

Greater London Authority UK Shared Prosperity Fund

Project Requirements: Universal NEET

Support for Young Londoners Programme:
Universal support for young people who are not in
employment, education or training (NEET)



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CONTENTS

1	Project Requirements	2
1.1	Project Overview	2
1.2	Background	3
1.3	Objectives	7
1.4	Project Specific Eligibility and Target Groups	8
1.5	Geography	9
1.6	Project specific Partnership Working	9
2	Deliverables	9
2.1	Outline Deliverables	9
2.2	Outputs and Outcomes	11
3	Budgets and Payments	12
3.1	Overall Budget Framework and Parameters	12
3.2	The Payment Model	13
Annex A	Output and Outcome evidence requirements.....	15

1. Project Requirements

1.1 Project Overview

The Universal NEET projects will provide support for young people resident in Greater London and aged 16 to 24 who are not in employment, education or training (NEET), to move into employment, education, or training.

The projects will take a holistic approach to providing individually tailored support. Activities will focus on building confidence, motivation, and personal development through mentoring¹.

Target group

Young Londoners aged 16 to 24, who are NEET and not experiencing multiple forms of disadvantage and/or do not have additional support needs.

Young people who are NEET and have complex needs may be supported by the Universal NEET projects, but should be referred to appropriate GLA UKSPF Targeted NEET programmes of activity where these are available and accessible.

Primary result: Entry into employment, education, or training

Geographical focus:

Projects will be delivered within the Greater London boundary. There are four Grant Package Areas (GPAs), which mirror the geographies of London's four sub-regional partnership (SRP) areas. Projects are expected to cover an entire GPA.

Funding available:

The total funding available for this programme of activity is **£4.5m**.² Indicative budgets for each GPA are provided in section 3.1 below.

Number of grants to be awarded:

The GLA expects to award four grants (one per GPA).

¹ The GLA recognises mentoring as a trusting, purposeful and ongoing relationship between a younger person or people, and a person they are unrelated to, which involves the exchange of support, advice, encouragement, and skills development – mentoring is based around personal need and delivered through strong trusted relationships.

² Note that the GLA reserves the right to vary the total funding for this programme of activity in response to the number and quality of applications received and/or any future increase in the funding available, as set out in sections 2.3, 5.3 and 7.1.5 of the Prospectus

Delivery period:

The GLA expects that all projects will start delivery from 1 April 2024 at the latest. Applicants may start their projects earlier than 1 April 2024, at their own risk, but no earlier than 1 January 2024. Project delivery must end by 31 March 2025.³

1.2 Background

The UK Shared Prosperity Fund (UKSPF) has been established to support the government's 'Levelling Up' agenda, aiming to improve pride in place and increase life chances across the UK, investing in communities and place, supporting local business, and people and skills.

The UKSPF People and Skills investment priority will be used to help reduce the barriers economically inactive people face to employment and support them to move towards employment and education.

London's People and Skills priority - Supporting young Londoners who are NEET

This investment will support unemployed and economically inactive young people into employment, education, and training outcomes.

Two types of programmes will be commissioned; a universal employability skills offer to support those young people who are NEET but more ready to engage, and a more targeted and holistic programme to support those young people who are NEET but further away from labour market. These Project Requirements relate to the '**Universal**' programme.

London's European Social Fund (ESF) programmes delivering support to young people in London who are NEET, worth over £25m, will all have ended by December 2023, leaving a large gap in provision for targeted face-to-face support and outreach. These programmes supported young people, helping them to develop personal and transferable skills, gain work experience and vocational skills to improve their chances of gaining employment, start an apprenticeship or remain/retrain in education.

The GLA will use UKSPF to commission interventions that build on previous NEET programmes in London. Support will be aimed at young people aged 16 to 24, who are unemployed or economically inactive, to help them develop interpersonal skills that increase their employability prospects or entry into education or further training.

³ The GLA reserves the right to extend projects if the government extends the end date of UKSPF, as set out in section 2.3 of the Prospectus.

Initially, funding is available for only one year and whilst the focus is on entry to employment, education, or training, it is the GLA’s preference that progressions are sustainable where possible for a minimum of 3 months.

Background research and statistics

Support for young people who are NEET remains a priority for the GLA, the London Recovery Programme and the New Deal for Young People Mission. Young Londoners have told us that accessing employment, education and training is one of their top priorities. During the pandemic, young people were disproportionately and adversely affected in the labour market, with younger people being one of the groups most likely to be furloughed and most likely to have lost their jobs. Repeated lockdowns and the interruption to schooling and social life have also had a significant impact on many young people’s health, wellbeing, and social outcomes.

Studies have shown that when young people spend time not in employment, education, or training this can have a detrimental effect on their physical and mental health, and increase the likelihood of unemployment, low wages, or a low quality of work later on in life.⁴

The percentage of the London population aged 16 to 24 and defined as NEET in 2022 was around 11.5 per cent, or an average estimated 108,800 young people. This was close to the England average of 11.4 per cent⁵.

	London	
	Number of NEET	% of the population NEET
2022		
Q1	120,600	12.7%
Q2	95,000	10.0%
Q3	129,400	13.3%
Q4	90,100	9.8%
Average (Q1-Q4)	108,800	11.5%

To be classified as ‘economically inactive’, a young person must be out of work and not considered to have actively looked for work in the last four weeks. Reasons for inactivity include: taking time out of the labour market due to pregnancy or childcare, being unable to work due to mental or physical

⁴ Powell A (2021) [NEET: Young people Not in Education, Employment or Training](#), House of Commons Library

⁵ Source: GLA Economics analysis of [ONS Labour Force Survey \(LFS\) via Department for Education \(2023\)](#), NEET age 16 to 24. Note: estimates based on average across four quarters (Q1-Q4 2022).

health conditions or being a full-time student.⁶ Economically inactive young people account for 62 per cent of the NEET population.⁷

It is important to make the distinction between those young people who are NEET and unemployed and those who are NEET and economically inactive. Those who are unemployed may have access to mainstream provision and referrals through Job Centre Plus, whilst those who are economically inactive may not and are more likely to require a targeted outreach approach.

Data and research indicate that young people with certain demographic characteristics or who face disadvantage are more likely to become NEET.

- The proportion of 16 to 24 year olds who were NEET was higher for those with disabilities (28 per cent) than those without (8 per cent).⁸
- Young people without any A*- C grades in their GCSEs account for two-thirds of the NEET population. In July 2022 the percentage of young people with no qualifications who were NEET was 51.3 per cent, compared to 32.7 per cent of those who were NEET with other qualifications, 23.1 per cent for those with Level 2 qualifications, and 12.4 per cent for young people with degrees.⁹
- The Learning & Work Institute estimates that 41 per cent of young people who have experienced care are NEET, around three times the rate of all young people. Care leavers are more likely to perform worse than their peers at GSCE level and in accessing higher level education and are disproportionately impacted by the risk of homelessness.¹⁰
- Whilst less prevalent in larger cities such as London, there has been a sharp increase in the number of young people who are not working due to ill health. Almost one-in-four (23 per cent) of workless young people are not working because of ill health, up from less than one-in-ten (8 per cent) in 2012.¹¹
- The prevalence of mental health conditions has increased for all young people in the 16 to 24 age range over the past decade. The most recent wave of the Youth Voice Census found that over half of those currently in work and those looking for work reported that anxiety is their single

⁶ Note that full-time students are not eligible for this UKSPF programme of activity as they are in education and therefore not NEET.

⁷ EDT and ERSA (2023), [Entry and retention in the labour market: narratives and solutions for NEET and care leaver employment support](#)

⁸ ONS Labour Force Survey (Average taken over the four quarters to Q2 2020)

⁹ ONS Labour Force Survey (Average taken over the four quarters to Q2 2020)

¹⁰ Learning & Work Institute (July 2022) [The Power of Potential: Supporting the future of 'NEET' young people in the labour market](#)

¹¹ The Resolution Foundation (2023), [Left Behind: Exploring the prevalence of youth worklessness due to ill health in different parts of the UK](#)

biggest barrier in relation to progressing into employment, education, or training. One in five young people in England who are NEET are now classified as having a mental health condition.¹²

Consultation

The GLA led a stakeholder consultation (including youth employment support providers, local authorities, schools, colleges, businesses, and young people) between March and May 2023 to understand the greatest barriers facing young people who are NEET, and what interventions are most effective in supporting them to enter and sustain employment, education or training (EET). A summary of the feedback from the consultation is included as Appendix 10 in the published documentation for this call for applications, and it is recommended that applicants consider the content when developing their applications.

The consultation feedback demonstrated that the following interventions are most effective and impactful when supporting young people who are NEET into EET outcomes:

- **One-to-One mentoring support** - young people build a relationship with their mentor over time, identifying, assessing, and addressing their barriers as well as sourcing the most appropriate support.
- **Individualised progress plans** - tailored to each young person providing wraparound support, setting achievable goals where the young person can see progress against their plan.
- **Links with appropriate and relevant partners (i.e., Local authorities, schools, voluntary and community organisations, youth and community centres, Jobcentre Plus, Youth Hubs, etc.)** - to maximise outreach and referral pipelines and provide wraparound support to meet the needs of young people.
- **Peer support** - helping young people to connect with their peers who may have similar experiences, backgrounds, or characteristics, focusing on the journey to success.
- **Access to mental health support** - for young people who need it, with a robust and accessible service in place (through in-house counselling or partnership with mental health support providers) that does not have a long waiting list, fees or other barriers which prevent access.

¹² EDT and ERSA (2023), [Entry and retention in the labour market: narratives and solutions for NEET and care leaver employment support](#)

- **Support to sustain involvement in EET** - to help young people sustain their EET outcomes, which may include advocacy, wraparound and pastoral in-work support from their mentor (to deal with their new routine and challenges that could arise in their personal lives or related to their place of education or work).
- **Responsiveness to young people's ambitions and interests** – listening to young people's personal ambitions and interests and offering advice, guidance and support on future career pathways which aligns with labour market demand and opportunities in growth sectors while also matching the interests of young people.

1.3 Objectives

The overall aim of this programme of activity is to:

Support young Londoners aged 16 to 24 who are NEET to achieve entry to employment, education, or training.

The objectives to be achieved by the projects funded through this programme of activity are to:

- Support a minimum of **2,864** young people who are NEET across the programme, building their confidence, motivation, and personal development through mentoring
- Support participants to gain an understanding of employment and the world of work (including their employment rights) through embedded employability skills support.
- Support participants to gain an understanding of the education and training opportunities available to them.
- Embed wrap-around support into delivery, including mentoring that will enable eligible participants to overcome barriers to employment, education or training, such as mental health and housing barriers.
- Monitor the distance travelled by participants from their point of enrolment on the programme.
- Support around **40 per cent** of the participants enrolled to progress into an EET destination.
- Improve links between delivery partners and other agencies with specialist and localised knowledge of need and knowledge of how to engage the target group.

1.4 Project Specific Eligibility and Target Groups

Specific eligibility criteria for participants on the projects funded through this programme of activity are as follows:

- Young people resident in Greater London aged 16 to 24, who are NEET and are more ready to engage with the 'Universal' offer and achieve employment, education, or training outcomes.

Exclusions:

The following groups are not eligible to receive support through this programme:

- Young people at risk of becoming NEET.

Young people who are NEET and have complex needs are not the primary target group for the projects funded through this programme of activity. Although they are not ineligible to participate on the Universal NEET projects, they should be referred to appropriate GLA UKSPF Targeted NEET projects where these are available and accessible.

Please note that the evidence and data you will need to collect to prove eligibility (and generate a payment for outputs) is provided in Annex A of these Project Requirements.

Equalities Targets

Projects should aim to recruit, as a minimum, proportions of participants from the Equality Groups set out below.

Equality Groups	Project Target (%)
People from Black, Asian and Minority Ethnic backgrounds	50%
Female	50%
Disabled people and those with long-term health conditions	10%

Applicants must describe how they will identify, recruit, and support eligible participants from these groups, taking into account how they will support them to overcome any particular barriers to participation.

1.5 Geography

The programme of activity will cover the Greater London area. There will be four Grant Package Areas (GPAs). The four GPAs will mirror the geographies of London's four sub-regional partnership (SRP) areas, to allow for better integration of provision with existing local structures and networks, for example, via local No Wrong Door integration hubs.

The GPAs are GPA 1 - Central London, GPA 2 - East London, GPA 3 - West London and GPA 4 - South London.

The GLA expects to award four grants, one grant in each GPA, for the full amount of funding available.

1.6 Project Specific Partnership Working

The GLA strongly encourages partnership approaches to delivery, where participants are supported through a multi-agency approach, with specialist and/or grassroots organisations bringing their particular expertise and local knowledge. The projects funded through this programme of activity will be underpinned by strategic partnerships.

Applicants need to demonstrate that they:

- have a clear understanding of the needs of the locale
- have established links and strong working relationships with local stakeholders (including the partnerships working at the sub-regional level across London)
- have clear mechanisms to support referrals to other UKSPF Universal or Targeted NEET projects where these are better able to support the participant, including those operating in different Grant Package Areas.

2. Deliverables

2.1 Outline Deliverables

In response to feedback from the consultation (a summary of which is published as Appendix 10 of the Prospectus), the required deliverables are being kept to a minimum in order to encourage applicants to design a truly flexible service tailored to meet the individual young person's needs.

However, applicants will need to explain and demonstrate in their applications:

- their approach to the design of their project, including how they have incorporated feedback from the target group
- that the feedback from the consultation has been taken into account in project development and design, alongside other relevant young-person centred research
- how their delivery approach meets the overall project requirements **and** how it responds to the specific identified needs of the target group.

The GLA is not being prescriptive about the delivery methodology to be used or the activities to be delivered, in order to enable applicants to propose approaches which best meet the needs of the target group. However, applicants will need to provide details of the range of support they will provide to young people on their project, whether provided directly, or through strong delivery partnerships.

At a minimum all projects should include:

- **One-to-One mentoring support**, designed to enable participants to build a relationship with their mentor over time, supporting participants to identify, assess, and address their barriers, as well as sourcing the most appropriate support.
- **Individualised progress plans**, which are tailored to each participant; include identification of the wraparound support that needs to be provided (e.g., support to access housing or mental health services); and set meaningful and achievable goals to enable the participant to see progress against their plan.
- **A record of distance travelled** which demonstrates how far the participant has travelled since joining the project, for example, in terms of personal development, increased confidence, and greater levels of motivation.

Other support and activities provided by the project might include job search, increased employability through improved interpersonal skills, or a variety of wraparound support to help address barriers such as debt, housing or emotional and mental health needs. Applicants should clearly demonstrate how the support and activities they provide will help participants to achieve an employment, education, or training outcome.

2.2 Outputs and Outcomes

The tables below detail the UKSPF outputs and outcomes against which the projects funded through this programme of activity will need to report.

Applicants will need to include targets for each of these outputs and outcomes in their application, apart from OP51 (work experience) and OC41 (familiarised with employers' expectations), which are optional.

Outputs
(OP001) Starts
(OP38) Engagement with Key-Worker Support Services (Economically inactive only)
(OP41) Supported to gain employment
(OP48) Number of people supported to engage in life skills.
(OP50) Supported to participate in education
(OP51) Taking part in work experience programmes
OP52 Number of socially excluded people accessing support

Outcomes
(OC41) Number of people familiarised with employers' expectations, including standards of behaviour in the workplace
(OC42) In education or training following support
(OC43) In employment including self-employment following support
(OC45) Young people reporting increased employability through the development of interpersonal skills funded by UKSPF
(OC49) Number of people with proficiency in pre-employment and interpersonal skills
(OC65) Number of young people into good jobs.

In addition, successful applicants will be required to monitor and report back on the distance travelled by the participants since they enrolled on the project.

A participant may be reported against more than one, and potentially all, of the above outputs and outcomes, for example a single participant might, as a result of the support they receive from the project, engage with keyworker support services (OP38), take part in a work experience programme (OP51) which familiarises them with employers' expectations (OC41), and report increased employability through development of interpersonal skills (OC45). All of these relevant outputs or outcomes which are achieved and can be evidenced, should be recorded and will not be considered as "double counting". However, please note that where there is a payable EET outcome, and a participant enters employment as well as education or training you may only claim one payable EET outcome (for further information see section 3.2 below).

Please note that detailed definitions and the specific output and outcome evidence requirements you will need to meet for this programme can be found in Annex A at the end of these Project Requirements.

3. Budget and Payments

3.1 Overall budget framework and parameters

The indicative budget allocated for the programme of activity described in these Project Requirements is **£4.5m**.¹³

Total available budget	Primary Result
£4.5m	Approximately 40% of young people enrolled on the programme are expected to achieve an EET outcome. <ul style="list-style-type: none"> of those young people achieving an EET outcome, the GLA expects at least <u>one-third</u> to move into employment.

The indicative budget and starts for each of the GPAs is set out in the table below:

¹³ See footnote 2 above. The GLA reserves the right to vary the total funding for this programme of activity, as set out in the Prospectus.

Grant Package Area (GPA)	Indicative Budget Available £	Indicative Starts
GPA 1: Central London	1,510,441	961
GPA 2: East London	1,437,355	915
GPA 3: South London	497,680	317
GPA 4: West London	1,054,524	671
Total	4,500,000	2,864

The GLA expects to fund one project in each GPA for the full amount of available budget for that GPA, subject to the quality of applications and strategic moderation considerations.

The GLA will award up to a maximum of four grants to any one lead applicant across all three UKSPF People and Skills programmes of activity and GPAs. Furthermore, the GLA will only award a maximum of two Universal NEET grants (for two GPAs) per lead applicant. For further information about the number of grant awards that may be made in any GPA, or to any one organisation, please refer to section 5.3 of the Prospectus.

3.2 The Payment Model

Payments will be made on the achievement of outputs and outcomes set for each young person as they progress through the project.

All payments are based on a model which reflects the payment stages indicated in the table below.

Anticipated proportions of funding for activities which trigger payments	
Outputs / Outcomes	% of overall grant value towards this output/outcome
Milestone payment (upon signing of the grant agreement)	10%

Start (enrolment, needs assessment, bespoke action plan) (OP001)	45%
Entry into employment, education, or training (OC42, OC43, OC65)	45%

By completing the Payment Trigger Calculator (PTC), applicants will be able to view the value (unit rate) that they will be paid for each individual output and outcome. The formulae in the Payment Trigger Calculator (PTC) automatically adjust the unit rates payable for each output and outcome based on the total outputs and outcomes that are offered, so applicants can use the PTC to analyse the financial implications of their proposed offer of outputs and outcomes.

It is anticipated that a participant may be reported once against both of these paid outputs and outcomes, however only one outcome payment per participant may be claimed for an entry to EET (i.e., if a participant progresses onto a training course and then goes into employment, a payment can only be claimed for either the training start or the entry to employment).

Annex A: UK Shared Prosperity Fund (UKSPF) Output and Outcome evidence requirements guidance for Universal NEET (version 1)

Introduction

This annex sets out definitions and evidence requirements for outputs and outcomes for the Universal NEET Programme. This guidance must be read alongside the government's guidance on outputs and outcomes for UKSPF: 'UK Shared Prosperity Fund: outputs and outcomes definitions (version 2)' available on gov.uk.

Both sets of guidance should be used when preparing applications for funding, developing your project systems, compiling claims, collating statistical analysis and evaluation. It is a grant funding obligation that output, and outcome evidence is retained. Evidence will be requested at various stages throughout the lifetime of the project.

Definitions

This guidance document provides definitions for the relevant output (OP) and outcome (OC) indicators for UKSPF People & Skills¹⁴, it sets out:

- The unit of measurement for the indicator (as specified by government)
- The UKSPF intervention to which they relate (as specified by government)
- Evidence and records that must be retained to demonstrate the indicator has been achieved (specified by government and GLA)
- Evidence and records that must be retained where an output or outcome is linked to a payment (specified by the GLA)
- Further explanatory notes where appropriate (as specified by GLA)
- Any additional requirements

Equality and Diversity

Effective monitoring of diversity characteristics is a legal requirement under the [2010 Equality Act](#) which sets out the public sector equality duty in relation to the following protected characteristics

¹⁴ Additional UKSPF soft outcomes for distance travelled under the Young People's NEET programme will be added in due course.

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

For UKSPF in London this should include, as a minimum, capturing project data on participants regarding:

- Gender
- Age
- Disability - A person is considered disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities. Further guidance can be found here: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>
- Ethnicity - a list of categories can be found here <https://www.ethnicity-facts-figures.service.gov.uk/style-guide/ethnic-groups>
- Care leavers
- Offenders / Ex-offenders
- Homelessness

Equalities Outputs:

As well as collecting data projects will be asked to set targets based on their local demographic need against the following outputs:

- Black, Asian and other ethnic minorities
- Female
- Disabled

Please note this will be based on an individual's self-declaration, no additional evidence is required for equality outputs.

Additional data requirements:

In addition to UKSPF outputs and outcomes you will be required to report against the total number of starts on the programme and where applicable those going into 'Good work'. Details including definitions and evidence requirements are included in the tables below.

In accordance with government requirements for UKSPF, lead organisations will need to capture and report project delivery postcodes.

As part of the reporting process, you will be required to capture information on the highest level of qualifications held by participants and report this bi-annually in the progress report. This will be based on an individual's self-declaration; you will not be required to provide evidence.

For evaluation purposes only, National Insurance numbers (NINOs) should be recorded for all individuals who stand to benefit from a UKSPF intervention. This, alongside other data, will be used by government to track the impact of UKSPF. Where a NINO is not available, a unique reference number would need to be provided. ***We are seeking confirmation from DLUHC that NINOs will not be required as part of the claims process and will not need to be disclosed for anything other than for evaluation purposes***

**** Privacy notices would need to be put in place informing of the need to collect NINOs, this could be included within the enrolment form***

Outputs

Reference	OP001
Output Indicator	Number of starts
Unit of Measurement	Number of people
UKSPF Definition	<p>Unemployed / economically inactive people / NEET young people enrolled on a programme inside Greater London</p> <p>Economically inactive individuals are those not in work and not actively seeking work, there is no length of time on inactivity required. People count if they are 16+.</p> <p>Unemployed individuals are those without a job, have been actively seeking work in the past four weeks and are available to start in the next two weeks. Out of work, have found a job and are waiting to start it in the next two weeks.</p> <p>NEET are young people (16-24) who are not in education, employment, or training.</p>
Evidence requirements	<p>1. Enrolment form signed by both young person and provider.</p> <p>This should include the following information:</p> <p>Basic eligibility requirements of right to live and work or proving NEET status.</p> <p style="padding-left: 40px;">Photo ID would be the preferred choice however we appreciate this is not always possible. Evidence seen should be noted on the enrolment form. Acceptable forms of evidence include:</p> <ul style="list-style-type: none"> • Passport • Permanent Resident Card • Immigration Status Document (ISD) • UK Birth Certificate

	<ul style="list-style-type: none"> • Official referral verification such as JCP <p>Evidence of labour market status</p> <p>Where evidence is not available to declare labour market status a provider’s assessment / diagnostic should be provided as to why the economic status has been declared (i.e., what benefit is being claimed, without work and not actively seeking, etc).</p> <p>Date of Birth</p> <p>Unique participant reference number (provider’s own)</p> <p>Equalities data</p> <p>We understand it may be difficult to capture this data in the first few sessions as participants may not want to self ID, providers / advisers are encouraged to update their systems once these barriers have been identified.</p> <p>Highest level of qualification.</p> <p>2. Assessment of needs and barriers to progression</p> <p>3. Bespoke action plan signed by the young person.</p>
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Reference	OP38
Output Indicator	Number of economically inactive people engaging with keyworker support services
Unit of Measurement	Number of people
UKSPF Definition	<p>Economically inactive people engaging with keyworker support services.</p> <p>- Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For</p>

	<p>those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required.</p> <ul style="list-style-type: none"> - Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention. - Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.
Evidence requirements	Participant records detailing support received by the young person

Reference	OP41
Output Indicator	Number of people receiving support to gain employment
Unit of Measurement	Number of people
UKSPF Definition	<p>Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four-week period following support.</p> <ul style="list-style-type: none"> - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA),

	<p>Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+.</p> <ul style="list-style-type: none"> - Unemployed as defined by the International Labour Organisation (ILO) are those: <ul style="list-style-type: none"> - Without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks. - Out of work, have found a job and are waiting to start it in the next two weeks. <p>Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p> <p>Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g., because they are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.) - Self-employed persons - People on government-supported training programmes, engaging in any form of work, work experience or work-related training. - Persons on maternity or paternity leave
<p>Evidence requirements</p>	<p>Participant records detailing support received by the young person to be in employment</p>

Reference	OP48
Output Indicator	Number of people supported to engage in life skills
Unit of Measurement	Number of people
UKSPF Definition	<p>People who have received support to engage in life skills which improves confidence, resilience or motivation around the process of job searching.</p> <p>Life skills support is additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, Maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours</p>
Evidence requirements	Participant records detailing support received by the young person to engage in life skills around the process of job searching

Reference	OP50
Output Indicator	Number of people supported to participate in education
Unit of Measurement	Number of people
UKSPF Definition	<p>People who have received support to engage in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.).</p> <p>Education or training is a structured and agreed programme of:</p> <ul style="list-style-type: none"> - Lifelong learning - Formal education - Educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed). <p>Mandatory training (e.g. job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal</p>

	effectiveness support cannot be considered as education or vocational training in this context (even though such activities may, of course, be useful and important support measures).
Evidence requirements	Participant records detailing support received by the young person to engage in education or training activities

Reference	OP51
Output Indicator	Number of people taking part in work experience programmes
Unit of Measurement	Number of people
UKSPF Definition	<p>Number of people taking part in work experience programmes.</p> <p>- Work experience programmes offer short work experience placements with local employers for people aged 16-65 years.</p>
Evidence requirements	<p>Participant records confirming work experience has taken place</p> <p>This should include:</p> <ul style="list-style-type: none"> • The dates of the work experience • The name and address of the employer

Reference	OP52
Output Indicator	Number of socially excluded people accessing support
Unit of Measurement	Number of people
UKSPF Definition	Number of socially excluded people accessing support.

	<p>Socially excluded means being excluded from society, or parts of society, as a result of one of more of following factors:</p> <p>Unemployment, financial hardship, youth or old age, ill health (physical or mental), substance abuse or dependency including alcohol and drugs, discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment, poor educational or skills attainment, relationship and family breakdown, poor housing (that is housing that does not meet basic habitable standards), and crime (either as a victim of crime or as an offender rehabilitating into society).</p> <p>Support means provision to help reintegrate with society and better their life chances.</p>
Evidence requirements	Participant records detailing support received

Outcomes

Reference	OC41
Output Indicator	Number of people familiarised with employers' expectations, including, standards of behaviour in the workplace
Unit of Measurement	Number of people
UKSPF Definition	The number of people who have been supported by UKSPF funded activity to be familiarised with or acquire improved awareness and understanding of behaviours and attitudes appropriate to employment and skills settings, including but not limited to, standards of workplace behaviour and conduct, working with others, health and safety, diversity and inclusion, etc. This can include pre-employment or skills activity as well as activity undertaken on joining such as formal inductions and training.
Evidence requirements	<p>Participant record of work experience or action plan recording progress in workplace competencies</p> <p>This could include:</p> <ul style="list-style-type: none"> • Awareness and understanding of essential skills for life and work. • Standards of workplace behaviour and conduct • Working with others • Health and safety • Diversity and inclusion • Environmental sustainability in business

Reference	OC42
Output Indicator	Number of young people in education/ training following support
Unit of Measurement	Number of people
UKSPF Definition	The number of young people who have received support and who are newly engaged in education

	(lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.) immediately upon leaving the project.
Evidence requirements	<p>Evidence of engagement in education or training</p> <p>This should include:</p> <ul style="list-style-type: none"> • Details of the new activity • The educational level of that activity. • Confirmation from the education institute or training provider including date started

Reference	OC43
Output Indicator	Number of people in employment, including self-employment, following support
Unit of Measurement	Number of people
UKSPF Definition	The number of people who were previously unemployed or economically inactive, who have received support, and who have been in employment, including self-employment, for at least a 2 week of a four-week period following that support. This includes those moving into the “Working with requirements” or the “Working enough i.e. no working requirements” regimes on Universal Credit system.
Evidence requirements	<p>Evidence of employment or self-employment</p> <p>This should include:</p> <ul style="list-style-type: none"> • Job title • Employer • Date started • Sector <p>Acceptable forms of evidence could include:</p> <ul style="list-style-type: none"> • Payslip confirming paid employment. • Signed employment contract

	<ul style="list-style-type: none"> • Correspondence from Employer confirming paid employment; • Provider Self-certification verified through telephone contact with the employer • Screen shots of text messages from participant confirming employment? • Universal credit statement <p>In the case of self-employment:</p> <ul style="list-style-type: none"> • Confirmation of self-employed/freelance status e.g. HMRC letter evidencing registration. • Bank statement for business account. • Registration with Companies House <p>In all cases providers will need to confirm that the employment met the requirements of the funding set out in the UKSPF definition</p>
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Reference	OC45
Output Indicator	Number of people reporting increased employability through development of interpersonal skills funded by UKSPF
Unit of Measurement	Number of people
UKSPF Definition	The number of people who have been supported by UKSPF funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training.
Evidence requirements	Participant records demonstrating the acquisition or improvement of interpersonal skills relevant to employment and skills settings

Reference	OC49
Output Indicator	Number of young people with proficiency in pre-employment and interpersonal skills
Unit of Measurement	Number of people
UKSPF Definition	The number of young people who have been supported by UKSPF funded activity to become proficient in employability (including but not limited to, numeracy and literacy skills, time management, communication, motivation and other relevant interpersonal skills) and job search efficacy skills (including but not limited to, online job searching, CV writing, application and interview skills) has increased.
Evidence requirements	<p>Participant records demonstrating the support received to become more proficient at finding employment</p> <p>This could include:</p> <ul style="list-style-type: none"> • progression plans • record of advice, guidance, interventions or support • updated needs analysis

Reference	OC65
Output Indicator	Number of young people going into good jobs
Unit of Measurement	Number of people
UKSPF Definition	<p>Number of people going into good jobs.</p> <p>A 'good work' outcome is defined as a job, apprenticeship or paid work placement for a learner who is not in employment, upon enrolment, offers a minimum of 16 hours/week and is expected to last at least four consecutive weeks; pays a basic salary of the London Living Wage or above, and does not involve the use of zero-hours contracts; and supports the learner to achieve self-employed status for sectors where self-</p>

Evidence requirements	<p>employment is a pre-requisite to employment. Evidence of a consultancy role meeting the above requirements would need to be met</p> <p>Evidence as per OC43, with confirmation that criteria for a ‘good work’ job outcome has been met.</p>
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An individual may create more than one output or outcome to be counted against different indicators. For example, a single individual may engage with keyworker support services and as a result may be familiarised with employers’ expectations following support and report increased employability through development of interpersonal skills funded by UKSPF. In these situations, they should be recorded in all relevant outputs or outcomes and will not be considered double counting. Where this is a payable EET outcome, and a participant enters employment and education or training in this instance you should only claim against one EET outcome.

This guidance will be updated to include soft outcomes related to targeted NEET progression payments once have been received. This may include outcomes such as job application skills, communication skills and money management. The updated guidance will include how they will be measured and evidence requirements.

Please note this guidance is subject to updates and changes as directed by government or the GLA.

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