



## Annex C – Contract Deliverables Evidence Requirements

CMA ID	Deliverable Description	Evidence Requirements
S34	<p>Individual start including first 9GLH.</p> <p><b>* NOTE: It is essential the usual ESF code ZESF0001 is not used for this programme.</b></p> <p>†SP014 9–14 GLH                      SP015 15-44 GLH                      SP016 45-74 GLH                      SP017 75+ GLH</p>	<p><b>ILR/Delivery Statement information submitted.</b> ILR completed using learning aim <b>ZSPE0001*</b> in field A09, start date in A27, code 70 in field A10 and the code† for anticipated GLH band in A49.</p> <p><b>Individual Learning Plan (ILP)</b>                      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><b>Learner Start</b>                      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>SP014</p>	<p><b>ILR/Delivery Statement information submitted to confirm completion of training.</b></p> <p>ILR field A49 completed with code SP014 with the learning end date entered in A31 and code 2 (completed) in A34.</p> <p><b>Completion of Training</b>                      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>SP015</p>	<p><b>ILR/Delivery Statement information submitted to confirm completion of training.</b></p> <p>ILR field A49 completed with code SP015 with the learning end date entered in A31 and code 2 in A34.</p> <p><b>Completion of Training</b>                      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</p>

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		or courses, this will be supported by evidence of certification for the training undertaken.
A26	Completion of training – learning duration is between 45 and 7GLH.  SP016	<p><b>ILR/Delivery Statement information submitted to confirm completion of training.</b></p> <p>ILR field A49 completed with code SP016 with the learning end date entered in A31 and code 2 in A34.</p> <p><b>Completion of Training</b></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	Completion of training – learning duration is a minimum of 75GLH.  SP017	<p><b>ILR/Delivery Statement information submitted to confirm completion of training.</b></p> <p>ILR field A49 completed with code SP017 with the learning end date entered in A31 and code 2 in A34.</p> <p><b>Completion of Training</b></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	Progression into a successful job outcome	<p><b>ILR/Delivery Statement information submitted to confirm this progression.</b></p> <p>ILR field A68 completed with code 01 or 02.</p> <p><b>Job outcome</b></p> <p>Auditable evidence will be required from the Individual and Employer to support the payment of a job outcome in order to confirm that:</p> <ol style="list-style-type: none"> <li>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.</li> </ol> <p>Annex A is a template for this purpose that has been approved as meeting minimum requirements to support job outcome payments.</p>
M29	Progression into further learning.	<p><b>Delivery Statement information submitted to confirm this progression.</b></p> <p>This information is being collected to identify the number of these</p>

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		progressions outside of the key targets for this programme. No specific evidence is required but should be reported where the provider is reasonably confident they have occurred.
M31	Progression to voluntary work.	<p><b>Delivery Statement information submitted to confirm this progression.</b></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 where the provider is reasonably confident they have occurred.</p>
M32	Accredited learning achievements.	<p><b>ILR/Delivery Statement information submitted to confirm any accredited learning.</b></p> <p>In order to capture details of any accredited learning on this programme, the following process needs to be followed for <b>each</b> qualification, in addition to the GLH claim.</p> <p>An additional aim must be set up, in ILR field A49 insert code SP018 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>Skills Funding Agency 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.	Skills Funding Agency supplied report template to be completed and submitted. This will be issued to Providers once Ministers full reporting requirements have been established