



Theme	People & Skills
Programme Name	Employability (Revenue)
Budget	£800,000
Purpose	<ul style="list-style-type: none"> • Boosting core skills and supporting adults to progress in work, by targeting adults with no or low level qualifications and skills in maths, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers. • Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers. • Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support including access to basic skills.
Investment Plan Priority(ies)	<p>S31: Employment support for economically inactive people: Intensive and wrap-around one-to-one support to move people closer towards mainstream provision and employment, supplemented by additional and/or specialist life and basic skills (digital, English, maths and ESOL) support where there are local provision gaps.</p> <p>This provision can include projects promoting the importance of work to help people to live healthier and more independent lives, alongside building future financial resilience and wellbeing.</p> <p>Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence).</p> <p>S32: Courses including basic skills (digital, English, maths (via Multiply) and ESOL), and life skills and career skills** provision for people who are not economically inactive and who are unable to access other training or wrap around support detailed above. This could be supplemented by</p>

	<p>financial support for learners to enrol onto courses and complete qualifications.</p> <p>Beyond that, this intervention will also contribute to building community cohesion and facilitate greater shared civil pride, leading to better integration for those benefitting from ESOL support.</p> <p>**where not being met through Department of Work and Pensions.</p>
	<p>S33: Activities such as enrichment and volunteering to improve opportunities and promote wellbeing</p>
	<p>S35: Support for employability programmes and advice places should have regards for the No One Left Behind agenda, the Young Person’s Guarantee, Fair Start Scotland and Scottish employability pipeline. This could include tailored support to help people in employment, who are not supported by mainstream provision to address barriers to accessing education and training courses. This includes supporting the retention of groups who are likely to leave the labour market early</p>
	<p>S39: Support for education and skills targeting vulnerable young people leaving school, places should have regard for the Young Person’s Guarantee, modern apprenticeships and related policy</p>
Council Priority(ies)	<ul style="list-style-type: none"> • Learning for Life
Programme Priority(ies)	<ul style="list-style-type: none"> • Provision of enhanced employability services complementary to existing activity funded through other programmes • Residents are equipped to meet key challenges and transitions in their lives through learning opportunities.

Eligibility Criteria	Eligible	Ineligible
Applicants	Community organisations	Businesses
	Registered charities	Sole Traders
	Public sector organisations	Individuals
Geographical Area	Aberdeenshire	N/A
Costs	Marketing	Services related to a procured contract
	Overheads (max 15% of total direct staff costs)	Costs formally committed to or spent prior to the project start date
	Staff Costs (Direct project delivery)	Costs incurred or invoiced after the project end date
	Travel Expenses	Costs involved in winding up a company or organisation
		Bad debts, fines, financial penalties and expenses of litigation
		Payments not supported by invoices and/or documents proving expenditure
		Recoverable VAT
		Costs not procured in line with UK Shared Prosperity Fund requirements
		Alcohol
	Minimum	Maximum
Grant (£)	£50,000	£500,000
Grant (%)	10%	100%

PROGRAMME INDICATORS

Indicator	Definitions	Target
Number of economically inactive people engaging with keyworker support services (numerical value)	<p>Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes (or equivalent for all of the above). There is no length of time on inactivity required.</p> <p>Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention.</p> <p>Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support.</p>	50
Number of economically inactive people supported to engage with the benefits system (numerical value)	<p>Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work).</p> <p>Economically inactive people not previously on benefits who have received support to be in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC following that support. There is no length of time on inactivity required. People count if they are 16+.</p>	10
Number of socially excluded people accessing support (numerical value)	<p>Socially excluded means being excluded from society, or parts of society, as a result of one of more of following factors:</p> <p>Unemployment, financial hardship, youth or old age, ill health (physical or mental), substance abuse or dependency including alcohol and drugs, discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed,</p>	28

	<p>sexual orientation or gender re-assignment, poor educational or skills attainment, relationship and family breakdown, poor housing (that is housing that does not meet basic habitable standards), and crime (either as a victim of crime or as an offender rehabilitating into society).</p> <p>Support means provision to help reintegrate with society and better their life chances.</p>	
Number of people supported to access basic skills (numerical value)	<p>Number of people receiving support to attend courses aimed at improving their basic skills. Basic skills include, but are not limited to: skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).</p>	9
Number of people accessing mental and physical health support leading to employment (numerical value)	<p>People that accessed mental and physical health support, that report improvements in health as being a contributor to helping them enter employment.</p> <p>Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.) - Self-employed persons. - People on government-supported training programmes, engaging in any form of work, work experience or work-related training. - Persons on maternity or paternity leave. <p>Entering employment means that the individual should not have been in employment prior to the intervention (i.e. they were economically inactive or unemployed).</p>	8
Number of people supported to engage in job-searching (numerical value)	<p>Number of economically inactive people who have engaged in job searching activities following support.</p> <p>Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include</p>	40

	<p>those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit.</p> <p>The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes. There is no length of time on inactivity required. People count if they are 16+.</p> <p>People engaged in job searching are those usually without work, available for work and actively seeking work i.e. unemployed.</p> <p>Unemployed persons, as defined by the International Labour Organisation (ILO), are those:</p> <ul style="list-style-type: none"> - without a job, have been actively seeking work in the past four weeks and are available to start in the next two weeks. - out of work, have found a job and are waiting to start it in the next two weeks. <p>Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p>	
<p>Number of people receiving support to gain employment (numerical value)</p>	<p>Economically inactive people, or people who have been unemployed, who are receiving support to be in employment, including self-employment, for at least a 2 week of a four week period following support.</p> <ul style="list-style-type: none"> - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit (UC). The former here includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and Income Support (IS). The latter here includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality 	<p>20</p>

	<p>regimes (or equivalent for all of the above). There is no length of time on inactivity required. People count if they are 16+.</p> <p>Unemployed as defined by the International Labour Organisation (ILO) are those:</p> <ul style="list-style-type: none"> - without a job, have been actively seeking work in the past four weeks, and are available to start in the next two weeks. - out of work, have found a job and are waiting to start it in the next two weeks. <p>Not all unemployed persons claim unemployment-related benefits. This is due to either not being entitled to claim unemployment-related benefits or choosing not to do so. Here, unemployment-related benefits is defined as those in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC).</p> <p>Employed individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> - employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.) - self-employed persons - people on government-supported training programmes, engaging in any form of work, work experience or work-related training. - persons on maternity or paternity leave 	
<p>Number of people receiving support to sustain employment (numerical value)</p>	<ul style="list-style-type: none"> - Support includes courses targeting skills, counselling, personalised support and other activities. - People sustaining employment are those aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This can also include people being retrained to increase their job sustainability in specific sectors, e.g., high carbon sectors. This includes: <ul style="list-style-type: none"> - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). - Self-employed. - People on government-supported training 	<p>8</p>

	<p>programmes, engaging in any form of work, work experience or work-related training.</p> <ul style="list-style-type: none"> - Persons on maternity or paternity leave. 	
Effective working between keyworkers and additional services (number of engagements)	<ul style="list-style-type: none"> - Keyworkers are frontline staff supporting residents as part of the UKSPF's intervention. - Additional services include but are not limited to: local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support - Engagement means referrals. 	30
Number of people supported to gain a qualification or complete a course (numerical value)	Number of people who have completed a course or gained a qualification following support.	22
Number of people supported to engage in life skills (numerical value)	Life skills support is additional support which improves confidence, resilience or motivation around the process of job searching and may include basic skills (English, Maths), digital skills, communication skills, presentation skills, activities which reduce social isolation or encourage appropriate employment related behaviours.	9
Number of people supported onto a course through providing financial support (numerical value)	Number of people able to attend a course due to receipt of financial support.	1
Number of people supported to participate in education (numerical value)	<p>People who have received support to engage in education (lifelong learning, formal education) or training activities (off-the-job/in-the-job training, vocational training, etc.).</p> <p>Education or training is a structured and agreed programme of:</p> <ul style="list-style-type: none"> - Lifelong learning - Formal education - Educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed). 	17

	Mandatory training (e.g. job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may , of course, be useful and important support measures).	
Number of volunteering opportunities supported (numerical value)	Number of organised volunteering roles supported as a direct result of the intervention. This includes opportunities for people to volunteer on a regular basis, and opportunities for one-off volunteering. - Formal volunteering refers to those who have given unpaid help via a group, club, or organisation: for example, leading a group, administrative support or befriending or mentoring people.	9
Number of people taking part in work experience programmes (numerical value)	Number of people taking part in work experience programmes. - Work experience programmes offer short work experience placements with local employers for people aged 16-65 years.	12
Number of people retraining (numerical value)	Number of people training in a different area after having already obtained a qualification or developing experience in a specific role.	25
Number of people in employment engaging with the skills system (numerical value)	Number of people in employment engaging with the skills system. - People in employment are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes: - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). - Self-employed persons. - People on government-supported training programmes, engaging in any form of work, work experience or work-related training.	14

	<ul style="list-style-type: none"> - Persons on maternity or paternity leave. - The skills system refers to the UK Technical and Vocational Education and Training systems. 	
Number of people supported to gain a qualification or complete a course (numerical value)	<p>Number of people who have received support in order to obtain a vocational licence.</p> <ul style="list-style-type: none"> - Vocational refers to training and qualifications giving professional knowledge, technical skills and work experience relevant to a particular career and occupation, e.g. car mechanics or cosmetology. - Vocational license is a document that recognises the individual as a qualified professional in a particular trade or business. 	122
Number of economically inactive individuals in receipt of benefits they are entitled to following support (numerical value)	<p>The number of economically inactive people not previously on benefits who have received support and are now in receipt of Job Seekers Allowance (JSA) or are in the Intensive Work Search Regime within Universal Credit (UC) or those within specific conditionality regimes in UC including "Planning for work" or "Preparing for work" following that support. There is no length of time on inactivity required. People count if they are 16+.</p>	10
Number of active or sustained participants in community groups as a result of support	<p>"The number of people actively participating in community groups over a sustained period.</p> <ul style="list-style-type: none"> - Active participation means attending 50% or more sessions in a minimum period of no less than three months. - Community group means a self-governing and not for profit group or organisation which works for the benefit of the public." 	7
Number of people reporting increased employability through development of interpersonal skills funded by UKSPF	<p>The number of people who have been supported by UKSPF funded activity who have reported increased employability through the acquisition or improvement of interpersonal skills relevant to employment and skills settings, including but not limited to confidence, communication skills, working with others, time management, motivation to work or do training.</p>	12

Number of people with basic skills (English, maths, digital and ESOL) (numerical value)	Number of people with basic skills as a result of support. - Basic skills means skills in English, Maths, Digital and ESOL (English to Speakers of Other Languages).	6
Number of people in supported employment (numerical value)	The number of people who have received UKSPF funded in-work support that enables them to remain in work and develop or progress in work. This might take a variety of forms including training, skills and support with access to work (such as reasonable adjustments) and / or work-related costs such as equipment, childcare or transport.	5
Number of people engaging with mainstream healthcare services	Number of people undergoing any type of NHS treatment.	6
Number of people sustaining engagement with keyworker support and additional services (numerical value)	Number of people sustaining engagement with keyworker support and additional services. - Keyworkers are frontline staff supporting residents as part of the UKSPF intervention. - Additional services include, for example, local training in life, maths and digital skills, employment support, health support groups, counselling, mental health and advice services, financial support, specialised support, enrichment activities and housing support. - Sustaining engagement means continuous support 6 months after first contact with the keyworker or additional service.	48
Number of people engaged in job searching following support (numerical value)	Economically inactive people who have received support and who are newly engaged in job searching activities following that support. - Economically inactive individuals are those not in work and not actively seeking work (unlike unemployed individuals who are actively seeking work). Not all economically inactive individuals claim benefits. For those that do, this would include those claiming either “legacy” benefits or those within specific conditionality regimes in Universal Credit. The former includes Employment Support Allowance (ESA), Incapacity Benefit (IB) and	38

	Income Support (IS). The latter includes claimants within the Preparation Requirement or Work Focused Interview Requirement conditionality regimes. There is no length of time on inactivity required. People count if they are 16+.	
Number of people in employment, including self-employment, following support (numerical value)	<p>The number of people who have been supported by UKSPF funded activity to reduce barriers to employment and skills. These barriers can take a variety of forms and will interact with other characteristics of labour market disadvantage such as gender, age, health, disability and ethnicity to reduce their likelihood of labour market and skills engagement.</p> <p>While not exhaustive, types of commonly experienced barriers might include homelessness, being an ex-offender, being a care leaver or having substance dependency issues. Other types of barriers might relate to access to services such as care services including childcare, transport, digital and financial. Barriers may also relate to lack of interpersonal and employability skills such as confidence, motivation and behavioural issues.</p>	40
Number of people sustaining employment for 6 months (numerical value)	<p>Number of people sustaining employment for 6 months after receiving support. Sustaining employment means being employed.</p> <p>Employed refers to people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> -Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). -Self-employed. -People on government-supported training programmes, engaging in any form of work, work experience or work-related training. - Persons on maternity or paternity leave. 	16
Number of people in education/training (numerical value)	People who have received support and who are newly engaged in education (lifelong learning, formal education) or training activities (off-the-	126

	job/in-the-job training, vocational training, etc.) immediately upon leaving the project.	
Number of people experiencing reduced structural barriers into employment and into skills provision (numerical value)	<p>The number of people who have been supported by UKSPF funded activity to reduce barriers to employment and skills. These barriers can take a variety of forms and will interact with other characteristics of labour market disadvantage such as gender, age, health, disability and ethnicity to reduce their likelihood of labour market and skills engagement.</p> <p>While not exhaustive, types of commonly experienced barriers might include homelessness, being an ex-offender, being a care leaver or having substance dependency issues. Other types of barriers might relate to access to services such as care services including childcare, transport, digital and financial. Barriers may also relate to lack of interpersonal and employability skills such as confidence, motivation and behavioural issues.</p>	19
Number of people familiarised with employers' expectations, including, standards of behaviour in the workplace (numerical value)	The number of people who have been supported by UKSPF funded activity to be familiarised with or acquire improved awareness and understanding of behaviours and attitudes appropriate to employment and skills settings, including but not limited to, standards of workplace behaviour and conduct, working with others, health and safety, diversity and inclusion, etc. This can include pre-employment or skills activity as well as activity undertaken on joining such as formal inductions and training.	39
Number of people gaining qualifications, licences and skills (numerical value)	The number of people gaining qualifications or licences (e.g. vocational licences).	14
Number of economically active individuals engaged in mainstream skills education and training (numerical value)	<p>Number of economically active individuals engaged in mainstream skills education and training as result of support.</p> <p>Economically active individuals are people aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g.</p>	100

	<p>because they are temporarily sick or on holiday). This includes:</p> <ul style="list-style-type: none"> – Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). – Self-employed. – Family workers (unpaid). – People on government-supported training programmes, engaging in any form of work, work experience or work-related training. – Education or training is defined as a structured and agreed programme of: <ul style="list-style-type: none"> – lifelong learning – formal education – educational and/or vocational training activities (this may include on the job and/or off the job vocational training or a combination of the approaches listed). – Mandatory training (e.g., job-search related / CV writing) and other non-vocational / non-educational support such as confidence building, life-skills and personal effectiveness support cannot be considered as education or vocational training in this context (even though such activities may, of course, be useful and important support measures). 	
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Decision-Making		
Award Process	Open Challenge Fund	
Assessment Panel/Partnership	Employment Connect	
	1) Call for expressions of interest issued 2) Eligible projects invited to submit full application by Investments & Projects Team 3) Bids scored/prioritised/ranked by Employment Connect 4) Award recommendations made by Local Partnership Group 5) Formal sign-off by Chief Officer or Full Council if above £250k	
Scoring Criteria	1) Strategic Fit – To what extent does the project align with the priorities, outputs and outcomes of the framework, Aberdeenshire Council, Locality Plans and Community Action Plans?	20%
	2) Cross-Cutting Themes – Can the project demonstrate a neutral or positive contribution to the following themes?: a. Equalities b. Fairer Scotland Duty c. Town Centre First Principle d. Sustainability e. Children and Young People’s Rights and Wellbeing	15%
	3) Legacy and Sustainability – Will the project deliver a lasting legacy beyond its lifetime and be sustainable once grant funding has ended?	15%
	4) Project Need and Demand – Is there sufficient evidence that the project will meet an unmet demand?	20%
	5) Value for money – Does the project represent good value for the funding requested and deliver programme outcomes and objectives?	20%
	6) Capacity to Deliver – Does the delivery organisation have sufficient capacity (financial and people) to complete the project as set out and on time?	10%

Claims, Monitoring & Reporting	
Frequency	At least quarterly
Process	<ul style="list-style-type: none"> • Project sponsor completes provided template • Project sponsor submits completed template and supporting evidence to externalfunding@aberdeenshire.gov.uk • Investments & Projects Officer acknowledges receipt and processes claim • Any costs which are ineligible or not supported by evidence are removed from the claim • Investments & Projects Executive checks claim • Team Manager approves payment (or refers to Chief Officer if above authorisation limit) • Claim is paid and applicant notified
Evidence required	<ul style="list-style-type: none"> • Invoices • Payroll records (for funded staff) • BACS records • Bank statements • Timesheets for staff working part-time on projects • Activity report including progress against target indicators • Breakdown of data making up indicator report
Monitoring	<ul style="list-style-type: none"> • Final project report to be produced • 100% checks on financial information • Minimum 20% checks on activity/indicator records