Appendix 6  
Employability Skills Programme  
Additional Provider Management Information Template

Providers are to complete the additional Management Information (MI) requirements detailed below on a monthly basis. The pro-forma looks at performance against profile per sub region and aggregates into an overall summary sheet. This MI is in addition to ILR and TPS data and does not replace the monthly upload via the provider online data capture.

1) The number of referred JCP customers who attend an assessment interview
2) The number of referred JCP customers sign-posted by providers for the programme (direct referrals)
3) The number of referred JCP customers who attend and undertake an assessment and who are not enrolled onto the programme but are referred on to appropriate other provision
4) The number of referred JCP customers who attend and undertake an assessment and who are not enrolled onto the programme but for whom:
   i) No suitable ESOL provision is available locally:
   ii) The provider is not aware of more suitable provision
5) The number of referred JCP customers who attend, undertake an initial assessment and who are enrolled onto the programme but who do not attend a session/start the programme for whom there is no suitable alternative provision
6) The number of potential full-time learners referred back to JCP to have a training allowance set up
7) Learners who enrolled and the programme is suitable but failed to start
8) Full-time learners: Training Allowance extended for 5 weeks
9) Full-time learners: Training Allowance extended for 15 weeks
10) Learner starts:
    a) Full-time by subject (basic skills and employability) and level
    b) Part-time by subject (basic skills and employability) and level
11) For all learners who leave before the end of their programme, the reason for leaving to include the following categories:
    a) Further/different training
    b) Illness/hospitalisation/deceased
    c) Job outcome - where not enrolled onto employability award
    d) Detention
    e) Moved Away
    f) Unknown
12) For all learners enrolled onto the Employability Award the following information:
1. Numbers starting on a work-experience/work placement in the month
2. Job outcome before completion/achievement of the award
3. Job outcome at the end of the programme with achievement of the award
4. Job outcome with a Train to Gain employer in all cases

13) Learner completions in month:
   1. With achievements by subject and level
   2. With no achievements

If a learner changes from full to part-time study (or vice versa) their "start" status will not change, but their achievement/completion should be recorded part or full-time, depending on their status at the end of the Programme.

Please complete the JCP Office worksheet referral boxes (insert rows if required) identifying the number of learners referred from each JCP Office (please identify which office referrals are from).

SfL qualifications target performance for this contract is (regions to insert targets here)
Achievements = achievement of the individual learning aims as identified on the ILR

The job outcome performance indicator for this contract is (regions to insert targets here) based on the number of learners who start on the Employability Award Programme.