

# FIFE EMPLOYABILITY PATHWAY

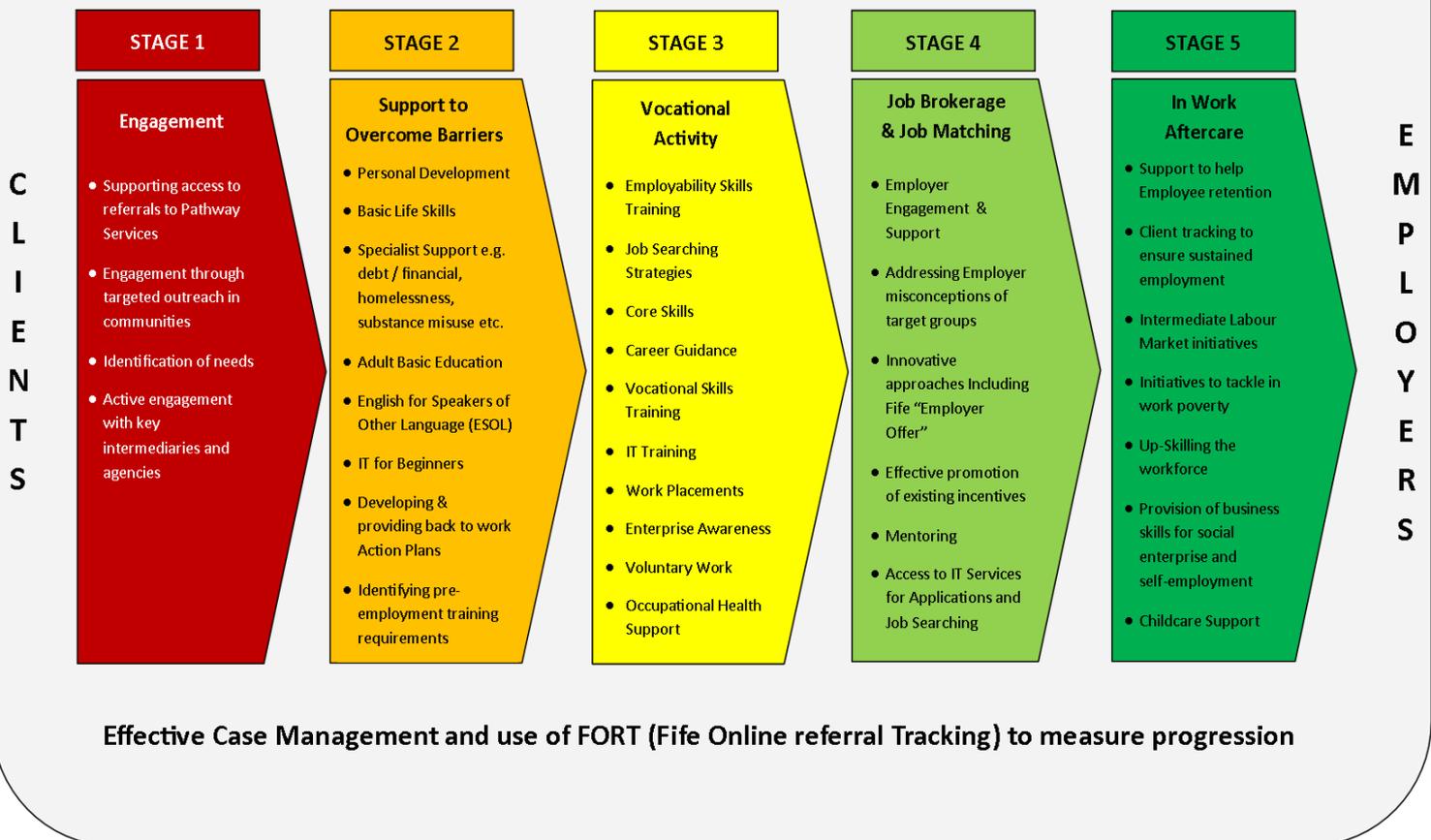
## COMMISSIONING FRAMEWORK

### 1 INTRODUCTION

1.1 This commissioning framework sets out the Opportunities Fife Partnership intentions for investment in employability and skills provision and is intended to provide the framework for all funding within the control of the partnership and Fife Council. Investment will be aligned to the Fife Employability Pathway:

### Fife Employability Pathway

Employability is the combination of factors and processes which enable people to progress towards or get into employment, to stay in employment and to move on in the workplace



1.2 During 2013 the Opportunities Fife Partnership undertook a review of its Employability Pathway to ensure that it was current against national best practice and innovation and that it was aligned to local and national sources of funding as effectively as possible. As a result of the review the partners now wish to give a clearer focus to positive outcomes and performance management for the pathway with service delivery focused on specific employability activities targeting SIMD areas and specific groups. The partnership will ensure that its investment in employability activities from all funding sources complements and adds value to Scottish and UK funded employability interventions rather than duplicate or replace these.

- 1.3 This commissioning framework sets out the partnership's commissioning intentions for the delivery of employability services aligned to the Fife Employability Pathway. The framework reflects gaps in provision identified in the 2013 review of the pathway and aims to ensure European and Fairer Scotland Funding is used to complement other sources of funding including; Fife Council investment, Skills Development Scotland Employability Fund, Department for Work and Pensions Flexible Support Fund, Scottish Funding Council College Fund and Big Lottery Funding.

## 2 STRATEGIC INVESTMENT FOCUS

- 2.1 The partnership's investment will complement nationally delivered services and the strategic focus for the investment has been developed to ensure that it targets unmet need within the pathway for specific target groups and geographical areas in line with the agreed commissioning principles.

- 2.2 European Funding - the Scottish Government has not yet finalised the Scottish Chapter of the European Structural and Investment Funds 2014-2020 Programmes although it is currently consulting on this. The consultation document states that:

*Scotland continues to see areas of concentrated joblessness and workless households, often allied to other social and economic issues. In addition, the recession has pushed up unemployment, and in particular extended long-term and youth unemployment. There are many potential barriers to entering sustainable employment, and an integrated approach to addressing these is likely to be required. Evidence suggests the current pipeline approach is effective, but may need adjustment in terms of scope or targeting; such as the inclusion of health inequalities or child care provision, and to be responsive to regional issues such as ageing demographics.*

*Beyond employability, there are an increasing number of people at risk of poverty or social exclusion, or already facing it. These issues are not always individual, but may be family-based or community based, and include financial awareness and inclusion, basic skills and life skills, access to services.*

The potential strategic interventions for structural funds for employability related activities are:

*Enhanced employability pipelines and Youth Employment Scotland – to build on the existing strategic skills pipeline approach that has been developed during the current LUPS programme and incorporate a Youth Employer Recruitment Incentive Programme.*

*Additionally, as key components of the proposal *Developing Scotland's Workforce*, additional high-level college and university places aimed at sectoral and regional need will be supported as well as advanced apprenticeships which are to be delivered in partnership with businesses.*

- 2.3 Fairer Scotland Funding - The Opportunities Fife Partnership at its meeting on 10 September 2013 agreed its priorities for investment of Fairer Scotland Funding in skills and employability activities. The priorities are to ensure that investment is focused on the three core outcomes – Increasing access to employment for people with disability and health issues; increasing youth employment (16-24); and Supporting adults into work (25+). Investment will be made in interventions which benefit people living in communities which experience higher levels of poverty as indicated through the Scottish Index of Multiple Deprivation ie the 20% most deprived

areas of Fife. It is anticipated that Fairer Scotland Funding will be used to match EU funding.

- 2.4 Fife Employability Pathway – the pathway ensures that delivery partners deliver only activities under one or several stages where they have the relevant expertise meaning that individuals accessing the pathway receive the right support at the right time. The review concluded that there were gaps in the following areas:
- More is needed at Stage 2 in terms of addressing the issues faced by people with mental health and disability issues, and these issues are likely to be more prevalent as Work Programme leavers grow in number. Some care needs to be exercised here as a significant proportion of Stage 2 provision sits inside mainstream provision in Fife Council, NHS, etc.
  - Support for individuals to develop IT skills is particularly important, in part to help with general employability but also driven by the shift to online job search and job application, as well as the introduction of Universal Jobmatch.
  - Support to sustain job entry and to help individuals progress in employment is generally seen as an area where additional investment is required. The most cost effective way to organise this is by building on the employer engagement effort at Stage 4 and the links already made by the staff involved with both clients and employers at the job entry stage. An Employer Engagement service will take referrals from providers at the earlier stages of the Pathway, linking them in to recruiting employers and offering a targeted job matching service.
  - A reconfigured service for residents of most deprived SIMD areas is needed which is organised around the concept of providers travelling towards the client rather than the client travelling towards provision. To work cost effectively this will need to maximise the use of existing local facilities and potential links with community based organisations.
- 2.5 As a result of the review of the pathway and the development of its approach to Fairer Scotland Funding, the partnership has identified strategic outcomes for its investment in employability interventions:
- Known barriers to employment (including digital literacy and literacy and numeracy skills) have been removed and this has assisted increased numbers of long term unemployed to move into employment.
  - Increased numbers of participants in employability activities and increased numbers of positive outcomes are from the most deprived 20% SIMD areas.
  - To maximise the use of volunteering to learn the necessary skills and gain relevant experience in order to access employment.
  - Referrals and progression through the pathway has been effectively managed and all clients have progressed through the different stages of the pathway and within work with the assistance of a dedicated key worker.
- 2.6 The priorities for investment by the partnership are set out below and have been informed by the agreed approach for Fairer Scotland Funding, the review of the Fife Employability Pathway and consultation with partnership members. The priorities for funding do not include interventions to increase youth employment overall as this area is addressed by significant investment in employability activities for young people by Fife Council. However, Interventions focused on specific target groups may include young people eg long-term unemployed, school leavers at risk of becoming NEET, looked after young people, disability and health.

**TARGET AREAS FOR INVESTMENT**

<b>OFP Outcome Focus</b>	<b>Target Client Group</b>	<b>Intervention</b>	<b>Potential Cohort Size</b>	<b>Proposed Spend Proportion</b>
<ul style="list-style-type: none"> <li>• Adult</li> <li>• Young</li> </ul>	Long term unemployed	<p>Programmes designed to support Adults (25 +) that have been unemployed for longer than two years; and young people (16-24) that have been unemployed for longer than six months.</p> <p>The number of Work Programme leavers entering the pathway is likely to increase and these clients will also require support to assist them into employment.</p> <p>Additional provision at Stage 2 of the pathway is particularly required for the Adult group.</p>	<p><b>Cohort: 2,700</b></p> <p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>- 1,150: Under 25, on JSA for 6 months +</li> <li>- 1,480: Over 25 on JSA: for 2 years +</li> </ul> <p>(Office for National Statistics, Benefit Claimants)</p>	15%
<ul style="list-style-type: none"> <li>• Adult</li> <li>• Young</li> <li>• Disability &amp; Health</li> </ul>	Literacy and numeracy for employability	<p>Provision for literacy and numeracy for employability should also include ABE provision for adults.</p> <p>The large majority of the 62,000 people in Fife that face occasional literacy challenges will not present for on-going literacy support. Support should be aimed at the further 3.6% (approx. 2,250) who experience sever literacy challenges</p>	<p><b>Cohort: 3,000</b></p> <p><b>Rationale:</b></p> <p>3.6% (approx. 2,256) out of the 26.7% (approx. 62,663) working age adults that face literacy challenges</p> <p>(Scottish Government Scottish Survey of Adult Literacy 2009)</p>	10%

<ul style="list-style-type: none"> <li>• Adult</li> <li>• Young</li> <li>• Disability &amp; Health</li> </ul>	IT Skills for work	<p>The Fife Household Survey 2011 found that 29% of Fife households do not use the internet and estimated that between 11,000 and 12,000 unemployed people are likely to be digitally excluded.</p> <p>Local provision to provide access to IT will be made available through Job Clubs and Welfare Reform Hubs in certain local areas, where those with basic IT skills will be able to job search in a supported environment.</p> <p>Additional programmes are required that deliver training for those requiring IT training and comprehensive support to secure benefits on line and to use IT successfully in their job searching activities.</p>	<p><b>Cohort: 4000</b></p> <p><b>Rationale:</b></p> <p><b>4000</b> individuals will require comprehensive support.</p>	10%
<ul style="list-style-type: none"> <li>• Young</li> </ul>	School leavers at risk of becoming NEET	<p>Given that the School Leaver Destination Results show that disengaged Christmas Leavers make up 24.7% of the unemployed cohort, tailored employability support is required for school leavers who are at risk of not accessing education, employment or training.</p> <p>Provision must be put in place for those leaving school, who are not progressing into education, employment or training, but also those that have been out of school for over a year and have not accessed a positive destination.</p>	<p><b>Cohort: 2000</b></p> <p><b>Rationale:</b></p> <ul style="list-style-type: none"> <li>- <b>470</b> not in Education, Employment or Training.</li> </ul> <p>(SDS National SLDR Report 2012/13)</p> <ul style="list-style-type: none"> <li>- <b>650</b> JSA Claimants Under 19</li> </ul> <p>(ONS, Benefit Claimants – Jan 2014)</p>	5%
<ul style="list-style-type: none"> <li>• Young</li> </ul>	Support for looked after young people	<p>With around 100 young people leaving care each year, intervention is required for looked after young people and those leaving care. By way of example of the type of initiative that is sought, further development of Fife Council's Rising Stars initiative could potentially create a high value project targeted at</p>	<p><b>Cohort: 200</b></p> <p><b>Rationale:</b></p> <p>Between 110 and 180 clients have engaged with the</p>	5%

		supporting care leavers into employment.	service over the last 3 years indicating this is a likely cohort.  (Fife Council – Social Work: Children Looked After Survey)	
<ul style="list-style-type: none"> <li>• Young</li> <li>• Adults</li> </ul>	Developing an employability approach for ex-offenders	<p>Employability provision targeted on ex-offenders is a potential gap area and there is a need to review the work currently undertaken on the rehabilitation of ex-offenders to explore and identify the linkages to employability approaches and determine whether local funding such as Fairer Scotland Fund could support an employability approach in this area.</p> <p>The OFP Executive has commissioned a mapping exercise to evaluate the estimated size of this population, identify any existing provision for ex-offenders and to develop recommendations for how provision can be enhanced.</p> <p>A more precise understanding of the cohort will be evident when this exercise has been completed.</p>	<p><b>Cohort: 2000</b> (Fife Council, Criminal Justice Service)</p> <p><b>Rationale:</b> Extrapolated from national figures that approximately 7,000 people (aged between 8 and 70) in Fife last year would have had a criminal charge.</p> <p>This has been reduced to take into account those, not of working age and those not facing unemployment.</p>	10%
<ul style="list-style-type: none"> <li>• Disability &amp; Health</li> <li>• Adult</li> <li>• Young</li> </ul>	Disability and health	<p>A range of services are available to support people with disabilities, health or mental health issues. A Fife-wide programme to drive change in this area needs to be developed through extending provision beyond that already provided through Fife Council Social Work and Education. Providers may seek to attract EU funding to expand the range of provision following the review which would identify how services should be reconfigured to ensure that they are as effective as possible.</p> <p>The OFP Executive has commissioned a mapping exercise to review and evaluate the existing provision available for those</p>	<p><b>Cohort: 10,000</b> <b>Rationale:</b> Extrapolated from the number of those registered as disabled or receiving ESA/Incapacity, who are not engaging with other provision.</p>	20%

		<p>with disabilities, health or mental health issues. This will indicate additional areas where provision can be developed and improved.</p> <p>A more precise understanding of the cohort will be evident when this exercise has been completed.</p>	(Office for National Statistics, Benefit Claimants)	
<ul style="list-style-type: none"> <li>• Adult</li> <li>• Young</li> </ul>	Carers and people with family responsibilities	<p>Parental and caring responsibilities are registered on FORT as two of the top five barriers identified by clients as preventing them from moving into employment.</p> <p>Despite this Fife currently has very little support targeted particularly at the needs of this client group.</p>	<p><b>Cohort: 3,500</b></p> <p><b>Rationale:</b></p> <p>Extrapolated from the proportion of the number of working age population in Fife claiming Lone Parent or Carers Benefits.</p> <p>(Office for National Statistics, Benefit Claimants)</p>	10%
<ul style="list-style-type: none"> <li>• Adult</li> <li>• Young</li> <li>• Health &amp; Disabilities</li> </ul>	Employer Engagement Activities	<p>The development of a coherent partnership-wide Employer Engagement model will provide improved relationship management with key employers, a growth in the employer database entries, and a sharing of the Employer Engagement model to support ( job, placement, mentoring) output success for all Pathway Partners.</p> <p>The model will also be developed to extend to all Employability Pathway activity and improve the effectiveness of the Stage 4 and 5 activity for the benefit of all clients.</p>	Agreed shared targets to be determined for vacancies to be posted on the Opportunities Fife website, and jobs to be filled via the extended Single Point of Contact.	10%

### 3 COMMISSIONING PRINCIPLES

3.1 In line with the review of the Fife Employability Pathway as outlined above, the following overarching principles have been identified by the Opportunities Fife Partnership as governing our priorities for delivery of employability services in Fife. Service delivery should:

- Be focused on long term (2yrs+) unemployment.
- Be targeted at engaging people from the most deprived 20% SIMD areas of Fife; unless specifically focussing on identified “niche groups” (looked-after young people, young people in danger of becoming NEET and ex-offenders), that will have no SIMD pre-requisite.
- Be targeted against those furthest from the labour market and in particular focus on the strategic areas of intervention outlined at section 2.
- Maximise use of all funding opportunities coming into Fife and in particular should not use locally directed funding (e.g. FSF) as a substitute for national or mainstream funding.
- Be tailored to include work experience alongside employability and job search activities as evidence reveals this as being crucial to successful outcomes.
- Demonstrate innovative approaches; particularly around the role volunteering can play in improving clients’ employment prospects, especially when focussing on the needs of people living in the most deprived areas of Fife.
- Be located as close as possible to the client base and should be configured around the needs of the client rather than the provider.
- Be designed to ensure delivery of successful, cost effective interventions. With larger projects delivering significant numbers of job outcomes and/or positive progressions based on contract targets.
- Where gaps have been identified (eg at Stage 2 of the pathway) and these are activities which are provided by mainstream providers including Fife Council, these gaps should be explored in the first instance with the relevant agencies in order that any activities enhance rather than duplicate existing provision.
- Include provision of client tracking and aftercare support for a minimum of 6 months

#### 3.2 Fairer Scotland Funding (FSF)-specific Commissioning Principles

FSF should enable targeted activity that is additional to a provider’s core services and therefore be focused principally at those living in the areas in Fife that are in the 20% most deprived in Scotland. For this reason the following principles apply to FSF:

- If a programme is funded 100% through Fairer Scotland Fund (FSF) or an FSF/ ESIF match, then at least 70% of the clients supported should come from the identified worst 20% SIMD areas.

- Projects funded through a combination of; FSF, ESIF and other sources of funding would need to clearly demonstrate that the proportion of clients from SIMD areas registered to the service (and any related outcomes) reflects the proportion of the project's funding that stems from their FSF/ESIF match
  - Providers that wish to offer Fife-wide or services in areas out-with the identified SIMD localities will be required to provide additional funding from alternative sources.
  - Projects working with niche client groups: 'Looked After Young People', Young People in danger of being NEET and 'Ex-offenders' who may have been re-housed in non-SIMD areas will need only to demonstrate that the client fits within the criteria for this client group.
- 3.3 The OPF Executive commissioned two mapping exercises to identify the size of each cohort and outline any gaps in current provision for clients who are ex-offenders or who have health and disability issues. New programmes that are specifically targeting these client groups will not be commissioned until the findings of these reports have been analysed by the delivery groups and the nature of the required provision assessed.

## 4 SERVICE DELIVERY

- 4.1 In order to optimise the value of the third sector in Fife and allow it to perform a more substantial role in delivering employability services, a consortium of third sector providers should be developed. Such a consortium would be able to deliver services through all stages of the Pathway, engage with a higher volume of participants and achieve a larger number of positive progressions and job outcomes. The advantages of such a model include:
- Flexibility - a consortium could deliver an Opportunities Fife branded service to deliver services at the local level.
  - Volunteering as a route to employability – developing skills and potential, contributing to increased confidence and self-esteem leading to enhanced employability.
  - Ability to attract external funding – allowing the consortium to deliver in areas of Fife not included in the top 20% SIMD.
  - Larger scale, more cost effective interventions
- 4.2 Following establishment of services, providers will be required to record all registration, progression and performance data within the Fife Online Referral Tracking (FORT) system.
- 4.3 Service delivery will include on-going monitoring and reporting of progress, both through the statistical data uploaded to FORT and through qualitative reporting at scheduled meetings. This will allow the real-time evaluation of each project's current levels of achievement and facilitate any actions required to address any performance issues.
- 4.4 Service delivery should empower clients by building confidence and team working as well as developing employability skills and promoting job searching strategies. Provision of client tracking and a period of aftercare support will be included in all services to ensure that clients are supported to progress into; employment, education, mainstream training, or to engage with provision at a more advanced stage of the pathway.
- 4.5 Payment for service delivery will be made on the basis of the provider delivering on agreed targets related to job outcomes or progressions along the pathway. Payment of a core amount will be paid quarterly in advance with any additional payments made on the basis of the agreed targets for job outcomes, positive outcomes and referrals depending on the pathway stage.
- 4.6 The Opportunities Fife Partnership will seek to support service delivery for three years duration for all funding streams (although Fairer Scotland Funding can only be guaranteed for 2014/15, it is anticipated that funding will continue to be available for period 2015-17 through similar funding streams). Where an innovative new service is being delivered as a pilot the timescale may be shorter.
- 4.7 All Programmes commissioned must operate under the banner of the Opportunities Fife Partnership and display the Opportunities Fife Partnership Logo on all materials.
- 4.8 Proposals for commissioning will be assessed by the Opportunities Fife Partnership Executive Group.

## 5 EMPLOYABILITY FUNDING

- 5.1 This commissioning strategy is intended to guide investment for Fairer Scotland Funding 2014/15 and European Social Investment Funding 2014-17.
- 5.2 The Scottish Government's proposals for the Scottish chapter of the European Structural and Investment Funds 2014-2020 Programmes are currently at the consultation stage and it is expected that the Programme will be launched and ready to operate from July 2014.
- 5.3 The commissioning framework is based on the anticipation that the Fairer Scotland Funding will continue to be made available for 2015/16 and 2016/17 but this cannot be guaranteed. Fife Council will be reviewing the current programme during 2014/15 and following this review decisions on future funding will be made by the end of 2014.
- 5.4 It is anticipated that the budget available over the period of the commissioning framework will be in the region of:

<b>Fund</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>
EU Funding	911,250	1,215,000	1,215,000
Fairer Scotland Funding	977,795.75	£980,000.00 (anticipated)	£980,000.00 (anticipated)

In addition to the budget available as outlined above, Fife Council provides significant financial support for modern apprenticeships along with funding for employability activities associated with environmental projects and also provides a significant level of support to the voluntary sector.

- 5.5 Fife Partnership and Fife Council's Housing & Communities Committee agreed in November 2011 and January 2012 that the thematic partnerships would be recipients of FSF and responsible for commissioning activity 2012 – 2015. For the employability allocation of Fairer Scotland Funding it is the Opportunities Fife Partnership which has responsibility for commissioning activity.
- 5.6 Once the finalised European Structural and Investment Funds 2014-2020 Programmes have been launched the Opportunities Fife Partnership Executive Group will invite expressions of interest for service delivery in line with the commissioning framework set out above. This will ensure that Fairer Scotland Funding can be maximised by its use as match funding for European Funding.

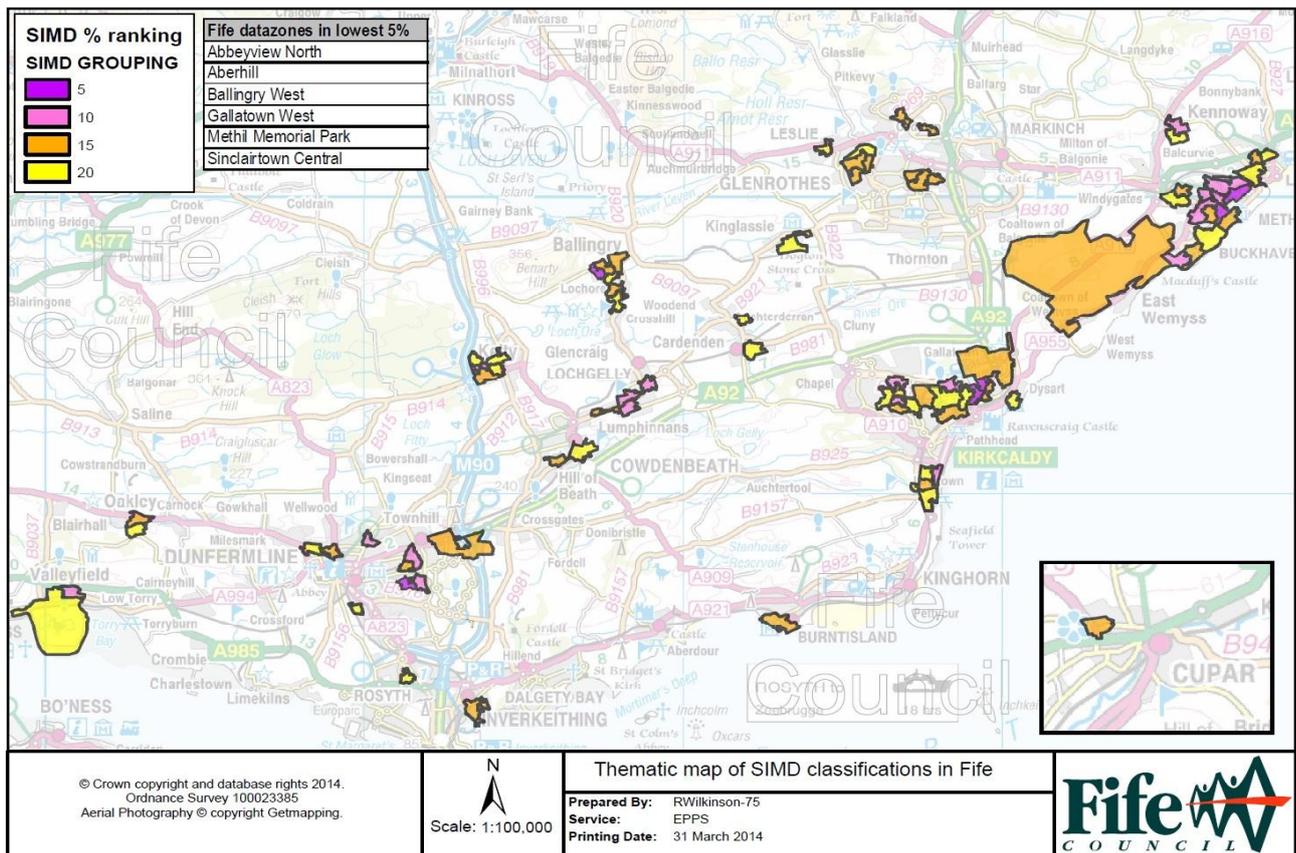
## 6 COMMISSIONING PROCESS

6.1 Once expressions of interest have been invited the following timeframes will apply:

Expressions of interest (EOI) invited (23/05/14)	Contact Julie Stark ( <a href="mailto:julie.stark@fife.gov.uk">julie.stark@fife.gov.uk</a> ) to inform her of your interest (15/06/14)
Service Assessment Questionnaires Issued and Returned (mid-June)	Proposals Assessed
Notification provided (27/06/14)	Programme Start: July 2014

(Note – these are still proposed dates. Additional dates will be confirmed when the details of the European funding have been confirmed.)

6.2 Organisations wishing to bid for the delivery of one or more programmes will be invited to complete a Service Assessment Questionnaire (will be added as Appendix 1) outlining how they intend to deliver their service and achieve the required outcome targets.



Proposals will then be assessed according to the following sample criteria (full scoring Matrix, will be added as Appendix 2), and a score given based on the Assessment Scoring Guide (will be added as Appendix 3)

<b>Sample Criteria</b>
<b>Previous Experience</b>
<b>Programme Delivery Details</b> <ul style="list-style-type: none"> <li>• Delivers a preventative approach</li> <li>• Provision of employability and job search activities</li> <li>• Inclusion of work experience / volunteering to gain skills and experience necessary to access employment</li> <li>• Links to pathway partners</li> </ul>
<b>Delivery Location</b> <ul style="list-style-type: none"> <li>• Delivers localised services that are easily accessible</li> </ul>
<b>Programme Management / Performance</b> <ul style="list-style-type: none"> <li>• Job outcome targets</li> <li>• Positive Outcome targets</li> </ul>
<b>Project Staff</b>
<b>Value</b>