

## Combined Indicators Technical Note

### Single Programme – Employment Support

O5 Employment Support – Individuals assisted towards getting a job

OC4 People assisted who get a job

OC5 People assisted remaining in work

**January 2010**

Version Number	Purpose/Change	Author of Change	Date
1.0	Individual output/outcome appendix	Kelly Fairbairn	12/01/10

## OUTPUTS

O5. Employment Support – Individuals assisted towards getting a job	
[Former NTF2]	
Terms	Definitions
<b>Unit of Measurement</b>	No. of Individuals
<b>Individuals</b>	Those of working age who are unemployed or economically inactive or in employment at risk. <i>Working Age</i> - men and women aged 16 and over. <i>Employment at risk</i> - those in paid employment but at risk of losing their job e.g. have received a statutory redundancy notification
<b>Assistance</b>	The assistance must be directed to assisting individuals towards getting a job and so will involve some form of interaction with individuals. These may be face-to-face or telephone consultations or other activity, conferences or workshops, interactive/web-based dialogue. Forms of assistance may include the following: <ul style="list-style-type: none"> <li>• Provision of information, advice and guidance (IAG) e.g. careers advice, CV writing, interview training</li> <li>• Removing barriers to getting back into the labour market e.g. return to work training , using crèche facilities</li> <li>• Advice on how to start own businesses</li> </ul>
<b>Counted</b>	When an individual who meets the criteria above has received the assistance.
<b>Exclusions</b>	Any individual who is under age 16 as they are still in full time education. Assistance which is covered under skills development (see Output 6) or provided in the form of electronic or hard copy mail-shots
<b>Verification Evidence</b>	<b>Individual</b> - Name, Address inc post code; Date of birth. Evidence he/she was either unemployed or economically inactive or in employment at risk e.g. copy of P45, letter from employer; sector status reports <b>Type of assistance</b> – letter or standard form signed and dated by the person on what assistance they received and date(s) it was provided. Electronic assistance need to demonstrate how they were assisted not just sign posting. Web registration of users.
<b>Notes</b>	The unit of measurement is the <b>individual</b> who is assisted in a way that would enable them to get a job. It is not measuring the <b>job</b> . Whether or not they get a job is the outcome measure, which will be assessed during the project evaluation. A broader definition of working age is used here than that in the ONS <a href="#">Labour Market Guide Glossary</a> (Working age: a female aged 16–59 or a male aged 16–64. Economically active: People aged 16 and over who are either in employment or unemployed). ONS confirmed that the definitions are still correct, despite the 2006, Age Discrimination legislation, because they reflect the State pension age as well as the legislation. ONS are “currently considering how to manage the change in the State pension age for women (changes from 2010 until parity with men is achieved in 2020) in consultation with key stakeholders”. As projects may go beyond 2010 the wider “aged 16 and over” definition is used

## O5. Employment Support – Individuals assisted towards getting a job

### Employment Support FAQs

**Q. Is there a minimum level of assistance similar to that for Businesses Support?**

**A.** No there is no minimum assistance intervention value or period.

**Q. Can I count people who are already employed but who are given advice on how to start their own business?**

**A.** Not unless their job is at risk They should be counted under Output 2a.

**Q. Job is defined as any employment requiring an employment agreement; however sole traders will not have this. Can we still count assisting people to become their own boss?**

**A.** Yes- as long as the other definitions of people and assistance are met.

**Q. Can the provision of travel information and subsidised travel to interviews and work by public transport for a short period of time be included under this output as it falls into category of removing barriers to getting back into the labour market?**

**A.** Yes. The provision of travel information falls under the information aspect of the outputs definition. Provision of subsidised travel for individuals to encourage them to go to interviews/ start work without financial penalty can form part of Employment Support as long as it does not duplicate Jobcentre responsibilities. Providing support to individuals should not cause any State aid problems but if the aid is to companies then the State aid implications would need to be considered.

**Q. Can individuals be counted for Employment Support and Skills if a project provides general Information Advice or Guidance (IAG) and requires participants to complete a training course? Or individuals who complete a training course and are assisted under the same project are assisted to get a job e.g. CV writing etc.**

**A.** Where the project objectives clearly identifies the provision of employment support and training and they are a direct result of the project activities then the beneficiaries may be counted under both Employment Support and Skills. However, if this is not part of the objectives or a direct result of the project activities but as a result of the project IAG an individual goes on to a training course then that would be an **outcome** of the project.

**Q. A project that has a number of clients who are economically inactive but not in direct receipt of benefits e.g. due to a partner being economically active. Would a declaration signed by the client stating that they are unemployed be considered as acceptable evidence, provided name, address including post code; date of birth and possibly NI number are incorporated in the declaration?**

**A.** Self-certification should only be used as a last resort because of the risk of abuse. If used then appropriate mitigation measures to verify the data (e.g. sample check of individual details) should be considered as well as Data Protection considerations (e.g. what happens to the self-certification forms on completion of a project)..

The ONS definition of the **Economically Inactive** are people who are neither in employment nor unemployed e.g. students not working or seeking work and those in retirement are classed as economically inactive. They comprise:

- Those who want a job but who have not been seeking work in the last 4 weeks,
- Those who want a job and are seeking work but not available to start and
- Those who do not want a job.

Those covered by the first two bullets should have some evidence to demonstrate that they want a job either by registering their interest with the Job Centre or an Employment agency etc even if they are not claiming/receiving benefits. It would therefore be preferable to seek evidence of this rather than self-certification. Those covered under the last bullet are not likely to be eligible for Employment Support assistance.

**Q. Can we count assistance to seasonal workers, people on temporary or short term fixed contracts, or individuals on probationary periods or placements as in employment at risk?**

**A.** Yes. These groups can be considered to be in “employment at risk” for this output.

**Q. Can projects claim training outputs for homeless people i.e. those without permanent address - who are in the project target area?**

**A.** Training provided to homeless people could possibly be counted depending on the project

## **O5. Employment Support – Individuals assisted towards getting a job**

objectives and the assistance offered under either Core Output 5 Employment Support or Core Output 6/6(a) Skills if they received a minimum of 6 hours training. The person information here would either be NFA (no fixed abode) or a homeless hostel.

**Q. With A8 migrants coming to the UK, can we include these in project regardless of how long they have been residents in the country? We have heard that they have to be residents for three years first.**

**A.** Eastern European Accession 8 (A8) countries joined the European Union in 2004. The UK allowed unfettered access to its Labour market to new Eastern European member states in 2004. Migrants from these countries are therefore entitled to enter UK to work and there is no residency qualification. See also the Q&A on migrants and basic skills.

The 3 years confusion may be in relation to Bulgaria and Romania, which joined the EU in January 2007 but under tougher conditions than the 2004 cohort, which may last for seven years. In their case the UK has imposed restrictions details at <http://www.bia.homeoffice.gov.uk/workingintheuk/sbs/bulgariaromania/eligibility/>

**Q. Can we include asylum seekers who are in receipt of [National Asylum Support Service \(NASS\)](#) support whilst awaiting decisions about status, in our employment support and skills outputs**

**A.** Non asylum-seekers are only entitled to limited support whilst waiting for a decision on their status by the UK Border Agency (for more information see [Asylum Aid](#)).

However, should UK Border Agency decide to i) allow the claim and give them Refugee Status or ii) the legal Indefinite Leave to Remain (ILR status) or iii) give permission for them to work as they have been waiting for a decision on their case for more than a year through no fault of their own then they may be included in project activities and counted.

**Q. There are a number of sectors/occupations that we know as being "at risk of redundancy" due to the current economic downturn. Are we able to we count these as "jobs at risk" without evidence in the form of a letter from the employer.**

**A.** Yes, it may not be possible for an individual to provide a letter from their employer, therefore the Agency can use other evidence, e.g. Agency sector reports, media reports etc as verification evidence in these circumstances (for example - the reported difficulties being experienced by Nissan supply chain companies). We can also apply this retrospectively to projects that have already provided support to businesses/individuals facing difficulties with the global economic downturn if they meet the criteria set out in the Technical Note.

**Q. Can we count as a beneficiary for employment or skills support someone who has 'No recourse to public funds' stamped in their passport?**

**A.** This condition applies to someone who has a residence permit that allows him/her to live in the United Kingdom, on condition that they have no recourse to public funds i.e. are not able to claim most State benefits, tax credits or housing assistance. However, there are exceptions for some benefits and public funds that are based on National Insurance contributions as these are based on earnings. Whether the individual can be counted is dependant on the context e.g. if they were working and had skills support then they could be counted whereas if they were on a student visa (i.e. not a work visa) and seeking employment support then they should not be counted. For more information look on the UK Border Agency website

<http://www.ukba.homeoffice.gov.uk/ukresidency/rightsandresponsibilities/publicfunds/>

## OUTCOMES

OC4: People assisted who get a job	
Terms	Detail
<b>Definition</b>	<p><b>NOTE:</b> This is a follow-on outcome from output O5 Employment Support. Only projects which assist people to get a job will be able to claim this outcome.</p> <p><b>People</b> are those assisted under O5 Employment Support</p> <p>The intention is to assist those who are economically inactive into or back into work. Employment is therefore broadly interpreted and may include, work experience, voluntary work, part-time work as well as full time employment (paid or self-employed).</p>
<b>Measurement &amp; Reporting</b>	<p>The output should be recorded when the individual who received the support has gained some form of employment within 6 months of the assistance. Where the person was in employment at risk and has changed to a more secure job, this may also be counted.</p> <p><b>Verification Evidence</b></p> <p>Name of individual supported (O5)</p> <p>Evidence of their job:</p> <ul style="list-style-type: none"> <li>• paid employment wage slip for or</li> <li>• work experience/voluntary work a letter from employer/supervisor</li> </ul> <p>Applying the project logic chain approach this result involves the movement of individuals from being economically inactive or unemployed into employment.</p> <p>Six months is considered an appropriate cut-off point for this type of intervention but may vary depending on the project objectives and interventions.</p> <p>In analysing the results it would be useful:</p> <ul style="list-style-type: none"> <li>• to establish the drop out rate from the project</li> <li>• for equality analysis the number of nil/partial returns</li> </ul>

OC5: People assisted remaining in work	
Terms	Detail
<b>Definition</b>	<p><b>NOTE:</b> This is a follow-on outcome from output O5 Employment Support (for those that were in employment at risk) and O6 Skills Development.</p> <p><b>Assistance</b> is defined (TF/ERDF) as a minimum of 6 hours training, either contiguous or as a number of sessions for the same individual. Activities may include general or vocational/job specific training, out of school clubs, provision of equipment and materials to support direct skills development.</p>

<p><b>Measurement &amp; Reporting</b></p>	<p>Unit of measurement for this indicator is number of people and is counted when an individual was at risk, received assistance and remains in employment.</p> <p><b>Verification</b></p> <p><b>Business</b> - Name, Address inc post code, Tel no, Contact details. Ownership. No. of employees.</p> <p><b>Job Safeguarded</b> - job title, contract of employment with duration (must be 1 year or longer), hours of work (for FTE calculation). If job location is different from business address obtain details.</p> <p>Provide the employment profile at appraisal, check at decision. On completion a letter from employer or standard form (signed by employer) confirming individuals job was a risk, they have received assistance and as that their job has been retained as a result of the project. Statement should show how the project prevented the loss of the job(s).</p>
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