

Building Better Opportunities



Guide to delivering European funding

Annex M – Participant definitions and data fields

About this annex

In this document we describe all the data fields that must be reported using **participant monitoring spreadsheet (Annex L)**. It also includes definitions for the outputs and results you'll collect using the forms provided in **Section six: Participants**. The fields are arranged in the order that they appear in the spreadsheet.

Data quality

Data quality is an important part in demonstrating a participant's eligibility. There is a risk that project staff may not apply the same standards or definitions, or that they are not communicated effectively to partners.

You must put in place procedures that your partnership will use to explain how you will ensure:

- ✓ data is collected across different organisations and sites
- ✓ the definitions included in this Guide are used consistently
- ✓ data is certified by participants
- ✓ data is checked and verified to ensure consistency across participant paperwork
- ✓ discrepancies between data and paperwork are identified, reconciled and submitted
- ✓ planned and actual attendance and progress is tracked and monitored
- ✓ participants moving between partners will be handled
- ✓ incomplete records are identified and corrected

- ✓ project staff from across the partnership are trained to ensure a consistent approach.

Validations

Our systems enable us to run validations on the information submitted, such as checking the post codes included in **annex L** against the Office for National Statistics postcode directory. If there is any data that does not validate we cannot pass this information onto the MA - your funding officer will discuss this with you. These validation systems will continue to be updated.

Please do not seek to manipulate the formulas in the spreadsheets or 'copy and paste' by dragging cells - this can affect formulas and will result in failure of validation checks. When you are copying and pasting into annex L, please use the 'paste values' option so that no formulas or formatting are copied.

In addition, please avoid using abbreviations in free text fields. For example using S. Yorkshire instead of South Yorkshire.

Ref.	Type	Title	Definition	Notes on collection	Mandatory
01	Project details	Project ID	This is the project reference number for the grant and is provided by us at award.	This is provided on any correspondence from us.	Yes - via manual completion
02	Project details	Project outline reference	This is the project outline reference of the project outline for which your grant was awarded.	This will be on the original project outline.	Yes - via manual completion
03	Project details	Lead organisation	This is the organisation that has legal responsibility for the grant and is leading any partnership to deliver the project.	This is the organisation that signed the terms and conditions of grant.	Yes - via manual completion
04	Project details	Delivery organisation	Where relevant, this will be the partner or provider that is reporting the participant information to the lead organisation.	If an organisation is engaging directly with participants, then it will be a delivery organisation.	Yes - via manual completion
05	Project details	Project start date	This is the date that you will agree with us to begin project activity.	Please refer to grant agreement and discuss with your funding officer.	Yes - via manual completion
06	Project details	Project end date	The date by which you intend to have completed delivery and reporting on your project.	To be discussed with your funding officer. Please see Project Outline for the latest date for this.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
07	Project details	Report type	<p>This determines whether the information collected relates to an individual delivery organisation or a lead organisation that is aggregating the information collected by all delivery organisations involved. There are two options:</p> <ol style="list-style-type: none"> 1. An organisation will select 'Partner report' if it is a delivery organisation reporting their own participant information to the lead organisation. 2. An organisation will select 'Final report' if it is a lead organisation reporting all of the participant information collected in the period directly to us on behalf of all the delivery organisations involved. 	<p>All delivery organisations, including the lead, will manage their own participant monitoring spreadsheet. 'Partner report' will be selected in these cases.</p> <p>When the lead organisation submits its aggregated participant monitoring spreadsheet to us, it will select 'Final report'.</p>	Yes - via manual completion
08	Project details	Investment priority	<p>Most projects will select 1.4 Active inclusion. However COR/2/1 will select 1.2 Sustainable Integration of Young People.</p>	<p>It can be found on the Project Outline.</p>	Yes - via manual completion
09	Project details	Claim period	<p>This is the period within which you are reporting participant information. This will be on a quarterly basis and there are 20 options: 2016 - Q1 to 2020 - Q4</p>	<p>The most recent participant start and end dates should fall within this period.</p>	Yes - via manual completion
10	Project details	Claim start date	<p>This will be the start date of the claim period.</p>	<p>This will always be the first date of the specific quarterly claim period. For example: 1st of January, April, July or October.</p>	Auto-calculated

Ref.	Type	Title	Definition	Notes on collection	Mandatory
11	Project details	Claim end date	This will be the last date of the claim period.	This will always be the last date of the specific quarterly claim period. For example: 30 th /31 st of March, June, September or December.	Auto-calculated

Ref.	Type	Definition	Notes on collection	Mandatory
12	Outputs - Summary	The total number of participants.	This is determined from the number of unemployed and inactive participants.	Auto-calculated
13	Outputs - Summary	Number of men.	This is determined from the number of participants who identify as male.	Auto-calculated
14	Outputs - Summary	Number of women.	This is determined from the number of participants who identify as female.	Auto-calculated
15	Outputs - Summary	Number of participants with other Gender status.	This is determined from the number of participants who identify as other Gender status.	Auto-calculated
16	Outputs - Summary	Number of prefer not to say (Gender)	This is determined from the number of participants who record prefer not to say their Gender.	Auto-calculated

Ref.	Type	Definition	Notes on collection	Mandatory
17	Outputs - Summary	Number who are unemployed, including long-term unemployed.	This is determined from the number of participants who identify as unemployed.	Auto-calculated
18	Outputs - Summary	Number who are economically inactive, including not in education or training.	This is determined from the number of participants who identify as economically inactive.	Auto-calculated
19	Outputs - Summary	Number who are over 50 years of age.	This is determined from the date of birth of the participant when they joined the project.	Auto-calculated
20	Outputs - Summary	Number with disabilities.	This is determined from the number of participants who identify as having a disability when they join the project.	Auto-calculated
21	Outputs - Summary	Number from ethnic minorities.	This is determined from the total number of participants who identify as an ethnic minority group when they join the project.	Auto-calculated
22	Outputs - Summary	Number who live in a single adult household with dependent children.	This is determined from the total number of participants who identify as living in a single adult household with dependent children when they join the project.	Auto-calculated

23	Outputs - Summary	Number who lack basic skills.	This is determined from the total number of participants who identify as lacking basic skills.	Auto-calculated
24	Outputs - Summary	Number who are below 25 years of age.	This is determined from the date of birth of the participant when they joined the project.	Auto-calculated
25	Results - Summary	Number who move into education or training upon leaving.	This is determined from the total number of participants who identify as not in education at the start of the project that achieve this result.	Auto-calculated
26	Results - Summary	Number who move into employment, including self-employment, upon leaving.	This is determined from the total number of participants who achieve this result regardless of initial labour market status.	Auto-calculated
27	Results - Summary	Of these the number which were unemployed on joining.	This is determined from the number of participants who achieve this result and who had a labour market status of unemployed on joining the project.	Auto-calculated
28	Results - Summary	Of these the number which were economically inactive on joining	This is determined from the number of participants who achieve this result and had a labour market status of economically inactive on joining the project.	Auto-calculated

Ref.	Type	Definition	Notes on collection	Mandatory
29	Results - Summary	Number that were economically inactive engaged in job-searching upon leaving.	This is determined from the number of participants who identify as economically inactive at the start of the project and go on to achieve this result.	Auto-calculated
30	Results - Summary	Number of participants who are in sustained employment (London based projects only).	This will be determined from the total number of participants who move into employment, including self-employment, on leaving that sustain work for 26 out of 32 weeks after entering employment.	Auto-calculated
31	Results - Summary	Number of participants gaining basic skills (COR/2/1 only).	This will be determined from the total number of participants who identify as lacking basic skills at the start of the project who achieve this result.	Auto-calculated

Ref.	Type	Title	Definition	Notes on collection	Mandatory
32	Participant data	Row #	This is the row number that will be associated with a participant.	This will be used when sample evidence is requested by us.	Auto-calculated
33	Participant data	Category of region	<p>Most projects will cover only one category of region, either:</p> <ul style="list-style-type: none"> ✓ less developed or ✓ transitional or ✓ more developed. <p>Where this is the case, the category of region will be the same across every participant engaged on the project.</p> <p>Some projects, however, will operate across more than one category of region. In such instances, the category of region is determined from the delivery postcode.</p>	<p>Lead organisations must make it clear to all delivery organisations which category of region they are operating in. Where projects cover more than one, lead organisations should ensure that delivery organisations fully understand how the category of region should be determined and reported (see 6.12 Category of region).</p> <p>Delivery postcodes will be used to validate this selection by the Big Lottery Fund and the Managing Authority.</p>	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
34	Participant data	Delivery postcode	<p>This is the base location for the project in the category of region.</p> <ul style="list-style-type: none"> ✓ If your project covers only one category of region, this will be the postcode of your main location. ✓ If your project covers more than one category of region, this will be the postcode of the main location for the category of region that the participant has approached the project in. <p>You must have a delivery location in each category of region. Each location must serve the right proportion of your total participants and your expenditure must be appropriately apportioned (see Section eight: Costs and expenditure).</p>	<p>Lead organisations must notify all delivery organisations as to which category of region their project is operating in and what the postcode of the main location will be.</p> <p>Delivery postcode should be a valid UK postcode. This will be checked against the Office for National Statistics postcode directory.</p>	Yes - via manual completion
35	Participant data	National Insurance number	<p>The National Insurance number is unique to each participant and is used to identify each one, even if they leave and later return to your project.</p>	<p>Use the National Insurance number of each participant as identification when counting them towards targets. If a participant does not have a National Insurance number, he or she cannot be counted.</p> <p>If the participant is 15 years old and yet to be issued with an NI, please contact your FO and a unique code will be generated for that individual. This should be retained for the participant's involvement in the project.</p>	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
36	Participant details	Customer reference number	Optional field if you have your own participant tracking system / MIS.	It can be recorded here for ease of finding a particular record. This should not contain any part of the participant's name.	No
37	Participant data	Start date with project	The start date with the project must relate to the learning or support that has begun. We do not consider enrolment, induction, assessment or similar as the start of activity. This date should be the same as the start date with project entered in part one of Annex H - participant entry form.	The start date of the participant is collected on the participant entry form.	Yes - via manual completion
38	Participant data	Title	There are five options for this: Mr, Mrs, Ms, Miss or Mx.	The title of the participant is collected on the participant entry form.	Yes - via manual completion
39	Participant details	Forename(s)	The first name(s) of the participant.	The forename(s) of the participant is collected on the participant entry form.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
40	Participant details	Surname	The surname of the participant.	The surname of the participant is collected on the participant entry form.	Yes - via manual completion
41	Participant details	Gender	Four options: Male, Female, Other or Prefer not to say.	The gender of the participant is collected on the participant entry form. It is up to the participant to say which gender they identify with, or they may prefer not to say (in which case this response is recorded).	Yes - Sensitive (see 6.14 Data Protection)
42	Participant details	Date of birth	The date of birth of the participant. The date should be entered in the dd/mm/yyyy format.	The date of birth of the participant is collected on the participant entry form.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
43	Participant details	Address	<p>The home address of the participant:</p> <ul style="list-style-type: none"> • House number • Address 1 • Address 2 • Address 3 • County 	<p>The home address of the participant is collected on the participant entry form.</p> <p>If this changes during the participant's involvement on the project, annex L can be updated. However, you must provide documentation which will act as an audit trail for the difference between the entry form and annex L.</p> <p>You should not include any comma characters in these fields.</p>	<p>Yes - via manual completion for 'House number', 'Address 1' and 'County'.</p> <p>Not required for participants identified as 'homeless or affected by housing exclusion'</p>
44	Participant data	Participant postcode	<p>The postcode of where the participant lives.</p>	<p>The participant postcode is recorded on the entry form.</p> <p>If this changes during the participant's involvement on the project, annex L can be updated. However, you must provide documentation which will act as an audit trail for the difference between the entry form and annex L.</p> <p>Validated against the Office for National Statistics postcode directory.</p>	<p>Yes - via manual completion</p> <p>Not required for participants identified as 'homeless or affected by housing exclusion'</p>

Ref.	Type	Title	Definition	Notes on collection	Mandatory
45	Participant details	Telephone number	The telephone number of the participant.	<p>The telephone number of the participant is collected on the participant entry form.</p> <p>If this changes during the participant's involvement on the project, annex L can be updated. However, you must provide documentation which will act as an audit trail for the difference between the entry form and annex L.</p> <p>Please provide numbers only, not text or punctuation.</p>	No
46	Participant details	Mobile number	The mobile number of the participant.	<p>The mobile number of the participant is collected on the participant entry form.</p> <p>If this changes during the participant's involvement on the project, annex L can be updated. However, you must provide documentation which will act as an audit trail for the difference between the entry form and annex L.</p> <p>Please provide numbers only, not text or punctuation.</p>	No

Ref.	Type	Title	Definition	Notes on collection	Mandatory
47	Participant details	Email address	The email address of the participant when they joined the project.	<p>The email address of the participant is collected on the participant entry form.</p> <p>If this changes during the participant's involvement on the project, annex L can be updated. However, you must provide documentation which will act as an audit trail for the difference between the entry form and annex L.</p> <p>Dummy email addresses such as 'none@noemail.com' should not be accepted.</p>	No
48	Participant details	Ethnicity	<p>The participant identifies with one of the following 19 options:</p> <ul style="list-style-type: none"> ✓ White - English/Welsh/Scottish/Northern Irish/British, ✓ White - Irish, ✓ White - Gypsy, Irish Traveller or Roma, ✓ Any other white background, ✓ Mixed/Multiple ethnic group - White and Black Caribbean, ✓ Mixed/Multiple ethnic group - White and Black African, <p>Continued on next page</p>	The ethnicity of the participant is collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)

Ref.	Type	Title	Definition	Notes on collection	Mandatory
49	Participant details	Ethnicity	<p>.....continued</p> <ul style="list-style-type: none"> ✓ Mixed/Multiple ethnic group - White and Asian, ✓ Mixed/Multiple ethnic group - Any other Mixed/Multiple ethnic background, ✓ Asian/Asian British - Indian, ✓ Asian/Asian British - Pakistani, ✓ Asian/Asian British - Bangladeshi, ✓ Asian/Asian British - Chinese, ✓ Asian/Asian British - Any other Asian background, ✓ Black/African/Caribbean/Black British - African, ✓ Black/African/Caribbean/Black British - Caribbean, ✓ Black/African/Caribbean/Black British - Any other Black/African/Caribbean background, ✓ Arab, ✓ Any other ethnic group, or ✓ Prefer not to say. <p>Note that question not answered is a valid option here.</p>	The ethnicity of the participant is collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)
50	Participant details	Evidence of eligibility seen, copied and retained	Two options: Yes, or No.	Evidence of right to work and employment status is collected through the participant entry form, with the evidenced retained in the participant file.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
51	Output - Employment status	Unemployed, including long-term unemployed	The participant is without work, and is available for work and actively seeking work. To be eligible for support, the participant must not be in paid employment of any kind. This means an individual with a part-time job is ineligible even if they are in receipt of Jobseeker's Allowance.	The employment status of the participant is collected on the participant entry form.	Yes - via manual completion.
52	Output - Employment status	Inactive	<p>If someone is economically inactive the participant is not in paid employment or self-employment and is not available for, or not seeking work.</p> <p>They may be in receipt of certain benefits, such as Incapacity Benefit (IB) or Employment and Support Allowance (ESA) and could also be in training or education of some kind. This category includes participants who are:</p> <ul style="list-style-type: none"> ✓ full-time students, even if registered unemployed ✓ retired, disabled or a full-time carer ✓ receiving Employment Support Allowance, Incapacity Benefit or Income Support (IS) ✓ Universal Credit claimants who are placed in the Work Preparation Requirement or Work Focused Interview Requirement conditionality groups ✓ not in receipt of benefits ✓ on full-time parental leave (understood as absences from work to bring up a child of young age for a period which does not fall under the classification or maternity or paternity leave), unless they are already registered as unemployed ✓ distant from the labour market and need additional support, skills and confidence to enable them to move towards employment. 	The employment status of the participant is collected on the participant entry form, with the annotated copy of evidence retained in the participant file.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
53	Output - Employment status	Employed, including self-employed	These people are ineligible to receive support from the project.	The employment status of the participant is collected on the participant entry form.	Yes - via manual completion
54	Output - Employment status	Length of time unemployed	The period in months that the participant has been unemployed. Note that this is only applicable when the employment status “unemployed” has been selected.	This is collected on the participant entry form.	Yes - via manual completion
55	Output - Employment status	Engaged in education or training	The participant is engaged in education or training of some kind.	This is collected on the participant entry form.	Yes - via manual completion
56	Output - Highest education attainment (subset)	Does not have primary or lower secondary education	The participant has not completed an ISCED 1 or 2 equivalent, including Skills for Life.	The educational attainment of the participant is collected on the participant entry form.	Yes - via manual completion
57	Output - Highest education attainment (subset)	Primary education or equivalent	The highest level of educational attainment achieved by the participant is at primary (ISCED 1) level. Primary education typically lasts until 10 to 12.	The educational attainment of the participant is collected on the participant entry form.	Yes - via manual completion
58	Output - Highest education attainment (subset)	Lower secondary education or equivalent	The highest level of educational attainment achieved by the participant is lower secondary (ISCED 2) level. Secondary education usually starts between 10 and 13.	The educational attainment of the participant is collected on the participant entry form.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
59	Output - Highest education attainment (subset)	Upper secondary education or equivalent	The highest level of educational attainment achieved by the participant upon joining the project is upper secondary (ISCED 3) level. This includes NVQ Levels 1 to 2, GCSE/CSE/GNVQ.	The educational attainment of the participant is collected on the participant entry form.	Yes - via manual completion
60	Output - Highest education attainment (subset)	Post-secondary education or equivalent (excluding tertiary education)	The highest level of educational attainment achieved by the participant upon joining the project is post-secondary (ISCED 4) level. This includes NVQ Level 3, AS/A2/A Levels, Higher Education Access, International Baccalaureate.	The educational attainment of the participant is collected on the participant entry form.	Yes - via manual completion
61	Output - Highest education attainment (subset)	Tertiary education or equivalent	The highest level of educational attainment achieved by the participant upon joining the project is tertiary education (ISCED 5 to 8) level. This includes NVQ Level 4 or 5, HNC, HND, Foundation degree, Bachelor's or Master's degree, Open University, Doctorate and post-graduate diploma or certificate.	The educational attainment of the participant is collected on the participant entry form.	Yes - via manual completion
62	Output - Disadvantage	Lacks basic skills	This relates to participants who do not have entry level 1 or level 2 in English (or ESOL, where appropriate) and/or maths at the time they joined the project. Three options: yes, no or question not answered. Note that question not answered is a valid option here.	The personal circumstances of the participant are collected on the participant entry form and determine the response to select for this field.	Yes - via manual completion
63	Output - Disadvantage	Is homeless or affected by housing exclusion	A participant will be classed as homeless or affected by housing exclusion if: (1) they are homeless, (2) rough sleeping, or (3) affected by homelessness. A participant who is homeless : ✓ has no home in the UK or anywhere else in the world Continued on next page	The personal circumstances of the participant are collected on the participant entry form. Address details not required when this question is answered as 'yes'.	Yes - Sensitive (see 6.14 Data Protection)

Ref.	Type	Title	Definition	Notes on collection	Mandatory
63	Output - Disadvantage	Is homeless or affected by housing exclusion	<p>...continued</p> <ul style="list-style-type: none"> ✓ has no home where they can live together with their immediate family ✓ can only stay where they are on a very temporary basis ✓ does not have permission to live where they are ✓ has been locked out of their home and are not allowed back ✓ cannot live at home because of violence, abuse or threats which are likely to be carried out against them or someone else in their household ✓ if it is not reasonable for them to stay in their home for any reason, for example: their home is in very poor condition ✓ cannot afford to stay where they are. <p>A participant who is a rough sleeper is:</p> <ul style="list-style-type: none"> ✓ someone sleeping, about to bed down or actually bedded down in the open air (such as on the streets, in tents, doorways, parks, bus shelters or encampments) ✓ people in buildings or other places not designed for habitation (such as stairwells, barns, sheds, car parks, cars, derelict boats or stations). <p>A participant is affected by homelessness if they are: in accommodation for the homeless, or due to be released from institutions, and receiving support due to homelessness.</p> <p>Note that question not answered is a valid option here.</p>	The personal circumstances of the participant are collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)

Ref.	Type	Title	Definition	Notes on collection	Mandatory
64	Output - Household	Live in jobless household	<p>Jobless households are those where no member is in employment (i.e. all members are either unemployed or inactive).</p> <p>A household is defined as a housekeeping unit or as a social unit where members:</p> <ul style="list-style-type: none"> ✓ have common arrangements ✓ share household expenses or daily needs <p>in a shared common residence.</p> <p>A household includes either one person living alone or a group of people, not necessarily related, living at the same address with common housekeeping (i.e. sharing at least one meal per day or sharing a living or sitting room).</p> <p>The following are generally not interpreted as a household:</p> <p>(1) collective households or institutional households, for instance: hospitals, senior citizen homes, residential homes, prisons, military barracks, religious institutions, boarding houses and worker's hostels</p> <p>(2) students sharing accommodation, because even if they contribute towards shared common expenses such as rent or shared utility bills, they usually manage finances independently.</p> <p>Three options: yes, no or prefer not to say.</p> <p>Note that question not answered is a valid option here.</p>	The household situation of the participant is collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)

Ref.	Type	Title	Definition	Notes on collection	Mandatory
65	Output - Household	Live in a jobless household with dependent children	<p>Dependent children, for the purposes of this programme, refers to individuals who are aged 0-17 years or 18-24 years if inactive and living with at least one parent.</p> <p>“Household” is as defined in 64.</p> <p>If this question is answered “Yes”, then 64 must also be answered “Yes”.</p> <p>Three options: yes, no or prefer not to say</p> <p>Note that question not answered is a valid option here.</p>	The household situation of the participant is collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)
66	Output - Household	Live in a single adult household with dependent children	<p>An adult is a person aged above 18 years of age who is not a dependent child. Dependent children refers to individuals who are aged 0-17 years or 18-24 years if inactive and living with at least one parent.</p> <p>“Dependent children” is as defined in 65.</p> <p>“Household” is as defined in 64.</p> <p>Three options: yes, no or prefer not to say</p> <p>Note that question not answered is a valid option here.</p>	The household situation of the participant is collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)
67	Output - Disadvantage	Is an offender or ex-offender	<p>An offender is a person who has committed a criminal act and has been convicted. Offenders may be held in custody, completing a post-custody licence supervision period or serving a community order.</p> <p>An ex-offender is a person who has one or more previous criminal convictions. Ex-offenders will have completed all probationary supervision and licence requirements.</p> <p>Three options: yes, no or prefer not to say</p> <p>Note that question not answered is a valid option here.</p>	The personal circumstances of the participant are collected on the participant entry form.	Yes (IP1.4) - Sensitive (see 6.14 Data Protection) Optional (Cor/2/1 IP1.2 only)

Ref.	Type	Title	Definition	Notes on collection	Mandatory
68	Output - Disadvantage	With a disability	<p>Participants with disabilities are persons who are registered disabled, according to the Equality Act 2010.</p> <p>Someone is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a substantial and long-term negative effect on their ability to do normal daily activities.</p> <ul style="list-style-type: none"> ✓ Substantial is more than minor or trivial - e.g. it takes much longer than it usually would to complete a daily task like getting dressed. ✓ Long-term means 12 months or more - e.g. a breathing condition that develops as a result of a lung infection. <p>Only for the purposes of this programme, any participant who is not covered under the Act but who has a long-term illness which limits their ability to work, may be considered to be eligible. We will also allow participants to 'count' as disabled if they are in receipt of a disability benefit.</p> <p>Three options: yes, no or prefer not to say.</p> <p>Note that question not answered is a valid option here.</p>	The personal circumstances of the participant are collected on the participant entry form.	Yes - Sensitive (see 6.14 Data Protection)
69	Participant details	Participant Entry Form signed by Participant	Two options: Yes, or No.	This relates to part nine: Participant declaration of Annex H: Participant entry form.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
70	Participant data	Leaving date	This is the date of the participant's last activity on the project. For example, they've reached the end of the training that they've been engaged on and have no further activities planned with the project.	This is the date on the participant exit form.	Yes - via manual completion
71	Result	Engaged in education or training upon leaving	<p>This result can only be achieved if the participant was not engaged in education or training at the start of the project. The result can only be counted once and must be recorded within four weeks of the result being achieved.</p> <p>Education or training is defined as a structured and agreed programme of: 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).</p> <p>`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' (even though such activities may, of course, be useful and important support measures).</p> <p>Please see section 6.9: exits and results - additional considerations for participants exiting into education or training.</p> <p>Two options: yes or no</p>	The details of the education or training must be recorded on the participant exit form.	Yes - via manual completion
72	Result	Employment status on leaving	Three options: Inactive, Unemployed/Engaged in job-searching, or Employed or self-employed.	This is determined from the participant exit form.	Yes - via manual completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
73	Participant data	Length of time unemployed on leaving (months)	For participants' identifying as unemployed on exit, the number of consecutive months they have been unemployed. This should be a whole number.	This is determined from the participant exit form. A value is required when the participant leaving date is on or after 1 st July 2018	Yes - via manual completion
74	Result	Participants gaining basic skills.	Cor/2/1 only This result only applies to those projects awarded funding under Investment Priority 1.2. The result can only be counted once and must be recorded within four weeks of the result being achieved. Three options: yes, no or N/A	The details must be recorded on the participant exit form.	Yes - via manual completion
75	Result	Participant in sustained employment - London only	There is one further result which only applies to project based in London: The number of participants who move into employment, including self-employment, on leaving who sustain work for 26 out of 32 weeks after entering employment. Three options: yes, no or N/A		Yes - London only
76	Participant data	Share contact details with DWP for evaluation	The default value of Yes will be automatically populated in the spreadsheet when a leaving date is entered. Selecting No will prevent the full contact details for this participant from being shared with the Managing Authority (DWP). This should be used to protect vulnerable participants from being contacted or where participants have withdrawn their consent to participate in the DWP's evaluation activities. Two options: yes or no	A 'No' value can be added at any time.	Yes - default value 'yes'

Derived data tab Annex L

Ref.	Type	Title	Definition	Notes on collection	Mandatory
77	Participant data	Row #	This is the row number that will be associated with a participant.	This will be used when sample evidence is requested by us.	Auto-calculated
78	Validation data	Errors	Highlights any missing data or invalid combinations of Outputs and Results.	Please ensure any highlighted errors are corrected before submission.	Auto-calculated
79	Participant data	Age on joining	Age of the participant on joining the project.	Calculated based on DOB and date joined project.	Auto-calculated
80	Output - Employment status (subset)	Long-term unemployed	<p>The unemployed participant is either:</p> <ul style="list-style-type: none"> ✓ youth long-term unemployed - aged under 25 and out of work for a continuous period of more than six months or ✓ adult long-term unemployed - aged 25 or more and out of work for a continuous period of at least 12 months. 	The length of unemployment is collected on the participant entry form.	Auto-completion
81	Output - Employment status (subset)	Inactive, not in education or training	The participant is inactive and not in education or training.	This is collected on the participant entry form.	Auto-completion
82	Output - Age	Below 25 years of age	The participant is aged under 25 on their start date with the project.	The date of birth and start date of the participant is collected on the participant entry form.	Auto-completion

Ref.	Type	Title	Definition	Notes on collection	Mandatory
83	Output - Age	Above 50 years of age	The participant is over 50 years of age on their start date with the project.	The date of birth and start date of the participant is collected on the participant entry form.	Auto-completion
84	Output - Age	Above 54 years of age	The participant is over 54 years of age on their start date with the project.	The date of birth and start date of the participant is collected on the participant entry form.	Auto-completion
85	Output - Age	Above 54 years of age who are unemployed, including long-term unemployed, or inactive and not in education or training.	<p>The participant is over 54 years of age on the start date of the project and is either:</p> <ul style="list-style-type: none"> ✓ unemployed, including long-term unemployed, or ✓ inactive, not in education or training. <p>Two options: yes or no</p>	The date of birth, start date and employment status of the participant is collected on the participant entry form.	Auto-completion
86	Output - Ethnic minority group	From an ethnic minority group	<p>The participant either identifies themselves as:</p> <ul style="list-style-type: none"> ✓ not 'White' or ✓ Gypsy, Irish Traveller or Roma. 	The ethnicity of the participant is collected on the participant entry form.	Auto-completion - Sensitive (see 6.14 Data Protection)

Ref.	Type	Title	Definition	Notes on collection	Mandatory
87	Output - Disadvantage	Disadvantage	<p>This applies if the participant meets at least one of the following outputs:</p> <ul style="list-style-type: none"> ✓ with a disability ✓ from an ethnic minority group ✓ is homeless or affected by housing exclusion ✓ lacks basic skills ✓ does not have primary or lower secondary education. 	The personal circumstances of the participant are collected on the participant entry form.	Auto-completion
88	Result	Participant in employment, including self-employment, upon leaving	The result can only be counted once and must be recorded within four weeks of the result being achieved.	Derived from employment status on leaving.	Auto completion
89	Result	Inactive participants engaged in job-searching upon leaving	This result can only be achieved if the participant was recorded as “Inactive” at the project start date. The result can only be counted once and must be recorded within four weeks of the result being achieved.	Derived from employment status on joining and leaving.	Auto-completion
90	Result	Disadvantaged participants who achieve a result.	The participant was recorded as disadvantaged and has achieved a result.	This result is automatically achieved if the participant was recorded as disadvantaged at the start of the project and achieves a result.	Auto-completion