

# ESF

*monthly bulletin*

## 100 join first conference

ALMOST 100 representatives from LSC providers attended the first ever ESF conference in November.

Its aim was to help gather ideas, share experiences and encourage providers to think about how publicity can not only help enhance the profile of the ESF, but also boost the profile of supporting providers.

Amongst the speakers was Tony Belmega, LSC skills development director. Providers had the chance to feedback questions - some of them can be found on **page 5**.



**ABOVE:** Tony Belmega.  
**BELOW:** delegates at the conference

### Our key messages

ESF is managed by three co-financing organisations in the region - Learning and Skills Council (LSC), Department for Work and Pensions (DWP) and local authorities in the East Midlands Consortium (LAC).

Our joint key messages are that ESF aims to extend employment opportunities and develop a skilled and adaptable workforce.

## Welcome!

THIS is the first edition of the ESF Monthly e-bulletin for the East Midlands providers.

This is a chance to share your news, events and success stories among your fellow providers who are helping boost skills and jobs thanks to the ESF 2007-2013, which is investing £376 million in the East Midlands.

Find out how you can contribute and give us your news - see page 4



## County focus

# Derbyshire

MORE than 60,000 people in the East Midlands will get help finding work over the next three years, thanks to the ESF **JobMAETS** (Job Multi Agency Employment Teams) programme. Working Links is the main provider for this programme on behalf of DWP.

One of the many recent successes is Moira, who is one of the 60 people who have so far got into work. She was unable to continue working at a hardware store after a fall left her with a permanently injured back. "I couldn't lift any more," she said. But Working Links consultant Donna Gatt realised Moira could switch careers.

She helped Moira to build her confidence by helping

her with application forms and carried out interview practice to prepare her for the interview. She encouraged and mentored Moira throughout the whole process.

"My lack of clerical experience was holding me back, but Derbyshire County Council's accounts team has given me a chance thanks to Working Links," said a delighted Moira.

## More confidence for Moira

Emma Parker is the Working Links Performance Manager on 01332 340401 or email [emma.parker@workinglinks.co.uk](mailto:emma.parker@workinglinks.co.uk)

## Provider of the month - YMCA Derbyshire

CHRISTMAS came early for young people on an ESF project run by the YMCA Derbyshire, which aims to improve confidence and job opportunities for unemployed 16-19 year olds.

A celebration event was held at their Forman Street site, to congratulate those who have improved their chances of finding jobs and gained new skills after completing the course (see picture right).

The ESF 16-19 year old provision by YMCA Derbyshire covers two vocational areas: Childcare and Retail/Customer Services.

The **Retail/Customer Service** aims to enhance the employability of the learners through the qualifications and the increased confidence that they gain. They have the opportunity to practise presentation skills and to sell products in preparation for interviews, as well take part in team activities to promote the concept of teamwork and communication.

A new course is now underway. As well as gaining six qualifications each learner gets the chance to do a



personal development programme, which includes an outdoor course in the Peak District, so they can improve their confidence by rock climbing, abseiling and caving.

Angela Coyle is the Training Co-ordinator on 01332 364128 or email

[Angela.Coyle@YMCADerbyshire.org.uk](mailto:Angela.Coyle@YMCADerbyshire.org.uk)



## County focus

# Nottinghamshire

UNEMPLOYED single mum Farzana Kousar lacked not only the skills but the confidence in finding a job in retail.

**Working Links** hosted a retail academy in Nottingham which Farzana attended. Having been accepted on retail course, which is run in partnership with Castle College, Farzana began to develop some of the key skills needed that would help her when applying for retail jobs.

Farzana met with consultant Shamli Khanam

## Giving unemployment the boot

who helped her look for suitable vacancies. They filled in the online application form and only two days later Farzana received a call inviting her for interview. She got the temporary Christmas job which has boosted her skills and confidence and helped her employment future.



## Back to work after a decade

PAUL Hall had not had the best start to his working life. After years of battling drugs misuse, he had only a few voluntary positions to add to his CV and knew that a return to work after 10 years would be another battle that he had to win. He was referred to the programme and came under the guidance of Working Links consultant Duncan Cale.

Duncan designed a back to work programme, with a strong emphasis on building confidence and updating employability skills. Together they worked on Paul's CV and improved Paul's skills when it came to filling in application forms and preparing for interviews.

Paul had no bank account or formal identification. This was addressed by a painful reunion with his family whom he had not seen in years.

Once this had been resolved he was able to sign on with agencies that could help him find work. And this proved fruitful when Rightstaff found him employment working at Pork Farms in Nottingham

Paul comments; "I faced some difficult barriers getting back into work but thanks to the continued support of Duncan I got through these. I am now working full time and feel like my life is back on track."

Emma Parker is the Working Links Performance Manager on 01332 340401 or email [emma.parker@workinglinks.co.uk](mailto:emma.parker@workinglinks.co.uk)

## More money in the pot

EMPLOYMENT Minister Tony McNulty announced last month an additional £79 million of ESF nationally to help unemployed people back to work.

The additional money is part of a £158

million package of ESF funding to respond to the current economic challenges. The other £79 million will fund skills training for people who are at risk of losing their jobs or have very recently lost their jobs.

## Delivery Statements

# Helping your LSC contract run smoothly

TO help ESF contracts run more smoothly, providers are being reminded to submit their monthly delivery statements to the LSC via the provider gateway:

<http://thegateway.lsc.gov.uk>

A delivery statement is the way to record actual delivery against the requirements of the ESF contracts. It needs to be submitted by the 4th working day of the month.

### How delivery statements work

- Reporting periods run from the contract start date to the contract end date.
- The reporting period for each month opens on the first day of the month.
- Statements from previous periods can be accessed, amended and resubmitted as required.
- It is important that ILRs/SR's are continued to be submitted, as these are still required.

However, if a submission is not made, it will be counted as a zero delivery and providers run the risk of previous payments being reclaimed.

### Useful links

Data Service:

<http://www.thedataservice.org.uk>

Information Authority

<http://www.theia.org.uk>

EM- Data Support

<em-datasupport.lsc.gov.uk>

For further information contact  
Maureen James, LSC Contract Manager  
on

0116 228 1802 or email:

[Maureen.james@lsc.gov.uk](mailto:Maureen.james@lsc.gov.uk)

## Your chance to help East Midlands lead the way

WE want to tell everybody across the East Midlands about the money being invested to support the region's employment and skills policies and programmes to promote the benefits of ESF investment in jobs and skills in the East Midlands.



COI News and PR, an established Government agency supplying press and public relations and media services have been commissioned to deliver PR for the ESF until March 2010.

We are looking for story leads that will be of interest to the media so your projects and work can be featured in local newspapers, radio and even TV! And in the current economic downturn, projects which aim to improve the skills of long-term jobless or those who have been made redundant are more newsworthy than ever.

Other types of stories we are looking for are:

- a participant who has got a job, is nominated for an award or is an award winner
- triumph over adversity stories
- milestone stories
- unusual stories
- a 'community angle', where the service is aimed at people from particular ethnic groups or sectors of the community.

For further guidance on publicity requirements see:

[www.esf.gov.uk/publicity/publicity\\_requirements.asp](http://www.esf.gov.uk/publicity/publicity_requirements.asp)

If you have a story lead or have some information to feature in this newsletter, please contact Jo Sheppard on 0115 971 2781 or email: [jo.sheppard@coi.gsi.gov.uk](mailto:jo.sheppard@coi.gsi.gov.uk) by Friday 20 February for the March edition.

## Promoting ESF

# ESF event update

### - from page 1

ALMOST 100 representatives from LSC providers attended the first ever ESF conference. Some of the issues discussed and the responses given are outlined below:

**Q Do we have to supply a delivery statement for our specific brokerage service?**

A Delivery statements should be submitted for all non learner related outputs, outcomes and milestones as specified in the contract.

**Q If ESF is to add value, why don't ILRs collect information on learner needs (eg E2E)?**

A Added value is determined at tender stage and the idea is for the whole project to add value therefore the information is not required at learner level (unless specified as part of the project)

**Q Are there a minimum number of hours required for ESF projects?**

A The detail of delivery requirement should be written into the tender specification where applicable (eg Youth NEET minimum 16 hours)

**Q Clarify definition of sub-contracting of commercial buying in of activities/delivery?**

A The rules on sub-contracting are clearly defined, there being only ONE level of sub-contracting. It is the contracting organisation's responsibility to manage this process as they are the accountable body.

**Q Why is there only £0.5m going towards PA1 in ESF Round 2 given the economic downturn?**

A This amount is solely the residual remaining from ESF Round 1 tendering. Additional substantial monies are being made available across both priorities to address economic turn down needs (ie. those individuals under threat/under notice/recently made redundant)

**Q Is the reconciliation process continuous (if ILR form for Oct comes in during Feb after Dec reconciliation)?**

A Yes, providers have access to all delivery statements and can make updates to previous month's returns which will be reconciled in the next reconciliation period.

**Q Are learners required to complete two Short Records (SR): one for ESF learning aim and one with same learning reference as ESF but to show training started? Could we not use evidence of updated training plan, stating training started?**

A No, each individual learner should only be completing one short record and any additional learning or training should be recorded as an additional aim or new main aim. In essence the learner would only ever have one learner ref but can have more than one instance of learning therefore have more than one learning aim. An example of this would be the learner being put on an accredited course and also receiving some generic learning. In this case the learner would have one ILR with an aim for the accredited course and the generic ESF aim (XESF0001) for the generic learning received. Please also see ESF provider Support Manual - Page 12 - Additional Aims, available on the Information Authority Website:- [http://www.theia.org.uk/downloads/ilrdocuments/2008\\_09+Guidance.htm](http://www.theia.org.uk/downloads/ilrdocuments/2008_09+Guidance.htm)

**Q How can we enter different ILRs with the same learning ref?**

A See above answer.

**Q I need a supply telephone number/ email for data support.?**

A For ESF Provider Support Manual and documents:- [http://www.theia.org.uk/downloads/ilrdocuments/2008\\_09+Guidance.htm](http://www.theia.org.uk/downloads/ilrdocuments/2008_09+Guidance.htm)  
Data Forums:- <http://forums.theia.org.uk/forums/>  
ILR FAQ:- <http://www.theia.org.uk/ilr/faqs/>  
Email:- [EM-Datasupport@lsc.gov.uk](mailto:EM-Datasupport@lsc.gov.uk)  
Please also see:- <http://www.theia.org.uk/ContactUs/>

**Q. Can marketing and PR focus on the impact on employers rather than just individuals?**

A This is dependent on providers identifying and reporting employer impact so that good practice can be shared across the provider network.

**Q Good news stories are written into our monthly narrative to LSC contracts managers- will Marketing pick those up?**

A No - COI News and PR has issued out a standard reporting template to all providers which can be used to help identify case studies/good practice so that they can timely respond to publicising or contact them direct.

**Q Can EMB focus on recruitment needs, as well as skills needs?**

A EMB do already focus on recruitment needs of employers rather than just focussing on skills needs.