

## Detailed Outputs Guidance

O1 Job creation – Number of jobs created or safeguarded	
Terms	Definitions
<b>Job created (O1a)</b>	<p>It must be a new, permanent, paid, full time equivalent (FTE) and not covered under the exclusions.</p> <p><b>New</b> = should not have existed in the region or with that employer in the UK before the intervention</p> <p><b>Permanent</b> = should have a life expectancy of at least 1 year</p> <p><b>FTE</b> = paid work of 30 hours or more per week. Convert part time jobs to FTE.</p>
<b>Counted as a job created</b>	When a new, permanent, FTE or equivalent, paid post is filled.
<b>Job safeguarded O1(b)</b>	<p>To qualify there must be a permanent, paid, full time equivalent (FTE) job which is at risk.</p> <p><b>Risk</b> forecast to be lost within 1 year normally i.e. the jobs at risk must be specified, or if sector is in long-term decline a longer period might be appropriate.</p>
<b>Counted as job safeguarded</b>	<p>When it is:</p> <ul style="list-style-type: none"> <li>• Forecast as at risk when the project was approved; and</li> <li>• Is still in existence at the time of counting; and</li> <li>• Is no longer at risk of being lost within a year</li> </ul>
<b>Exclusions</b>	<p><i>Inputs</i> to the project such as:</p> <ul style="list-style-type: none"> <li>• Jobs to set up or deliver the project e.g. management/administrative staff, consultancies, or temporary contractors</li> <li>• Construction jobs integral to the delivery of a project (e.g. those who remediate a site or construct premises), even if they last for more than a year. From 1 April 2009 construction jobs can be counted as jobs safeguarded.</li> </ul> <p><i>Seasonal jobs</i> which are incidental to the project.</p> <p><i>Transferred jobs</i> which are a result of a company moving either within the region or from other English regions or UK devolved administrations are not new jobs. These may be included as safeguarded jobs but only where the relocation is part of a rationalisation programme which will safeguard jobs by moving them and otherwise meet the criteria above.</p> <p><i>Occupancy of the post</i> - the job must not be counted again if it is filled over time by different individuals</p>
<b>Notes</b>	The unit of measurement is the <b>job</b> and <b>not</b> its occupant
<b>Evidence</b>	<p><b>Business</b> - Name, Address inc post code, Tel no, Contact details. Ownership. No. of employees.</p> <p><b>Job</b> – new/safeguarded job title, contract of employment/, (expected duration must be 1 year or longer or weeks per annum for seasonal jobs integral to the project), hours of work (for FTE calculation). Start date of employment. If location is different from business address, get details. Letter or standard form (signed by employer) from employer confirming new jobs are a result of the project.</p> <p><b>Job Safeguarded</b> Best evidence available of real risk e.g. written company statement or letter signed by Owner, Chief Executive or Finance Director confirming jobs were at risk but no longer <u>or</u> statutory redundancy notices that were served/withdrawn on individuals. Statement should show how the project prevented the loss of the job(s).</p>

**O1 Job creation – Number of jobs created or safeguarded**

Terms	Definitions
	<p><b>Q. Can a sole trader be counted as a job created as well as a business created?</b>  <b>A.</b> Yes. To count as a job they must meet the definition criteria – recognising that the employer and employee is in this case the same person. Note sole traders include self-employed and free lance workers.</p> <p><b>Q. Does the type of business created make a difference to whether we can count a job as well? Does the first job created within a business always get discounted</b>  <b>A.</b> The type of business is not relevant. The first job is not discounted all jobs can be counted.</p> <p><b>Q. Can freelance jobs be counted as a full time job on the basis of 72 days = 1 job?</b>  <b>A.</b> No. If they work part time, to be counted, they must meet the same full time equivalent requirements as other part time jobs.</p> <p><b>Q. Can helping individuals to obtain voluntary work count as a job and meet the criteria for this output?</b>  <b>A.</b> No – a job is <b>paid</b> employment. They can be counted under core output 5 Employment Support. Obtaining voluntary work would be an <b>outcome/result</b> of the project.</p> <p><b>Q. In counting the outputs are we expected to collect information on the actual jobs created from inward investment successes? This is unfeasible except where we are delivering funding whose release is reliant upon that data e.g. GBI.</b>  <b>A.</b> This is not new and follows on from the requirements in the Tier 3 Technical Note Jobs Created (page 5). There is no reason why inward investment jobs should be treated differently from other Agency interventions that result in jobs created.</p> <p><b>Q. If we train people in construction skills with the aim of them becoming selfemployed, can we count them under jobs created (output 1)?</b>  <b>A.</b> No. The project objective is to develop skills so they should be counted under core output 6. Having received the training they may go on to get either a job or become self-employed. These are the <b>outcomes</b> for the project and should be picked up when the project is evaluated.</p> <p><b>Q. A project focused on corporate social responsibility aims to link companies with local schools. The project will be managed by an individual, whose salary will initially be wholly paid for by the Agency. The intention is that this post will eventually be funded entirely by contributions from the companies involved after 3-4 years. At what point can the post created be counted as an output? Do we have to wait until the contribution from the AGENCY is zero or could we claim half a job if the private sector is contributing 50%?</b>  <b>A.</b> The post is an <b>input</b> to run the project so it cannot be counted as an output at any time. This is not affected by the project objectives or the source of funding contributions. If the post is sustainable and continues after the life of the project then it is an <b>outcome</b> or <b>result</b> not an output and may be counted as such.</p> <p><b>Q: Considering the current change in the delivery of some projects towards providing direct support to businesses facing difficulties with the global economic downturn, are we able to count jobs safeguarded which were not previously forecast during the development of the project?</b>  <b>A:</b> Yes, where a project has changed the support being offered to a business due to the current economic situation, and as a direct result we safeguard previously un-forecast jobs then we are able to count these. We can also apply this retrospectively to projects that have already provided support to businesses facing difficulties with the global economic downturn if they meet the criteria set out in the Technical Note. In addition, for example, we can include support provided to flood hit businesses in Morpeth and other areas</p>

<b>O5 Employment Support – Individuals assisted to get a job</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Individuals</b>	Are those of working age resident in the region who are unemployed or economically inactive <sup>1</sup> or in employment at risk <i>Working Age</i> – men and women aged 16+ <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 people 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>• Advise 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>	<ul style="list-style-type: none"> <li>• Electronic or hard copy mail-shots</li> <li>• Any individual who is under 16 as they are still in full-time education</li> <li>• Assistance which is covered under skills development (see output 6)</li> </ul>
<b>Notes</b>	The output unit of measurement is <b>people assisted</b> towards getting a job <b>not the job</b> .
<b>Evidence</b>	<b>Person</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.  <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>Frequently Asked Questions</b>	<p><b>Q. Is there a minimum level of assistance similar to that for Businesses Support?</b></p> <p><b>A.</b> No there is no minimum assistance period.</p> <p><b>Q. Can I count people who are already employed but who are given advice on how to start their own business?</b></p> <p><b>A.</b> Not unless their job is at risk They should be counted under Output 2a.</p> <p><b>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?</b></p> <p><b>A.</b> Yes. These groups can be considered to be in “employment at risk” for this output.</p> <p><b>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?</b></p> <p><b>A.</b> Yes- as long as the other definitions of people and assistance are met.</p> <p><b>Q. Can the provision of travel information and subsidised travel to interviews and work by public transport for a short period of time</b></p>

<sup>1</sup> A detailed ONS Labour Force Survey definition of unemployed and economically inactive is available from [www.ons.gov.uk](http://www.ons.gov.uk)

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	<p><b>be included under this output as it falls into category of removing barriers to getting back into the labour market?</b></p> <p><b>A.</b> 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.</p> <p><b>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.</b></p> <p><b>A.</b> 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 <b>outcome</b> of the project.</p>

<b>O7. Financial – Public and private sector investment levered</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Public</b>	Public sector organisations other than the funding RDA e.g. GO (ERDF /ESF etc), LSC, Lottery funders, local authorities, income from project activities etc. However, RDA funding from sources other than Single Programme (such as RDPE, ERDF etc) can also be counted as match funding. Any changes to this in the future will be highlighted on the <a href="http://www.thirdsectorfund.org.uk">www.thirdsectorfund.org.uk</a> website.
<b>Private</b>	Includes businesses, charitable, not for profit organisations, HE and FE institutions and private individuals.
<b>Levered</b>	The extra public sector and private sector funds committed to a project as a result of the RDA's gross investment.
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>Any expenditure on the project by any public or private sector funder prior to the project being approved and contracted by the RDA.</li> <li>Investment made following project completion by other public sector and/or the private sector as this is an outcome measure.</li> </ul>
<b>Evidence</b>	<p><b>Public and private sector organisations</b> – For each funder their name, address, contact details, status of organisation or individual &amp; organisation/business they represent. Check public sector are included in database.</p> <p><b>Gross Funds Received</b>  Public – copy of grant letter from contributor  Private – copy of receipts for each contributor's financial contribution.</p> <p><b>Gross Funds Spent</b>  Recipient statement (signed by Finance Director) when spent and on what. Validate through the recipient accounts and primary records e.g. invoices/receipts.</p> <p><b>Cash-equivalent contributions</b> – Recipient statement (signed by Finance Director) on what was provided (people, premises, plant/equipment/ materials) its financial value (receipts/invoices) and how it was used. The cash equivalent "market value" must be independently verifiable.</p> <p><b>People</b> – signed record of person time spent on the project, pay rate (hours x pay).</p> <p><b>Premises provided</b> – details and address of accommodation. Standard form or letter signed by Finance Director from business providing it on value of accommodation and overheads.</p> <p><b>Plant/Equipment/materials donated</b> – evidence of market value e.g. invoice/copy of receipts.</p>

<b>O6. Skills – Individuals assisted in their skills development</b>	
<b>Terms</b>	<b>Definitions</b>
<b>Individuals</b>	Individuals can be any age resident or working in the region.
<b>Assisted</b>	Must be a minimum of 6 hours training, either in one or more sessions for the same individual. Activities may include general (management, IT) or vocational/job specific (marketing, engineering) training or out of school clubs
<b>Skills development</b>	The development of an individual's transferable skills. There does not need to be a formal qualification.
<b>Counted</b>	It is counted when an individual has received a minimum of 6 hours of skills training.
<b>Exclusions</b>	<ul style="list-style-type: none"> <li>Assistance covered under Output 5 <i>Employment Support</i></li> <li>Services that are the legal, statutory responsibility of other organisations e.g. provision of statutory education to under 16's</li> </ul>
<b>Notes</b>	<ul style="list-style-type: none"> <li>The output measure is the <b>number of individuals</b></li> <li>The output supports life-long learning and so includes people of all ages or employment status i.e. in employment, unemployed or economically inactive.</li> </ul>
<b>Evidence</b>	<p><b>Provider details</b> - Name, Address including post code, Tel no. Contact details.</p> <p><b>Type of Assistance</b> – type of training/learning, number of hours/period (minimum is 6 hours), start-end dates.</p> <p><b>Person</b> - name, address post code, attendance (attendance register).</p> <p><b>For anyone under 16 years:</b></p> <p><b>Low Level Personal Data</b>– Name, Address, Email address.</p> <p>Or a letter from the skills provider detailing names of individuals attending the skills session</p>
<b>Frequently Asked Questions</b>	<p><b>Q. Can we claim skills outputs when the project involves training individuals who will deliver the project e.g. local authority or partners' staff?</b></p> <p><b>A.</b> Yes, if the stated project objectives are to raise the capacity of the third sector delivery organisation or third sector delivery partners.</p> <p><b>Q. Where does a full ECDL qualification sit in relation to NVQ 'equivalents'?</b></p> <p><b>A.</b> Information on qualifications can be found on the Qualifications and Curriculum Authority website - <a href="http://www.qca.org.uk/">http://www.qca.org.uk/</a>.</p> <p><b>Q. Can we count (1) non UK nationals (2) non EC nationals as beneficiaries for skills outputs?</b></p> <p><b>A.</b> Yes, if they are resident or working in the region.</p> <p><b>Q. Can the six hours training be delivered in modules i.e. not in one day? Can the six hours training be made up of two separate courses i.e. one learner attending two different three hour courses on separate subjects e.g. H&amp;S and First Aid? If a learner does six hours of training with one organisation, and is then referred on to another and they do a different six hours training with them, can each organisation claim one output?</b></p> <p><b>A.</b> Yes, assuming the training modules are part of the same project whether by the same or different training organizations. The output unit is the learner and to count the individual has to receive a minimum of 6 hours there is no maximum figure. In the second example the individual would receive 12 hrs of training but could only be counted once under the project.</p> <p><b>Q. Can projects claim training outputs for homeless people i.e. those</b></p>

**O6. Skills – Individuals assisted in their skills development**

**without permanent address - who are in the project target area?**

**A.** Training provided to homeless people could possibly be counted depending on the project objectives and the assistance offered under either Core Output 5 Employment Support or Core Output 6 / O6(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. Can projects claim the skills outputs for learners who have been resident in the UK for less than 3 years? The LSC ESOL can only fund those resident 3 years plus hence the question.**

**A.** Yes, Core Output 6 Skills only requires that the person receives a minimum of 6 hours training.

**Q. I am unable to collect data on anyone under the age of 16, how do I verify the outputs under these circumstances?**

**A.** The Data Protection Act (1998) states that 'low level' personal data can be collected from children aged between 12 and 16 (with their permission) when the activity which skills can be counted against is not linked to the National Curriculum. Examples of low level data include name, address and email address. A letter from the skills provider detailing the number of participants on the course will also suffice where the data was not obtainable from the participants.

**Q. There is some confusion over counting *Individuals assisted in their skills development* outputs for under 16s and what is meant by the following exclusion:**

***'Services that are the legal, statutory responsibility of other organisations e.g. provision of statutory education to 16.'*** Does this mean that we can't count skills that are delivered as part of the national curriculum, or that are delivered in the classroom during normal school hours?

**A.** The principle here is that the core activities for which the delivery body receives funds that are Voted from Parliament are not "topped up" by other public bodies. Where a project is additional to those statutory requirements then the individuals assisted can be counted e.g. where the objective of a project is to encourage pupils take up science subjects through organising science fairs that complement the national curriculum then the participants may be counted, if they meet all the other criteria.