

# **Employability Fund Statistics**

- Starts up to the end of Quarter 2 2018/19 (1<sup>st</sup> April 2018 – 28<sup>th</sup> September 2018)
- Outcomes and Outputs for a cohort of leavers (from January 2017 to December 2017)

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#### Introduction

#### **About the Report**

The aim of this report is to provide quarterly statistics on the Employability Fund (EF), including relevant commentary and analysis. Key statistics in this report cover starts and achievements. These achievements are called outcomes and outputs.

# **About the Employability Fund**

The Employability Fund aims to support activity that will help people to develop the skills they need to secure a job or progress to more advanced forms of training. Skills Development Scotland (SDS) is responsible for the overall administration and management of the Fund, and we invite bids from providers on *Public Contracts Scotland* to deliver provision each year. The provision offered should be responsive to **local** needs and opportunities. Therefore, EF contract awards are based on co-decision making between SDS and Local Employability Partnerships (LEP).

The Employability Fund supports participants through activities that map to stages 2 to 4 of the Strategic Skills and

Employability Pipeline (SSP) – see table 1 overleaf. The pipeline is a framework used by LEPs to plan the employability and skills provision required in their Local Authority area. The Fund covers a wide range of development needs: from those who are furthest away from entering the labour market (stage 2) to those who require industry specific training to match, and enable them to take up, job opportunities (stage 4). Appendix A provides a summary of the characteristics of participants at each stage. The EF funding model for contracted Training Providers rewards the achievement of progression milestones and auditable, positive outcomes (e.g. employment, progression to the next stage of the SSP etc.).

#### The Employability Fund:

- Has a strong focus on work experience;
- Responds to differing participant needs;
- Adapts to local employer demand;
- Complements other funded training at a local level; and
- Enables learners to demonstrate achievements to employers, through certification.

#### **Allocation of Starts**

Employability Fund starts are allocated to each Local Employability Partnership (LEP) based on local unemployment data (averaged over the financial year). The two advisory groups - which cover the Lowlands and Uplands, and Highlands and Islands areas - agree the methodology. SDS chairs both groups, which include representatives from Local Authorities, DWP and Youthlink Scotland. Once allocated their share of starts, each LEP decides how they wish to distribute this by age and stage in response to local needs, as well as taking account of other provision already available in their area.

# **Referral Arrangements**

SDS and other organisations (see Appendix B) follow assessment and referral processes to identify whether an individual will benefit from the type of activity supported by the Fund and is eligible for support.

Table 1: Strategic Skills Pipeline and the Employability Fund

	Strategic Skills Pipeline							
Stage and Indicative Nature of Provision  Fund Elements	Stage 1	Stage 2 – Removing Barriers Provision at this stage should provide a foundation upon which individuals can build their employability skills, personal development and core skills, including an appropriate level of work experience	Stage 3 – Vocational Training Provision at this stage should support individuals in preparing for and sustaining employment, including entry to Modern Apprenticeships, and include an element of work experience	Stage 4 – Employer Engagement & Job Matching Provision at this stage should directly enable individuals to access a job, including work experience	Stage 5			
Examples of potential delivery		<ul> <li>specialist support</li> <li>target group work preparation</li> <li>personal and life skills</li> <li>core skills development</li> <li>work experience</li> </ul>	<ul> <li>vocational training which develops core skills and links to local labour market opportunities</li> <li>work experience which relates to vocational training and develops employability skills</li> </ul>	<ul> <li>industry specific courses and qualifications (within SDS approved listing)</li> <li>customised training for employment</li> <li>work experience</li> </ul>				
Outputs		SCQF credit rated pre-employability / personal development/ core skill provision of at least 18 SCQF credit points at level 3 or above.	SCQF credit rated employability / vocational provision of at least 18 credit points at level 4 or above	Employer or industry certification				
Outcomes		<ul> <li>job, self-employment or MA</li> <li>progression to more advanced forms of learning or stage 3 provision</li> <li>sustained job or sustained self-employment</li> </ul>	<ul> <li>job, self-employment or MA</li> <li>progression to more advanced forms of learning or stage 4 provision</li> <li>sustained job or sustained self-employment</li> </ul>	<ul> <li>job, self-employment or MA</li> <li>sustained job or sustained self- employment</li> </ul>				

#### **Notes to Readers**

The statistics in this report are derived from our Financial and Information Processing System (FIPS). This report covers statistics related to the Employability Fund.

Guidance on how Employability Fund data is collected and reported is available on the SDS corporate website entitled Employability Fund Statistics Guidance. SDS recommends that this document is read prior to any further analysis to ensure the figures are interpreted correctly.

We have also updated the content of our NTP statistical publications and supplementary tables following a user consultation of our reports. A short report with the results of this consultation can be viewed <a href="here">here</a>. Feedback was positive overall, providing valuable information and an opportunity to make some changes to improve our reports. We have made improvements based on the feedback throughout the 2017/18 reporting cycle; for example, we have produced a more concise Employability Fund Report and included more tables with MA trend information in the MA report.

Any comments or suggestions regarding the content of this report are welcome and can be emailed to user feedback@sds.co.uk

Key definitions in this report:

#### **Starts**

A start is counted in the period in which it is approved in our administrative and payment system and where a start payment has been made. If a participant leaves and re-starts on the same stage, within a four-week period, the provider is ineligible for a 2<sup>nd</sup> start payment and this second start is therefore not counted.

We do not include details of EF starts or performance in relation to the contracting or tendering process. Starts and performance information at provider level is very detailed and not appropriate for our statistical reports. Annual training provider performance data is available on our website.

#### Leavers

Leavers are counted in the period when training providers add leaving details to our administrative and payment system.

#### **Outcomes/Outputs**

#### **Outcomes**

Achievement of an outcome means that an EF participant has progressed to a job, Modern Apprenticeship (MA), self-employment, the next stage of the skills pipeline or a more advanced form of learning.

#### **Outputs**

An output refers to the achievement of any of the following:

- Certificate of Work Readiness (CWR) or the Falkirk
   Employability Award
- Other Employability Award (SCQF credit rated)
- Vocational Qualifications at stage 4 from a list of suitable qualifications in three categories (A, B and C).
   Each category attracts a different funding rate.

As provision is designed to meet individual need and opportunities, not all participants pursue certification and, in those situations, no output payments are made.

In this publication, outcomes and outputs (as defined in table 1 on page 3) are related to the leavers between January 2017 and December 2017 (as illustrated in Figure 1 below).

The method of measurement described in Figure 1 ensures that the reporting of outcome and output achievement rates is meaningful. This allows us to measure outcome and output rates consistently and to make comparisons over time.

There is a lag between participants leaving EF activity and outcomes/outputs being recorded and therefore claimed. The vast majority of claims for outcomes/outputs are received within nine months of the participant's leaving date. As outcomes and outputs are evidence-based there are certain rules as to when an outcome or output can be claimed:

- Job related outcomes (Job, MA or Self-employment)
   can be claimed when a participant has been in
   employment for a minimum of four weeks, within 26
   weeks of leaving EF activity, and evidence is provided
   that this is the case.
- Progression outcomes (Next stage of the SSP or more advanced learning) can be claimed within six months of a participant leaving EF activity and evidence is provided that this is the case.

 Outputs can be claimed when evidence is provided to SDS from an awarding body that certification has been achieved by the participant (e.g. CWR).

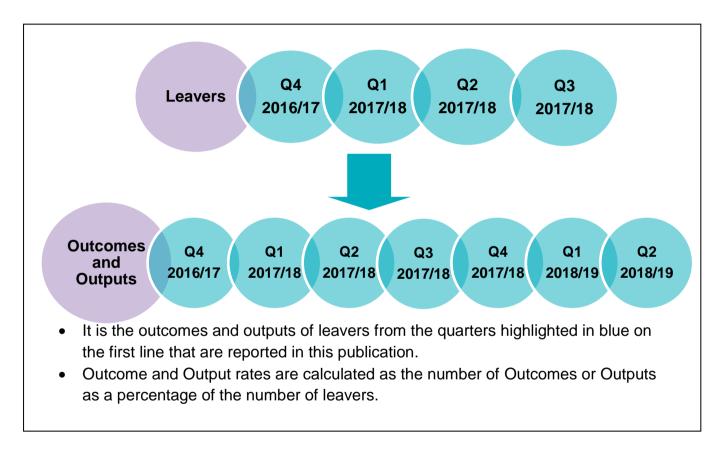


Figure 1: The cohort of leavers used in quarter 2 2018/19 publication alongside the related outcomes and outputs for these leavers

## **Percentages**

This report may refer to a **percentage** increase or decrease of certain values and this refers to the **relative** change between two <u>numbers</u> e.g. starts increased by +5% compared to the same quarter last year. However, the report may also refer to a **percentage point (pp)** increase or decrease which refers to the **absolute** change between two <u>percentages</u> e.g. the achievement rate for EF Starts aged 16-17 increased by +8 pp. In addition, percentages in this report may not always sum to 100% due to rounding.

# **Key Results**

#### **Starts**

- There were 4,233 EF starts up to the end of quarter 2, accounting for 47% of the 9,000 starts target, -5.4 pp lower than the same point last year. EF provision is demand-led and based on individual need identified in local areas.
- Over half of starts were aged 16-17 (52%, +1 pp compared to the same point last year). A further 23% were aged 18-24 (-2.7 pp) and 25% were aged 25 or over (+1.7 pp).
- Over 40% of starts were at stage 3 (43%, -3.7 pp on the same point last year). A further 33% were at stage 2 (+3.1 pp) and 24% were at stage 4 (+0.6 pp).

## **Equality**

Gender: There were fewer female than male starts to the

Employability Fund up to the end of quarter 2, 2018/19, with females accounting for 35% of starts and males accounting for 65% (compared to 33% female and 67% male at the same point last year).

- Disability: 25.3% of EF starts self-identified an impairment, health condition or learning difficulty (I/HC/LD) up to the end of quarter 2, 2018/19 compared to 19.7% at the same point last year (+5.6 pp).<sup>1</sup>
- Ethnicity:<sup>2</sup> 4.4% of EF starts self-identified as being from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group, +1.3 pp higher than last year.<sup>3</sup>
- Care Experience: 8.3% of EF starts self-identified as care experienced, +1.3 pp higher than last year.

<sup>&</sup>lt;sup>1</sup> Disclosure was in response to our disability monitoring question, which asks if individuals have an impairment, health condition or learning difficulty. This was aligned to the question wording recommended by Advance HE (formerly the Equality Challenge Unit, ECU). after extensive consultation with disability partners, modern apprentices, training providers and employers.

<sup>&</sup>lt;sup>2</sup> Including 'white other' within the ethnic minority figure for EF starts is 5.5%, higher than Q2, 2017/18 (+1.1 pp).

<sup>&</sup>lt;sup>3</sup> Ethnic groups aligned with Scottish Government guidance on ethnicity reporting <a href="https://www.gov.scot/Resource/0039/00394314.pdf">https://www.gov.scot/Resource/0039/00394314.pdf</a>.

# **Achievements of Leavers from January 2017 to December 2017**

The achievement rate is the number of individuals achieving an output, an outcome or both as a proportion of the leavers in the cohort.

- Across all stages, 72% of leavers achieved a positive result from EF participation in the form of an outcome, an output or both (higher than the previous cohort, +1.1 pp).
- The outcome and output rates have increased compared to the previous cohort (+1 pp and +1.4 pp respectively).

#### **Section 1: EF Starts**

Data relating to Employability Fund starts from previous years is available on our website. Data comparisons should be treated with caution as the annual target for Employability fund starts was reduced to 9,000 from 2017/18.

There were 4,233 starts on Employability Fund (EF) provision up to the end of quarter 2, 2018/19, this equates to 47% of the 9,000 annual starts target (-5.4 pp lower than the same point last year). EF provision is demand-led and based on individual need identified in local areas.

Figure 1.1 shows the number of starts by age and stage. Just over half of starts were aged 16-17 (52%, an increase of +1 pp compared last year). A further 23% were aged 18-24 (-2.7 pp on last year) and 25% were aged 25 or over (around the same as last year, +1.7 pp).

Just over 40% of EF starts were at stage 3 (43%, -3.7 pp compared to last year). A further 33% of starts were at stage 2 (+3.1 pp on last year) and 24% were at stage 4 (+0.6 pp on last year).

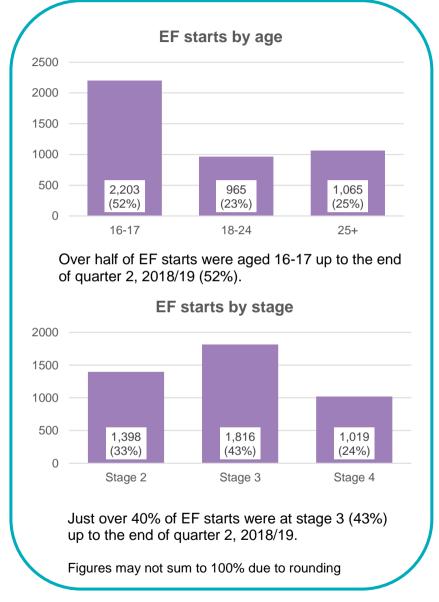


Figure 1.1: EF starts by age and stage

## **Starts by Local Authority**

Glasgow City had the largest number of EF starts up to the end of quarter 2, 2018/19 at 682, 16% of overall starts. In Glasgow City, 50% of starts were at stage 3.

Appendix C tables 1 & 2 show the number of starts by Local Authority, age and stage.

The breakdown of starts by Local Authority and age/stage reflects the need, by stage, for each local area and demonstrates the flexible nature of the Fund, including the response to redundancies managed under <a href="PACE">PACE</a> partnership arrangements.

## **Equality**

EF provision is available to those who are referred in relation to their need and, therefore, taking any positive equality action to recruit to EF provision is not appropriate. Collecting self-declared equality information from participants helps to monitor who is being referred to the Fund.

All information held on equality characteristics (e.g. gender, disability, ethnicity) is self-reported and, as a result, there may be some under-reporting within these statistics.

SDS is committed to equality of opportunity within the Employability Fund. Our Equality and Diversity

Mainstreaming Report details the active steps we are taking, in conjunction with partners, to increase participation and positive outcomes in National Training Programmes (NTPs). As part of this, we are also working to improve our understanding of barriers to participation amongst these groups, issues around self-declaration, and how we might further improve the monitoring of participation levels in

NTPs. Our commitment to improving equality of access includes open and transparent reporting of equality data.

#### Gender

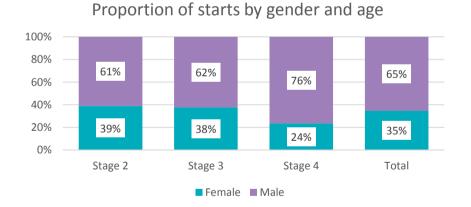
Figure 1.2 shows the proportion of male and female starts, up to the end of quarter 2, 2018/19 by age and stage. There are fewer female than male starts to the Employability Fund at this point in the financial year. Females accounted for 35% of starts, although this is +1.6 pp higher than the same point last year. The remaining 65% of EF starts were male.

Compared to the same point last year, the proportion of female starts increased by +2.9 pp for the 16-17 age group and by +2.1 pp in the 18-24 age group. The proportion of female starts decreased by -2.2 pp in the 25+ age group.

At stage 2 and stage 3, the proportion of female starts increased, by +2.3 pp and +3.7 pp respectively. The proportion of female starts at stage 4 decreased by -3.4 pp compared to the same point last year.

#### **Gender** Proportion of starts by gender and age 100% 80% 61% 65% 70% 70% 60% 40% 20% 39% 35% 30% 30% 0% 16-17 18-24 25+ Total ■ Female ■ Male

The highest proportion of female starts was in the 16-17 age group.



The proportion of females at stage 4 is lower than stages 2 and 3. The stage of the SSP that individuals start on is reflective of their individual need.

Figure 1.2: Proportion of EF starts by gender, age and stage

## **Disability**

We continue to put in place several measures to promote equality of access to National Training Programmes and the reporting of equality information. Maximising disability disclosure is important to ensure that appropriate support is in place for participants.

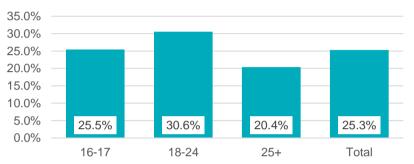
In response to our monitoring question, the proportion of EF starts self-identifying an impairment, health condition or learning difficulty (I/HC/LD) was 25.3% (up to the end of quarter 2, 2018/19). This is compared to 19.7% self-identifying an I/HC/LD at the same point last year, an increase of +5.6 pp. Our monitoring question also asked EF participants to provide further details of their disability from a list of options. This information is reported annually in our year end publication.

# **Disability**

25.3%

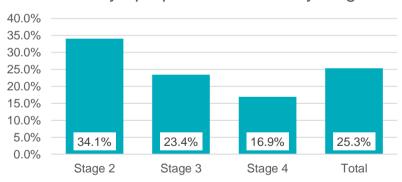
of EF starts self-identified an impairment, health condition or learning difficulty up to the end of quarter 2, 2018/19

# Disability - proportion of starts by age



Almost a third of starts aged 18-24 self-identified an impairment, health condition or learning difficulty, an increase of 6.6 pp on the same point last year.

## Disability - proportion of starts by stage



Around a third of starts at EF stage 2 self-identified an impairment, health condition or learning difficulty, an increase of 8.1 pp compared to the same point last year.

Figure 1.3: Disability - Proportion of EF starts self-identifying an I/HC/LD

## **Ethnicity**

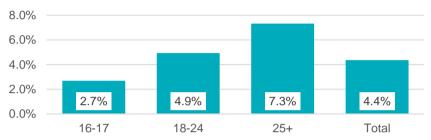
All EF starts are also asked to provide information about their ethnicity on a self-declaration basis. In summary, the proportion of EF starts self-identifying as being from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group was 4.4% up to the end of quarter 2, 2018/19.<sup>4</sup> This is compared to 3.1% at the same point last year, +1.3 pp.

 $^4$  Ethnic groups aligned with Scottish Government guidance on ethnicity reporting  $\underline{\text{https://www.gov.scot/Resource/0039/00394314.pdf}}.$ 

# **Ethnicity**

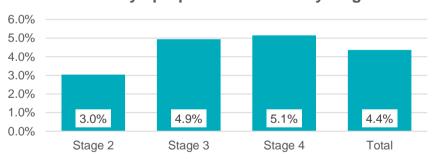
of EF starts self-identified as being from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group up to the end of quarter 2, 2018/19

#### Ethnicity - proportion of starts by age



The 25+ age group had the highest proportion of EF starts from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group at 7.3%, an increase of +2.7 pp on the same point last year.

#### Ethnicity - proportion of starts by stage



The proportion of starts from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group is highest for stage 4 at 5.1%, an increase of +2.7 pp on the same point last year.

#### **Additional Ethnicity Information**

The proportion of starts from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group when including "white other" is **5.5%**, +1.1 pp higher than the same point last year.

Figure 1.4: Ethnicity - Proportion of EF starts by ethnic group

## **Care Experience**

Our Equality and Diversity Mainstreaming Report also details our commitment to supporting individuals with care experience, as does our Corporate Parenting Plan (published in August 2018). We started collecting self-declared information on care experience in 2015/16.<sup>5</sup> Up to the end of quarter 2, 2018/19, 8.3% of EF starts self-identified as having care experience. This is compared to 7% at the same point last year, an increase of +1.3 pp.

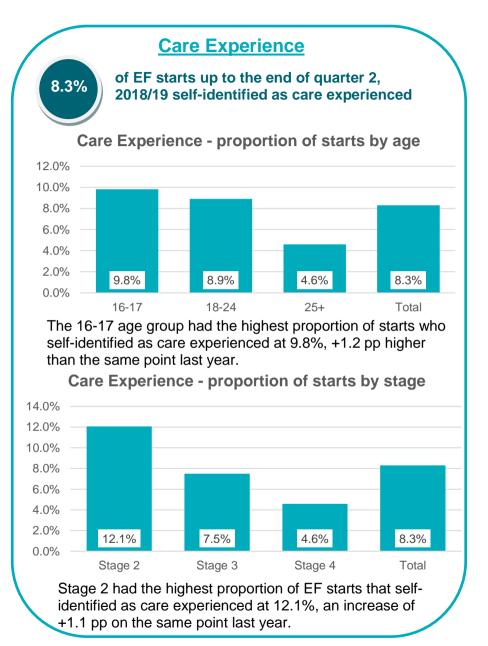


Figure 1.5: Care Experience – Proportion of EF starts self-identifying care experience

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<sup>&</sup>lt;sup>5</sup> In response to the question, 'Have you ever been in care'? In this instance, care is defined as: foster care, kinship care, residential care or looked after at home'.

# Section 2: Achievements (Outcomes and Outputs)

The outcomes and outputs detailed in this section of the report are based on a cohort of all leavers between **January 2017** and **December 2017** (inclusive) (see Figure 1 on page 6).

The Employability Fund rewards Training Providers for supporting individuals to achieve outputs (certification) and outcomes (progression to a Job, MA, self-employment, more advanced form of learning or progression to the next stage of the SSP). The Fund is designed to allow providers to help individuals with differing needs secure positive outcomes (See Table 1 on page 3). Payments are made when claims are recorded on our system, when sufficient evidence of an output/outcome is gathered according to the EF rules. These rules are as follows:

- Outputs when the provider has evidence from the awarding body that certification (e.g. Certificate of Work Readiness) has been achieved.
- Job related outcomes (Job, MA or Self Employment) can be claimed when a participant has been in
  employment for a minimum of four weeks, within 26

weeks of leaving EF activity, and evidence is provided that this is the case.

 Progression outcomes (Next stage of the SSP or more advanced learning) - can be claimed within six months of a participant leaving EF activity where evidence is provided that this is the case.

Analysis has shown that the vast majority of claims for outputs/outcomes are received within 9 months of the participant leaving date.

Table 2.1 shows a breakdown of the number of leavers from January 2017 to December 2017 by age and stage. Almost half of leavers were aged 16-17 (47%) and most participants left stage 3 (49%). This is similar to the leavers analysed in last quarter's report.

Table 2.1: Leavers by age and stage

Stage	Stage 2	Stage 3	Stage 4	Total	% of total
16-17	2,067	2,791	57	4,915	47%
18-24	460	1,563	669	2,692	26%
25+	199	730	1,834	2,763	27%
Total	2,726	5,084	2,560	10,370	100%
% of total	26%	49%	25%	100%	-

#### **Achievement**

This section provides a summary of the achievements of leavers from January 2017 to December 2017. Definitions of Outcomes, Outputs and Overall Achievement are available in Appendix D. Achievements are calculated as those individuals who have achieved an outcome, output or both.<sup>6</sup>

Of all leavers between January and December 2017, 72% achieved an outcome, an output or both across all stages, higher than the previous cohort (+1.1 pp).

Figure 2.2 summarises the outcome rate, output rate and overall achievement rate over time. The proportion of leavers with an achievement (an outcome, an output or both) has been relatively consistent for the past five cohorts, following a gradual increase over time (from 66% when first reported in Q3, 2014/15). Compared to the previous cohort (Q1, 2018/19), both the outcome rate and output rates have increased (+1 pp and +1.4 pp respectively).

Figure 2.2: Overall achievement, outcome and output rates over time

The increase in the proportion of leavers with an achievement at stage 2 has been relatively consistent over time, and this cohort, the rate has remained around the same as the previous (+0.1 pp). Stage 3 & 4 achievement increased compared to the previous cohort (+1.3 pp and +0.7 pp respectively).

may have left EF provision with both and output and an outcome.

Achievement over time 80.0% 72.0% 70.7% 70.9% 70.3% 70.0% 70.0% 60.0% 50.0% 53.1% 51.5% 49.5% 50.9% 50.5% 50.1% 50.0% 50.8% 40.0% 30.0% 20.0% 10.0% 0.0% Q2 2017/18 Q3 2017/18 Q4 2017/18 Q1 2018/19 Q2 2018/19 Outcome Rate Output Rate Achievement Rate

<sup>&</sup>lt;sup>6</sup> Note: In Figure 2.2 this means that the outcome and output rates cannot be summed to get the achievement rate as some individuals

# **Equality**

This section of the report details the outcomes and outputs of leavers between **January 2017 to December 2017** by gender, disability, ethnicity and care experience. We started collecting care experience information through our equality monitoring form in April 2015.

We have also continued to put in place measures to promote equality of access to the Employability Fund and the reporting of equality information. This included a disability disclosure monitoring question from April 2016 based on the recommendations of Advance HE (formerly the Equality Challenge Unit, ECU). This new reporting mechanism, alongside equality training given to training providers is likely to have contributed to increased disability declaration since 2016/17.

#### Gender

## Achievement (Outcome, output or both) - Gender

The analysis in this section refers to individuals who have achieved an outcome only, an output only or both.

For leavers in this cohort, the proportion of females and males leaving EF provision with an achievement was around the same (females +0.1 pp more). The outcome rate for females is higher than the rate for males (53.3% for females, compared to 50.6% for males). The output rate for females is also higher than that for males (53.7% compared to 52.9%). Compared to the previous cohort (reported in Q1, 2018/19) the achievement rate for both females and males has increased (+2.1 pp and +0.6 pp respectively).

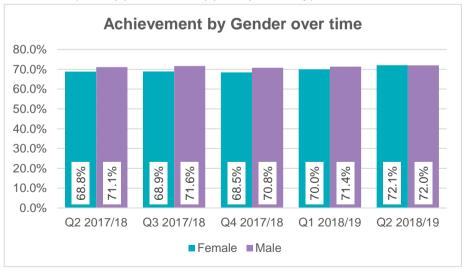


Figure 2.3: Overall achievement rates by gender over time

## Disability

## Achievement (Outcome, output or both) - Disability

The analysis in this section refers to individuals who have achieved an outcome only, an output only or both (Figure 2.4). The achievement rate for those who self-identified as disabled is 70.5%, an increase of +0.5 pp on the previous cohort.

In this cohort, the achievement rate for those who self-identified as disabled was -2.1 pp lower than those who did not. This is explained by the lower outcome rate for those who self-identified as disabled (48.2% for those who self-identified as disabled compared to 52.6% for those who did not), as the output rate for those who self-identified as disabled is higher than for those who did not (53.8% compared to 53.0%).

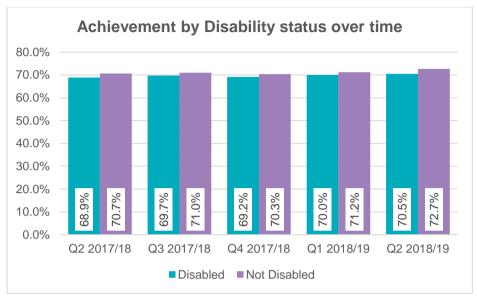


Figure 2.4: Overall achievement rates by disability status over time

# **Ethnicity**

## Achievement (Outcome, output or both) - Ethnicity

The analysis in this section refers to individuals who have achieved an outcome only, an output only or both.

Figure 2.5 shows that for this cohort, leavers who self-identify being from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group have a higher achievement rate than those who self-identify as White (+2.2 pp higher).

The outcome rate for those who self-identify being from a Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group increased by +6.3 pp compared to the previous cohort and the output rate increased by +4.9 pp.

Both the outcome and output rate for those who self-identify as White increased compared to the previous cohort (+0.9 pp for outcomes and +1.3 pp for outputs).

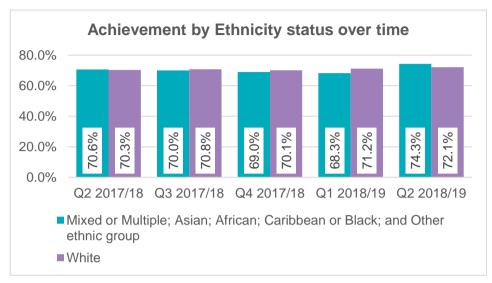


Figure 2.5: Overall achievement rate by ethnic group over time

#### Care Experience

# Achievement (Output, Outcome or Both) – Care Experience

Of those who self-identified as care experienced, 61.9% achieved an outcome only, and output only or both, -11.1 pp lower than for those who did not identify care experience (73.0%). The difference between achievement rates for those who self-identified as care experienced and those who did not increased compared to the previous cohort (+0.8 pp). However, the difference in achievement rate between the two groups decreased compared to the same point last year (from 13.2 pp in Q2, 2017/18 to 11.1 pp).

The overall achievement rate for those who self-identified as care experienced and those who did not, increased compared to the previous cohort (by +0.6 pp and + 1.3 pp respectively).

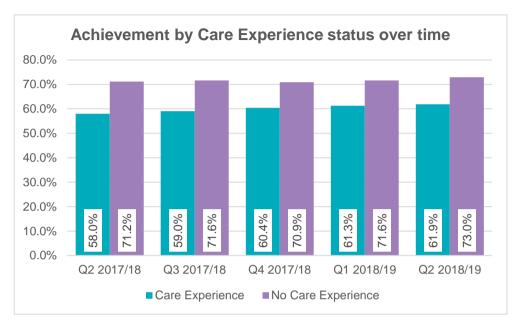


Figure 2.6: Overall achievement rate by care experience status over time

## **Appendix A: Expected participant characteristics**

#### Stage 2

Individuals who enter this stage of their employability journey are not job ready.

They should be ready to undertake activity at SCQF level 3 in terms of work-related tasks that means that, for example, they can work alone or with others on simple routine, familiar tasks under frequent supervision. They should also be able to participate in the setting of goals, timelines, etc.

They may have core skill development needs and/or personal barriers such as motivation, self-confidence or self-discipline challenges which activity should help to address.

When they leave this stage of the SSP, they should have demonstrably improved their employability skills but are not necessarily expected to be fully job ready unless they have progressed very quickly.

# Stage 3

Individuals who enter this stage of their employability journey are likely to be closer to being job ready than those at stage 2 of the SSP.

They should be ready to undertake tasks at SCQF level 4 in terms of work-related tasks which means that, for example, they can work alone or with others on straightforward tasks, contribute to the setting of goals, timelines, etc. When they leave this stage of the SSP, they should have evidence to demonstrate their job readiness to an employer.

#### Stage 4

Individuals who enter this stage of their employability journey are likely to be job ready when they start in terms of their generic employability skills.

They should undertake activity that allows them to develop specific skills that greatly improve their chances of gaining employment when the activity is completed.

When they leave this stage of the SSP, they should have certification that relates to specific job roles improving their access to job opportunities.

## **Appendix B: Referral arrangements**

In developing the EF referral process, SDS consulted with stakeholders, partners and staff. The process aims to offer a flexible, simplified system for referral organisations, participants and providers to ensure that each individual supported by the EF enters at the appropriate stage of the SSP, according to their assessed needs. The following organisations have designated staff that can refer individuals into the EF:

- Department of Work and Pensions (DWP)
- Local Authorities
- Colleges
- SDS Contracted Providers

It is important to note that entry to the Employability Fund is an early intervention programme and it is not compulsory for individuals to enter or complete provision. Entry to each stage of the EF requires the appropriate referral organisation to confirm eligibility (at every stage) and complete an assessment of suitability at all stages (using the SDS standard referral process at stage 2).

# **Appendix C: EF Starts**

Table 1: EF starts up to the end of Q2, 2018/19 by Local Authority (based on trainee home address) and stage

Local Authority	Stage 2	Stage 3	Stage 4	Total
Aberdeen City	56	32	23	111
Aberdeenshire	36	38	22	96
Angus	25	44	42	111
Argyll & Bute	12	*	*	*
Clackmannanshire	11	18	11	40
Dumfries & Galloway	28	40	22	90
Dundee City	96	97	0	193
East Ayrshire	61	46	48	155
East Dunbartonshire	16	32	11	59
East Lothian	14	22	9	45
East Renfrewshire	9	7	5	21
Edinburgh, City of	59	113	77	249
Falkirk	20	94	17	131
Fife	95	176	139	410
Glasgow City	212	338	132	682
Highland	48	30	54	132
Inverclyde	21	44	20	85
Midlothian	16	26	5	47
Moray	12	18	19	49
Na h-Eileanan Siar	11	8	0	19
North Ayrshire	51	71	27	149
North Lanarkshire	128	113	70	311
Orkney Islands	0	*	*	*
Perth & Kinross	27	27	25	79
Renfrewshire	65	58	19	142
Scottish Borders	33	24	11	68
Shetland Islands	0	*	*	17
South Ayrshire	26	22	35	83
South Lanarkshire	125	96	98	319
Stirling	11	23	8	42
West Dunbartonshire	32	54	47	133
West Lothian	42	78	9	129
Total	1,398	1,816	1,019	4,233

#### Note:

Disclosure control has been applied where figures are less than 5 or where such small numbers can be identified through differencing

Table 2: EF starts up to the end of Q2, 2018/19 by Local Authority (based on trainee home address) and age

Local Authority	16-17	18-24	25+	Total
Aberdeen City	62	32	17	111
Aberdeenshire	43	25	28	96
Angus	61	19	31	111
Argyll & Bute	23	*	*	34
Clackmannanshire	23	9	8	40
Dumfries & Galloway	52	18	20	90
Dundee City	135	53	5	193
East Ayrshire	58	51	46	155
East Dunbartonshire	25	17	17	59
East Lothian	21	18	6	45
East Renfrewshire	7	7	7	21
Edinburgh, City of	125	51	73	249
Falkirk	76	29	26	131
Fife	168	92	150	410
Glasgow City	365	138	179	682
Highland	59	29	44	132
Inverclyde	31	22	32	85
Midlothian	36	*	*	47
Moray	15	18	16	49
Na h-Eileanan Siar	13	*	*	*
North Ayrshire	66	47	36	149
North Lanarkshire	195	38	78	311
Orkney Islands	*	*	0	*
Perth & Kinross	39	29	11	79
Renfrewshire	84	30	28	142
Scottish Borders	44	*	*	68
Shetland Islands	*	9	*	17
South Ayrshire	33	29	21	83
South Lanarkshire	166	43	110	319
Stirling	22	12	8	42
West Dunbartonshire	57	39	37	133
West Lothian	95	18	16	129
Total	2,203	965	1,065	4,233

#### Note:

Disclosure control has been applied where figures are less than 5 or where such small numbers can be identified through differencing

Table 3: EF starts up to the end of Q2, 2018/19 by age and gender

Age	Female	Male	Total
16-17	858	1,345	2,203
18-24	294	671	965
25+	316	749	1,065
Total	1,468	2,765	4,233

Table 4: EF starts up to the end of Q2, 2018/19 by stage and gender

Stage	Female	Male	Total
Stage 2	544	854	1,398
Stage 3	684	1,132	1,816
Stage 4	240	779	1,019
Total	1,468	2,765	4,233

Table 5: EF starts up to the end of Q2, 2018/19 by age and self-identified disability status

Age Band	Self-identified impairment, health condition or learning difficulty	No impairment, health condition or learning difficulty	Prefer not to say	Total	Known	Self-identified impairment, health condition or learning difficulty as % of total known
16-17	547	1,602	54	2,203	2,149	25.5%
18-24	283	643	39	965	926	30.6%
25+	211	825	29	1,065	1,036	20.4%
Total	1,041	3,070	122	4,233	4,111	25.3%

Table 6: EF starts up to the end of Q2, 2018/19 by stage and self-identified disability status

Stage	Self-identified impairment, health condition or learning difficulty	No impairment, health condition or learning difficulty	Prefer not to say	Total	Known	Self-identified impairment, health condition or learning difficulty as % of total known
Stage 2	458	887	53	1,398	1,345	34.1%
Stage 3	414	1,354	48	1,816	1,768	23.4%
Stage 4	169	829	21	1,019	998	16.9%
Total	1041	3,070	122	4,233	4,111	25.3%

Table 7: EF starts up to the end of Q2, 2018/19 by gender and self-identified disability status

Stage	Self-identified impairment, health condition or learning difficulty	No impairment, health condition or learning difficulty	Prefer not to say	Total	Known	Self-identified impairment, health condition or learning difficulty as % of total known
Female	403	1,035	30	1,468	1,438	28.0%
Male	638	2,035	92	2,765	2,673	23.9%
Total	1,041	3,070	122	4,233	4,111	25.3%

Table 8: EF starts up to the end of Q2, 2018/19 by age and ethnicity

Age band	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group	White	Prefer not to say	Total	Known	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group as % of known by age
16-17	59	2,129	15	2,203	2,188	2.7%
18-24	47	904	14	965	951	4.9%
25+	77	975	13	1,065	1,052	7.3%
Total	183	4,008	42	4,233	4,191	4.4%

Table 9: EF starts up to the end of Q2, 2018/19 by stage and ethnicity

Stage	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group	White	Prefer not to say	Total	Known	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group as % of known by stage
Stage 2	42	1,338	18	1,398	1,380	3.0%
Stage 3	89	1,712	15	1,816	1,801	4.9%
Stage 4	52	958	9	1,019	1,010	5.1%
Total	183	4,008	42	4,233	4,191	4.4%

Table 10: EF starts up to the end of Q2, 2018/19 by gender and ethnicity

Stage	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group	White	Prefer not to say	Total	Known	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group as % of known by stage
Female	81	1,374	13	1,468	1,455	5.6%
Male	102	2,634	29	2,765	2,736	3.7%
Total	183	4,008	42	4,233	4,191	4.4%

Table 11: EF starts up to the end of Q2, 2018/19 who self-identified as care experienced by age

Age band	Care experience	No care experience	Prefer not to say	Total	Known	Care experience as a % of known	
16-17	213	1,959	31	2,203	2,172	9.8%	
18-24	84	859	22	965	943	8.9%	
25+	48	996	21	1,065	1,044	4.6%	
Total	345	3,814	74	4,233	4,159	8.3%	

Table 12: EF starts up to the end of Q2, 2018/19 who self-identified as care experienced by stage

Stage	Care experience	No care experience	Prefer not to say/ unknown	Total	Known	Care experience as a % of known
Stage 2	165	1,203	30	1,398	1,368	12.1%
Stage 3	134	1,654	28	1,816	1,788	7.5%
Stage 4	46	957	16	1,019	1,003	4.6%
Total	345	3,814	74	4,233	4,159	8.3%

Table 13: EF starts up to the end of Q2, 2018/19 who self-identified as care experienced by gender

Stage	Care experience	No care experience	Prefer Total I not to say/ unknown		Known	Care experience as a % of known	
Female	155	1,296	17	1,468	1,451	10.7%	
Male	190	2,518	57	2,765	2,708	7.0%	
Total	345	3,814	74	4,233	4,159	8.3%	

**Appendix D:** EF Outcomes/Outputs related to leavers between January 2017 to December 2017.

#### **Outcomes**

An **outcome** can be claimed if, within 26 weeks of leaving EF provision, a participant enters a job, MA, self-employment, advanced learning or the next stage of the skills pipeline. The **Outcome Rate** is the number of outcomes claimed as proportion of the number of leavers in the cohort.

#### **Outputs**

**Outputs** are defined as SCQF credit rated certification including a full employability award or vocational qualification. An output is counted when certification is achieved and a claim is made. An output can be any of the following:

- Certificate of Work Readiness and Falkirk Employability Award;
- Other employability award;

 Qualification A, B or C (From a defined list of approved qualifications at stage 4 only).

Qualifications at stage 4 directly relate to specific skills that employers demand. Some individuals at stage 4 may already have the required skills in their field and may choose not to work towards an output. The **Output Rate** is the number of outputs claimed as proportion of the number of leavers in the cohort.

#### **Achievements**

**Achievement Rate** is calculated as the number of EF leavers who achieved an outcome only, an output only or both as a proportion of the leavers in the cohort.

**Note:** the outcome and output rates cannot be summed to the achievement rate, this is because the achievement rate is calculated as those who achieved an outcome, output or both.

Table 1: Outcomes by stage

Stage		Job related			Progression related			Totals		
	Job	MA	Self Employment	Stage 2 to 3	Stage 3 to 4	More Advanced Learning	Total Outcomes	Total Leavers	Outcome Rate	
Stage 2	332	*	*	883	0	262	1,514	2,726	56%	
Stage 3	1,508	*	*	0	145	489	2,589	5,084	51%	
Stage 4	1,145	49	28	0	0	17	1,239	2,560	48%	
Total	2,985	530	31	883	145	768	5,342	10,370	52%	

 Table 2: Outputs by stage

	Stage 2	S	Stage 4 only			Totals		
Stage	Certificate of Work Readiness	Other Employability Award (SCQF)	Qual A	Qual B	Qual C	Total Outputs	Total Leavers	Output Rate
Stage 2	0	1,849	0	0	0	1,849	2,726	68%
Stage 3	835	2,107	0	0	0	2,942	5,084	58%
Stage 4	0	0	91	313	315	719	2,560	28%
Total	835	3,956	91	313	315	5,510	10,370	53%

## Note:

Disclosure control has been applied where figures are less than 5 or where such small numbers can be identified through differencing

Table 3: Achievement by stage

Stage	Outcome, Output or Both	Leavers	Achievement Rate	
Stage 2	2,136	2,726	78%	
Stage 3	3,792	5,084	75%	
Stage 4	1,541	2,560	60%	
Total	7,469	10,370	72%	

Table 4: Achievement summary by equality characteristics

Equality Sun	nmary (excluding prefer not to say)	Outcome, Output or Both	Leavers	Achievement Rate
Gender	Female	2,487	3,450	72%
	Male	4,982	6,920	72%
Disability	Disabled	1,483	2,103	71%
	Not Disabled	5,857	8,060	73%
Ethnicity	Mixed or Multiple; Asian; African; Caribbean or Black; and Other ethnic group	249	335	74%
	White	7,202	9,983	72%
Care	Care Experience	422	682	62%
Experience	No Care Experience	6,962	9,541	73%
Total	All Leavers	7,469	10,370	72%