



Llywodraeth Cymru
Welsh Government

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Welsh European Funding Office

Guidance on Indicator Definitions, Data and Evidence Requirements

ESF: PRIORITY 3: Youth Employment and Attainment

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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 targets¹:

- 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.

Annex A and B 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

- 10% of Operations within this Priority will integrate sustainable development into awareness raising education and training programmes.

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

¹ Definitions are set out in the Annexes

Priority Axis 3 Youth Employment and Attainment

Specific Objectives

West Wales and Valleys and East Wales SO 1 : To reduce the number of 16-24 year olds who are Not in Employment Education or Training (NEET)

West Wales and Valleys and East Wales SO 2 : To reduce the number of those at risk of becoming NEET, amongst 11-24 year olds

West Wales and Valleys SO 3 : To increase the take up of and attainment levels in STEM subjects amongst 11-19 year olds.

West Wales and Valleys SO 4: To increase the skills of the Early Years and Childcare workforce.

WWV and EW SO 1 - To reduce the number of 16 - 24 year olds who are Not in Employment Education or Training (NEET)

	WWV Target	EW Target
Outputs		
NEET Participants (16 - 24 years of age)	42,700	21,200
Immediate results (within 4 weeks of leaving support)		
NEET Participants (16 - 24 years of age) gaining qualifications upon leaving	20%	20%
NEET Participants (16 - 24 years of age) in education/training upon leaving	17%	17%
NEET Participants (16 - 24 years of age) entering employment upon leaving	28%	28%
Operations Integrating Sustainable Development into Awareness Raising Education and Training Programmes	10%	10%

Outputs

NEET Participants (16 - 24 years of age)

A NEET Participant is somebody not engaged in employment, education or training at point of intervention with the ESF funded operation.

This includes those who are economically inactive.

In this specific objective the participant must be 16-24 at point of intervention.

Immediate Results

NEET Participants (16 - 24 years of age) gaining qualifications upon leaving

The number of NEET Participants gaining full accredited qualifications as a result of the participation in an ESF-funded project.

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/publications/guidance/stemguidance/?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.

NEET Participants (16 - 24 years of age) in education/training upon leaving

The number of NEET Participants who are in full time education / training after exiting the project and as a result of the ESF intervention.

Full time education must be at least 16 hours per week.

Participants should only be counted once in any operation.

Projects must only report against this indicator if the participant enters further learning within 4 weeks of completing support.

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

NEET Participants (16 - 24 years of age) entering employment upon leaving

The number of NEET Participants entering employment as a result of participation 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 hours work a week and must be paid employment. Zero hours contracts cannot be counted as employment.

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.

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

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 and EW SO 2 - To reduce the number of those at risk of becoming NEET, amongst 11-24 year olds

	WWV Target	EW Target
Outputs		
Participants at Risk of becoming NEET (11-24)	49,700	13,000
Immediate results (within 4 weeks of leaving support)		
Participants at risk of becoming NEET (11-24) gaining qualifications upon leaving	7%	27%
Participants at risk of becoming NEET(11-24) in education or training upon leaving	19%	18%
Participants at Risk of becoming NEET (11-24) at reduced risk of becoming NEET upon leaving	Tbc	Tbc
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%	10%

Outputs

Participants at Risk of becoming NEET (11 - 24 years of age)

Operations targeting Risk of NEET (11-24) must adopt or utilise identification systems which are defined in line with the principles and core standards set out in the Welsh Government Youth Engagement and Progression Framework.

Risk of NEET (11-24) – means individuals 11-24 in education or training who are at risk of dis-engagement or at risk of becoming NEET upon leaving.

Immediate Results

Participants at Risk of becoming NEET (11-24 years of age) gaining qualifications upon leaving

A Risk of NEET participant gaining full accredited qualifications as a result of the participation in an ESF-funded project.

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.

Participants at risk of becoming NEET (11-24) in education/training upon leaving

The number of Participants who are at risk of becoming NEET who are in full time education / training after exiting the project and as a result of the ESF intervention.

Full time education must be at least 16 hours per week.

Participants should only be counted once in any operation.

Projects must only report against this indicator if the participant enters further learning within 4 weeks of completing support.

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

Participants at Risk of becoming NEET (11-24) at reduced risk of becoming NEET upon leaving

A measurable reduction in risk of becoming NEET upon leaving the operation which has been identified and monitored using the system set out in the business plan.

Operations targeting Risk of NEET (11-24) must adopt or utilise identification and tracking systems which are defined in line with the principles and core standards set out in the Welsh Government Youth Engagement and Progression Framework:

Risk of NEET (11-24) – means individuals 11-24 in education or training who are at risk of dis-engagement or at risk of becoming NEET upon leaving.

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

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 increase the take up of and attainment levels in STEM subjects amongst 11-19 year olds

	WWV
Outputs	
Young People 11 -19 years of age – male	8,400
Young People 11-19 years of age – female	15,000
Immediate Results	
Young People 11-19 completing training in maths, Science Engineering and Technology - male	55%
Young People 11-19 completing training in maths, Science Engineering and Technology – female	55%
Young People 11-19 who continue to study a Maths, Science, Engineering and Technology subject post 16 - male	45%
Young People 11-19 who continue to study a Maths, Science, Engineering and Technology subject post 16 – female	45%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%

Young People 11-19 years of age (male/female)

Young people who are 11-19 at point of intervention and are pupils in secondary education.

Support should focus on sustained interventions to increase participation rates in STEM subjects post 16 and to increase the participation of girls in STEM subjects.

STEM subjects are those in the areas of science, technology, engineering and maths. Welsh Government Guidance on STEM can be found at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/stemguidance/?lang=en>

Targets should be set for gender.

Young People 11-19 completing training in Maths, Science Engineering and Technology

Young people who are 11-19 at point of intervention and are pupils in secondary education and complete a training course in a STEM subject.

STEM subjects are those in the areas of science, technology, engineering and maths. Welsh Government Guidance on STEM can be found at:

<http://wales.gov.uk/topics/educationandskills/publications/guidance/stemguidance/?lang=en>

An overview of the training courses should be outlined in the operation business plans 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.

Young People 11-19 who continue to study a Maths, Science, Engineering and Technology subject post 16

Young people (11-19) who enrol to study a STEM subject post 16, usually at the next CQFW level from their existing achievement, following an intervention by the operation.

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

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

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 4: To increase the skills of the Early Years and Childcare workforce

	Target (WWV)
Outputs	
Employed including self employed Participants from early years and childcare sector (male)	300
Employed including self employed Participants from early years and childcare sector (female)	2,700
Immediate outcomes (within 4 weeks of leaving support)	
Employed including self employed Participants from the early years and childcare sector gaining qualifications upon leaving (male)	77%
Employed including self employed Participants from the early years and childcare sector gaining qualifications upon leaving (female)	77%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%

Outputs

Employed including self employed Participants from early years and childcare sector (male/female)

Participants should already be in employment or be self employed in the Early Years and Childcare workforce. Owing to the nature of provision this will include those who may be part of the public sector workforce, particularly for those in 'maintained settings' but will not include teachers.

Immediate Results

Employed including self-employed participants from the early years and childcare sector gaining qualifications upon leaving

Employed, including self-employed Participants from the early years and childcare sector gaining qualifications upon leaving support.

Only qualifications which have been achieved as a result of an ESF intervention should be reported. Qualifications should be relevant to the early years and childcare sector and be defined within the Credit and Qualification Framework for Wales (CQFW).

Participants can only be counted once in any single operation. The highest level of qualification should be reported.

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

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

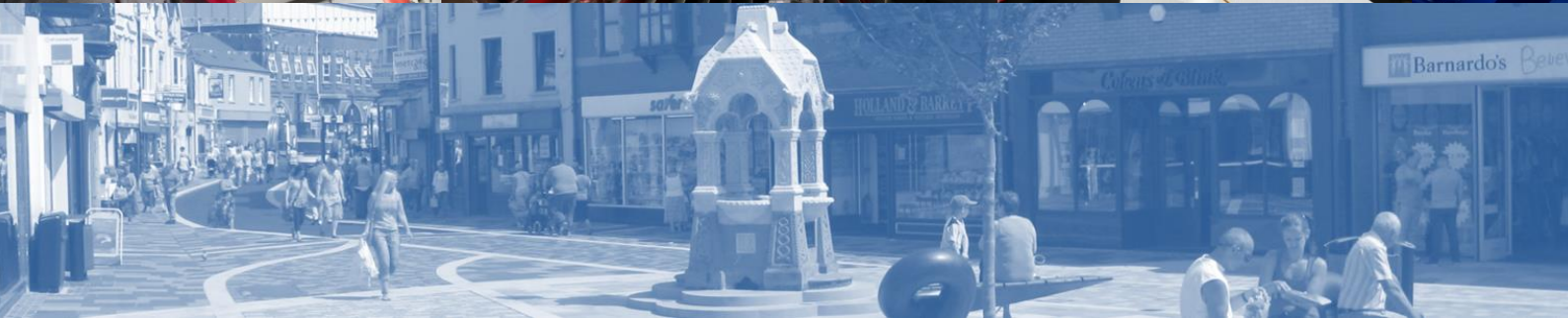
- Course material e.g. hand-outs and presentation slides;
- Participant records;
- Attendance records;
- Evaluation forms on completers;
- Questionnaires/ follow up information.

Version Control

Version 1.0 published April 2015

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Page 3	Updated weblink 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
	Definitions have been added for SD indicators
Page 4	Text added: Participants must be issued with a privacy notice which explains by the data is being collected, what it is being used for and who will have access to the data. Details are required for personal sensitive data, the data required is ethnicity, migrant status and disability, participants may choose not to provide this data. Annex A and B give a complete list of the data required for each participant/enterprise.
Page 8,14, 24	Wording on qualifications expanded to be inline with other priorities
Page 10,11,16,21	This result can be evidenced via a signed declaration from the participant.
Page 11	Wording on employment expanded to be inline with other priorities



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