p>SP250</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP250 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A45 | <p>Completion of training – learning duration is between 65 and 70 GLH</p> <p>SP251</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP251 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 (signed and dated, unless it is part of an electronic register system) that demonstrates that</p> |

| | | |
|-----|--|---|
| | | 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken. |
| A46 | Completion of training – learning duration is between 71 and 75 GLH SP252 | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP252 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A47 | Completion of training – learning duration is a minimum of 76 GLH. SP253 | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP253 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| P10 | Progression into a successful job outcome and sustained for at least 4 weeks | <p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A68 completed as follows:</p> <p>01 - Employment outcome (with training) gained on eligible funded programme</p> <p>02 - Employment outcome (without training) gained on eligible funded programme</p> <p>99 - No employment outcome gained.</p> <p>Code 99 should be used until the actual employment outcome is known, and then updated as required.</p> <p>Job outcome</p> <p>Evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ul style="list-style-type: none"> 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. |

| | | |
|------------------------------------|---|--|
| | | <p>*In exceptional circumstances where either a SIA card or CRB check is the only barrier to claiming a job outcome and where it is taking longer than 13 weeks from the date the learning ended to the date the SIA card or the CRB check was received, job outcome payments can be claimed subject to:</p> <p>a) evidence on file to support the length of time taken to obtain the CRB check or SIA card;</p> <p>b) evidence that this is the only reason why the individual has not been able to start work within the 13 week period;</p> <p>c) the payment claim can only be made once the SIA card or CRB check has been received and the individual starts in employment;</p> <p>d) the job outcome starts and a claim is made within 26 weeks of the end of training provision in these exceptional circumstances;</p> <p>e) all other criteria outlined in the definition of a job outcome listed above and the evidence requirements set out in annex A to this guidance are met</p> <p>Annex A - evidence of job outcome (4 weeks) – is a template for this purpose that has been approved as meeting minimum requirements to support job outcome payments. This form is available from the ESF funding requirements document.</p> <p>A declaration will be required from:</p> <ul style="list-style-type: none"> • <i>The individual, if self-declaring a job outcome</i> (copy of payslip(s) or signed letter from employer or email from employer should be retained) – email to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers where appropriate; OR • <i>Employer declaration</i> (if by e-mail needs to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers as appropriate and a copy of the e-mail must be attached to the form); OR • <i>The individual, if self-employed</i>; AND • The contracted ORGANISATION |
| A28 | 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 SP254 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>The contracted ORGANISATION will be required to retain evidence of the qualification achievement.</p> |
| P11 – LONDON CONTRACTS ONLY | Progression into a successful job outcome and sustained for at least 26 weeks | <p>Delivery Statement information submitted to confirm this progression.</p> <p>Job outcome</p> <p>Evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ul style="list-style-type: none"> • The job outcome is for a job of 16 hours a week that started within 13* weeks of the end of training provision under this offer and that lasts for at least 26 weeks. <p>*In exceptional circumstances where either a SIA card or CRB check is the only barrier to claiming a job outcome and where it is taking longer than 13 weeks from the date the learning ended to the date the SIA card or the CRB check was received, job outcome payments can be claimed subject to:</p> |

- a) evidence on file to support the length of time taken to obtain the CRB check or SIA card;
- b) evidence that this is the only reason why the individual has not been able to start work within the 13 week period;
- c) the payment claim can only be made once the SIA card or CRB check has been received and the individual starts in employment;
- d) the job outcome starts and a claim is made within 39 weeks of the end of training provision in these exceptional circumstances;
- e) all other criteria outlined in the definition of a job outcome listed above and the evidence requirements set out in annex A to this guidance are met

Annex A - evidence of job outcome (26 weeks) – is a minimum requirement to support job outcome payments for at least 26 weeks employed. This form is available from the ESF funding requirements document.

A declaration will be required from:

- *The individual, if self-declaring a job outcome* (copy of payslip(s) or signed letter from employer or email from employer should be retained) – email to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers where appropriate; OR
- *Employer declaration* (if by e-mail needs to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers as appropriate and a copy of the e-mail must be attached to the form); OR
- *The individual, if self-employed*; AND
- The contracted ORGANISATION

As long as the individual has been in employment for at least 26 weeks of the 39 weeks since the end of training provision (i.e. from the date recorded in field A31 of the individual's ILR), the deliverable can be claimed for an individual who changes employer after completion of the training provision under this contract. However, if the declaration is from the employer, additional declaration forms will be required to be completed.

**Skills Support for the
Unemployed and Apprenticeship
Support to Employers**

Priority 1 / 2 and 4

Adult ESF Contract Deliverables Evidence Requirements

Skills Support for Redundancy

| CMA ID | Deliverable Description | Evidence Requirements |
|--------|--|---|
| S2 | Participant assessment, planning and support | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim ZESF0001* in field A09, start date in A27, code 70 in field A10.</p> <p>Individual Learning Plan (ILP) A copy of an ILP that records the outcome of the initial assessment, signed and dated by the individual 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>Individual Start Evidence that demonstrates that the individual has actively participated in the structured learning programme as detailed in their Individual Learning Plan for up to 9 GLH duration.</p> |
| S4 | <p>Start on non-accredited learning activity</p> <p>†SP247 10–29 GLH SP248 30-44 GLH SP249 45-54 GLH SP250 55-64 GLH SP251 65-70 GLH SP252 71-75 GLH SP253 76+ GLH</p> | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim XESF0001 in field A09, start date in A27, code 70 in field A10 and the code† for anticipated GLH band in A49.</p> <p>Individual Start Evidence that demonstrates that the individual has actively participated in the structured learning programme as detailed in their Individual Learning Plan for 10 or more GLH duration.</p> |

| | | |
|-----|--|--|
| S33 | Start on non-defined accredited learning activity | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim LAD code in field A09, start date in A27, code 70 in field A10 and the code SP254 in A49.</p> |
| A41 | <p>Completion of training – learning duration is between 10 and 29 GLH.</p> <p>SP247</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP247 with the learning end date entered in A31 and code 2 (completed) in A34.</p> <p>Completion of Training</p> <p>Evidence from a log of contact hours (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A42 | <p>Completion of training – learning duration is between 30 and 44 GLH.</p> <p>SP248</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP248 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A43 | Completion of training – learning duration is between | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> |

| | | |
|-----|--|---|
| | 45 and 54 GLH. SP249 | ILR field A49 completed with code SP249 with the learning end date entered in A31 and code 2 in A34. Completion of Training Evidence from a log of contact hours (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken. |
| A44 | Completion of training – learning duration is between 55 and 64 GLH SP250 | ILR/Delivery Statement information submitted to confirm completion of training. ILR field A49 completed with code SP250 with the learning end date entered in A31 and code 2 in A34. Completion of Training Evidence from a log of contact hours (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken. |
| A45 | Completion of training – learning duration is between 65 and 70 GLH SP251 | ILR/Delivery Statement information submitted to confirm completion of training. ILR field A49 completed with code SP251 with the learning end date entered in A31 and code 2 in A34. Completion of Training Evidence from a log of contact hours (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for |

| | | |
|-----|---|--|
| | | certified units or courses, this will be supported by evidence of certification for the training undertaken. |
| A46 | <p>Completion of training – learning duration is between 71 and 75 GLH</p> <p>SP252</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP252 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A47 | <p>Completion of training – learning duration is a minimum of 76 GLH.</p> <p>SP253</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP253 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| P10 | <p>Progression into a successful job outcome and sustained for at least 4 weeks</p> | <p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A68 completed as follows:</p> <p>01 - Employment outcome (with training) gained on eligible funded programme</p> |

| | | |
|--|--|---|
| | | <p>02 - Employment outcome (without training) gained on eligible funded programme</p> <p>99 - No employment outcome gained.</p> <p>Code 99 should be used until the actual employment outcome is known, and then updated as required.</p> <p>Job outcome</p> <p>Evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ul style="list-style-type: none"> • 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. <p>*In exceptional circumstances where either a SIA card or CRB check is the only barrier to claiming a job outcome and where it is taking longer than 13 weeks from the date the learning ended to the date the SIA card or the CRB check was received, job outcome payments can be claimed subject to:</p> <ol style="list-style-type: none"> a) evidence on file to support the length of time taken to obtain the CRB check or SIA card; b) evidence that this is the only reason why the individual has not been able to start work within the 13 week period; c) the payment claim can only be made once the SIA card or CRB check has been received and the individual starts in employment; d) the job outcome starts and a claim is made within 26 weeks of the end of training provision in these exceptional circumstances; e) all other criteria outlined in the definition of a job outcome listed above and the evidence requirements set out in annex A to this guidance are met <p>Annex A - evidence of job outcome (4 weeks) – is a template for this purpose that has been approved as meeting minimum requirements to support job outcome payments. This form is available from the ESF funding requirements document.</p> <p>A declaration will be required from:</p> <ul style="list-style-type: none"> • <i>The individual, if self-declaring a job outcome</i> (copy of payslip(s) or signed letter from employer or email from employer should be retained) – email to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers where appropriate; OR • <i>Employer declaration</i> (if by e-mail needs to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers as appropriate and a copy of the e-mail must be attached to the form); OR • <i>The individual, if self-employed</i>; AND • The contracted ORGANISATION |
|--|--|---|

| | | |
|------------------------------------|---|---|
| A28 | 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 SP254 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>The contracted ORGANISATION will be required to retain evidence of the qualification achievement.</p> |
| P11 – LONDON CONTRACTS ONLY | Progression into a successful job outcome and sustained for at least 26 weeks | <p>Delivery Statement information submitted to confirm this progression.</p> <p>Job outcome</p> <p>Evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ul style="list-style-type: none"> • The job outcome is for a job of 16 hours a week that started within 13* weeks of the end of training provision under this offer and that lasts for at least 26 weeks. <p>*In exceptional circumstances where either a SIA card or CRB check is the only barrier to claiming a job outcome and where it is taking longer than 13 weeks from the date the learning ended to the date the SIA card or the CRB check was received, job outcome payments can be claimed subject to:</p> <ol style="list-style-type: none"> a) evidence on file to support the length of time taken to obtain the CRB check or SIA card; b) evidence that this is the only reason why the individual has not been able to start work within the 13 week period; c) the payment claim can only be made once the SIA card or CRB check has been received and the individual starts in employment; d) the job outcome starts and a claim is made within 39 weeks of the end of training provision in these exceptional circumstances; e) all other criteria outlined in the definition of a job outcome listed above and the evidence requirements set out in annex A to this guidance are met <p>Annex A - evidence of job outcome (26 weeks) – is a minimum requirement to support job outcome payments for at least 26 weeks employed. This form is available from the ESF funding requirements document.</p> |

| | | |
|--|--|--|
| | | <p>A declaration will be required from:</p> <ul style="list-style-type: none">• <i>The individual, if self-declaring a job outcome</i> (copy of payslip(s) or signed letter from employer or email from employer should be retained) – email to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers where appropriate; OR• <i>Employer declaration</i> (if by e-mail needs to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers as appropriate and a copy of the e-mail must be attached to the form); OR• <i>The individual, if self-employed</i>; AND• The contracted ORGANISATION <p>As long as the individual has been in employment for at least 26 weeks of the 39 weeks since the end of training provision (i.e. from the date recorded in field A31 of the individual's ILR), the deliverable can be claimed for an individual who changes employer after completion of the training provision under this contract. However, if the declaration is from the employer, additional declaration forms will be required to be completed.</p> |
|--|--|--|

Skills Support for the Unemployed and Apprenticeship Support to Employers

| CMA ID | Deliverable Description | Evidence Requirements |
|--------|--|---|
| S2 | Participant assessment, planning and support | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim ZESF0001* in field A09, start date in A27, code 70 in field A10.</p> <p>Individual Learning Plan (ILP) A copy of an ILP that records the outcome of the initial assessment, signed and dated by the individual 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>Individual Start Evidence that demonstrates that the individual has actively participated in the structured learning programme as detailed in their Individual Learning Plan for up to 9 GLH duration.</p> |
| S4 | <p>Start on non-accredited learning activity</p> <p>†SP247 10–29 GLH SP248 30-44 GLH SP249 45-54 GLH SP250 55-64 GLH SP251 65-70 GLH SP252 71-75 GLH SP253 76+ GLH</p> | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim XESF0001 in field A09, start date in A27, code 70 in field A10 and the code† for anticipated GLH band in A49.</p> <p>Individual Start Evidence that demonstrates that the individual has actively participated in the structured learning programme as detailed in their Individual Learning Plan for 10 or more GLH duration.</p> |
| S33 | Start on non-defined accredited learning | <p>ILR/Delivery Statement information submitted. ILR completed using learning aim LAD code in field A09, start date</p> |

| | | |
|-----|--|--|
| | activity | in A27, code 70 in field A10 and the code SP254 in A49. |
| A41 | <p>Completion of training – learning duration is between 10 and 29 GLH.</p> <p>SP247</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP247 with the learning end date entered in A31 and code 2 (completed) in A34.</p> <p>Completion of Training</p> <p>Evidence from a log of contact hours (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A42 | <p>Completion of training – learning duration is between 30 and 44 GLH.</p> <p>SP248</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP248 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A43 | <p>Completion of training – learning duration is between 45 and 54 GLH.</p> <p>SP249</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP249 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A44 | <p>Completion of training – learning duration is between 55 and 64 GLH</p> <p>SP250</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP250 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A45 | <p>Completion of training – learning duration is between 65 and 70 GLH</p> <p>SP251</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP251 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |

| | | |
|-----|---|--|
| A46 | <p>Completion of training – learning duration is between 71 and 75 GLH</p> <p>SP252</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP252 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| A47 | <p>Completion of training – learning duration is a minimum of 76 GLH.</p> <p>SP253</p> | <p>ILR/Delivery Statement information submitted to confirm completion of training.</p> <p>ILR field A49 completed with code SP253 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 (signed and dated, unless it is part of an electronic register system) 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 contracted ORGANISATION and individual. Where applicable, such as for certified units or courses, this will be supported by evidence of certification for the training undertaken.</p> |
| P10 | <p>Progression into a successful job outcome and sustained for at least 4 weeks</p> | <p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A68 completed as follows:</p> <p>01 - Employment outcome (with training) gained on eligible funded programme</p> <p>02 - Employment outcome (without training) gained on eligible funded programme</p> |

| | | |
|--|--|---|
| | | <p>99 - No employment outcome gained.</p> <p>Code 99 should be used until the actual employment outcome is known, and then updated as required.</p> <p>Job outcome</p> <p>Evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ul style="list-style-type: none"> • 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. <p>*In exceptional circumstances where either a SIA card or CRB check is the only barrier to claiming a job outcome and where it is taking longer than 13 weeks from the date the learning ended to the date the SIA card or the CRB check was received, job outcome payments can be claimed subject to:</p> <ol style="list-style-type: none"> a) evidence on file to support the length of time taken to obtain the CRB check or SIA card; b) evidence that this is the only reason why the individual has not been able to start work within the 13 week period; c) the payment claim can only be made once the SIA card or CRB check has been received and the individual starts in employment; d) the job outcome starts and a claim is made within 26 weeks of the end of training provision in these exceptional circumstances; e) all other criteria outlined in the definition of a job outcome listed above and the evidence requirements set out in annex A to this guidance are met <p>Annex A - evidence of job outcome (4 weeks) – is a template for this purpose that has been approved as meeting minimum requirements to support job outcome payments. This form is available from the ESF funding requirements document.</p> <p>A declaration will be required from:</p> <ul style="list-style-type: none"> • <i>The individual, if self-declaring a job outcome</i> (copy of payslip(s) or signed letter from employer or email from employer should be retained) – email to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers where appropriate; OR • <i>Employer declaration</i> (if by e-mail needs to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers as appropriate and a copy of the e-mail must be attached to the form); OR • <i>The individual, if self-employed;</i> AND • The contracted ORGANISATION |
|--|--|---|

| | | |
|------------------------------------|---|---|
| A28 | 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 SP254 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>The contracted ORGANISATION will be required to retain evidence of the qualification achievement.</p> |
| P11 – LONDON CONTRACTS ONLY | Progression into a successful job outcome and sustained for at least 26 weeks | <p>Delivery Statement information submitted to confirm this progression.</p> <p>Job outcome</p> <p>Evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ul style="list-style-type: none"> • The job outcome is for a job of 16 hours a week that started within 13* weeks of the end of training provision under this offer and that lasts for at least 26 weeks. <p>*In exceptional circumstances where either a SIA card or CRB check is the only barrier to claiming a job outcome and where it is taking longer than 13 weeks from the date the learning ended to the date the SIA card or the CRB check was received, job outcome payments can be claimed subject to:</p> <ol style="list-style-type: none"> a) evidence on file to support the length of time taken to obtain the CRB check or SIA card; b) evidence that this is the only reason why the individual has not been able to start work within the 13 week period; c) the payment claim can only be made once the SIA card or CRB check has been received and the individual starts in employment; d) the job outcome starts and a claim is made within 39 weeks of the end of training provision in these exceptional circumstances; e) all other criteria outlined in the definition of a job outcome listed above and the evidence requirements set out in annex A to this guidance are met <p>Annex A - evidence of job outcome (26 weeks) – is a minimum requirement to support job outcome payments for at least 26 weeks employed. This form is available from the ESF funding requirements document.</p> |

| | | |
|--|--|---|
| | | <p>A declaration will be required from:</p> <ul style="list-style-type: none"> • <i>The individual, if self-declaring a job outcome</i> (copy of payslip(s) or signed letter from employer or email from employer should be retained) – email to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers where appropriate; OR • <i>Employer declaration</i> (if by e-mail needs to include full employer name, contact name, full address including post code, telephone details, email and website, VAT number and other registration numbers as appropriate and a copy of the e-mail must be attached to the form); OR • <i>The individual, if self-employed</i>; AND • The contracted ORGANISATION <p>As long as the individual has been in employment for at least 26 weeks of the 39 weeks since the end of training provision (i.e. from the date recorded in field A31 of the individual's ILR), the deliverable can be claimed for an individual who changes employer after completion of the training provision under this contract. However, if the declaration is from the employer, additional declaration forms will be required to be completed.</p> |
|--|--|---|

Apprenticeship Grant Payments

| | | |
|------------------|---|--|
| <p>G1</p> | <p>Apprenticeship start (on completion of 6 weeks in learning) where individual's salary is less than £149 / week</p> | <p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A46 completed with code 124</p> <p>ILR field A50 completed showing progression to an Apprenticeship</p> <p>Evidence will be required from the contracted ORGANISATION, Individual and Employer to support the payment of an Apprenticeship Start outcome in order to confirm their eligibility.</p> <p>Annex B Employer Agreement & Annex C State Aid Declaration signed and written confirmation e.g. letter on letterhead or email, from the employer and Apprenticeship provider of completion of 6 weeks on programme. These forms are available from the ESF funding</p> |
|------------------|---|--|

| | | |
|-----------|---|--|
| | | <p>requirements document.</p> <p>A declaration from the SME to prove they have received the payment.</p> |
| G2 | <p>Apprenticeship start (on completion of 6 weeks in learning) where individual's salary is between £150 to £240 / week</p> | <p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A46 completed with code 124</p> <p>ILR field A50 completed showing progression to an Apprenticeship</p> <p>Evidence will be required from the contracted ORGANISATION. Individual and Employer to support the payment of an Apprenticeship Start outcome in order to confirm their eligibility.</p> <p>Annex B Employer Agreement & Annex C State Aid Declaration signed and written confirmation, e.g. letter on letterhead or email, from the employer and Apprenticeship provider of completion of 6 weeks on programme. These forms are available from the ESF funding requirements document.</p> <p>A declaration from the SME to prove they have received the payment.</p> |
| G3 | <p>Apprenticeship start (on completion of 6 weeks in learning) where individual's salary is greater than £241 / week</p> | <p>ILR/Delivery Statement information submitted to confirm this progression.</p> <p>ILR field A46 completed with code 124</p> <p>ILR field A50 completed showing progression to an Apprenticeship</p> <p>Evidence will be required from the contracted ORGANISATION or, Individual and Employer to support the payment of an Apprenticeship Start outcome in order to confirm their eligibility.</p> <p>Annex B Employer Agreement & Annex C State Aid Declaration signed and written confirmation, e.g. letter on letterhead or email, from the employer and Apprenticeship provider of completion of 6 weeks on programme. These forms are available from the ESF funding requirements document.</p> <p>A declaration from the SME to prove they have received the payment.</p> |
| G4 | <p>Apprenticeship retention (on completion of 26 weeks in learning)</p> | <p>Delivery Statement information submitted to confirm this progression.</p> <p>Written confirmation, e.g. letter on letterhead or email, from the</p> |

| | | |
|-----------|---|---|
| | where individual's salary is less than £149 / week | <p>employer and Apprenticeship provider of the completion of 26 weeks on programme.</p> <p>A declaration from the SME to prove they have received the payment.</p> |
| G5 | Apprenticeship retention (on completion of 26 weeks in learning) where individual's salary is between £150 to £240 / week | <p>Delivery Statement information submitted to confirm this progression.</p> <p>Written confirmation, e.g. letter on letterhead or email, from the employer and Apprenticeship provider of the completion of 26 weeks on programme.</p> <p>A declaration from the SME to prove they have received the payment.</p> |
| G6 | Apprenticeship retention (on completion of 26 weeks in learning) where individual's salary is greater than £241 / week | <p>Delivery Statement information submitted to confirm this progression.</p> <p>Written confirmation, e.g. letter on letterhead or email, from the employer and Apprenticeship provider of the completion of 26 weeks on programme.</p> <p>A declaration from the SME to prove they have received the payment.</p> |

Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry CV1 2WT
T 0845 377 5000
F 024 7682 3675
www.bis.gov.uk/skillsfundingagency

BIS | Department for Business
Innovation & Skills

© Skills Funding Agency

Published by the Skills Funding Agency

Extracts from this publication may be reproduced for non-commercial, educational or training purposes on condition that the source is acknowledged and the findings are not misrepresented.

This publication is available in electronic form on the Skills Funding Agency website:

www.bis.gov.uk/skillsfundingagency

If you require this publication in an alternative format, please contact the Skills Funding Agency Help Desk:

0845 377 5000.

Skills Funding Agency – P–11006G