



Llywodraeth Cymru  
Welsh Government

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Welsh European Funding Office

## Guidance on Indicator Definitions, Data and Evidence Requirements

### ESF Priority 1: Poverty Indicator Definitions

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## General

The Business Plan should outline the target group, the type of activities to be undertaken and how they contribute to the outputs and results of each Specific Objective (SO).

Only Participants benefitting directly from support can be reported. Participants can only be counted once in any single operation.

The **immediate results** should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. Any exceptions to this rule will be highlighted in the definitions.

## Evidence

Evidence of basic **eligibility** and specific eligibility requirements for each SO is required for each Participant upon entry into an operation. A sample will not provide acceptable evidence. Guidance on suitable types of evidence for eligibility can be found on the WEFO website: the “Eligibility rules and conditions for support from the European Structural Funds 2014-2020” (<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?lang=en>).

Where data is collected for **monitoring** purposes only (i.e. is not related to the output or the result) then that data can be collected as self-declaration from the Participant.

Evidence for the **results** should also be provided to demonstrate, at Participant level,

- the need for the intervention
- the nature of the support provided
- that the supported activities relate to those needs
- that support has been provided, e.g. attendance registers
- how the support is related to the original objectives

If an outcome is not directly funded by the operation, for example into employment or further learning, this can be evidenced through a signed declaration from the participant.

Details of the evidence to be collected should be agreed with WEFO and set out in the Monitoring and Evaluation Plan.

## Data

To allow WEFO to report against the E.C. common indicator framework and understand the impact of the funds on particular groups we collect a range of personal data on Participants. Data on all Participants and enterprises supported should be submitted when they are included on a claim. Evidence should be available when the claim is made. Participants must be issued with a privacy notice

which explains why the data is being collected, what it is being used for and who will have access to the data.

Personal non-sensitive data must be recorded on the following for a Participant to be recorded against the targets<sup>1</sup>:

- Gender
- Employment status
- Age
- Education level
- Household situation

We do ask for data on ethnicity, migrant status and disability, which are personal sensitive data, however participants must be given the option not to provide this data.

If the participant data is not collected this does not necessarily mean that the Participant is not eligible for support but they will not be able to be reported against targets.

The Annexes give a complete list of the data required for each participant/enterprise.

## **Targets**

Operations will be required to establish appropriate output targets, at a minimum, within the following categories:

- Gender
- Age (over 54)
- Disability
- Work limiting health conditions
- Migrants / BME / Minorities (including marginalised communities such as Roma)
- Care / Childcare responsibilities

## **Cross Cutting Themes**

- 75% of Operations within this priority will integrate sustainable development into awareness raising, education and training programmes.
- 50% of Employers assisted by Operations within this priority will adopt or improve equality and diversity strategies and monitoring systems.

The beneficiary and the provider/partner are both responsible for ensuring that these requirements are met.

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<sup>1</sup> Definitions are set out in the Annexes

## **Priority Axis 1 Tackling Poverty Through Sustainable Employment**

### **Specific Objectives**

**SO1 (West Wales and the Valleys only):** To increase the employability of those closest to the labour market at most risk of poverty.

**SO2 (West Wales and the Valleys) SO1 (East Wales):** To increase the employability of Economically Inactive and Long term Unemployed people aged 25 and over, who have complex barriers to employment

**SO3 (West Wales and the Valleys only):** To reduce underemployment or absence rates for employed individuals with work limiting health conditions and/or other barriers to sustainable engagement with the labour market.

**WWV SO 1: To increase the employability of those closest to the labour market at most risk of poverty**

	<b>Target (WWV)</b>
<b>Outputs</b>	
Short term unemployed with no / low skills or a work limiting health condition or disability	6,000
Individuals impacted by redundancy	12,000
<b>Immediate Results (within 4 weeks of leaving support)</b>	
Short term unemployed Participants with low skills or a work limiting health condition or disability in employment upon leaving	33%
Short term unemployed Participants with low skills or a work limiting health condition or disability gaining a qualification upon leaving	50%
Individuals impacted by redundancy in employment upon leaving	55%
Individuals impacted by redundancy gaining a qualification upon leaving	70%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	75%
All percentages are based on the relevant target group identified in the outputs	

## Outputs

### **Short term unemployed with no/low skills or a work limiting health condition or disability**

A short-term unemployed person for the purpose of this specific objective is a working age adult (25 and over) who has been registered unemployed for up to 12 months. The age of the Participant is determined on the date of entering the project.

To be eligible they must also fit one of the following groups:

- A person with low skills would not have a qualification over Credit and Qualification Framework for Wales (CQFW) level 2 (GCSE Grades A\* - C).<sup>2</sup>
  - Level 1: NVQ level 1, ESW(1-3), WKS, Vocational Qualifications Level 1, GCSE's Grade D-G, Welsh Bacculaureate Qualification Foundation.
  - Level 2: NVQ level 2, Vocational Qualifications Level 2, Welsh Bacculaureate Qualification Intermediate, GCSE Grade A\*-C, ESW, WKS, Foundation Apprenticeship Framework
- A person has a work limiting health condition if they consider themselves to face barriers to employment due to a work limiting health condition.
- A person is disabled if they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.

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<sup>2</sup> More details on the levels and approved providers can be found at: <http://wales.gov.uk/topics/educationandskills/qualificationsinwales/creditqualificationsframework/?lang=en>



## **Individuals impacted by redundancy**

An individual impacted by redundancy would be a working age adult (25 and over) under formal notice of redundancy or made redundant within the past 3 months. The age of the Participant is determined on the date of entering the project.

## **Immediate Results**

### **Short term unemployed Participants with low skills or a work limiting health condition or disability in employment upon leaving**

Short term unemployed Participants with low skills, a work limiting health condition or disability entering employment as a result of participating in an ESF-funded project.

Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 contracted hours work a week and must be paid employment. Zero hours contracts are not acceptable.

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date. Participants who leave the operation early can be included under this result indicator.

Participants who have secured employment within 4 weeks, but have subsequently left employment within 4 weeks can be counted, subject to the post meeting the above criteria.

This result can be evidenced via a signed declaration from the participant.

## **Short term unemployed Participants with low skills or a work limiting health condition or disability gaining a qualification upon leaving**

Participants who have received ESF support and who gained a qualification upon leaving the ESF operation.

Only qualifications which have been achieved as a result of an ESF intervention should be reported.

If a Participant achieves more than one qualification you must only report that Participant once per operation. When reporting against the relevant field in Annex A (Qualification gained upon leaving), you must report the highest level of qualification gained by the Participant.

A qualification would be defined as being within the Credit and Qualification Framework for Wales (CQFW). There are three pillars of learning within the CQFW.

Subject to criteria this could be:-

- Higher Education qualification in Wales
- A regulated qualification within the National Qualification Framework – normally a general or academic qualification such as an A level (Level 3) or GCSE (Level 2)
- Vocational qualifications within the Qualifications and Credit Framework. These could include small qualifications such as an Award (1-12 credits), Certificate (13-36 credits) and Diploma (37 plus credits) Quality Assured Lifelong Learning which could include bespoke company training or other programmes which have been recognised within the CFQW  
More details on the levels and approved providers can be found at:  
<http://wales.gov.uk/topics/educationandskills/qualificationsinwales/creditqualificationsframework/?lang=en>

The types / level of qualification which you are providing through your operation should be described in your business plan.

This result can be counted if the exam / assessment is completed within 4 weeks of a participant leaving an operation (or while on the operation). The result should be reported when confirmation of attainment is received.

This result is evidenced via copies of certificates or confirmation from awarding bodies.

## **Individuals impacted by redundancy in employment upon leaving**

Participants impacted by redundancy entering employment as a result of participating in an ESF-funded project.

Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 contracted hours work a week and must be paid employment. Zero hours contracts are not acceptable.

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date. Participants who leave the operation early can be included under this result indicator.

Participants who have secured employment within 4 weeks, but have subsequently left employment within 4 weeks can be counted, subject to the post meeting the above criteria.

This result can be evidenced via a signed declaration from the participant.

## **Individuals impacted by redundancy gaining a qualification upon leaving**

Participants impacted by redundancy who have received ESF support and who gained a qualification upon leaving the ESF operation.

Only qualifications which have been achieved as a result of an ESF intervention should be reported.

If a participant achieves more than one qualification you must only report that participant once per operation. When reporting against the relevant field in Annex A (Qualification gained upon leaving), you must report the highest level of qualification gained by the Participant.

A qualification would be defined as being within the Credit and Qualification Framework for Wales (CQFW). There are three pillars of learning within the CQFW.

Subject to criteria this could be:-

- Higher Education qualifications in Wales
- A regulated qualification within the National Qualification Framework – normally a general or academic qualification such as an A level (Level 3) or GCSE (Level 2).
- Vocational qualifications within the Qualifications and Credit Framework. These could include small qualifications such as an Award (1-12 credits), Certificate (13-36 credits) and Diploma (37 plus credits).
- Quality Assured Lifelong Learning which could include bespoke company training or other programmes which have been recognised within the CFQW.

More details on the levels and approved providers can be found at:

<http://wales.gov.uk/topics/educationandskills/qualificationsinwales/creditqualificationsframework/?lang=en>

The types / level of qualification which you are providing through your operation should be described in your business plan.

This result can be counted if the exam / assessment is completed within 4 weeks of a participant leaving an operation (or while on the operation). The result should be reported when confirmation of attainment is received.

This result is evidenced via copies of certificates or confirmation from awarding bodies.

## **Operations Integrating Sustainable development into awareness raising, education and training programmes.**

### *Definition*

The number of projects which have a focus on training that addresses the sustainable development objectives of this Programme. Operations should focus on awareness raising, education and training that contributes towards one or more of the following activities: combating climate change; delivering sustainable transport initiatives; increasing resource efficiencies; promoting biodiversity; promoting community access to green spaces; and environmental risk management.

Reporting against this indicator is at the overall operation level. Therefore if one or more component parts of an operation will deliver against this output, the project achievement will be 1 throughout its life.

### *Suggested evidence*

- Course material e.g. hand-outs and presentation slides;
- Participant records;
- Attendance records;
- Evaluation forms on completers;
- Questionnaires/ follow up information.

**WWV SO 2 / EW SO1 - To increase the employability of Economically Inactive and Long Term Unemployed people aged 25 and over, who have complex barriers to employment**

	<b>Target WWV SO2</b>	<b>Target EW SO1</b>
<b>Outputs</b>		
Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment.	36,000	12,700
Long-term unemployed (aged 25 and over) who have complex barriers to employment.	10,800	3,800
<b>Immediate Results (within 4 weeks of leaving support)</b>		
Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment <i>entering employment including self employment upon leaving</i>	20%	20%
Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment <i>engaged in job search upon leaving</i>	25%	25%
Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment <i>gaining a qualification or work relevant certification upon leaving</i>	50%	50%
Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment <i>increasing employability through completing work experience placement or volunteering opportunity</i>	54%	54%
Long-term unemployed (aged 25 and over) who have complex barriers to employment entering employment, including self employment, upon leaving	25%	25%
Long-term unemployed (aged 25 and over) who have complex barriers to employment <i>gaining a qualification or work relevant certification upon leaving</i>	50%	50%
Long-term unemployed (aged 25 and over) who have complex barriers to employment <i>increasing employability through completing work experience placement or volunteering opportunity</i>	54%	53%
<i>Operations Integrating Sustainable Development into</i>	75%	75%



*Awareness Raising, Education and Training Programmes*

## Outputs

### **Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment**

A person who is currently not part of the labour force (in the sense that they are not *employed* or *unemployed*) or in education or training, is aged 25 or over, and has one of the complex barriers listed below:

WWV complex barriers are

- low or no skills;
- a work limiting health condition or disability (including substance or alcohol misuse);
- care or childcare responsibilities;
- are over 54;
- or from a jobless household.

EW complex barriers are;

- low or no skills;
- a work limiting health condition or disability (including substance or alcohol misuse);
- care or childcare responsibilities;
- are over 54;
- are from a BME (Black, Minority, Ethnic) group;
- or from a jobless household.

The employment status is determined on the date of entering the ESF operation.

- A person with low skills would not have a qualification over Credit and Qualification Framework for Wales (CQFW) level 2.

Level 1: NVQ level 1, ESW(1-3), WKS, Vocational Qualifications Level 1, GCSE's Grade D-G, Welsh Baccalaureate Qualification Foundation.

Level 2: NVQ level 2, Vocational Qualifications Level 2, Welsh Baccalaureate Qualification Intermediate, GCSE Grade A\*-C, ESW, WKS, Foundation Apprenticeship Framework.

- A person is **disabled** if they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.

- A person has a **work limiting health condition** if they consider themselves to face barriers to employment due to a work limiting health condition (including substance or alcohol misuse).
- A person is from a **BME** (Black, Minority, Ethnic) group. Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups. Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.
- A person **over 54** years of age upon entry.
- A person with **care / childcare responsibilities** is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support (Carers Trust <http://www.carers.org/what-carer>). An individual with childcare responsibilities is the primary carer (parent or guardian) for a child who is under 16.
- A person is from a **Jobless Household** where no household member is in employment, i.e. all members are either unemployed or inactive, including full time education or training. Note: the indicator refers to all household members irrespective of age so that a young unemployed Participant living with retired grandparents would be counted as living in a jobless household.

Refer to the document European Social Fund 2014-2020:Guidance on assessing participant eligibility” for detail on how to assess eligibility.

English:

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?lang=en>

Welsh:

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?skip=1&lang=cy>

## Long-term unemployed (aged 25 and over) who have complex barriers to employment

A person who is over 25 and has not been in work or full time education for more than 12 months, is now actively seeking work and has one or more of the complex barriers listed below:

- low or no skills;
- a work limiting health condition or disability (including substance or alcohol misuse);
- are from a BME (Black, Minority, Ethnic) group;
- or from a jobless household.

The employment status is determined on the date of entering the ESF operation. The participant will be required to provide a signed statement to show the length of time that they have not been in work or full time education.

Any participant who has moved from ESA onto JSA can be considered to be long term unemployed.

Any out of work refugee who has Leave to Remain in the UK (and is domiciled in Wales) can be considered to be long term unemployed.

- A person with **low skills** would not have a qualification over Credit and Qualification Framework for Wales (CQFW) level 2 (GCSE Grades A\* - C).<sup>3</sup>

Level 1: NVQ level 1, ESW(1-3), WKS, Vocational Qualifications Level 1, GCSE's Grade D-G, Welsh Baccalaureate Qualification Foundation.

Level 2: NVQ level 2, Vocational Qualifications Level 2, Welsh Baccalaureate Qualification Intermediate, GCSE Grade A\*-C, ESW, WKS, Foundation Apprenticeship Framework.

- A person is **disabled** if they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.

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<sup>3</sup> More details on the levels and approved providers can be found at:

<http://wales.gov.uk/topics/educationandskills/qualificationsinwales/creditqualificationsframework/?lang=en>

- A person has a **work limiting health condition** if they consider themselves to face barriers to employment due to a work limiting health condition (including substance or alcohol misuse).
- A person is from a **BME** (Black, Minority, Ethnic) group. Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups. Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.
- A person is from a **Jobless Household** where no household member is in employment, i.e. all members are either unemployed or inactive, including full time education or training. Note: the indicator refers to all household members irrespective of age so that a young unemployed Participant living with retired grandparents would be counted as living in a jobless household.

Refer to the document “European Social Fund 2014-2020:Guidance on assessing participant eligibility for detail on how to assess eligibility.

English:

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?lang=en>

Welsh:

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?skip=1&lang=cy>

## **Immediate Results**

### **Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment entering employment including self employment upon leaving**

Economically inactive Participants (aged 25 or over) with complex barriers entering employment as a result of participating in an ESF-funded project.

Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 contracted hours work a week and must be paid employment. Zero hours contracts are not acceptable.

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date. Participants who leave the operation early can be included under this result indicator.

Participants who have secured employment within 4 weeks, but have subsequently left employment within 4 weeks can be counted, subject to the post meeting the above criteria.

This result can be evidenced via a signed declaration from the participant.

**Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment engaged in job search upon leaving**

This result indicator identifies a change in the employment status upon leaving, compared to the situation when entering the ESF operation.

Participants who are newly registered as a jobseeker should always be counted even if they are not immediately available for work.

An example would be a Participant who is economically inactive when entering the ESF operation, who then registers as unemployed upon leaving the support.

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date.

Participants who leave the operation early can be included under this result indicator

Participants who have entered employment upon leaving should not be recorded under this indicator.

This result can be evidenced via a signed declaration from the participant.

**Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment gaining a qualification or work relevant certification upon leaving**

Economically inactive Participants aged 25 and over who have received ESF support and who gained a qualification or work relevant certification upon leaving the ESF operation.

Only qualifications which have been achieved as a result of an ESF intervention should be reported.

If a Participant achieves more than one qualification you must only report that Participant once per operation. When reporting against the relevant field in Annex A (Qualification gained upon leaving), you must report the highest level of qualification gained by the Participant.

A qualification would be defined as being within the Credit and Qualification Framework for Wales (CQFW). There are three pillars of learning within the CQFW.

This could be:-

- Higher Education qualification in Wales.
- A regulated qualification within the National Qualification Framework – normally a general or academic qualification such as an A level (Level 3) or GCSE (Level 2).
- Vocational qualifications within the Qualifications and Credit Framework. These could include small qualifications such as an Award (1-12 credits), Certificate (13-36) credits and Diploma (37 plus credits).
- Quality Assured Lifelong Learning which could include bespoke company training or other programmes which have been recognised within the CFQW.

More details on the levels and approved providers can be found at:

<http://wales.gov.uk/topics/educationandskills/qualificationsinwales/creditqualificationsframework/?lang=en>

Work relevant certification could be units towards a full qualification or unaccredited training which is necessary for work e.g. a CSCS card or a food hygiene certificate.

The types / level of qualification which you are providing through your operation should be described in your business plan.



This result can be counted if the exam / assessment is completed within 4 weeks of a participant leaving an operation (or while on the operation). The result should be reported when confirmation of attainment is received.

This result is evidenced via copies of certificates or confirmation from awarding bodies.

**Economically inactive (aged 25 and over), not in education or training, who have complex barriers to employment increasing employability through completing work experience placement or volunteering opportunity**

Economically inactive Participants (aged 25 or over) with complex barriers who complete a placement of short or fixed duration as part of the ESF intervention. The activities undertaken during the placement should have the aim of improving employability.

A work experience placement is defined as a paid placement of short or fixed duration spent in a workplace with the aim of improving employability.

A volunteering opportunity is defined as an unpaid placement or activity whereby a Participant works for an organisation without being paid, both helping that organisation and improving employability.

Employability is defined as the skills, understandings and personal attributes required to move into and within the labour market, gaining, retaining and being successful in a chosen occupation or employment.

This indicator is measured by the completion of the placement, activity or period of time spent in the workplace.

Details of expected work experience and the types of volunteering opportunities should be included as a part of the operation business plan and agreed with WEFO.

Evidence of this indicator will be dealt with on a case by case basis. For details on what evidence is required to demonstrate these activities please discuss with WEFO.

**Long-term unemployed (aged 25 and over) who have complex barriers to employment entering employment, including self employment, upon leaving**

Long term unemployed Participants (aged 25 or over) with complex barriers entering employment as a result of participating in an ESF-funded project.

Employment includes self-employment and can be full-time or part-time. However, employment must involve a minimum of 16 contracted hours work a week and must be paid employment. Zero hours contracts are not acceptable.

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date. Participants who leave the operation early can be included under this result indicator.

Participants who have secured employment within 4 weeks, but have subsequently left employment within 4 weeks can be counted, subject to the post meeting the above criteria.

This result can be evidenced via a signed declaration from the participant.

## **Long-term unemployed (aged 25 and over) who have complex barriers to employment gaining a qualification or work relevant certification upon leaving**

Long-term unemployed Participants (aged 25 and over) with complex barriers who have received ESF support and who gained a qualification or work relevant certification upon leaving the ESF operation.

Only qualifications which have been achieved as a result of an ESF intervention should be reported.

If a Participant achieves more than one qualification you must only report that Participant once per operation. When reporting against the relevant field in Annex A (Qualification gained upon leaving), you must report the highest level of qualification gained by the Participant.

A qualification would be defined as being within the Credit and Qualification Framework for Wales (CQFW). There are three pillars of learning within the CQFW.

This could be:

- Higher Education qualification in Wales.
- A regulated qualification within the National Qualification Framework – normally a general or academic qualification such as an A level (Level 3) or GCSE (Level 2).
- Vocational qualifications within the Qualifications and Credit Framework. These could include small qualifications such as an Award (1-12 credits), Certificate (13-36) credits and Diploma (37 plus credits).
- Quality Assured Lifelong Learning which could include bespoke company training or other programmes which have been recognised within the CFQW.

More details on the levels and approved providers can be found at:

<http://wales.gov.uk/topics/educationandskills/qualificationsinwales/creditqualificationsframework/?lang=en>

Work relevant certification could be units towards a full qualification or unaccredited training which is necessary for work e.g. a CSCS card or a food hygiene certificate.

The types / level of qualification which you are providing through your operation should be described in your business plan.

This result can be counted if the exam / assessment is completed within 4 weeks of a participant leaving an operation (or while on the operation). The result should be reported when confirmation of attainment is received.

This result is evidenced via copies of certificates or confirmation from awarding bodies.

**Long-term unemployed (aged 25 and over) who have complex barriers to employment increasing employability through completing work experience placement or volunteering opportunity**

Long-term unemployed Participants (aged 25 or over) with complex barriers who complete a placement of short or fixed duration as part of the ESF intervention. The activities undertaken during the placement should have the aim of improving employability.

A work experience placement is defined as a paid placement of short or fixed duration spent in a workplace with the aim of improving employability.

A volunteering opportunity is defined as an unpaid placement or activity whereby a Participant works for an organisation without being paid, both helping that organisation and improving employability.

Employability is defined as the skills, understandings and personal attributes required to move into and within the labour market, gaining, retaining and being successful in a chosen occupation or employment.

This indicator is measured by the completion of the placement, activity or period of time spent in the workplace.

Details of expected work experience and the types of volunteering opportunities should be included as a part of the operation business plan and agreed with WEFO.

Evidence of this indicator will be dealt with on a case by case basis. For details on what evidence is required to demonstrate these activities please discuss with WEFO.

## **Operations Integrating Sustainable development into awareness raising, education and training programmes.**

### *Definition*

The number of projects which have a focus on training that addresses the sustainable development objectives of this Programme. Operations should focus on awareness raising, education and training that contributes towards one or more of the following activities: combating climate change; delivering sustainable transport initiatives; increasing resource efficiencies; promoting biodiversity; promoting community access to green spaces; and environmental risk management.

Reporting against this indicator is at the overall operation level. Therefore if one or more component parts of an operation will deliver against this output, the project achievement will be 1 throughout its life.

### *Suggested evidence*

- Course material e.g. hand-outs and presentation slides;
- Participant records;
- Attendance records;
- Evaluation forms on completers;
- Questionnaires/ follow up information.

**WWV SO 3 - To reduce underemployment or absence rates for employed individuals with work limiting health conditions and / or other barriers to sustainable engagement with the labour market**

	<b>Target</b>
<b>Outputs</b>	
Participants Employed, including self-employed with work-limiting health condition or disability	4,000
Underemployed Participants with barriers to full employment	4,000
Number of micro, small and medium-sized enterprises supported	2,000
Workplace health programmes	300
<b>Immediate Results (within 4 weeks of leaving support)</b>	
Employed, including self employed Participants with work limiting health condition or disability returning to work after a period of absence	50%
Employed, including self employed Participants with work limiting health condition or disability with an improved labour market situation upon leaving such as increased hours, permanent contract	50%
Underemployed Participants with an improved labour market situation upon leaving, such as increased hours, permanent contract	40%
Supported enterprises having adopted or improved equality and diversity strategies and monitoring systems	50%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	75%



## Outputs

### **Participants Employed, including self-employed with work-limiting health condition or disability**

Employed Participants (which include registered self-employed people).

There are **no minimum hours** which need to be worked but there should be a contract of employment. Employment status is determined on the date of entering the project.

To be eligible they must also fit one of the following groups:

- A person has a **work limiting health condition** if they consider themselves to face barriers to employment due to a work limiting health condition.
- A person is **disabled** if they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.

Interventions targeting Self-employed Participants will be dealt with on a case by case basis.

Refer to the document “European Social Fund 2014-2020:Guidance on assessing participant eligibility for detail on how to assess eligibility.

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?lang=en>

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?skip=1&lang=cy>

## **Underemployed Participants with barriers to full employment**

An employed, working age adult whose productive capacity is underutilised due to specific issues or barriers relating to health, disability and substance misuse or more personal barriers such as access to full time employment, age, caring and childcare responsibilities which prevent him or her from being able to fully utilise their existing capability within employment. Barriers relating to skills are excluded from this indicator.

Underemployment should be understood as involuntary part-time employment. This is when respondents declare that they work part-time because they are unable to find full-time work.<sup>4</sup>

There are no minimum hours which need to be worked but there should be a contract of employment. Employment status is determined on the date of entering the project.

- A person has a work limiting health condition if they consider themselves to face barriers to employment due to a work limiting health condition.
- A person is disabled if they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.
- A person with care / childcare responsibilities is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support (Carers Trust <http://www.carers.org/what-carer>). An individual with childcare responsibilities is the primary carer (parent or guardian) for a child who is under 16.

Self-employed participants are not included in this indicator definition.

Refer to the document “European Social Fund 2014-2020:Guidance on assessing participant eligibility for detail on how to assess eligibility.

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?lang=en>

<http://gov.wales/funding/eu-funds/2014-2020/looking/eligibility/?skip=1&lang=cy>

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<sup>4</sup> Source: Eurostat, LFS

[http://epp.eurostat.ec.europa.eu/portal/page/portal/employment\\_unemployment\\_lfs/methodologydefinitions](http://epp.eurostat.ec.europa.eu/portal/page/portal/employment_unemployment_lfs/methodologydefinitions)

## **Number of micro, small and medium sized enterprises (SME) supported**

The number of SME enterprises receiving direct support from ESF to encourage a cultural change in organisations towards a more diverse and healthy workforce and the adoption of flexible working practises.

Employers will be supported to improve flexibility within the workplace and encouraged to adopt flexible work practices, as well as adopting or improving equality and diversity strategies and monitoring systems. Activities with employers will promote the benefits a healthy workplace can bring to an organisation, address health related issues within the workforce and develop or improve appropriate work place or occupational health programmes, adopting collaborative approaches in the delivery of occupational health services.

The activities undertaken by the Operations who are working with the SMEs could include awareness raising, advice, support and/or mentoring activities etc. – but not offering grants or other financial support to the SMEs.

*An enterprise* is an organisation producing products or services to satisfy market needs in order to reach profit. The legal form of enterprise may be various (self-employed persons, partnerships, etc.).

*A social enterprise* is an enterprise with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

An SME is defined by recommendation 2003/362/EC. A category of micro, small and medium-sized enterprise employing fewer than 250 persons and which has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

SMEs can be autonomous, partner or linked enterprises. Guidance on the definition of these categories and on calculating headcount and turnover can be found at: [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\\_en.htm](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)

## **Workplace health programmes**

The number of workplace programmes developed and implemented by employers that aim to address workplace provision of support to employees who have work-limiting health conditions.

For example, programmes to support employed people to manage work-limiting health conditions at work and programmes to train managers to support such individuals. Programmes should be in excess of regulatory requirements regarding health and safety in the work place.

## **Immediate Results**

### **Returning to work after a period of absence**

Those Participants with work limiting health condition or disability who are enabled, as a result of ESF provision, to return to work after a period of continuous absence of four weeks or more.

This indicator only applies to those employed or underemployed Participants who were absent from work as a result of their work limiting health condition or disability upon commencement of their participation in an ESF-funded project.

Projects must only report against this indicator if the Participant returns to work upon leaving the ESF funded programme (within four weeks) and if the total continuous period of absence from work is four weeks or more.

This result can be evidenced via a signed declaration from the participant.

## **Improved labour market situation upon leaving such as increased hours, permanent contract**

Persons employed when entering ESF support who, following the support:

- moved from precarious to stable employment,
- and/or from underemployment to full employment,
- and/or have increased their working hours,
- and/or have moved to a job requiring higher competences/skills/qualifications, entailing more responsibilities,
- and / or received a promotion upon leaving the ESF operation.

Precarious employment should be understood as the "temporary employment" and "work contract of limited duration".<sup>5</sup>

Employees with a limited duration job/contract are employees whose main job will terminate either after a period fixed in advance, or after a period not known in advance, but nevertheless defined by objective criteria, such as the completion of an assignment or the period of absence of an employee temporarily replaced.

Underemployment should be understood as involuntary part-time employment. This is when respondents declare that they work part-time because they are unable to find full-time work.<sup>6</sup>

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date.

Participants who leave the operation early can be included under this result indicator

This result can be evidenced via a signed declaration from the participant.

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<sup>5</sup> Given institutional discrepancies, the concepts of 'temporary employment' and 'work contract of limited duration' describe situations which, in different institutional contexts, may be considered similar.

<sup>6</sup> Source: Eurostat, LFS

[http://epp.eurostat.ec.europa.eu/portal/page/portal/employment\\_unemployment\\_lfs/methodologydefinitions](http://epp.eurostat.ec.europa.eu/portal/page/portal/employment_unemployment_lfs/methodologydefinitions)

## **Supported enterprises having adopted or improved equality and diversity strategies and monitoring systems**

Number of enterprises adopting a strategy, which outlines the key priorities for action by the employer and its staff to promote equality and diversity and challenge discrimination and monitoring progress against these priorities. The equality strategies and monitoring systems must have been adopted or improved as a result of Structural Fund assistance or financial support.

Data on all enterprises supported should be submitted when they are included on a claim.

For newly formed enterprises or those small enterprises that have to date not developed an Equal Opportunities Policy, the production of such a policy, specific to the enterprise, an organisation's equality and diversity policy and associated action and alongside a monitoring plan is acceptable.

Evidence of implementation through access to the specific Equal Opportunities Policy and monitoring plan, accompanied by written confirmation from the appropriate person (CEO, Manager of operation) of the adoption of the policy by the enterprise. Completion of at least one specific action listed.

For established enterprises, evidence of baseline with review of current position with regard to equality strategy and system for monitoring. Evidence of agreed 'improvement/s' to be made and of the action/s which support the improvement, accompanied by written confirmation from the appropriate person ( CEO, Manager of operation) of the adoption of the improvement by the enterprise.

The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date. Participants who leave the operation early can be included under this result indicator

Examples of evidence demonstrating an improvement in an Equality Strategy can be found in the Cross Cutting Themes Guidance.

English:

<http://gov.wales/funding/eu-funds/2014-2020/applying/?lang=en>

Welsh:

<http://gov.wales/funding/eu-funds/2014-2020/applying/?skip=1&lang=cy>

## **Operations Integrating Sustainable development into awareness raising, education and training programmes.**

### *Definition*

The number of projects which have a focus on training that addresses the sustainable development objectives of this Programme. Operations should focus on awareness raising, education and training that contributes towards one or more of the following activities: combating climate change; delivering sustainable transport initiatives; increasing resource efficiencies; promoting biodiversity; promoting community access to green spaces; and environmental risk management.

Reporting against this indicator is at the overall operation level. Therefore if one or more component parts of an operation will deliver against this output, the project achievement will be 1 throughout its life.

### *Suggested evidence*

- Course material e.g. hand-outs and presentation slides;
- Participant records;
- Attendance records;
- Evaluation forms on completers;
- Questionnaires/ follow up information.



## Version Control

Version 1.0 published April 2015

Version 1.1 published April 2016

	Removed reference to longer term result indicators
	SD indicator and definitions added
Pages 12, 15, 26, 31 and 42	<p>Text added to relevant immediate result indicators:</p> <p>“This result can be evidenced via a signed declaration from the participant”</p>
Pages 10, 13, 21, 25	<p>Text added to qualification result indicators:</p> <p>More details on the levels and approved providers can be found at: <a href="http://wales.gov.uk/topics/educationandskills/qualificationsinwales/cREDITqualificationsframework/?lang=en">http://wales.gov.uk/topics/educationandskills/qualificationsinwales/cREDITqualificationsframework/?lang=en</a></p> <p>This result can be counted if the exam / assessment is completed within 4 weeks of a participant leaving an operation (or while on the operation). The result should be reported when confirmation of attainment is received.</p> <p>This result is evidenced via copies of certificates or confirmation from awarding bodies.</p>
Pages 16, 17, 29 and 30	<p>Text added: Refer to the document “European Social Fund 2014-2020:Guidance on assessing participant eligibility for detail on how to assess eligibility.</p> <p>Text removed: A signed statement should be obtained from each participant confirming which complex barrier supports their eligibility for support by the operation. This is in addition to the evidence requirements for eligibility</p>
Page 3	<p>Updated weblink</p> <p>Text added: If an outcome is not directly funded by the operation, for example into employment or further learning, this can be evidenced through a signed declaration from a participant</p>
Page 4	<p>Text added: Participants must be issued with a privacy notice which explains why the data is being collected, what it is being used for and who will have access to the data.</p> <p>Details are required for personal sensitive data, the data required is ethnicity, migrant status and disability, participants may choose not to provide this data.</p> <p>Annex A and B give a complete list of the data required for each participant/enterprise.</p>

Page 27	<p>Text added:</p> <p>The immediate results should manifest themselves and be recorded in the time span between the day a person leaves the supported operation and the four weeks which follow this event. The result should be recorded following the final exit date. Participants who leave the operation early can be included under this result indicator</p>

Version 1.2

Page 19	<p>Amended definition of long term unemployed to take into account participants moving from ESA to JSA, and refugees who have leave to remain in the UK.</p>
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