

# Employability Fund Statistics – Guidance

<b>Statistics covered</b>	Employability Fund
<b>What is available</b>	<p>Volume of: New Starts, Outcomes, Outputs, Achievements and % Achievement Rates.</p> <p>Data is published by age, stage and gender at Scotland level and local authority level.</p> <p>Start figures are for the year to date and are updated on a quarterly basis.</p> <p>Achievement data (outcomes and outputs) are based on a cohort of leavers.</p>
<b>Equality data</b>	Data is split by gender, disability, ethnicity and care experience.
<b>Sources and methods</b>	<p>Data Source: - Financial and Information Processing System (FIPS) and Corporate Training System (CTS).</p> <p>All data is entered and maintained by organisations contracted with Skills Development Scotland (SDS) to deliver Employability Fund.</p> <p>Activities Include:</p> <ul style="list-style-type: none"> <li>• Input of programme start information and records maintenance throughout period of training</li> <li>• Claims processing</li> <li>• Recording of leaving details</li> </ul> <p>Data integrity checks are made by SDS on an ongoing basis. Final checks are completed prior to production of report.</p>

## Definitions and data quality

### Starts

Starts are counted in the period that it is approved in the Financial and Information Processing System (FIPS) (regardless of actual start date).

All new periods of training for an individual or for an individual who progresses to the next stage are included.

If a participant stops and re-starts on the same stage within a 4 week period, a 2<sup>nd</sup> start is not recorded.

### Leavers

Leavers are counted where a leaving date is entered within the stated period of the report and has not re-joined the programme in 4 weeks. An exception to this rule is where a participant achieves and progresses to a higher level of EF. The leaver is counted regardless of re-start timescale.

Note: - The leaving date is when the leaving details are recorded on the system.

### Outcomes

EF participants are counted as having an outcome if they progress to any of the following :-

- Job related outcomes (Job, MA or Self-employment)

Note: - Job related outcomes can be claimed when a participant has been in employment for a minimum of 4 weeks, within 26 weeks of leaving EF activity, and evidence is provided.

- Progression outcomes (Next stage of Skills Pipeline or more advanced learning)

Note:- Progression outcomes can be claimed within 6 months of a participant leaving EF activity, and evidence is provided.

	<p><b>Outputs</b></p> <p>EF participants are counted as having an output if they achieve any of the following: -</p> <ul style="list-style-type: none"> <li>• Certificate of Work Readiness (CWR), the Falkirk Employability Award or other employer endorsed qualification</li> <li>• Other Employability Award (SCQF credit rated)</li> <li>• Industry recognised Qualifications at stage 4 from a list of suitable qualifications in three categories (A, B and C).</li> </ul> <p>Note: - Outputs can be claimed when evidence is provided to SDS from an awarding body that certification has been achieved.</p> <p><b>Achievements as a %</b></p> <p><b>Calculation</b> – The number of individuals achieving an outcome, an output or both, as a proportion of the leavers in the cohort.</p>
<b>Geographical coverage</b>	Local Authority is based on trainee home address
<b>Revisions policy and provisional estimates where appropriate</b>	Figures are not normally revised. Where this is required, what the revision is will be displayed clearly on the front page of the reports available online.
<b>Comparisons with other UK countries (optional)</b>	May be looked at in future
<b>Comparisons over time and between areas</b>	No issue at present
<b>Enquiries/ contacts</b>	contact the user feedback mailbox: <b>user_feedback@sds.co.uk</b>