

Guidance to support completion of the SG quarterly individual data return for participants supported under No One Left Behind

The following guidance sets out the data that you need to record and report to SG in respect of participants supported under No One Left Behind. The guidance has been updated to reflect the new reporting requirements which take effect from 1 October 2022¹. It also specifies the format you should use for each data item and the response options, where applicable.

Please note the following important points before you start to complete the template:

The Excel template is designed to be straightforward for you to complete, whether done manually or by a CSV download from your Management Information Systems. However, if you have any difficulties or queries, please contact employabilitydata@gov.scot for further advice. We have tried to provide guidance that is as definitive as possible; however, we appreciate we cannot foresee all eventualities or individual circumstances, and are happy to work with you to resolve any queries or issues you might have.

For reporting commencing 1 October (returns due 28 January 2023), we can only accept returns made using the new data template which sets out reporting requirements aligned to the SMF data recommendations. Until then, you can use either the old or new template, and we encourage you to use the new template if you can.

From 28 January 2023, if you submit data using the old template, we will ask you to resubmit using the new template, which will cause more work and delays for all involved. The layout of any data reporting template should not be altered in any way.

Note: The process for transferring your data to SG is changing:

All data returns should now be uploaded to a folder for your LA on Objective Connect. You will receive notifications about this in due course.

Therefore no returns should be sent to the employabilitydata@gov.scot mailbox.

You can however continue to send any queries or other data-related correspondence to the mailbox.

Please ensure you enter a value where possible for all relevant data items. The requested data should be provided for all participants, where applicable. The data verification sheet on the data template will help you with this. Please contact employabilitydata@gov.scot if you need assistance.

¹ Or 1 July 2022, for Local Authorities that plan to use the new template for the Q2 return (July – September data due 28 October 2022).

Please ensure the data you record is consistent. Please ensure you do not select response options in data items which logically contradict options in other data items e.g. recording 'No children' in the 'parental status' data item, and recording '2' in 'Number of Children' data item.

The entries for age, sex, trans status, disability, long term health conditions, ethnic group, religion and sexual orientation have a 'prefer not to say' response option. These data items relate to protected characteristics and the following applies:

- 'Prefer not to say' should be used if you have attempted to collect the data from the participant, but they have indicated they preferred not to answer. Evidence shows that this option, when proactively offered to respondents, promotes non-response, so please ensure that your data gathering process is such that it supports respondents to provide an answer. 'Prefer not to say' should therefore **ONLY** be recorded if the participant states, without prompt, that they would prefer not to answer.
- 'Not recorded' should only be used if you have **NOT** attempted to collect the data from the participant. Please ensure that you attempt to collect the data wherever possible, using an appropriate method.

The inclusion of the 'prefer not to say' response option for the protected characteristics will allow us to understand any challenges being experienced in collecting the data. Having high quality participant data in respect of protected characteristics is important to demonstrate the reach of employability support being delivered, and data completeness underpins such assessment. SG has published useful [guidance on how to collect equalities data](#) which you may wish to refer to for advice. If you would like to discuss any aspect of collecting or reporting protected characteristic data, please contact employabilitydata@gov.scot.

Updating information

Where characteristic or circumstantial data collected from a participant changes over time (i.e. either during a period of support, or between initial and subsequent engagements) the following data items **only** should be updated:

- Sex
- Trans status
- Disability 1 and Disability 2
- Long-term health conditions (columns O to Z)
- Sexual orientation
- Child poverty information (columns AP to AV)

In respect of the following data items, do not remove previous data recorded, but add any new as required:

- Armed Forces veteran

- Asylum seeker
- Criminal convictions
- Homeless or affected by housing exclusion
- No or limited work experience
- Refugee
- Substance related conditions
- Childcare
- Transport
- Care experienced
- Caring responsibilities

Recording and reporting outcomes

There are 5 outcomes that require follow up activity to take place:

1. Entering employment
2. Entering self-employment
3. Starting a Modern Apprenticeship
4. Entering FE/HE to attend a course expected to last at least one academic year (note: see FE/HE guidance section for more details)
5. School

Employment Outcomes:

Employment types are:

- In employment
- In self employment
- In a Modern Apprenticeship

Employment outcomes should always be followed up for 52 weeks, based on start date of the employment outcome; however a period of follow up should also not exceed 52 weeks (for any outcome achieved)².

This means that there is no requirement to trigger a new 52-week follow up period, if:

- a participant achieves more than one employment outcome of the same type during the 52-week follow up period (e.g. moving from a job as a customer service agent to a job in banking), or
- a participant achieves more than one employment outcome of a different type during the 52-week follow up period (e.g. moving from a job as a customer service agent to a self-employed gardener)

You should record the data required at subsequent follow up intervals for the employment outcomes the participant has achieved at that point. If the employment type has changed during the 52-week follow up period, you should also record the start date of the associated employment outcome. You do not need to record start date if employment type has not changed (e.g. moving from one job to another).

Participants that are employed at start date

Where a participant is in employment when they start receiving support, please record as 'in employment' in the Economic status at start date item, then please also record Employment sector at start date and Rate of pay at start date.

Data is recorded in the follow up items for those employed at start date if and when:

- they increase their pay at some point during support *in the same job* as they started in. The anchor point for commencing follow-up activity is the date on which the increase in pay took effect. So, for example, if rate of pay increased on 9th Sept, please commence follow-up activity 4 weeks from that date. You should follow up on Contract type, Number of hours, Rate of pay and Employment sector. You do not need to record an employment start date, nor the date on which the increase in income was achieved.

OR

- they increase their income during the support period *by getting a new job*. In this case, the start date of employment should be recorded and a **new 52 week follow up period is triggered**.

² The only circumstance in which a follow-up period may exceed 52 weeks is if a participant achieves a non-employment outcome (FE/HE or school) first and the participant then goes into employment.

FE / HE outcomes:

Courses expected to last at least one academic year:

- should be recorded under the relevant FE/HE data items. Follow up is required at 13, 26 and 52 weeks. If a course lasts for one academic year (i.e. less than 52 weeks) then please ensure you record the completion date, and select the appropriate response option at the 52-week follow up point. A completion date should ONLY be entered if and when the participant actually completes the course, i.e. expected course completion date should NOT be entered.
- If the completion date is outwith the 52-week follow up period, you do not need to record this.

Courses expected to last less than one academic year:

- should be recorded under the relevant Accredited Training data items (enter date, level and name of qualification achieved). There is no requirement for follow up activity to take place.

Reporting more than one outcome:

The following does not apply to duplicate outcomes achieved during a discrete 52-week follow up period for employment or FE/HE:

If a participant achieves more than one outcome of the same type out-with a discrete 52-week follow up period you should add a duplicate row in your data return to record the relevant outcome details, including follow up period data items associated with the outcome. You should also record unique ID and NI number for the participant. No other data is required as it is contained in the original participant record.

Transferring data from old to new template

A new tab has been added to the template ("Mapping old to new") which gives guidance for how specific data items should be transferred from the old to new template. Please note we are only asking you to return one data template and all data should be transferred to the new template where at all possible.

For starts on or after 1 October 2022¹:

- All data should be collected using the new data template.

For starts before 1 October 2022¹:

- For data items that map directly between old and new templates (highlighted green in row 4 of the “Mapping old to new” tab), data should be copied directly into new template.
- For data items that have changed so do not map directly between old and new templates (highlighted yellow in row 4 of the “Mapping old to new” tab), please select “*Obtain from old template*” from the dropdown options or leave blank if it is a date column, and we will obtain this information from the last data return using the old (pre October 2022¹).
- For new data items that were not available on the old template (highlighted red in row 4 of the “Mapping old to new” tab), please enter “*Not recorded*” or select this from the dropdown options, or enter “0.999” if it a numeric field.
- For the following data items, minor changes have occurred. Please copy responses from the old template directly into the new template; there is no need to update responses to align with new response options:
 - Economic status at start date – response options have been consolidated so now there is only one option each for 'Employed (incl self employed)', 'Unemployed' or 'Economically inactive'. 'School pupil' remains an option.
 - Rate of pay at start date (if employed) – changed from annual salary to hourly rate of pay, though salary can be entered where rate of pay cannot be calculated.
 - Sex – 'Other' option has been removed.
 - Ethnic group – there are two new response options: 'White - Roma' and 'White - Showman / Showwoman'.
- For outcomes and follow up:
 - Where the full 52 week follow up period occurs before 1 October 2022¹, then you do not need to do anything. We will obtain this information from the last data return using the old (pre October 2022¹) template.
 - Where the outcome is achieved before 1 October 2022¹ and recorded on the old template (under “Initial positive destination”), but some of the follow up period falls on or after 1 October 2022¹, please copy the outcome start date into the relevant outcome field of the new template – this will act as an anchor date of the original outcome. Then follow up under the relevant outcome, only any follow up activity that occurs on or after 1 October 2022¹. You do not need to enter any other employment information or previous follow up from the old template.

Worked examples

Example 1:

Participant A starts a Modern Apprenticeship then gets a job

- record MA start date
- record contract type, hours worked, rate of pay and employment sector

At 4 weeks, the participant is still in the Modern Apprenticeship

- record 'in MA' under 4-week follow up for MA
- record 4-week follow up for contract type, hours worked, rate of pay and employment sector

At 13 weeks, the participant is still in the Modern Apprenticeship

- record 'in MA' under 13-week follow up for MA
- record 13-week follow up for contract type, hours worked, rate of pay and employment sector

At 26 weeks, the participant has left the Modern Apprenticeship and got a job elsewhere i.e. are 'in employment'

- record 'in employment' under 26-week follow up for MA
- record start date for employment
- For the job held at 26 weeks
 - record 26-week follow up for contract type, hours worked, rate of pay and employment sector

At 52 weeks, the participant is still in employment

- record 'in employment' under 52-week follow up for MA
- For the job held at 52 weeks
 - record 52-week follow up for contract type, hours worked, rate of pay and employment sector

Example 2:

Participant B enters FE/HE then gets a job

- record start date for FE/HE

At the 13-week follow up interval, the participant is still in FE/HE

- record 'in FE/HE' under 13-week follow up for FE/HE

At the 26-week follow up interval, the participant is still in FE/HE

- record 'in FE/HE' under 26-week follow up for FE/HE

At the 52-week follow up interval, the participant has left FE/HE and is in employment

- record 'in employment' under 52-week follow up for FE/HE

- record a 'FE/HE completion date' if applicable
- record date, level and name of qualification achieved, if applicable
- record start date for employment
- Start date for employment becomes the anchor date for a new 52-week period of follow up activity

Example 3:

Participant C enters FE/HE, completes the course then continues on another course

- record start date for FE/HE

At the 13-week follow up interval, the participant is still in FE/HE

- record 'in FE/HE' under 13-week follow up for FE/HE

At the 26-week follow up interval, the participant is still in FE/HE

- record 'in FE/HE' under 26-week follow up for FE/HE

At the 52-week follow up interval, the participant has completed the initial course, and started a new course, so is still in FE/HE

- record 'in FE/HE' under 52-week follow up for FE/HE
- record a 'FE/HE completion date' for the initial course
- record date, level and name of qualification achieved for the initial course

Example 4:

Participant D gets a job and then enters FE/HE

- record employment start date
- record contract type, hours worked, rate of pay and employment sector

At 4 weeks, the participant is still in employment

- record 'in employment' under 4-week follow up for employment
- record 4-week follow up for contract type, hours worked, rate of pay and employment sector

At 13 weeks, the participant is still in employment

- record 'in employment' under 13-week follow up for employment
- record 13-week follow up for contract type, hours worked, rate of pay and employment sector

At 26 weeks, the participant has left the job and entered FE/HE

- record 'in FE/HE' under 26-week follow up for employment
- record start date for FE/HE
- no follow up needed for contract type, hours worked, rate of pay or employment sector

At 52 weeks, the participant is still in FE/HE

- record 'in FE/HE ' under 52-week follow up for employment
- no follow up needed in FE/HE section
- no follow up needed for contract type, hours worked, rate of pay or employment sector

Example 5:

Participant E is simultaneously in employment and FE/HE

- There is no need to follow up both the employment and FE/HE
- Please only follow up whichever takes more of the balance of time for the participant, as appropriate

Example 6:

Participant F achieves the same outcome more than once, for instance they get a job, leave this job then get a different job; note the total follow up does not exceed 52 weeks

- record employment start date
- record contract type, hours worked, rate of pay and employment sector

At 4 weeks, the participant is still in employment

- record 'in employment' under 4-week follow up for employment
- record 4-week follow up for contract type, hours worked, rate of pay and employment sector

At 13 weeks, the participant has left employment

- record 'Not in employment or other destination listed' under 13-week follow up for employment
- no need to record 13-week follow up for contract type, hours worked, rate of pay and employment sector

At 26 weeks, the participant has started a different job

- there is no need to record start date for the new employment
- record 'in employment' under 26-week follow up for employment
- For the job held at 26 weeks
 - record 26-week follow up for contract type, hours worked, rate of pay and employment sector

At 52 weeks, the participant remains in the same job

- record 'in employment' under 52-week follow up for employment
- For the job held at 52 weeks
 - record 52-week follow up for contract type, hours worked, rate of pay and employment sector

Example 7:

Participant G achieves the same outcome more than once³, for instance they get a job, leave this job then get a different job; however, the new job occurs out-with the initial 52-week follow up period

- record employment start date
- record contract type, hours worked, rate of pay and employment sector

At 4 weeks, the participant is still in employment

- record 'in employment' under 4-week follow up for employment
- record 4-week follow up for contract type, hours worked, rate of pay and employment sector

At 13 weeks, the participant is still in employment

- record 'in employment' under 13-week follow up for employment
- record 13-week follow up for contract type, hours worked, rate of pay and employment sector

At 26 weeks, the participant is still in employment

- record 'in employment' under 26-week follow up for employment
- record 26-week follow up for contract type, hours worked, rate of pay and employment sector

-----**Participant disengages**-----

Participant re-engages, and enters employment for the second time

- **Please enter a new row, leaving all fields blank except National Insurance number, Unique ID, and all the relevant details of the new employment,** as follows

- record employment start date
- record contract type, hours worked, rate of pay and employment sector

At 4 weeks, the participant is still in employment

- record 'in employment' under 4-week follow up for employment
- record 4-week follow up for contract type, hours worked, rate of pay and employment sector

At 13 weeks, the participant is still in employment

- record 'in employment' under 13-week follow up for employment
- record 13-week follow up for contract type, hours worked, rate of pay and employment sector

At 26 weeks, the participant is still in employment

- record 'in employment' under 26-week follow up for employment

³ Example 7 also applies where a participant achieves more than one employment outcome of different types (e.g. self-employment followed by a Modern Apprenticeship) where the new outcome occurs out-with the initial 52-week follow up period

- record 26-week follow up for contract type, hours worked, rate of pay and employment sector

At 52 weeks, the participant is still in employment

- record 'in employment' under 52-week follow up for employment
- record 52-week follow up for contract type, hours worked, rate of pay and employment sector

Data item guidance

Data Item	Description/Guidance	Format	Response Options
Operational information			
National Insurance Number	Participant's national insurance number. If the participant does not have an NI number due to unusual circumstances, please enter a temporary ID number in the format: 1st 3 letters of Local Authority name + TEMP + 6 random digits. For example, Glasgow would be GLATEMP463891. Where the Local Authority name starts with North, South, East or West, add the appropriate initial to the start of the ID; for example, South Lanarkshire would be SLANTEMP689032. For Aberdeen City, please use the prefix ABCT and for Aberdeenshire, please use the prefix ABSH.	Alphanumeric character	
Unique ID	Participant unique reference number. This should be the reference number for the participant as held on your MI system. If you do not have a system generated reference number, please ensure the reference you use is unique and		

	<p>can be used to identify the participant in future.</p> <p>It is important that the unique ID remains the same for each participant, as we will use it to link back to previous datasets.</p>		
Local Authority	Local Authority Name	As per drop down.	<ul style="list-style-type: none"> • Aberdeen City • Aberdeenshire • Angus • Argyll and Bute • City of Edinburgh • Clackmannanshire • Comhairle nan Eilean Siar • Dumfries & Galloway • Dundee City • East Ayrshire • East Dunbartonshire • East Lothian • East Renfrewshire • Falkirk • Fife • Glasgow City <ul style="list-style-type: none"> • Highland • Inverclyde • Midlothian • Moray • North Ayrshire • North Lanarkshire • Orkney Islands • Perth & Kinross • Renfrewshire • Scottish Borders • Shetland Islands • South Ayrshire • South Lanarkshire • Stirling • West Dunbartonshire • West Lothian
Start Date	The first date on which a participant commences support, within the reference period. If a person re-engages do not enter a new start date.	Numeric in format DD/MM/YYYY.	

End Date	The final date on which a participant ends or disengages from support. This data item can be left blank if you are unsure if the participant will re-engage with support. Where end date has been entered but a person then re-engages, please delete.	Numeric in format DD/MM/YYYY.	
Participant characteristics and circumstances			
Economic Status at Start Date	<p>The economic status of the participant at start date. Definitions align to ILO definitions. Through ILO guidelines, all people aged 16 and over can be classified into one of three states: in employment; unemployment; or economically inactive.</p> <p>In general, anybody who carries out at least one hour's paid work in a week, or is temporarily away from a job (e.g. on holiday) is in employment. Also counted as in employment are people who are on government supported training schemes and people who do unpaid work for their family's business.</p> <p>Under ILO guidelines, anybody who is without work, available</p>	As per drop down.	<ul style="list-style-type: none"> • Employed (incl self-employed) • Unemployed • Economically inactive • School Pupil • Not recorded

	<p>for work and seeking work is unemployed. The UK applies this as anybody who is not in employment by the above definition, has actively sought work in the last 4 weeks and is available to start work in the next 2 weeks, or has found a job and is waiting to start in the next 2 weeks, is considered to be unemployed.</p> <p>Those who are not in employment and are not unemployed by these definitions are considered to be economically inactive. There are a number of reasons why someone who is not in work may not be actively seeking work. For example many students in full-time education would not seek work, neither will some sick or disabled people, those who have retired, or those who are looking after a family or home, and many other reasons.</p>		
<p>Employment Sector at start date (if employed)</p>	<p>Sector of employment should be recorded here for those participants who are employed at start date. Please record</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • N/A – not in employment • 11 – CORPORATE MANAGERS AND DIRECTORS • 12 – OTHER MANAGERS AND PROPRIETORS

	sector of the participant's job, and not employer.		<ul style="list-style-type: none"> • 21 – SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS • 22 – HEALTH PROFESSIONALS • 23 – TEACHING AND OTHER EDUCATIONAL PROFESSIONALS • 24 – BUSINESS, MEDIA AND PUBLIC SERVICE PROFESSIONALS • 31 – SCIENCE, ENGINEERING AND TECHNOLOGY ASSOCIATE PROFESSIONALS • 32 – HEALTH AND SOCIAL CARE ASSOCIATE PROFESSIONALS • 33 – PROTECTIVE SERVICE OCCUPATIONS • 34 – CULTURE, MEDIA AND SPORTS OCCUPATIONS • 35 – BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS • 41 – ADMINISTRATIVE OCCUPATIONS • 42 – SECRETARIAL AND RELATED OCCUPATIONS • 51 – SKILLED AGRICULTURAL AND RELATED TRADES • 52 – SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES • 53 – SKILLED CONSTRUCTION AND BUILDING TRADES • 54 – TEXTILES, PRINTING AND OTHER SKILLED TRADES • 61 – CARING PERSONAL SERVICE OCCUPATIONS • 62 – LEISURE, TRAVEL AND RELATED PERSONAL SERVICE OCCUPATIONS
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			<ul style="list-style-type: none"> • 63 – COMMUNITY AND CIVIL ENFORCEMENT OCCUPATIONS • 71 – SALES OCCUPATIONS • 72 – CUSTOMER SERVICE OCCUPATIONS • 81 – PROCESS, PLANT AND MACHINE OPERATIVES • 82 – TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES • 91 – ELEMENTARY TRADES AND RELATED OCCUPATIONS • 92 – ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS • Not recorded
Rate of pay at start date (if employed)	The hourly rate of a participant who is in employment when they start receiving support (at 'start date'). If the hourly rate of pay cannot be calculated, please enter salary.	Numeric in GBP.	
Length of time out of work	<p>The length of time a participant has been out of work at start date. This includes people who have been inactive as well as unemployed. Record as follows:</p> <p>'less than 6 months' for those out of work for less than 6 months;</p> <p>'6 months up to 12 months' for those out of work for 6 months</p>	As per drop down.	<ul style="list-style-type: none"> • Less than 6 months • 6 months up to 12 months • 12 months up to 2 years • 2 years up to 5 years • 5 years or more • Never worked • N/A – currently in employment • Not recorded

	<p>and longer, but less than 12 months;</p> <p>'12 months up to 2 years' for those out of work for 12 months and longer, but less than 2 years;</p> <p>'2 years up to 5 years' for those out of work for 2 years and longer, but less than 5 years;</p> <p>'5 years or more' for those out of work for over 5 years.</p>		
Highest level of Qualification (ISCED) at start date	Participant's highest level of qualification (ISCED levels) at start date.	As per drop down.	<ul style="list-style-type: none"> • 0 • 1 • 2 • 3 • 4 • 5 • 6 • 7 • 8 • Not recorded
Age	Participant's age at first start date within the reference period i.e. if a participant has more than one period of engagement, please record age at the start date of the initial period of engagement.	As per drop down.	<ul style="list-style-type: none"> • 15 – 70 • Prefer not to say • Not recorded

<p>Sex</p>	<p>Participant's sex, which can be self-assessed. The question "What is your sex?" should be asked. The following guidance should be read out, as appropriate: If you are transgender the answer you give can be different from what is on your birth certificate. You do not need a Gender Recognition Certificate (GRC).</p> <p>If you are non-binary or you are not sure how to answer, you could use the sex registered on your official documents, such as your passport. If none of the options are appropriate, you don't have to answer the question. A voluntary question about trans status or history will also be asked if you are aged 16 or over. You can respond as non-binary in that question.</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Female • Male • Prefer not to say • Not recorded
<p>Trans Status</p>	<p>The following question should be asked of participants who are aged 16 or over: Do you consider yourself to be trans, or have a trans history? The</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • No • Yes – non-binary • Yes – trans man • Yes – trans woman • Yes – other (please describe if you wish)

	<p>following guidance should be read out to participants: This question is voluntary. You do not have to answer it if you do not want to. Trans is a term used to describe people whose gender is not the same as the sex they were registered at birth. If your gender is the same as the sex you were registered as at birth and you do not consider yourself to be trans or have a trans history, select 'No'.</p> <p>If you consider yourself to be trans or have a trans history, select 'Yes' and select the option that best describes your trans status, for example, non-binary, trans man, trans woman. If you use another term to describe your trans status, please select 'Other' and if you want to, tell me what that term is (Note: if a participant chooses the 'Yes – other' option and want to describe what that is, please ensure that you record the answer; but you do not need to report this).</p>		<ul style="list-style-type: none">• Prefer not to say• Not recorded
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	See also 'Updating information' guidance.		
Disability 1	<p>The following question should be asked of participants: Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more? The question is formulated to ensure that only long-term health conditions are included. Health conditions which have lasted or are expected to last less than 12 months (e.g. broken leg) should not be included.</p> <p>Where a person answers 'No' here, you do not need to ask, but please fill in, the follow on questions in columns N to X (answer 'No'), column Y (answer 'No condition') and column Z (answer 'N/A – no long term conditions or illnesses').</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
Deafness or partial hearing loss	Examples are as follows: Deaf, Deafblind, Deafened, Deafness, Hard of hearing, Hearing impaired, Profoundly deaf, Severely deaf.	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded

	See also 'Updating information' guidance on page 2.		
Blindness or partial sight loss	<p>Examples are as follows: Artificial eye, Blind, Deafblind, Detached retina, Legally blind, Partial sight loss, Partially sighted, Sight loss, Visually impaired</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
Full or partial loss of voice or difficulty speaking (a condition that requires you to use equipment to speak)	<p>Examples are as follows: Full or partial loss of voice or difficulty speaking due to health conditions such as: Autistic spectrum disorder, Cerebral palsy, Dementia, Head or brain injury, Learning disability, Motor neurone disease, Multiple sclerosis, Parkinson's disease, Profound and multiple learning difficulties (PMLD), Stroke. Communication equipment examples: No battery (low tech), Battery operated (high tech).</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
Learning Disability (a condition you have had since	Examples are as follows: Acquired brain injury, Cognitive impairment, Down's syndrome,	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Prefer not to say

<p>childhood that affects the way you learn, understand information and communicate)</p>	<p>Fragile X syndrome, Mild learning disability, Moderate learning disability, Neonatal brain damage, Profound learning disability, Severe learning disability, Special needs.</p> <p>See also 'Updating information' guidance.</p>		<ul style="list-style-type: none"> • Not recorded
<p>Learning difficulty (a specific learning condition that affects the way you learn and process information)</p>	<p>Examples are as follows: Dyscalculia, Dyslexia, Dyspraxia, General learning difficulty, Global learning difficulty, Learning difficulty, Meares-Irlen syndrome, Specific learning difficulty, Verbal dyspraxia.</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
<p>Autism Spectrum Disorder / Condition</p>	<p>Autism Spectrum Disorder Autism Spectrum Condition Asperger's Syndrome</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
<p>Other developmental disorder (a condition that you have had since</p>	<p>Examples are as follows but exclude Autism Spectrum Disorder / Condition (ASD/C), which should be recorded in the ASD/C data item only: Attention</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded

<p>childhood which affects motor, cognitive, social and emotional skills and speech and language)</p>	<p>deficit disorder, Attention deficit hyperactivity disorder, Emotional learning behaviour, Emotional learning difficulty, Global developmental delay, Oppositional defiant disorder.</p> <p>See also 'Updating information' guidance.</p>		
<p>Physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)</p>	<p>Examples are as follows: Amputee, Hemiplegia, Carpal tunnel syndrome, Difficulty walking, Paralysis, Paraplegia, Physically disabled, Quadriplegic, Unable to walk, Uses walking stick, Wheelchair user.</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Recorded
<p>Mental health condition (a condition that affects your emotional, physical and mental wellbeing)</p>	<p>Examples are as follows: Addiction, Anxiety, Bipolar disorder, Depression, Eating disorder, Panic attacks, Postnatal depression, Schizoaffective disorder, Schizophrenia, Seasonal affective disorder, Self-harm.</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded

<p>Long-term illness, disease, or condition (a condition, not listed above that you may have for life, which may be managed with treatment or medication)</p>	<p>Examples are as follows: Angina, Arthritis, Asthma, Cancer, Chronic obstructive pulmonary disease (COPD), Dementia, Diabetes, Epilepsy, Heart condition, High blood pressure (hypertension), Multiple sclerosis, Osteoporosis, Stroke.</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
<p>Other condition</p>	<p>This category can be selected if the participant's condition can't be classified using the other categories, or if the participant is not sure which category their condition(s) fall into. You can read out the examples listed in the other categories to help the participant decide.</p> <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Prefer not to say • Not recorded
<p>No condition</p>	<p>Select if the participant has no long term health conditions. If this is the case, please ensure that the related data items (disability 1 and disability 2) have the appropriate responses recorded.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • No condition • Prefer not to say • Not recorded

	See also 'Updating information' guidance.		
Disability 2	<p>If the answer to Disability 1 is 'Yes', the following question should then be asked of participants: Does your condition or illness/do any of your conditions or illnesses reduce your ability to carry-out day-to-day activities? If the answer to Disability 1 is 'No' then select 'N/A – no long-term illnesses or conditions'.</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • N/A – no long term condition • Yes, a lot • Yes, a little • No, not at all • Prefer not to say • Not recorded
Ethnic Group	Participant's ethnic group, as defined by the SG recommended question (2022 Census) on ethnic group. The following question should be asked: What is your ethnic group?	As per drop down.	<ul style="list-style-type: none"> • White – Scottish • White – Other British • White – Irish • White – Gypsy Traveller • White – Polish • White – Roma • White – Showman / Show woman • White – Other • Mixed or multiple ethnic groups • Asian – Pakistani, Pakistani Scottish, Pakistani British • Asian – Indian, Indian Scottish, Indian British • Asian – Bangladeshi, Bangladeshi Scottish, Bangladeshi British

			<ul style="list-style-type: none"> • Asian – Chinese, Chinese Scottish, Chinese British • Asian – Other • African, African Scottish, African British • African - Other • Caribbean, Caribbean Scottish, Caribbean British • Black, Black Scottish, Black British • Caribbean or Black – Other • Arab, Arab Scottish, Arab British • Other ethnic group • Prefer not to say • Not recorded
Religion, religious denomination or body	Participant's religion, religious denomination or body, as defined by the SG recommended question (2022 Census). The following question should be asked: What religion, religious denomination or body do you belong to?	As per drop down.	<ul style="list-style-type: none"> • None • Church of Scotland • Roman Catholic • Other Christian • Muslim • Hindu • Buddhist • Sikh • Jewish • Pagan • Another religion • Prefer not to say • Not recorded
Sexual Orientation	Participant's sexual orientation, as defined by the SG recommended survey question. The following question should be asked of participants who are	As per drop down.	<ul style="list-style-type: none"> • Heterosexual / Straight • Gay / Lesbian • Bisexual • Other

	<p>aged 16 or over: Which of the following best describes your sexual orientation?</p> <p>See also 'Updating information' guidance.</p>		<ul style="list-style-type: none"> • Prefer not to say • Not recorded
Armed Forces veteran	<p>Anyone who has served for at least one day in Her Majesty's Armed Forces (Regular or Reserve) or Merchant Mariners who have seen duty on legally defined military operations. (Definition from the Office for Veteran's Affairs).</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded
Asylum Seeker	<p>An individual who 'has applied for asylum and is waiting for a decision as to whether or not they are a refugee.'</p> <p>An asylum seeker is someone who has asked a Government for refugee status and is waiting to hear the outcome of their application.</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded

<p>Criminal convictions</p>	<p>This relates to any individual who has a criminal conviction that:</p> <ul style="list-style-type: none"> ▪ Is not 'spent' ▪ Is exempt from becoming 'spent' ▪ Remains a barrier to progressing within the labour market e.g. gaps in c.v. <p>See also 'Updating information' guidance.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Not recorded
<p>Homeless or affected by housing exclusion</p>	<p>In the absence of a national definition for "homeless or affected by housing exclusion" the term should be understood according to the ETHOS (European Typology of Homelessness and Housing Exclusion) definition which is derived from the physical, social and legal interpretation of what a 'home' means. It classifies the following four living circumstances as homelessness or extreme forms of housing exclusion:</p> <ul style="list-style-type: none"> ▪ Rooflessness (people living rough and people in emergency accommodation) 	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Not recorded

	<ul style="list-style-type: none">▪ Houselessness (people in accommodation for the homeless, in women's shelters, in accommodation for immigrants, people due to be released from institutions and people receiving long-term support due to homelessness)▪ Insecure accommodation (people living in insecure tenancies, under threat of eviction or violence)▪ Inadequate housing (living in unfit housing, nonconventional dwellings e.g. in caravans without adequate access to public utilities such as water, electricity or gas or in situations of extreme overcrowding) <p>In addition this category also applies to those who are:</p> <ul style="list-style-type: none">▪ In temporary accommodation, which requires to be paid for if a person is in paid employment		
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	<ul style="list-style-type: none"> ▪ 'Sofa surfing' – the practice of staying temporarily with various friends and relatives while attempting to find permanent accommodation. <p>Adults living with their parents should not be registered under this indicator unless they are all homeless or living in insecure or in inadequate housing.</p> <p>See also 'Updating information' guidance.</p>		
<p>No or limited work experience</p>	<p>Individuals who have no, or limited experience of work. This can include individuals who have a notable gap(s) within their work history e.g. due to being inactive from the labour market because of family / caring responsibilities, periods of ill health etc.</p> <p>In addition, this can include individuals who have worked for very limited periods of time e.g. Christmas cover.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • Yes • No • Not recorded

	See also 'Updating information' guidance.		
Refugee	<p>An individual who 'owing to a well-founded fear of being persecuted for reasons of race, religion, nationality, membership of a particular social group, or political opinion, is outside the country of his nationality, and is unable to or, owing to such fear, is unwilling to avail himself of the protection of that country' (Article 1, 1951 Convention Relating to the Status of Refugees).</p> <p>A refugee is entitled to the same social and economic rights as any UK citizen. Refugees have full access to medical treatment, education, housing and employment.</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded
Substance related condition	The continued misuse of substances (typically alcohol or drugs) that severely affects an individual's physical and mental health, social situation and responsibilities. This can include individuals in recovery where	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded

	<p>this remains a barrier to progressing within the labour market.</p> <p>See also 'Updating information' guidance.</p>		
Childcare	<p>Whether participant has faced barriers to employment as a result of childcare. This can include a range of potential scenarios, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Lack of available childcare ▪ Lack of affordable childcare ▪ Lack of awareness of available childcare <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • N/A – not parent • Yes • No • Not Recorded
Transport	<p>Whether a participant has faced barriers to employment as a result of transport. This can include a range of potential scenarios, including but not limited to:</p> <ul style="list-style-type: none"> ▪ Lack of available transport links between place of residence and employment ▪ Cost of transport 	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded

	<ul style="list-style-type: none"> ▪ Unaware of eligibility for concessionary travel <p>See also 'Updating information' guidance.</p>		
Care experienced	<p>Whether participant has been or is currently in care or from a looked-after background at any stage in their life, no matter how short, including adopted children who were previously looked-after.</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded
Caring Responsibilities	<p>Whether the participant has caring responsibilities. 'Caring responsibilities' are defined by the question asked in the Scottish Household Survey: Apart from anything you do as paid employment, do you look after, or give any regular help or support to family members, friends, neighbours or others because of either long-term physical / mental ill-health / disability; or problems related to old age?</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Yes • No • Not recorded

Child poverty information			
Parental status	<p>Whether participant is a parent and if so, whether they are a single parent or live as part as a couple.</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • Not parent • Parent in a couple • Single parent • Not recorded
Living with dependent children	<p>Whether participant lives with their dependent child / children</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • N/A – not parent • Yes – full time • Yes – part time • No • Not recorded
Number of dependent children	<p>A dependent child is a person aged 0-15, or a person aged 16-19 and: not married nor in a Civil Partnership nor living with a partner, and living with their parents, and in full-time non-advanced education or in unwaged government training.</p> <p>See also 'Updating information' guidance.</p>	As per drop down.	<ul style="list-style-type: none"> • N/A – not parent • 1-20 • Not recorded
Disabled child or adult within family	<p>Whether disabled child or adult within family. The questions used to define disability for participants should be applied to define disability for others in the household (child or adult) as required. This data item refers to any other disabled adults within</p>	As per drop down.	<ul style="list-style-type: none"> • N/A – not parent • Yes • No • Not recorded

	<p>the family, not adults who are participants.</p> <p>See also 'Updating information' guidance.</p>		
<p>Age of youngest dependent child</p>	<p>Age of participant's youngest dependent child. Record as follows:</p> <p>'under 1 year' when the age of the youngest child is less than a year;</p> <p>'1 year up to 5 years' when the age of the youngest child is 1 year and above, but less than 5 years;</p> <p>'5 years up to 12 years' when the age of the youngest child is 5 years and above, but less than 12 years;</p> <p>'12 years up to 16 years' when the age of the youngest child is 12 years and above, but less than 16 years;</p> <p>'16 years up to 20 years' when the age of the youngest child is 16 years and above, but less than 20 years.</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • N/A – not parent • Under 1 year • 1 year up to 5 years • 5 years up to 12 years • 12 years up to 16 years • 16 years up to 19 years • Not recorded

	See also 'Updating information' guidance.		
Accessing funded childcare	Whether the participant is accessing funded childcare See also 'Updating information' guidance.	As per drop down.	<ul style="list-style-type: none"> • N/A – not parent • Yes • No • Not recorded
Accessing eligible 2 year old place	Whether the participant's child(ren) is/are accessing an eligible 2 year old place See also 'Updating information' guidance.	As per drop down.	<ul style="list-style-type: none"> • N/A – not parent • Yes • No • Not recorded
Initial employment information			
PLEASE READ THE 'RECORDING AND REPORTING OUTCOMES' GUIDANCE SECTION FOR FURTHER INFORMATION			
Subsidy Type	The type of subsidy used to support a participant. If the subsidy is used to support someone who is already in employment then you should NOT record 'entering employment' for that participant. If an ERI is used to support someone, you should also record this person as 'entering employment'.	As per drop down	<ul style="list-style-type: none"> • N/A – not supported by subsidy • ERI • YPTA – young person's training allowance • LTU • Other • Not recorded

Subsidy start date	The date on which a subsidy commences.	Numeric in format DD/MM/YYYY.	
Subsidy end date	The date on which a subsidy ends.	Numeric in format DD/MM/YYYY.	
Employment start date	The date on which a participant enters employment.	Numeric in format DD/MM/YYYY.	
Self-employment start date	The date on which a participant enters self-employment.	Numeric in format DD/MM/YYYY.	
Modern Apprenticeship start date	The date on which a participant starts a Modern Apprenticeship.	Numeric in format DD/MM/YYYY.	
Contract type	Whether a participant who has commenced employment is in a permanent or non-permanent opportunity.	As per drop down.	<ul style="list-style-type: none"> • N/A – not in employment • Permanent • Temporary • Not recorded
Number of hours worked per week	The number of contracted hours worked per week, or average where applicable, including zero hours.	Numeric to one decimal place.	
Rate of pay	The hourly pay rate of a participant who has entered employment. If the hourly rate of pay cannot be calculated, please enter salary.	Numeric in GBP.	
Employment sector	Sector of employment should be recorded here for those participants who have entered	As per drop down.	<ul style="list-style-type: none"> • N/A – not in employment

	<p>employment. Please record sector of the participant's job, and not employer.</p>		<ul style="list-style-type: none"> • 11 – CORPORATE MANAGERS AND DIRECTORS • 12 – OTHER MANAGERS AND PROPRIETORS • 21 – SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS • 22 – HEALTH PROFESSIONALS • 23 – TEACHING AND OTHER EDUCATIONAL PROFESSIONALS • 24 – BUSINESS, MEDIA AND PUBLIC SERVICE PROFESSIONALS • 31 – SCIENCE, ENGINEERING AND TECHNOLOGY ASSOCIATE PROFESSIONALS • 32 – HEALTH AND SOCIAL CARE ASSOCIATE PROFESSIONALS • 33 – PROTECTIVE SERVICE OCCUPATIONS • 34 – CULTURE, MEDIA AND SPORTS OCCUPATIONS • 35 – BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS • 41 – ADMINISTRATIVE OCCUPATIONS • 42 – SECRETARIAL AND RELATED OCCUPATIONS • 51 – SKILLED AGRICULTURAL AND RELATED TRADES • 52 – SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES • 53 – SKILLED CONSTRUCTION AND BUILDING TRADES • 54 – TEXTILES, PRINTING AND OTHER SKILLED TRADES
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			<ul style="list-style-type: none"> • 61 – CARING PERSONAL SERVICE OCCUPATIONS • 62 – LEISURE, TRAVEL AND RELATED PERSONAL SERVICE OCCUPATIONS • 63 – COMMUNITY AND CIVIL ENFORCEMENT OCCUPATIONS • 71 – SALES OCCUPATIONS • 72 – CUSTOMER SERVICE OCCUPATIONS • 81 – PROCESS, PLANT AND MACHINE OPERATIVES • 82 – TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES • 91 – ELEMENTARY TRADES AND RELATED OCCUPATIONS • 92 – ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS • Not recorded
Employment follow-up			
Employment – 4 weeks	Whether the participant is still in employment at 4 weeks from the date they entered employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).	As per drop down.	<ul style="list-style-type: none"> • In employment • In self-employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded

Employment – 13 weeks	<p>Whether the participant is still in employment at 13 weeks from the date they entered employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • In employment • In self-employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Employment – 26 weeks	<p>Whether the participant is still in employment at 26 weeks from the date they entered employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • In employment • In self-employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Employment – 52 weeks	<p>Whether the participant is still in employment at 52 weeks from the date they entered employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • In employment • In self-employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive

	the details of that opportunity should also be recorded in the relevant data items (e.g. start date).		<ul style="list-style-type: none"> • Unknown • Not recorded
Self-employment follow-up			
Self-employment – 4 weeks	Whether the participant is still in self-employment at 4 weeks from the date they entered self-employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).	As per drop down.	<ul style="list-style-type: none"> • In self-employment • In employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Self-employment – 13 weeks	Whether the participant is still in self-employment at 13 weeks from the date they entered self-employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).	As per drop down.	<ul style="list-style-type: none"> • In self-employment • In employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Self-employment – 26 weeks	Whether the participant is still in self-employment at 26 weeks from the date they entered self-	As per drop down.	<ul style="list-style-type: none"> • In self-employment • In employment • In Modern Apprenticeship

	employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).		<ul style="list-style-type: none"> • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Self-employment – 52 weeks	Whether the participant is still in self-employment at 52 weeks from the date they entered self-employment. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).	As per drop down.	<ul style="list-style-type: none"> • In self-employment • In employment • In Modern Apprenticeship • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Modern Apprenticeship follow-up			
Modern Apprenticeship – week 4	Whether the participant is still in a Modern Apprenticeship at 4 weeks from the date they started the Modern Apprenticeship. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity	As per drop down.	<ul style="list-style-type: none"> • In Modern Apprenticeship • In employment • In self-employment • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown

	should also be recorded in the relevant data items (e.g. start date).		<ul style="list-style-type: none"> • Not recorded
Modern Apprenticeship – week 13	Whether the participant is still in a Modern Apprenticeship at 13 weeks from the date they started the Modern Apprenticeship. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).	As per drop down.	<ul style="list-style-type: none"> • In Modern Apprenticeship • In employment • In self-employment • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Modern Apprenticeship – week 26	Whether the participant is still in a Modern Apprenticeship at 26 weeks from the date they started the Modern Apprenticeship. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).	As per drop down.	<ul style="list-style-type: none"> • In Modern Apprenticeship • In employment • In self-employment • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Modern Apprenticeship – week 52	Whether the participant is still in a Modern Apprenticeship at 52 weeks from the date they	As per drop down.	<ul style="list-style-type: none"> • In Modern Apprenticeship • In employment • In self-employment

	started the Modern Apprenticeship. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date).		<ul style="list-style-type: none"> • In FE/HE • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Contract type follow-up			
Contract type – 4 weeks	Whether a participant who has commenced employment is in a permanent, or non-permanent opportunity, at 4 weeks from the participant's employment start date.	As per drop down	<ul style="list-style-type: none"> • N/A – not in employment • Permanent • Temporary • Not recorded
Contract type – 13 weeks	Whether a participant who has commenced employment is in a permanent, or non-permanent opportunity, at 13 weeks from the participant's employment start date.	As per drop down	<ul style="list-style-type: none"> • N/A – not in employment • Permanent • Temporary • Not recorded
Contract type – 26 weeks	Whether a participant who has commenced employment is in a permanent, or non-permanent opportunity, at 26 weeks from the participant's employment start date.	As per drop down	<ul style="list-style-type: none"> • N/A – not in employment • Permanent • Temporary • Not recorded
Contract type – 52 weeks	Whether a participant who has commenced employment is in a permanent, or non-permanent	As per drop down	<ul style="list-style-type: none"> • N/A – not in employment • Permanent • Temporary

	opportunity, at 52 weeks from the participant's employment start date.		<ul style="list-style-type: none"> • Not recorded
Number of hours follow-up			
Number of hours worked per week – 4 weeks	The number of contracted hours worked per week, or average where applicable, including zero hours, at 4 weeks from the participant's employment start date.	Numeric to one decimal place	
Number of hours worked per week – 13 weeks	The number of contracted hours worked per week, or average where applicable, including zero hours, at 13 weeks from the participant's employment start date.	Numeric to one decimal place	
Number of hours worked per week – 26 weeks	The number of contracted hours worked per week, or average where applicable, including zero hours, at 26 weeks from the participant's employment start date.	Numeric to one decimal place	
Number of hours worked per week – 52 weeks	The number of contracted hours worked per week, or average where applicable, including zero hours, at 52 weeks from the participant's employment start date.	Numeric to one decimal place	
Rate of pay follow-up			
Rate of pay at 4 weeks	The participants rate of pay at 4 weeks. If the hourly rate of pay	Numeric in GBP	

	cannot be calculated, please enter salary.		
Rate of pay at 13 weeks	The participants rate of pay at 13 weeks. If the hourly rate of pay cannot be calculated, please enter salary.	Numeric in GBP	
Rate of pay at 26 weeks	The participants rate of pay at 26 weeks. If the hourly rate of pay cannot be calculated, please enter salary.	Numeric in GBP.	
Rate of pay at 52 weeks	The participants rate of pay at 52 weeks. If the hourly rate of pay cannot be calculated, please enter salary.	Numeric in GBP.	
Employment sector follow-up			
Employment sector - 4 weeks	Sector of employment should be recorded here for those participants who are still in employment at 4 weeks from the participant's employment start date. Please record sector of the participant's job, and not employer.	As per drop down	<ul style="list-style-type: none"> • N/A – not in employment • 11 – CORPORATE MANAGERS AND DIRECTORS • 12 – OTHER MANAGERS AND PROPRIETORS • 21 – SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS • 22 – HEALTH PROFESSIONALS • 23 – TEACHING AND OTHER EDUCATIONAL PROFESSIONALS • 24 – BUSINESS, MEDIA AND PUBLIC SERVICE PROFESSIONALS • 31 – SCIENCE, ENGINEERING AND TECHNOLOGY ASSOCIATE PROFESSIONALS • 32 – HEALTH AND SOCIAL CARE ASSOCIATE PROFESSIONALS • 33 – PROTECTIVE SERVICE OCCUPATIONS

			<ul style="list-style-type: none">• 34 – CULTURE, MEDIA AND SPORTS OCCUPATIONS• 35 – BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS• 41 – ADMINISTRATIVE OCCUPATIONS• 42 – SECRETARIAL AND RELATED OCCUPATIONS• 51 – SKILLED AGRICULTURAL AND RELATED TRADES• 52 – SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES• 53 – SKILLED CONSTRUCTION AND BUILDING TRADES• 54 – TEXTILES, PRINTING AND OTHER SKILLED TRADES• 61 – CARING PERSONAL SERVICE OCCUPATIONS• 62 – LEISURE, TRAVEL AND RELATED PERSONAL SERVICE OCCUPATIONS• 63 – COMMUNITY AND CIVIL ENFORCEMENT OCCUPATIONS• 71 – SALES OCCUPATIONS• 72 – CUSTOMER SERVICE OCCUPATIONS• 81 – PROCESS, PLANT AND MACHINE OPERATIVES• 82 – TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES• 91 – ELEMENTARY TRADES AND RELATED OCCUPATIONS• 92 – ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS
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			<ul style="list-style-type: none"> • Not recorded
<p>Employment sector - 13 weeks</p>	<p>Sector of employment should be recorded here for those participants who are still in employment at 13 weeks from the participant's employment start date. Please record sector of the participant's job, and not employer.</p>	<p>As per drop down</p>	<ul style="list-style-type: none"> • N/A – not in employment • 11 – CORPORATE MANAGERS AND DIRECTORS • 12 – OTHER MANAGERS AND PROPRIETORS • 21 – SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS • 22 – HEALTH PROFESSIONALS • 23 – TEACHING AND OTHER EDUCATIONAL PROFESSIONALS • 24 – BUSINESS, MEDIA AND PUBLIC SERVICE PROFESSIONALS • 31 – SCIENCE, ENGINEERING AND TECHNOLOGY ASSOCIATE PROFESSIONALS • 32 – HEALTH AND SOCIAL CARE ASSOCIATE PROFESSIONALS • 33 – PROTECTIVE SERVICE OCCUPATIONS • 34 – CULTURE, MEDIA AND SPORTS OCCUPATIONS • 35 – BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS • 41 – ADMINISTRATIVE OCCUPATIONS • 42 – SECRETARIAL AND RELATED OCCUPATIONS • 51 – SKILLED AGRICULTURAL AND RELATED TRADES • 52 – SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES • 53 – SKILLED CONSTRUCTION AND BUILDING TRADES

			<ul style="list-style-type: none"> • 54 – TEXTILES, PRINTING AND OTHER SKILLED TRADES • 61 – CARING PERSONAL SERVICE OCCUPATIONS • 62 – LEISURE, TRAVEL AND RELATED PERSONAL SERVICE OCCUPATIONS • 63 – COMMUNITY AND CIVIL ENFORCEMENT OCCUPATIONS • 71 – SALES OCCUPATIONS • 72 – CUSTOMER SERVICE OCCUPATIONS • 81 – PROCESS, PLANT AND MACHINE OPERATIVES • 82 – TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES • 91 – ELEMENTARY TRADES AND RELATED OCCUPATIONS • 92 – ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS • Not recorded
<p>Employment sector - 26 weeks</p>	<p>Sector of employment should be recorded here for those participants who are still in employment at 26 weeks from the participant's employment start date. Please record sector of the participant's job, and not employer.</p>	<p>As per drop down</p>	<ul style="list-style-type: none"> • N/A – not in employment • 11 – CORPORATE MANAGERS AND DIRECTORS • 12 – OTHER MANAGERS AND PROPRIETORS • 21 – SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS • 22 – HEALTH PROFESSIONALS • 23 – TEACHING AND OTHER EDUCATIONAL PROFESSIONALS • 24 – BUSINESS, MEDIA AND PUBLIC SERVICE PROFESSIONALS

			<ul style="list-style-type: none">• 31 – SCIENCE, ENGINEERING AND TECHNOLOGY ASSOCIATE PROFESSIONALS• 32 – HEALTH AND SOCIAL CARE ASSOCIATE PROFESSIONALS• 33 – PROTECTIVE SERVICE OCCUPATIONS• 34 – CULTURE, MEDIA AND SPORTS OCCUPATIONS• 35 – BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS• 41 – ADMINISTRATIVE OCCUPATIONS• 42 – SECRETARIAL AND RELATED OCCUPATIONS• 51 – SKILLED AGRICULTURAL AND RELATED TRADES• 52 – SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES• 53 – SKILLED CONSTRUCTION AND BUILDING TRADES• 54 – TEXTILES, PRINTING AND OTHER SKILLED TRADES• 61 – CARING PERSONAL SERVICE OCCUPATIONS• 62 – LEISURE, TRAVEL AND RELATED PERSONAL SERVICE OCCUPATIONS• 63 – COMMUNITY AND CIVIL ENFORCEMENT OCCUPATIONS• 71 – SALES OCCUPATIONS• 72 – CUSTOMER SERVICE OCCUPATIONS• 81 – PROCESS, PLANT AND MACHINE OPERATIVES
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			<ul style="list-style-type: none"> • 82 – TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES • 91 – ELEMENTARY TRADES AND RELATED OCCUPATIONS • 92 – ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS • Not recorded
<p>Employment sector - 52 weeks</p>	<p>Sector of employment should be recorded here for those participants who are still in employment at 52 weeks from the participant's employment start date. Please record sector of the participant's job, and not employer.</p>	<p>As per drop down</p>	<ul style="list-style-type: none"> • N/A – not in employment • 11 – CORPORATE MANAGERS AND DIRECTORS • 12 – OTHER MANAGERS AND PROPRIETORS • 21 – SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS • 22 – HEALTH PROFESSIONALS • 23 – TEACHING AND OTHER EDUCATIONAL PROFESSIONALS • 24 – BUSINESS, MEDIA AND PUBLIC SERVICE PROFESSIONALS • 31 – SCIENCE, ENGINEERING AND TECHNOLOGY ASSOCIATE PROFESSIONALS • 32 – HEALTH AND SOCIAL CARE ASSOCIATE PROFESSIONALS • 33 – PROTECTIVE SERVICE OCCUPATIONS • 34 – CULTURE, MEDIA AND SPORTS OCCUPATIONS • 35 – BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS • 41 – ADMINISTRATIVE OCCUPATIONS • 42 – SECRETARIAL AND RELATED OCCUPATIONS

			<ul style="list-style-type: none"> • 51 – SKILLED AGRICULTURAL AND RELATED TRADES • 52 – SKILLED METAL, ELECTRICAL AND ELECTRONIC TRADES • 53 – SKILLED CONSTRUCTION AND BUILDING TRADES • 54 – TEXTILES, PRINTING AND OTHER SKILLED TRADES • 61 – CARING PERSONAL SERVICE OCCUPATIONS • 62 – LEISURE, TRAVEL AND RELATED PERSONAL SERVICE OCCUPATIONS • 63 – COMMUNITY AND CIVIL ENFORCEMENT OCCUPATIONS • 71 – SALES OCCUPATIONS • 72 – CUSTOMER SERVICE OCCUPATIONS • 81 – PROCESS, PLANT AND MACHINE OPERATIVES • 82 – TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES • 91 – ELEMENTARY TRADES AND RELATED OCCUPATIONS • 92 – ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS • Not recorded
Other progression			
Work experience start date	The date on which a participant starts a work experience opportunity.	Numeric in format DD/MM/YYYY.	

Work experience completion date	The date on which a participant completes a work experience opportunity.	Numeric in format DD/MM/YYYY.	
Volunteering start date	<p>The date in which a participant starts a volunteering opportunity. Definition of volunteering: 'a person giving of his/her time and energy through a third party. It will benefit both the person and others, including individuals, groups and organisations, communities, the environment and society at large. Some volunteering may include a financial allowance,'</p> <p>NOTE this definition has been adapted from that used in the Participation Measure, to ensure fitness for purpose for all participants whose data is recorded via this template and to ensure no overlap with other data items.</p>	Numeric in format DD/MM/YYYY.	
Volunteering completion date	The date in which a participant completes a volunteering opportunity. Definition of volunteering: 'a person giving of his/her time and energy through a third party. It will benefit both the person and others, including individuals, groups and	Numeric in format DD/MM/YYYY.	

	<p>organisations, communities, the environment and society at large. Some volunteering may include a financial allowance,'</p> <p>NOTE this definition has been adapted from that used in the Participation Measure, to ensure fitness for purpose for all participants whose data is recorded via this template and to ensure no overlap with other data items.</p>		
Training and outcomes			
LTU Accredited Training start date	The date on which a LTU participant starts accredited training. Accredited means officially recognised or authorised.	Numeric in format DD/MM/YYYY.	
Date Accredited Training qualification achieved (all participants)	<p>The date on which a participant achieves an accredited training qualification, or FE/HE qualification achieved from a course lasting less than one academic year.</p> <p>See also 'FE / HE outcomes' guidance.</p>	Numeric in format DD/MM/YYYY.	
Level of Accredited Training qualification	Level of accredited training qualification achieved, or FE/HE qualification achieved from a course lasting less than one	As per drop down.	<ul style="list-style-type: none"> • 0-8 • Not recorded

achieved (all participants)	academic year (ISCED levels). You can select 'Not recorded' if you do not know which ISCED level the accredited training or FE/HE qualification relates to. See also 'FE / HE outcomes' guidance.		
Name of Accredited Training qualification achieved (all participants)	The name, or descriptive term, of the accredited training, or FE/HE qualification achieved from a course lasting less than one academic year. See also 'FE / HE outcomes' guidance.	Alphanumeric character.	
Further / Higher Education follow-up and outcomes			
PLEASE READ THE 'FE / HE OUTCOMES' GUIDANCE SECTION FOR FURTHER INFORMATION			
Further / Higher Education start date	The date on which a participant enters further / higher education.	Numeric in format DD/MM/YYYY.	
Further / Higher Education completed date	The date on which a participant completes further / higher education.	Numeric in format DD/MM/YYYY.	
Further / Higher Education – 13 weeks	Whether the participant is still in further / higher education at 13 weeks from the date they entered further / higher education. If they are not,	As per drop down.	<ul style="list-style-type: none"> • In FE/HE • In Employment • In self-employment • In Modern Apprenticeship • In Accredited Training

	<p>please record the new destination or status, as appropriate. If they are in a new destination (e.g. employment) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date). If the participant has completed their course at the point of the follow-up interval, then there should be a 'Further / Higher Education completion date' recorded and this data item can be left blank.</p>		<ul style="list-style-type: none"> • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
<p>Further / Higher Education – 26 weeks</p>	<p>Whether the participant is still in further / higher education at 26 weeks from the date they entered further / higher education. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. employment) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date). If the participant has completed their course at the point of the follow-up interval, then there should be a 'Further / Higher Education</p>	<p>As per drop down.</p>	<ul style="list-style-type: none"> • In FE/HE • In Employment • In self-employment • In Modern Apprenticeship • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded

	completion date' recorded and this data item can be left blank		
Further / Higher Education – 52 weeks	Whether the participant is still in further / higher education at 52 weeks from the date they entered further / higher education. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. employment) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date). If the participant has completed their course at the point of the follow-up interval, then there should be a 'Further / Higher Education completion date' recorded and this data item can be left blank	As per drop down.	<ul style="list-style-type: none"> • In FE/HE • In Employment • In self-employment • In Modern Apprenticeship • In Accredited Training • In School • Not in employment or other destination listed • Inactive • Unknown • Not recorded
Date FE/HE qualification achieved	The date on which a participant achieves a qualification, whether from a course of education or training.	Numeric in format DD/MM/YYYY.	
Level of FE/HE qualification achieved	Participant's level of qualification achieved (ISCED levels).	As per drop down.	<ul style="list-style-type: none"> • 0 • 1 • 2 • 3 • 4 • 5 • 6

			<ul style="list-style-type: none"> • 7 • 8 • Not recorded
Name of FE/HE qualification achieved	Used to capture additional detail about FE/HE and Training outcomes. Can be used to capture information on training that may not translate well to ICSED levels (e.g. accredited training like First Aid Certificates, some City and Guilds qualifications etc.)	Alphanumeric character	
School and follow-up			
School start date	The date on which a participant re-engages with school.	Numeric in format DD/MM/YYYY.	
School – 13 weeks	Whether the participant is still in school at 13 weeks from the date they started school. If they are not, please record the new destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date)	As per drop down.	<ul style="list-style-type: none"> • In school • In FE/HE • In Accredited Training • In employment • In self-employment • In Modern Apprenticeship • Not in employment or other destination listed • Inactive • Unknown • Not recorded
School – 26 weeks	Whether the participant is still in school at 26 weeks from the date they started school. If they are not, please record the new	As per drop down.	<ul style="list-style-type: none"> • In School • In FE/HE • In Accredited Training • In employment

	destination or status, as appropriate. If they are in a new destination (e.g. FE/HE) then the details of that opportunity should also be recorded in the relevant data items (e.g. start date)		<ul style="list-style-type: none">• In self-employment• In Modern Apprenticeship• Not in employment or other destination listed• Inactive• Unknown• Not recorded
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