



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future



EUROPE & SCOTLAND
European Regional Development Fund
Investing in a Smart, Sustainable and Inclusive Future

EUROPEAN STRUCTURAL AND INVESTMENT FUNDS 2014-2020 PROGRAMMES

ARTICLE 125 VERIFICATION CHECKS – EVIDENCE REQUIRED (FILE CHECKS – OUTCOMES: OUTPUTS / RESULTS)

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The following is a list of accepted (and preferred) evidence which may be required depending on the type of SI being delivered. This is not an exhaustive list and a common-sense approach should be applied by Lead Partners.

ESF – Employability Pipeline – Investment Priority 8i

Output	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Unemployed and inactive participants with multiple barriers to employment	Participants should have two or more of the eligible barriers as defined in the Participant Guidance.	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to employment (unless the participant is categorised as being long-term unemployed - as they are automatically deemed to have multiple barriers to employment) • Proof of Participant eligibility e.g. legal right to live and work in the UK <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>
Employed participants with multiple barriers to progressing in the labour market	Participants should have two or more of the eligible barriers as defined in the Participant Guidance.	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to progressing in the labour market • Proof of Participant eligibility e.g. legal right to live and work in the UK <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Unemployed and inactive participants with multiple barriers entering education or training	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of college place or training opportunity e.g. letter from college or training provider, student id card etc. <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to employment (unless the participant is categorised as being long-term unemployed - as they are automatically deemed to have multiple barriers to employment) • Proof of Participant eligibility e.g, legal right to live and work in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>
Unemployed and inactive participants with multiple barriers gaining a qualification	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of qualification e.g. certificate. <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to employment (unless the participant is categorised as being long-term unemployed - as they are automatically deemed to have multiple barriers to employment) • Proof of Participant eligibility e.g, legal right to live and work in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Unemployed and inactive participants with multiple barriers in employment, including self-employment, upon leaving	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of employment e.g. letter, contract, payslip etc <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to employment (unless the participant is categorised as being long-term unemployed - as they are automatically deemed to have multiple barriers to employment) • Proof of Participant eligibility e.g, legal right to live and work in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>
Unemployed and inactive with multiple barriers in employment, including self-employment, six months after leaving	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Record of follow-up with Participant • Proof of employment e.g. letter, contract, payslip etc <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to employment (unless the participant is categorised as being long-term unemployed - as they are automatically deemed to have multiple barriers to employment) • Proof of Participant eligibility e.g, legal right to live and work in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Employed participants with multiple barriers gaining a qualification upon leaving	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of qualification e.g. certificate. <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to progressing within the labour market • Proof of Participant eligibility e.g, legal right to live and work in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Employed participants with multiple barriers with an improved labour market situation six months after leaving	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Record of follow-up with Participant • Detailed assessment of the participant's circumstances, both before and after Pipeline support to determine whether the labour market situation has improved e.g.: Has the individual taken up new employment or moved to a different position within the same employment? As stated in the Commission's Monitoring and Evaluation Guidance, Annex D (page 58): "In both cases the change must fulfil one or more of the characteristics below: <ul style="list-style-type: none"> ○ requires higher competences, skills or qualifications ○ entails more responsibilities ○ promotion ○ move from precarious to stable employment (e.g. fixed term to permanent contract) ○ move from underemployment (i.e. involuntary part-time work) to full employment." <p>The assessment should be signed by the Case Worker and, where possible, the Participant.</p> <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof of employment status • Proof of at least two barriers to progressing within the labour market • Proof of Participant eligibility e.g, legal right to live and work in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of documentary evidence.</p>

ESF – YEI – Investment Priority 8ii

Output	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Participants aged 16-24 who are unemployed or NEET	The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.	Evidence includes: <ul style="list-style-type: none"> • Birth Certificate • Passport • Driving licence • Proof of employment status • Signed registration form confirming NEET status with key project worker assessment. • Referral from recognised agency/service who can reasonably be considered to have accurate knowledge of the participant circumstances
Participants aged 25-29 who are unemployed or NEET	The age of the participant is calculated from the date of birth and determined on the date of entering the ESF operation.	Evidence includes: <ul style="list-style-type: none"> • Birth Certificate • Passport • Driving licence • Proof of employment status • Signed registration form confirming NEET status with key project worker assessment. • Referral from recognised agency/service who can reasonably be considered to have accurate knowledge of the participant circumstances.

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Unemployed participants who complete the YEI supported intervention	<p>Unemployed participants who benefit from YEI supported intervention for the whole of the planned period of activity should be counted.</p> <p>Any participant who does not attend according to schedule and/or drops out (even for positive reasons) before the scheduled end of the intervention, shall not be recorded.</p> <p>More detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of employment status • Record of activity/attendance • Personalised Action Plan signed by participant and delivery staff showing progress through to completion. • Evidence that the individual has exited the operation
Unemployed participants who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving	<p>Participants have to have received an offer within 4 weeks after the exit date of the operation (not before). However in this case the indicator covers all participants and does not exclude those leaving earlier than planned.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of employment status • Copy of offer of employment letter from employer/employee • Confirmation of continued education from college/university • Confirmation letter of apprenticeship/traineeship from employer
Unemployed participants who are in education/training, gain a qualification or are in employment, including self-employment, upon leaving	<p>Only participants for whom this change materialised within the 4 weeks following participation in the YEI intervention are to be counted. Indicator counts participants who left early but had a positive outcome.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of employment status • Confirmation of education/training from college/university/employer • Evidence of qualification gained (copy certificate, diploma SQA Navigator Report, etc • Confirmation of employment from employer • Confirmation of self-employment from participant (accounts, bank statement etc.)

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Long term unemployed participants who complete the YEI supported intervention	Long term unemployed participants completing. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Record of activity/attendance • Personalised Action Plan signed by participant and delivery staff showing progress through to completion. • Evidence that the individual has exited the operation
Long term unemployed participants who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving	Long term unemployed participants who receive an offer. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Copy of offer of employment letter from employer/employee • Confirmation of self-employment from participant (accounts, bank statement etc.) • Confirmation of continued education from college/university • Confirmation of apprenticeship/traineeship from employer
Long term unemployed participants who are in education/training, gain a qualification or are in employment, including self-employment, upon leaving	Long term unemployed participants. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Confirmation of education/training from college/university/employer • Evidence of qualification gained (copy certificate, diploma SQA Navigator report etc.) • Letter of confirmation of employment from employer • Confirmation of self-employment from participant (accounts, bank statement etc.)
Inactive participants not in education or training who complete the YEI supported intervention	Inactive participants completing. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Record of activity/attendance • Personalised Action Plan signed by participant and delivery staff showing progress through to completion. • Evidence that the individual has exited the operation

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Inactive participant not in education or training who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving	Inactive participants receiving an offer. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Copy of offer of employment letter from employer/employee • Confirmation of continued education from college/university • Confirmation of apprenticeship/traineeship from employer
Inactive participants not in education or training who are in education/training, gain a qualification or are in employment, including self-employment upon leaving	Inactive participants. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Confirmation of education/training from college/university/employer • Evidence of qualification gained (copy certificate, diploma SQA Navigator report etc.) • Letter of confirmation of employment from employer • Confirmation of self-employment from participant (accounts, bank statement etc.)
Participants (16-24) in employment six months after leaving	This longer term result indicator records the situation of participants (16-24) six months after leaving the operation. Only the current date (leaving date plus 6 months) is relevant. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Confirmation letter from the employer that participant still in employment • Payslips form the employee showing still in employment

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Participants (16-24) in self employment six months after leaving	<p>This longer term result indicator records the situation of participants (16-24) six months after leaving the operation. Only the current date (leaving date plus 6 months) is relevant.</p> <p>Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Confirmation from the participant that they are still in self-employment (accounts, bank statement etc.)
Participants (16-24) in continued education, training programmes leading to a qualification, an apprenticeship or a traineeship six months after leaving	<p>This longer term result indicator records the situation of participants (16-24) six months after leaving the operation. Only the current date (leaving date plus 6 months) is relevant.</p> <p>Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Evidence of qualification gained (copy certificate, diploma SQA Navigator report etc.) • Confirmation of apprenticeship/traineeship from employer.
Participants aged 25-29 who complete the YEI supported intervention	<p>Unemployed including long term unemployed or NEET participants aged 25-29 who complete the YEI supported intervention.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of employment status • Record of activity/attendance • Personalised Action Plan signed by participant and delivery staff showing progress through to completion. • Evidence that the individual has exited the operation

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Participants aged 25-29 who receive an offer of employment, continued education, apprenticeship or traineeship upon leaving	Unemployed including long term unemployed or NEET participants aged 25-29 who receive an offer. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Copy of offer of employment letter from employer/employee • Confirmation of continued education from college/university • Confirmation of apprenticeship/traineeship from employer
Participants aged 25-29 in education/training, gaining a qualification or in employment, including self-employment upon leaving	Unemployed including long term unemployed or NEET participants aged 25-29 who gain a qualification or are in employment including self-employment upon leaving. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Proof of employment status • Evidence of qualification gained (copy certificate, diploma SQA Navigator report etc.) • Letter of confirmation of employment from employer • Confirmation of self-employment from participant (accounts, bank statement etc.)
Participants aged 25-29 in continued education, training programmes leading to a qualification, an apprenticeship or traineeship six months after leaving	Unemployed including long term unemployed or NEET participants in continued education or training programmes leading to a qualification, an apprenticeship This longer term result indicator records the situation of participants (16-24) six months after leaving the operation. Only the current date (leaving date plus 6 months) is relevant. Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.	Evidence includes: <ul style="list-style-type: none"> • Evidence of qualification gained (copy certificate, diploma SQA Navigator report etc.) • Confirmation of apprenticeship/traineeship from employer.

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Participants aged 25-29 in employment six months after leaving	<p>This longer term result indicator records the situation of participants (25-29) six months after leaving the operation. Only the current date (leaving date plus 6 months) is relevant.</p> <p>Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Confirmation letter from the employer that still in employment • Payslips form the employee showing still in employment
Participants aged 25-29 in self - employment six months after leaving	<p>This longer term result indicator records the situation of participants (25-29) six months after leaving the operation. Only the current date (leaving date plus 6 months) is relevant.</p> <p>Further detail on the definition provide in the Monitoring and Evaluation Guidance Document first published June 2015.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Confirmation from the participant that they are still in self-employment (accounts, bank statement etc.)

ESF – Social Inclusion & Poverty – Investment Priority 9i

Output	Definition (From ‘Operation Application – Indicators Guidance’)	Evidence Required
Disadvantaged participants in workless, lone parent or low income households	As per indicator, supported participants must fall into one or more of the following categories: jobless (workless), lone parent, or low income household.	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof that participant is within one of the key target groups. • Proof of employment status (where appropriate) • Proof of Participant eligibility e.g, legal right to live in the UK <p>See Participant Guidance for further detail about acceptable forms of evidence.</p>
Deprived or fragile communities supported	<p>Communities must be deemed “deprived” or “fragile” by a recognised data source e.g. SIMD, HIE Fragile Area Map. Evidence of the data source(s) should be retained.</p> <p>This indicator relates to providing direct support to a particular community. This most often will result in new community based or led services. However it is also appropriate that this indicator is used when a specific community is targeted with appropriate support. It is anticipated that the community:</p> <ul style="list-style-type: none"> • should be directly involved in designing and / or leading the service or support, or • the service should be designed for, tailored around or focussed upon on a particular community. <p>In most cases, this output should only be claimed where the corresponding result indicator has also been achieved: “Community based or community led services supported”.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Data sources used e.g. SIMD, HIE, Fragile Area Map etc • If supported through a fund, the application and approval; evidence of support or project being delivered (e.g. if a service this could be leaflets/marketing material, workshop attendance, participant records for those being supported in the targeted community)

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Disadvantaged participants engaged in job searching, education/ training, gaining a qualification, or in employment, including self-employment, upon leaving	n/a	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Proof of job searching e.g. evidence of attendance at job fairs, evidence of attending interviews, copy of email submitting application etc • Proof of college place or training opportunity e.g. letter from college or training provider, student id card etc. • Proof of qualification e.g. certificate. • Proof of employment e.g. letter, contract etc • Proof of progression to the Employability Pipeline e.g. signed registration form, action plan etc <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof that participant is within one of the key target groups. • Proof of employment status • Proof of Participant eligibility e.g, legal right to live in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of evidence.</p>

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Disadvantaged participants in workless, lone parent or low income households with improved money management skills	Whilst not an exhaustive list, support to participants under this indicator will enable: better budgeting and the ability to deal with financial shocks; better understanding of how to use money to maximise its benefit; money management skills enabling better management of household income; access to a basic bank accounting and credit union support; basic debt advice. Services supported should go beyond those already provided by national provision such as that available from Money Advice and Energy Advice Scotland.	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Record of relevant activities and actions undertaken • Detailed assessment of the participant's circumstances, both before and after the financial inclusion based activity has taken place, to determine whether their skills have improved. This should be signed by the Project Case Worker and, where possible, the Participant. <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof that participant is within one of the key target groups. • Proof of employment status • Proof of Participant eligibility e.g, legal right to live in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of evidence.</p>
Community based or community led services supported	<p>Refer to relevant corresponding Output for definition of eligibility.</p> <p>Services should be led by the community itself or the service designed and based around the particular community targeted.</p> <p>Communities must be deemed "deprived" or "fragile" by a recognised data source e.g. SIMD, HIE Fragile Area Map.</p>	<p>Evidence of the data source(s) which deems the community "fragile" or "deprived" should be retained.</p> <p>The evidence required will be dependent on the type of service being delivered and should be discussed on a case by case basis with a Portfolio and Compliance Manager.</p> <p>Details of any new community based or led service supported, e.g. newspaper adverts, articles, photographs, website, leaflets should be provided.</p>

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
New childcare places available		<p>The evidence required will be dependent on the type of service being delivered and should be discussed on a case by case basis with a Portfolio and Compliance Manager.</p> <p>e.g. Training child-minders – evidence could include:</p> <ul style="list-style-type: none"> • Attendance Records • Evidence of the relevant assessments being undertaken • Evidence of certification etc
Participants no longer affected by debt as a barrier to social inclusion	<p>As per indicator. For use where participants of any age who have experienced a level of debt which is preventing them or their immediate families from social activity that would be considered as an acceptable quality of life.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Record of relevant activities and actions undertaken • Detailed assessment of the participant's circumstances, both before and after the financial inclusion based activity has taken place, to determine whether they are no longer affected by debt as a barrier to social inclusion. This should be signed by the Project Case Worker and, where possible, the Participant. <p>In addition – documentation to evidence eligibility, including:</p> <ul style="list-style-type: none"> • Referral Form – where appropriate. • Registration Form – signed/dated by the participant. • Proof that participant is within one of the key target groups. • Proof of employment status • Proof of Participant eligibility e.g, legal right to live in the UK • Evidence that the individual has exited the operation <p>See Participant Guidance for further detail about acceptable forms of evidence.</p>

ESF – Social Inclusion & Poverty – Investment Priority 9v

Output	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
<p>No. of supported micro, small and medium-sized enterprises (including cooperative enterprises, enterprises of the social economy)</p>	<p>Refer to Guidance document. For ease of reference, the EC definition of a Social Enterprise: http://ec.europa.eu/growth/sectors/social-economy/enterprises_en</p> <p>A social enterprise is an operator in the social economy whose main objective is to have a social impact rather than make a profit for their owners or shareholders. It operates by providing goods and services for the market in an entrepreneurial and innovative fashion and uses its profits primarily to achieve social objectives. It is managed in an open and responsible manner and, in particular, involves employees, consumers and stakeholders affected by its commercial activities.</p>	<p>Whilst there is no single legal form for social enterprises the following can be looked at and taken into consideration.</p> <p>In line with the EC consideration of social enterprises, the following should be identified in any policy documents of the social enterprise:</p> <ol style="list-style-type: none"> a) The social or societal objective of the common good is the reason for the commercial activity, often in the form of a high level of social innovation. b) Profits are mainly reinvested with a view to achieving this social objective. c) The method of organisation or ownership system reflects the enterprise's mission, using democratic or participatory principles or focusing on social justice. <p>Many operate in the form of social cooperatives, some are registered as private companies limited by guarantee, some are mutual, and a lot of them are no-profit-distributing organisations like provident societies, associations, voluntary organisations, charities or foundations.</p> <ul style="list-style-type: none"> • Assessment of the eligibility of the social enterprise / SME by the LP/Delivery Agent or Organisation.

Output	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
No. of supported projects which increase RTD capacity and investment in the social economy	As per indicator.	Care should be taken to ensure one overall project might be more appropriately counted than lots of smaller individual ones which contribute to the overall one.
No. of collaborative projects supported between academic partners and social enterprises	<p>Number of enterprises that collaborate with research institutions in R&D projects. At least one enterprise/organisation and one research institution must participate in the project. One or more of the collaborating parties (research institution or enterprise/organisation) may receive the support but it must be conditional on the collaboration. The collaboration may be new or existing and should last at least for the duration of the project. the origin of the enterprise/organisation (inside or outside the EU) does not matter. In case one enterprise/organisation takes the formal lead and others are subcontractors but still interacting with the research institution, all organisations should be counted. Enterprises/organisations collaborating in different projects should be added up (provided that all projects receive support); this is not regarded as multiple counting.</p> <p><u>Enterprise/organisation</u>: the body producing products or services to satisfy market needs in order to reach profit.</p> <p><u>Research institution</u>: an organisation of which R&D is a primary activity.</p>	Contracts between the partner should be reviewed to ensure a formal collaboration has been entered into, its timescale, and the names of all partners involved.

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
No. of new products and services developed to support targeted groups	The indicator measures if a product/service is developed that is “new to the market”. It includes process innovation so long as the process contributes to the development of the product/service. Projects without the aim of actually developing a product/service are excluded. A product/service is new to the market if there is no other product/service available on a market that offers the same functionality, or the technology or approach that the new product/service uses is fundamentally different from the technology of already existing products/services.	Evidence includes: <ul style="list-style-type: none"> • Any assessment of the product / service and how it is “new to the market”. This should have been done by the LP before formal award of support.
FTEs created in supported enterprises/organisations	Essentially a “before/after” indicator which captures the part of the employment increase that is a direct consequence of project completion (workers employed to implement the project are not counted). The position needs to be filled (vacant posts are not counted) and increase the total number of jobs in the organisation. If total employment in the enterprise does not increase, the value is 0 – it is regarded as realignment not increase.	

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
No. of individuals completing development programmes		Evidence includes: <ul style="list-style-type: none"> • Proof of current employment e.g. evidence from employer. • Registration Form – signed/dated by the participant. • Completion Form – signed/dated by the participant.

ESF – Investing in Education, Training and Vocational Training for Skills and Lifelong Learning – Investment Priority 10iv

Output	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Total participants (employed, unemployed or inactive) with ISCED Level 2 or below	ISCED Level 2 or below – (lower secondary education programmes); (SCQF 1 – 4). Programmes at this level are usually organised around a more subject oriented curriculum.	Evidence includes: <ul style="list-style-type: none"> • Evidence of qualification (copy certificate, SQA Navigator Report, etc
Total participants (employed, unemployed or inactive) with ISCED Level 3 or 4 qualifications	ISCED Level 3 (upper secondary) or ISCED 4 (post secondary education) (SCQF 5 – 6) designed to complete secondary education in preparation for tertiary education or to provide skills relevant to employment or both.	Evidence includes: <ul style="list-style-type: none"> • Evidence of qualification (copy certificate, SQA Navigator Report, etc
Total participants with ISCED Level 5 and above qualification	ISCED Level 5 (SCQF 7 - 8) requires successful completion of ISCED L3 & L4 with access to tertiary education. Programmes at ISCED L5 have more completed content than programmes and ISCED L3 and 4.	Evidence includes: <ul style="list-style-type: none"> • Evidence of qualification (copy certificate, SQA Navigator Report, etc

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Total participants with ISCED Level 3 or 4 qualifications upon leaving	<p>ISCED Level 3 (upper secondary) or ISCED 4 (post secondary education) (SCQF 5 – 6) designed to complete secondary education in preparation for tertiary education or to provide skills relevant to employment or both.</p> <p>Participants should only be counted once, at the highest ISCED level successfully completed.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> Evidence of qualification gained (copy certificate, diploma SQA Navigator Report, etc)
Total participants with ISCED Level 5 and above qualification upon leaving	<p>ISCED Level 5 (SCQF 7 - 8) requires successful completion of ISCED L3 & L4 with access to tertiary education. Programmes at ISCED L5 have more completed content than programmes and ISCED L3 and 4.</p> <p>ISCED L6 (SCQF 9, 10) - “Bachelor or equivalent”</p> <p>ISCED L7 (SCQF 11) - “Master or equivalent”</p> <p>ISCED L8 (SCQF 12) - “Doctoral or equivalent”</p> <p>Participants should only be counted once, at the highest ISCED level successfully completed.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> Evidence of qualification gained (copy certificate, diploma SQA Navigator Report, etc)

Result	Definition (From 'Operation Application – Indicators Guidance')	Evidence Required
Total participants in employment, including self-employment 6 months after leaving	<p>Participants who have received ESF support, and who are in employment, including self-employment immediately upon leaving the ESF operation.</p> <p>The indicators is to be understood a change in the employment status upon leaving compared to the situation when entering the ESF operation.</p>	<p>Evidence includes:</p> <ul style="list-style-type: none"> • Letter of confirmation of employment from employer • Confirmation of self-employment from participant (accounts, bank statement etc.)