



Llywodraeth Cymru  
Welsh Government

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Welsh European Funding Office

## Guidance on Indicator Definitions, Data and Evidence Requirements

### ESF: PRIORITY 2: Skills for Growth

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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.

Annex A and B give a complete list of the data required for each participant/enterprise.

### **Cross Cutting Themes:**

- 20% of employers assisted within this priority will adopt or improve Environmental Sustainability strategies.
- 10% of Operations within this priority will integrate sustainable development into awareness raising, education and training programmes.
- 50% of employers assisted 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 2 Skills for Growth**

### **Specific Objectives**

**West Wales and the Valleys and East Wales SO1:** To increase the skills levels, including work relevant skills, of those in the workforce with no or low skills

**West Wales and the Valleys and East Wales SO2:** To increase the number of people in the workforce with technical and job specific skills at an intermediate and higher level

**West Wales and the Valleys only - SO3:** To increase the number of people with graduate degrees or equivalent undertaking research and innovation activities with enterprise

**West Wales and the Valleys SO4 / East Wales SO3 –** To improve the position of women in the workforce

**WWV and EW SO1 - To increase the skills levels, including work relevant skills, of those in the workforce with no or low skills**

	<b>Target WWV</b>	<b>Target EW</b>
<b>Outputs</b>		
Employed, including self-employed Participants with no formal qualifications (male)	14,000	7,800
Employed, including self-employed Participants with no formal qualifications (female)	12,770	7,100
Employed, including self-employed Participants with qualifications up to and including a lower secondary education (CQFW Level 2) (male)	23,870	13,300
Employed, including self-employed Participants with qualifications up to and including a lower secondary education (CQFW Level 2) (female)	21,730	12,100
<b>Immediate results (within 4 weeks of leaving support)</b>		
Employed, including self-employed Participants with no formal qualifications gaining an 'essential skills' or technical or job specific qualification upon leaving (male)	72%	72%
Employed, including self-employed Participants with no formal qualifications gaining an 'essential skills' or technical or job specific qualification upon leaving (female)	72%	72%
Employed, including self-employed Participants with up to and including a lower secondary education (CQFW Level 2) gaining an 'essential skills' or technical or job specific qualification at lower secondary (CQFW Level 2) level upon leaving (male)	72%	72%
Employed, including self-employed Participants with up to and including a lower secondary education (CQFW Level 2) gaining an 'essential skills' or technical or job specific qualification at lower secondary (CQFW Level 2) level upon leaving (female)	72%	72%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%	10%

## **Outputs**

### **Employed, including self-employed Participants with no formal qualifications (male / female)**

Participants should be employed and have no formal qualifications.

There are no minimum hours which need to be worked but there should be a contract of employment or evidence of self-employment. Zero hours contracts can be considered as employed for this indicator.

Employment status is determined on the date of entering the project.

Targets should be set for gender.



## **Employed, including self-employed Participants with qualifications up to and including a lower secondary education (CQFW2) (male / female)**

Participants who are employed and have qualifications up to and including a lower secondary education (CQFW 2).

**Level 1:** NVQ level 1, ESW, 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, WKS, Foundation Apprenticeship Framework<sup>2</sup>

There are no minimum hours which need to be worked but there should be a contract of employment, or evidence of self-employment. Zero hours contracts can be considered as employed for this indicator.

Employment status is determined on the date of entering the project.

Targets should be set for gender.

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<sup>2</sup> Guidance:

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

## Immediate Results

### **Employed, including self-employed Participants with no formal qualifications gaining an 'essential skills' or technical or job specific qualification upon leaving (male / female)**

Participants who are employed and have no formal qualifications who have gained an essential skills or technical or job specific qualification as a result of an ESF intervention.

You may count Participants who gain part qualifications (e.g. credits towards a qualification) against this indicator.

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.

- **Essential Skills** - are qualifications in numeracy, literacy and ICT  
*ESW* levels 1, 2 and 3.  
**CQFW Level 1** includes:  
NVQ Level 1, *ESW*, *WKS*, Vocational Qualifications Level 1, GCSEs at grade D–G, Welsh Baccalaureate Qualification Foundation.  
**CQFW Level 2** includes:  
NVQ Level 2, Vocational Qualifications Level 2, Welsh Baccalaureate Qualification Intermediate, GCSEs grade A\*–C, *ESW* (level 4), *WKS*, Foundation Apprenticeship Framework.
- **Technical or job specific qualifications** - skills specific to or required to undertake the job role, including apprenticeships (technical, practical and job specific skills) leading to a vocational qualification.

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.

Targets should be set for gender.

## **Employed, including self-employed Participants with up to and including a lower secondary education (CQFW Level 2) gaining an ‘essential skills’ or technical or job specific qualification at lower secondary (CQFW Level 2) level upon leaving (male / female)**

Participants who are employed and have qualifications up to and including a lower secondary education (CQFW 2) who have gained an essential skill or technical or job specific qualification at lower secondary level as a result of an ESF intervention.

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.

- **Essential Skills** - are qualifications in numeracy, literacy and ICT  
*ESW* levels 1, 2 and 3.  
**CQFW Level 1** includes:  
NVQ Level 1, ESW, WKS, Vocational Qualifications Level 1, GCSEs at grade D–G, Welsh Baccalaureate Qualification Foundation.  
**CQFW Level 2** includes:  
NVQ Level 2, Vocational Qualifications Level 2, Welsh Baccalaureate Qualification Intermediate, GCSEs grade A\*–C, WKS, Foundation Apprenticeship Framework.
- **Technical or job specific qualifications** - skills specific to or required to undertake the job role, including apprenticeships (technical, practical and job specific skills) leading to a vocational qualification.

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.

Targets should be set for gender.

## **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 SO2: To increase the number of people in the workforce with technical and job specific skills at an intermediate and higher level**

	WWV Target	EW Target
<b>Outputs</b>		
Employed, including self-employed Participants with lower secondary education (CQFW 2) (Male)	16,070	6,440
Employed, including self-employed Participants with lower secondary education (CQFW 2) (Female)	14,630	5,860
Employed, including self employed Participants with upper secondary (CQFW 3) education or above (Male)	10,730	4,290
Employed, including self employed Participants with upper secondary (CQFW 3) education or above (Female)	9,770	3,910
<b>Immediate Results (within 4 weeks of leaving support)</b>		
Employed, including self-employed Participants with lower secondary education (CQFW 2) gaining a technical or job specific vocational qualification upon leaving at upper secondary (CQFW 3) level or above (Male)	60%	60%
Employed, including self-employed Participants with lower secondary education (CQFW 2) gaining a technical or job specific vocational qualification upon leaving at upper secondary (CQFW 3) level or above (Female)	60%	60%
Employed, including self employed Participants with upper secondary (CQFW 3) education or above gaining a technical or job specific vocational qualification at or above upper secondary (CQFW 3) level upon leaving (Male)	60%	60%
Employed, including self employed Participants with upper secondary (CQFW 3) education or above gaining a technical or job specific vocational qualification at or above upper secondary (CQFW 3) level upon leaving (Female)	60%	60%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%	!0%

Outputs

## **Employed, including self-employed Participants with lower secondary education (CQFW 2) – Male / Female**

Participants who are employed and have qualifications at lower secondary education (CQFW 2) level:

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

There are no minimum hours which need to be worked but there should be a contract of employment or evidence of self-employment. Zero hours contracts can be considered as employed for this indicator.

Employment status is determined on the date of entering the project.

Targets should be set for gender

## **Employed, including self employed Participants with upper secondary (CQFW 3) education or above – Male / Female**

Participants who are employed and have qualifications at or above upper secondary education level (CQFW 3).

- **CQFW Level 3** includes:

NVQ level 3, Vocational Qualifications Level 3, Welsh Baccalaureate Qualification Advanced, GCSE Grade AS and A Level, WKS, Apprenticeship Framework

There are no minimum hours which need to be worked but there should be a contract of employment or evidence of self-employment. Zero hours contracts can be considered as employed for this indicator.

Employment status is determined on the date of entering the project.

Targets should be set for gender.

## Immediate Results

### **Employed, including self employed Participants with lower secondary (CQFW 2) education or above gaining a technical or job specific vocational qualification at or above upper secondary (CQFW 3) level (male/female)**

Participants who are employed and have qualifications at a lower secondary education (CQFW 2) level who have gained a technical or job specific qualification at upper secondary level (CQFW 3) or above as a result of an ESF intervention.

If a Participant has gained a part qualification (e.g. credits towards a qualification) as a result of the project/ Operation, the level of qualification should be recorded.

- **Technical or job specific qualifications** - skills specific to or required to undertake the job role, including apprenticeships (technical, practical and job specific skills) leading to a vocational qualification.

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.

Targets should be set for gender.



**Employed, including self employed Participants with upper secondary (CQFW 3) education or above gaining a technical or job specific vocational qualification at or above upper secondary (CQFW 3) level (male/female)**

Participants who are employed and have qualifications at upper secondary education (CQFW 3) level or above who have who gained an essential skills or technical or job specific qualification at upper secondary level (CQFW 3) or above as a result of an ESF intervention.

If a Participant has gained a part qualification (e.g. credits towards a qualification) as a result of the project/ Operation, the level of qualification should be recorded.

- **Technical or job specific qualifications** - skills specific to or required to undertake the job role, including apprenticeships (technical, practical and job specific skills) leading to a vocational qualification.

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.

Targets should be set for gender.

## **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 only - SO3: To increase the number of people with graduate degrees or equivalent undertaking research and innovation activities with enterprise**

	<b>WWV Target</b>
<b>Outputs</b>	
Participants with a graduate degree or equivalent (Male)	780
Participants with a graduate degree or equivalent (Female)	720
Number of enterprises collaborating with learning providers in Research and Innovation activities	750
<b>Immediate Results (within 4 weeks of leaving support)</b>	
Participants with a graduate degree or equivalent gaining a qualification upon leaving at Masters (CQFW 7) or Doctoral (CQFW 8) level (Male)	63%
Participants with a graduate degree or equivalent gaining a qualification upon leaving at Masters (CQFW 7) or Doctoral (CQFW 8) level (Female)	63%
Participants with graduate degree or equivalent in employment upon leaving (Male)	52%
Participants with graduate degree or equivalent in employment upon leaving (Female)	52%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%

## **Participants with graduate degree or equivalent (male/female)**

This category includes Participants with a graduate degree (CQFW 6) or those with equivalent experience or qualifications in line with the admissions policy operated by the learning provider .

Participants may be employed, unemployed or in full time education at point of enrolment to the ESF programme.

Targets should be set for gender.

## **Number of enterprises collaborating with learning providers**

An enterprise collaborating with a recognised learning provider to deliver a research or innovation project at Masters (CQFW 7) or Doctoral (CQFW 8) level.

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.

The focus of this specific objective should be on subject areas which are aligned with the '*Grand Challenge areas set out in Science for Wales: A strategic agenda for science and innovation in Wales*' of:

- Life sciences and Health
- Advanced Engineering and materials
- Low Carbon, Energy and Environment
- The underpinning area of ICT and the digital economy

## Immediate Results

### **Participants gaining a qualification upon leaving at Masters (CQFW 7) or Doctoral (CQFW 8) level**

Participants who have gained a qualification at Masters (CQFW 7) or Doctoral (CQFW 8) level as a result of an ESF intervention.

All Operations should outline the specific qualification types within the Business Plan.

The focus of this specific objective should be on subject areas which are aligned with the *Grand Challenge areas set out in 'Science for Wales: A strategic agenda for science and innovation in Wales'* of:

- Life sciences and Health
- Advanced Engineering and materials
- Low Carbon, Energy and Environment
- The underpinning area of ICT and the digital economy

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.

Targets should be set for gender.

## **Participants in employment upon leaving**

Participants 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.

This indicator only applies to those Participants who were not in employment upon commencement of their participation in an ESF-funded project.

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.

Targets should be set for gender

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 SO4 / EW SO3 - To improve the position of women in the workforce

	WWV Target	EW Target
<b>Output</b>		
Number of supported micro, small and medium-sized enterprises (including cooperative enterprises, enterprises of the social economy)	800	300
Employed, including self-employed (100% female)	4,400	1,500
<b>Immediate Results (within 4 weeks of leaving)</b>		
Participants gaining a qualification upon leaving (100% female)	75%	73%
Supported Enterprises having adopted or improved equality and diversity strategies and monitoring systems	50%	50%
Employed, including self-employed Participants with an improved labour market situation upon leaving (100% female)	40%	40%
Operations Integrating Sustainable Development into Awareness Raising, Education and Training Programmes	10%	10%
Enterprises Adopting or Improving Sustainable Development Strategies and Monitoring Systems	20%	20%

## Outputs

### **Number of micro, small and medium sized enterprises supported (including cooperative enterprises, enterprises of the social economy)**

The number of enterprises receiving direct support from ESF to

- raise their awareness of gender disadvantage in the workforce and
- to support the development of equality and diversity policies and flexible working practices.
- adopt or improve equality and diversity strategies and monitoring systems.

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)

## **Employed, including self-employed Participants (Female)**

Female Participants who are employed or self employed.<sup>3</sup>

There are no minimum hours which need to be worked but there should be a contract of employment. Zero hours contracts can be considered as employed for this output indicator.

Employment status is determined on the date of entering the project.

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<sup>3</sup> There are programme level targets in SO4 of 32% over 54 years, 3% with work limiting health condition and 29% part time workers.

## Immediate Results

### Participants 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.

## Participants with an improved labour market situation upon leaving

Eligible Participants will be employed when entering ESF support and will have, following the support, moved through one or more of the following:

- from precarious to stable employment (e.g. fixed term to permanent contract) ;
- from underemployment (i.e. involuntary part time) to full employment,
- have moved to a more flexible working pattern or have increased their working hours
- have moved to a job requiring higher competences/skills/qualifications, entailing more responsibilities,
- received a promotion.

The Participant can have taken up new employment or moved to a position within the same employment.

*Precarious employment* is understood as the "temporary employment" and "work contract of limited duration".

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* is 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>.

Competences should be understood as "*the proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development*"<sup>5</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>4</sup> EC (2013) *Eurostat Labour Force Survey*

[http://epp.eurostat.ec.europa.eu/portal/page/portal/employment\\_unemployment\\_lfs/methodology](http://epp.eurostat.ec.europa.eu/portal/page/portal/employment_unemployment_lfs/methodology) (accessed 25/11/2014)

<sup>5</sup> EC (2013) *Learning Opportunities and Qualifications in Europe, glossary*  
<http://ec.europa.eu/ploteus/en/glossary?language=en> (accessed 25/11/2014)

## **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. A list of fields including a template form is given in the Annexes.

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.**

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.

## **Enterprises adopting or improving sustainable development 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 sustainable development, and monitoring progress against these priorities.

Data on all enterprises supported should be submitted when they are included on a claim. Evidence should be available when the claim is made. A complete list of fields is given in the Annex.

### **Suggested Evidence:**

For newly formed enterprises or those small enterprises that have to date not developed a Sustainable Development Policy, the production of such a policy, specific to the enterprise, alongside a monitoring plan is acceptable.

Evidence of implementation through access to the specific Sustainable Development 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.

For established enterprises, evidence of baseline with review of current position with regard to a sustainable development 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.

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

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

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



## Version Control

Version 1.0 published April 2015

Version 1.1 Published June 2015 – P2.4 Minor Amendments: Links to EC definition Revised

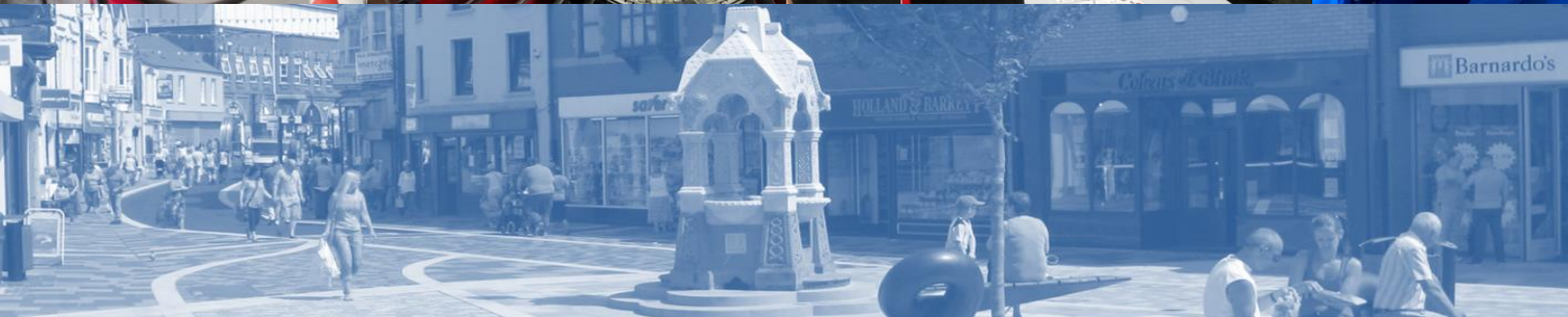
Version 1.2 published April 2016

Page 5	<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>
	Definitions have been added for SD indicators
Page 6	<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 9	<p>Added Text:</p> <p><b>West Wales and the Valleys only - SO3:</b> To increase the number of people with graduate degrees or equivalent undertaking research and innovation activities with enterprise</p> <p><b>West Wales and the Valleys SO4 / East Wales SO3 –</b> To improve the position of women in the workforce</p>
Page 12, 15,16, 20, 21	<p>Text removed: and within 4 weeks of leaving</p> <p>Text added: 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>The types / level of qualification which you are providing through your operation should be described in your business plan.</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>
Page 18	<p>Text removed: This output should be recorded as either male or female</p> <p>Text added: Targets should be set for gender</p>
Page 23	<p>Removed text: e.g Participants who hold an Bachelor degree, an equivalent, or relevant work experience</p>
Page 25	<p>Text Added:</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>The types / level of qualification which you are providing through your operation should be described in your business plan.</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>
Page 26	<p>Wording of definition brought in line with other priorities</p>
Page 28	<p>Wording of SME definition brought in line with other priorities</p>
Page 31	<p>Text added to qualification result indicators:</p>

	<p>More details on the levels and approved providers can be found at:</p> <p><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>
Page 33	<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> <p>This result can be evidenced via a signed declaration from the participant.</p>
Page 35	<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>





For more information:  
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