



Northern Ireland European Social Fund Programme 2014 - 2020

ESF Promoter Guidance on Participant Eligibility and
Data Collection for ESF Projects Funded under Call 3 of
Priority Axis 1 & 2 - April 2018

Project Delivery Branch Guidance Note 2

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1 INTRODUCTION

The European Commission (EC) regulations require member states to collect and store data on each participant that benefits directly from ESF support. This has a number of implications in respect of data collection, data storage and the reporting of indicators. This document has been produced by the Northern Ireland ESF Project Delivery Branch (ESF PDB) to provide practical guidance to ESF funded operations (projects) on data collection and validation of participant eligibility and performance. The content of this document complies with EC guidance issued in May 2016.

1.1 Overview of Indicators

In order to assess progress against the achievement of the ESF Programme 2014-2020 objectives and performance indicator targets, monitoring for the programming period uses a number of different types of indicators. The indicators appropriate to operations are included below for ease of reference:

NB Indicators 12 – 14 and 18 referred to information on the participant’s household situation and are no- longer required from May 2018. Indicators 20 – 23 relate to entities only.

	Common Output Indicators
1	unemployed, including long-term unemployed
2	long-term unemployed
3	inactive
4	inactive, not in education or training
5	employed, including self-employed (Not applicable to Priority Axis 1&2)
6	below 25 years of age
7	above 54 years of age
8	above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training
9	with primary (ISCED 1) or lower secondary education (ISCED 2)
10	with upper secondary (ISCED 3) or post-secondary education (ISCED 4)
11	with tertiary education (ISCED 5 to 8)
15	migrants, participants with a foreign background, minorities (including marginalised communities such as the Roma)

	Common Output Indicators
16	participants with disabilities
17	other disadvantaged
19	from rural areas
	Common Immediate Result Indicators
24	inactive participants engaged in job searching upon leaving
25	participants in education/training upon leaving
26	participants gaining a qualification upon leaving
27	participants in employment, including self-employment, upon leaving
28	disadvantaged participants engaged in job searching, education / training, gaining a qualification, in employment, including self-employment, upon leaving
	Common Longer Term Result Indicators
29	participants in employment, including self-employment, six months after leaving
31	participants above 54 years of age in employment, including self-employment, six months after leaving
32	disadvantaged participants in employment, including self-employment, six months after leaving

1.2 Prisoner Indicators

In line with ESF Memo 17/20 the following common output indicators were introduced in May 2020 (updated July2020)

	Prisoner – Common Output Indicator
19a	Prisoner
19b	Prisoner on remand
19c	Prisoner within 3 years of release date

2. PARTICIPANT ELIGIBILITY ASSESSMENT

Operations are required to carry out an assessment at point of entry on the participant's eligibility and confirm based on the information provided that the participant meets the following eligibility criteria:

- Eligibility Criteria for the ESF Operational Programme; and
- Eligibility Criteria for the Investment Priority.

2.1 ESF Operational Programme Criteria

To be eligible for support from the ESF Programme, under any Investment Priority, an individual must be legally able to reside and work in the UK and must be of minimum school leaving age.

From 1 July 2021 EU passport holders with the exception of Irish passports or birth certificates holders will be required to provide evidence of a successful application under the EU Settlement Scheme. Further details on this can be found [here](#). This evidence should be recorded in the other eligibility evidence of the ESF database.

There are Specific rules which apply the eligibility of Refugees and Asylum Seekers and Croatian Citizens. These are set out in Annex B of this guidance note

2.2 Evidence of ESF - Operational Programme Criteria Eligibility

The intention is to obtain documents that are readily available and not ask the participant to spend additional time, effort or costs trying to obtain evidence they don't currently have.

A valid National Insurance Number, a full (UK or Irish) passport or a birth/adoption certificate are examples of the kinds of evidence which operations may accept that a participant meets this criteria.

Operations must indicate within the "eligibility criteria" section of the participant monitoring information form on the ESIF Database the evidence which they have seen and which they have carried out their eligibility assessment on. The ESF Operational Programme criteria section allows the following options:

- National Insurance Number;
- Full Passport (UK or Irish);
- Birth Certificate (UK or Irish)); and
- Other eligibility evidence.
- No evidence justification.

When the participant provides confirmation of their National Insurance Number, this must be entered into the relevant box within this section. All other types of evidence provided should be scanned and uploaded onto the performance module of the ESIF Database.

Other Eligibility Evidence

A full list of acceptable documents for right to work checks is available in Annex A of the Home Office “Right to Work Checks Guidance (issued August 2017)” which can be accessed [here](#). Where the “Other Eligibility Evidence” option is chosen the evidence provided must be listed in this guidance. A copy of the evidence provided should be scanned and uploaded to the Database

No Evidence Justification

Where operations are satisfied that the participant meets the eligibility criteria of being legally able to reside and work in the UK but no evidence is available, they must choose the “no evidence justification” option. This will generate a pop up dialogue box which must be completed to justify this course of action. This option is only intended for use in exceptional circumstances. Before using this option Projects are encouraged to contact the performance team who can check for a National Insurance Number.

2.3 Basic and Specific Eligibility Criteria

The eligibility criteria for each Investment Priority is detailed below. Operations must carry out an assessment of the participant's eligibility against this criteria prior to point of entry based on information provided by the participant.

Priority Axis	Investment Priority (IP)	Eligibility Criteria
1 – Access to Employment	8i – Unemployed and Inactive	Either: - Unemployed; or - Economically Inactive
	8ii – 16-24 Year Old NEETs	Either: - Unemployed; or - Economically Inactive And: - Below 25 years of age; and - Not in any other form of education, employment or training (NEET)
2 – Social Inclusion	9i(a) – Disability	Either: - Unemployed; or - Economically Inactive And: - Disabled
	9i(b) – CFSP (16+ year old NEETs)	Either: - Unemployed; or - Economically Inactive And: - Part of a family receiving Community Family Support; and - Not in any other form of education, employment or training (NEET)

2.4 Unemployed & Economically Inactive Eligibility

An individual must be unemployed or economically inactive to participate on the ESF Programme.

Evidence to confirm that participants meet the criteria of unemployed or economically inactive may be in the form of a self-declaration by the participant and this should be recorded in the eligibility section of the ESIF Database.

An assessment template to allow projects to guide participants in ensuring that these declarations accurately reflect the participants LMS has been developed. This assessment template is included in Annex B to ESF Memo 24/18.

Participants working Part – Time (PT)

Participants working PT may be enrolled as unemployed on ESF projects if they meet the conditions set out on the assessment template in Annex B to ESF Memo 24/18. Previously the benefit agencies defined PT as less than 16 hours. With the introduction of UC claimants may work more than 16 hours and still be defined as unemployed. When assessing if someone is eligible because of the number of hours they work you should consider if the participant current weekly hours worked provide adequate capacity to increase their hours further to work an average 40 hour working week.

In addition Projects are reminded that the programme is designed for people who are at a disadvantage in the workplace and projects are expected to work within the spirit of this. More information on this is available in paragraph 4.6

A participant may avail of other government or non-government training courses while participating on an ESF project. A person in formal education may avail of ESF employability support to address their assessed needs in circumstances where this support is not already provided or funded by the formal education provider. Projects are expected to demonstrate this. Full time students enrolling on an ESF project should be recorded as inactive and not unemployed, even if they are registered as being unemployed for part of the year (for example during summer vacation)

The definition of employed, underemployed, unemployed, economically inactive, subsidised employment and supported employment are included as Annex A of this Guidance

Eligibility Exceptions

A participant on an ESF project is not allowed to be on another ESF Project simultaneously. The participant must leave the original project before enrolling on the new project. The performance monitoring module of the ESIF database prevents the enrolment of participants who are currently enrolled on another project. If the database flags a conflict in this area it is the responsibility of the project to resolve this with the other project.

PEACE IV

The PEACE IV and Peace Plus Programmes are initiatives of the European Union which has been designed to support peace and reconciliation. Participants can be supported by the ESF and PEACE programmes however such support must be sequential and not concurrent. An annual exercise will be carried out by Project Delivery Branch to ensure EC regulations in relation to double funding are adhered to. Projects should ensure therefore that participants they support are not receiving any support under the PEACE IV Programme. Participants should also be advised they should not enrol on a PEACE IV project during the period in which they are being supported under an ESF Project.

If a participant is being supported under the PEACE IV Programme, they cannot commence on an ESF Project until such time as their participation on the PEACE IV project has ended.

2.5 Recording Eligibility on the ESIF Database

The self - declarations made by the participant should be recorded on the “eligibility criteria” section of the participant monitoring form.

When declaring unemployed and inactive 4 options are available:

- Unemployed less than 6 months;
- Unemployed between 6 and 12 months;
- Unemployed more than 12 months; and
- Economically Inactive.

Eligibility for NEET IP

The DOB of the participant should be recorded in the eligibility section of the database as this forms part of the eligibility criteria for the NEET IP.

Participants aged over 75 years

Participants who are over 75 years old must be economically inactive to be eligible for the programme.

Disability Declaration

Participants who are declaring a disability and are enrolling on unemployed / economically inactive, NEET or CFSP investment priority must make a verbal self-declaration that they have a disability as defined in Disability Discrimination Act and this is recorded in the eligibility section of the participant monitoring form.

For participants enrolling on the Disability investment priority it is preferable, in the first instance, that participants complete a self-declaration form that they have a disability (as defined by the Disability Discrimination Act 1995). If this is not possible, because the participant is either unwilling or unable to complete the declaration form, then it is agreed that the beneficiary can complete the declaration form by proxy providing either:

- The participant has provided verbal confirmation that they have a disability; and/or
- The beneficiary feels confident, based on their own assessment and/or evidence provided to them, that the participant has a disability (as defined by the Disability

Discrimination Act). The beneficiary should keep a record of their assessment and/or evidence to ensure a sufficient audit trail is available for EC purposes.

A form should be completed for each participant enrolling on a project within the Disability IP. This form should be scanned and uploaded to the ESIF database during the enrolment process. The original declaration should then be destroyed. The template for the form can be found on [ESF Memo 15/18](#). This template or an approved alternative can be used.

3 RECORDING PARTICIPANTS DETAILS

This section provides guidance on the recording of “participant details” on the ESIF Database.

3.1 Participant Details

A participant’s personal details should be input directly onto the ESIF Database. The following information should be recorded in the participant details section of the database. These are all mandatory fields and must be completed before a participant is enrolled on the ESIF Database.

- Unique Learner Number –
- Forename & Surname
- Gender
- Post Code
- Ethnic Minority – Yes/ No option
- Educational Attainment – based on the highest level of educational attainment.
- Labour Market Status

3.2 Highest Level of Education Achieved

The highest level of education achieved refers to the highest level of education attained by participants before they benefit from ESF support and should be determined on the date of entering the operation. This applies even when the ESF support aims to raise that level. Based on information provided by participants operations should record participants in 1 of 9 options:

- No Education Attainment
- Foundation / Key Stage 1 / Key Stage 2
- Key Stage 3
- Key Stage 4
- Key Stage 5
- HNC/ CertHE
- Bachelor / Foundation Degree / NVQ 4 / NVQ 5 / HND
- Studying Towards Masters / Postgrad Diploma or Certificate
- Master’s Degree / Doctorate

An educational attainment table has been attached as an annex to [ESF Memo 24/18](#) which provides a description of the qualifications linked to each of these options and the ISCED level they map to. Projects should only choose 'No Educational Attainment' if the participant has had no formal education (including home schooling). It does not mean no qualifications. The minimum school leaving age in Northern Ireland is 16 so it would be very unusual for someone who comes from Northern Ireland to fit into this category.

3.3 Rural and Disadvantaged Areas

The rural and disadvantaged fields of the participant's details on the performance monitoring form are automatically populated when the post code is entered.

3.4 Ethnic Minority Group

An Ethnic Minority Group refers to the following groups – Black African, Bangladeshi, Chinese, Black Caribbean, Pakistani, Indian, Black, Other, Irish Traveller, Mixed Ethnic Group or other Ethnic Group

An Ethnic Minority Group is defined as anybody of an ethnicity other than white.

3.5 Labour Market Status

There is no defined part – time hours for participants claiming Universal Credit. Their eligibility should be based on whether the participant makes a declaration that they are actively seeking to increase their hours.

The programme is designed for people who are at a disadvantage in the workplace and projects are expected to work within the spirit of this. For example someone working 30 hours per week in a highly paid job would not be considered to be at a disadvantage in the workplace. Projects should make common sense decisions in this area and work within the spirit of the programme.

Participants who are currently employed more than 16 hours and declare themselves part time may be considered as at a disadvantaged in the workplace in the following circumstances:

- Employees on zero hours contract

- Employees employed on or slightly above min wage threshold
- Employees with limited job security
- Lone parents who are disadvantaged due to inflexible hours

This list is not exhaustive but projects should be seeking to justify the disadvantage when enrolling someone employed more than 16 hours but declaring themselves as part – time

4 PROJECT PARTICIPATION DETAILS

The “project participation details” section of the performance monitoring form captures the following details:

- Participant Start Date - The date on which a participant first entered the operation;
- Entry Status – New Entrant /Returner; and
- Participant Status - Currently Participating.

4.1 New Entrant

When a participant is enrolled in a project for the first time operations will enter the participant start date and set the entry status field to new entrant. When new entrant is selected the currently participating field will autofill. A participant moving from one co-financed operation to another, even when the second operation is being implemented by the same beneficiary, should be counted as a “New Entrant”.

A full “New Entrant” participant record relating to the second operation should be created on the ESIF database.

4.2 Returner

A participant should be recorded only once in any given project. Therefore, if a participant leaves the project and an exit date is recorded, but later returns to enrol on the same project (a returner), their previous participation record should be maintained and updated.

The initial start date for the returner will be maintained (the ESIF database will not allow the start date of a returner to be amended) however when the entry status is changed to “Returner” the participant status will autofill to “currently participating” and all post project details (see paragraph 7) will be removed.

When the exit date is entered into post project section (see paragraph 7) of the ESIF database the currently participating status will automatically blank out.

When a participant is marked as a “Returner” their Immediate Result Indicators are automatically removed from the system. If they had a positive outcome from their first period on a project but did not have a positive outcome from their second (or

subsequent) period on the project the original positive result should be re-entered. Projects should note on the IRI self-declaration (or other evidence if applicable) that this positive outcome relates to the first period that a participant was enrolled on a project. If however a participant returns to a projects and gets another positive into employment or into education outcome only one of these can be recorded.

5. PARTICIPANT TRAINING PLANS ([ESF Memo 24/18](#))

Immediate & Long Term Result Indicators are the means by which the EC capture the effects of ESF support on participants as a result of being on the project. They capture a change in the participant's situation (e.g. employment situation).

The means for identifying a participant's needs, and recording their progress from ESF support, is the Participant Training Plan (PTP). Projects must ensure that the training plan accurately reflects agreed objectives and activities of the ESF support, including incorporating the relevant Labour Market Status and Educational Attainment.

To assist projects in demonstrating the achievements of ESF support, a simple pro-forma (included at Annex C) has been developed that must be included and retained with all training plans – it is recommended that projects retain this pro-forma as the top page of the training plan. The Labour Market Status and Educational Attainment captured must accurately reflect the participant's status on entering the project.

All participant training plans must accurately reflect the values recorded on the ESIF database. This pro-forma will form part of your organisation's on-the-spot checks and is a critical component to the integrity of the results data produced from the ESIF database.

Verification of Details on the PTP

The PTP must be signed by the participant to confirm the accuracy of the details provided and to confirm participation on the project. The PTP will be used by PDB and the MA to verify the accuracy of the data reported in the AIR. Where it is not possible to obtain a wet signature when for example the participant is completing on line learning the details of the PTP must be confirmed electronically by the participant. Methods of conformation can be by e mail, text message or by social media. The electronic methods of confirmation should allow for a clear identification that it is the participant who is confirming the details, pseudonym will not be accepted. Projects

should ensure that they have clear evidence (which must also be uploaded to the database) that confirmation received from text and social media accounts can be clearly assigned to the participant. For example if the communication channel is text or whatsapp the project should check that the telephone number used corresponds with telephone details held for the participant by the project. A note of the telephone number on the PTP or the project referral form at the time the participant first makes contact will be suffice.

When receiving confirmation (by E mail, Text or social media) projects should ensure that the wording on the confirmation should read “I am content that the details recorded on the PTP documentation which I have reviewed or discussed with my mentor is correct If this wording does not appear of the participants confirmation (by E mail, Text or social media) the participant will be deemed to be unverified and projects will be asked to remove them from the database

6 AMENDMENTS TO PARTICIPANT RECORDS

Participant records belong to the Project and can be amended at any stage, during their participation and following their exit.

The following edit functions on the performance monitoring module of the ESIF database are restricted to the PDB performance Monitoring Team

- Delete a participant/ restore a deleted participant
- Change participant start and end date on locked record
- Amend qualifications obtained on a locked record
- Amendment to text in the Eligibility Assessment section of a locked record
- Amendment to Participant Details section on a locked record
- Assign a public user to a participant after the public user has been changed

All requests for these changes must be submitted to PDB performance Team on an R1 form which can be accessed [here](#)

Locked Records

A record will only become locked to a Project if the participant progresses to another ESF funded project. On inputting the ULN, if the participant is currently participating on another project a message identifying the other project will appear and you will be unable to amend this participant. Amendments to locked records can be requested by completing an ESIF R1 form and sending it to esfperformancemonitoring@economy-ni.gov.uk for action.

The IRI and LTRI sections of the database sit outside the main form and can be amended at any time regardless of a participant current enrolment status.

Records will also become locked if it is verified by the Performance Monitoring Team.

7 IMMEDIATE RESULT INDICATORS

Immediate Results Indicators refer to situation at point of exit from the operation (i.e. on the leaving date), or within 4 weeks (after) of this point. If the immediate result of into employment or into education/training manifests whilst the participant is still currently participating on the project, projects may only count this if the period of employment or education/training transcends the exit date. Into employment and into education/training results which start and end within the period of project support cannot be recorded as immediate results indicators.

Participants can be recorded for both immediate results indicators on exit for example a participant going into employment on exit and also attending evening classes can be have both an into employment and an into education/training on exit

7.1 Other Recorded outcomes

Other recorded outcomes can be recorded if they manifest themselves between entry to the project and point of exit from the operation (i.e. on the leaving date),. Participants can be recorded for other outcomes such as:

- Participant gaining a qualification
- Participants in Voluntary work
- Inactive participant newly engaged in job searching upon leaving and participant gaining a qualification upon leaving;

7.2 Recording Immediate Results Indicators

The “Immediate Results Indicator” field in the post project section of the ESIF Database allows operations to tick each immediate result indicator relevant to the participant.

Immediate results indicators recorded on the database include:

- Increased Paid Employment by 1 hour
- In employment (supported / sheltered / rehabilitation)
- In Education/Training;

- Engaged in Job Searching;
- Gained a Qualification.

Projects should ensure that the correct “In employment” option is selected as this has implications for ESF reporting. The Self – Declaration by projects (see paragraph 6.4) to confirm the immediate results indicator must clearly state the in employment category for the relevant the participant.

Increased Paid employment by 1

The Immediate Result Indicator of into employment is measured by calculating the increase in hours between the paid hours worked by the participant before entry to the project and the paid hours worked at exit date (or 4 weeks within exit date). An increase of at least 1 hour is deemed to be a positive result and should be recorded as an Immediate Result Indicator. Regardless of the number of increased paid hours the result should be recorded as increased paid employment by 1 hour. So for example an unemployed person working 4 hours per week who increases their weekly employed hours to 8 should be recorded as on the database as increased paid employment by 1 hour. Projects should ensure that the number of hours the participant worked on entry to the project is noted and recorded on the ESIF database when the immediate result is recorded

Supported Employment Eurostat – Supported employment refers to employment in a regular working environment where people with disabilities or other working limitations are enabled through public support (financial or otherwise) to work alongside able-bodied employees. Measures included in this category typically provide an ongoing support and have no planned duration.

In Education / Training should be used if a participant enters any form of education and training after being on the ESF project. It can include both Government and Non – Government sponsored training.

7.3 Longer Term Results Indicator (LTRI)

The LTRI capture information on participants who are employed, including self-employed 6 months after they have left the project. LTRIs are required to be collected by all investment priorities, regardless of whether the relevant projects have letter of

offer targets in this area. The change in employment status can occur at any point between the participants exit date and 6 months after that point as long as the change is sustained at the 6 month mark. LTRIs should be recorded where available but it should not become overly burdensome or administratively challenging.

Long Term results indicators recorded on the database include:

- Increased Paid Employment by 1 Hour
- In Employment (supported / sheltered / rehabilitation)
- Into Education/ Training
- No Positive Outcome
- Could not contact

7.4 Immediate and Longer Term Results Indicator

The results indicators reported may be supported by either evidence gained by the project to support the result or based on a self - declaration by the operation or participants. The performance monitoring module of the database provides a facility where the operation can upload the evidence or self-declaration when a result indicator is recorded. Operations must maintain an accurate record of correspondence with the participant to support self-declarations. Further guidance in this area which may be accessed [here](#)

7.5 Qualifications/ Soft Skills

Qualifications and soft skills gained during participation on the project should be recorded on the performance monitoring form on the database. These include:

- NVQ Level 2 or equivalent gained (Disability only);
- NVQ Level 1 or equivalent gained;
- Below NVQ Level 1 or equivalent gained;
- Non Accredited Course Completed;
- Other Qualifications Gained; and
- Soft skills/Voluntary/Other positive outcomes.

Projects should record the number of qualification / soft skills gained through participation on the project.

7.6 Community Family Support (CFSP) Performance Indicators

Data on the number of families supported through the CFSP and CFSP specific indicators should be captured separately by projects and reported in progress reports to PDB.

7.7 PERFORMANCE MONITORING OF PARTICIPANT RESULTS

ESF PDB will carry out quarterly monitoring of projects actual performance against the performance targets that are set out in the operations ESF Call 3 application form, agreed in the Letter of Offer and performance forecast. Operations will be required to provide explanations for variances against agreed performance levels. Unsatisfactory performance, that is not addressed, may result in a financial penalty, however this will be a last resort. Payment of claims may also be delayed until performance issues have been addressed.

Definition of Employed, Underemployed, Unemployed, Economically Inactive, Subsidised Employment and Supported Employment

Employed persons are persons aged 16 and over who performed work for pay, profit or family gain or were not at work but had a job or business from which they were temporarily absent because of, for instance, illness, holidays, industrial dispute, and education or training. Self-employed persons with a business, farm or professional practice are also considered to be working if one of the following applies:

- A person works in his/her own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit;
- A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in farm maintenance activities; an architect who spends time waiting for clients in his/her office; a fisherman who repairs his boat or nets for future operations; a person who attend a convention or seminar). A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household.

People in maternity or paternity leave (understood as an employee benefit that provides paid or unpaid time off work for giving birth and subsequent short term care of the baby) are always considered as “employed”.

People in full-time parental leave (understood as absence from work to bring up a child of young age for a period which does not fall under the classification of maternity or paternity leave) should be considered as “inactive”, unless already registered as “unemployed”, in which case this should take priority

Underemployed is a person age 16-74 who is in employment, working less than 48 hours per week, would like to work more hours and is available to start in the next fortnight. Part-time work is recorded as self-reported by individuals.

Unemployed persons are those who are not employed or are underemployed and are:

- a) Currently available for work i.e. were available for paid employment or self-employment before the end of the two weeks following their enrolment;
- b) Actively seeking work i.e. had taken specific steps in the four week period ending before their enrolment to seek paid employment or self-employment or who found a job to start later, i.e. within a period of at most three months from the end of the reference week.,

There is no defined part – time hours for participants claiming Universal Credit. Their eligibility should be based on whether the participant makes a declaration that they are actively seeking to increase their hours.

Self-employed Persons with a business, farm or professional practice are also considered to be working if one of the following applies:

1) A person works in his/her own business, professional practice or farm for the purpose of earning a profit, even if the enterprise is failing to make a profit.

2) A person spends time on the operation of a business, professional practice or farm even if no sales were made, no professional services were rendered, or nothing was actually produced (for example, a farmer who engages in waiting for clients in his/her office; a fisherman who repairs his boats or nets for future operations; a person who attends a convention or seminar.

3) A person is in the process of setting up a business, farm or professional practice; this includes the buying or installing of equipment, and ordering of supplies in preparation for opening a new business. An unpaid family worker is said to be working if the work contributes directly to a business, farm or professional practice owned or operated by a related member of the same household.

The programme is designed for people who are at a disadvantage in the workplace and projects are expected to work within the spirit of this. For example someone working 30 hours per week in a highly paid job they would not be considered to be at a disadvantage in the workplace. Projects should make common sense decisions in this area and work within the spirit of the programme.

Participants who are currently employed more than 16 hours and declare themselves part time may be considered as at a disadvantaged in the workplace in the following circumstances:

- Employees on zero hours contract
- Employees employed on or slightly above min wage threshold
- Employees with limited job security
- Lone parents who are disadvantaged due to inflexible hours

This list is not exhaustive but projects should be seeking to justify the disadvantage when enrolling someone employed more than 16 hours but declaring themselves as part – time

Economically Inactive are those not in employment and not unemployed, i.e. those not seeking work or available to work. Full time students should always be considered as 'Economically Inactive' even if they are registered as unemployed e.g. during part of the year.

Subsidised employment should be understood as employment incentives covering measures that facilitate the recruitment of unemployed persons and other target groups, or help to ensure the continued employment of persons at risk of involuntary job loss. Employment incentives refer to subsidies for open market jobs which might exist or be created without the public subsidy and which will hopefully be sustainable after the end of the subsidy period.

Subsidised employment is classified as a labour market intervention measure by the LMP - Labour Market Policy. Participants in subsidised employment 16 hours or more

are always treated as “employed” within NI ESF 2014-20 OP and are **not eligible** for support under priority 1 or 2.

Supported employment refers to employment in a regular working environment where people with disabilities or other working limitations are enabled through public support (financial or otherwise) to work alongside able-bodied employees. Supported employment covers measures that aim to promote the labour market integration of persons with reduced working capacity through supported employment.

Persons with reduced working capacity refers primarily to those registered as disabled according to national definitions. However it also covers persons temporarily incapacitated after an accident or illness, recovering drug-addicts and other groups who are not work-ready and may benefit from rehabilitation - Eurostat, Labour Market Policy.

Eligibility of Refugees and Asylum Seekers

Asylum seekers are individuals who are seeking international protection who claim they are unwilling or unable to avail themselves of the protection of the authorities in their home or habitual country of residence. Refugees are people who have been granted international protection and have been given permission to stay. Refugees are eligible for ESF support, but asylum seekers are only eligible in certain circumstances.

Asylum seekers are not generally allowed to work while their claims are being decided. However, since February 2005 they have been allowed to apply for permission to work if they have waited for over a year for an initial decision on their asylum claim or further submissions. This is the result of a European Union directive on reception conditions for asylum seekers.

Where asylum seekers have been given permission to work they will normally be able to access the full range of ESF support. Where permission to work has not been granted, they may request permission to work if they have made asylum-based further submissions which have been outstanding for more than 12 months.

From 09 September 2010, changes in the Immigration Rules came into effect, confirming that the permission to work rules apply to both initial asylum applications and to fresh claims for asylum. However, the amended rules also introduced new restrictions on all asylum seekers' employment rights. An asylum seeker given permission to work will not be allowed to become self-employed and will only be allowed to take up a job which is included on the list of shortage occupations published by the Home Office.

Asylum seekers who do not have permission to work may be supported through ESF pre-vocational provision which might take the form of:

- Initial English for speakers of other languages and other basic skills (literacy, numeracy and IT) where they are not part of provision that is designed to lead to employment;
- Provision of information about further education and voluntary work which they can take part in; and
- General advice about life in the United Kingdom for those given leave to remain (information about law, culture, housing, welfare, health, education and employment).

Those individuals whose asylum claim is deemed to be unfounded and who have not obtained permission to work may only be supported by the ESF where they have signed up to return home as soon as they can, they are taking all reasonable steps to leave the UK, and they meet one of the following criteria:

- They are unable to leave due to a physical impediment to travel or another medical reason; or
- If, in the opinion of the Secretary of State, there is no safe route of return for the individual to return home

Croatian Citizens

From 01 July 2013, Croatian nationals have been able to move and reside freely in any EU Member State. However, those wishing to work in the UK need to obtain work authorisation before starting any employment, unless they are exempt from this requirement. Work authorisation is normally in the form of an accession worker authorisation certificate (or 'purple registration certificate').

A Croatian national with an offer of employment in the UK must obtain this document from the Home Office before commencing work. It will contain an endorsement restricting the holder to a particular job or type of employment. Those qualifying will generally be skilled workers who meet the criteria for the issue of a certificate of sponsorship. Further information can be found on the Home Office website.

ESF Personal Training Plan – Participant Details

For Completion by the Project		
UNIQUE LEARNER NUMBER		
DATE OF BIRTH		
POST CODE		
GENDER		
NATIONAL INSURANCE NUMBER		
ETHNIC MINORITY		
Labour Market Status (at entry)	UNEMPLOYED Less than 6 months	
	UNEMPLOYED Between 6 & 12 months	
	UNEMPLOYED More than 12 months	
	ECONOMICALLY INACTIVE	
Hours in Paid Employment (at entry)		
Educational Attainment (at entry)		
Section 75 Survey Link and Investment Priority given to Participant		
Authorised signature		
Date		

For Completion by the Participant	
Signature	
Date	