

# PEIL 2014-2020 ACTIVITY IMPLEMENTATION PLAN

## ESF PR 3.3

<b>ESF Programme for Employability, Inclusion and Learning OP 2014-2020</b>	
<b>Priority:</b>	<b>PRIORITY NO 3:</b> Investing in Education, Training and Life Long Learning with a view to upskilling and re-skilling the labour force.
<b>Thematic Objective and investment priorities:</b>	Investing in education, training and vocational training for skills and lifelong learning
<b>Activity title:</b>	<b>Adult Literacy</b>
<b>Overall Objective:</b>	Enhancing equal access to lifelong learning for all age groups in formal, non-formal and informal settings, upgrading the knowledge, skills and competences of the workforce, and promoting flexible learning pathways including through career guidance and validation of acquired competences.
<b>Certifying Authority:</b>	ESF Certifying Authority
<b>Managing Authority:</b>	ESF Managing Authority
<b>Intermediary Body:</b>	SOLAS
<b>Beneficiary Bodies:</b>	Education and Training Boards
<b>EU Co-financing Rate:</b>	50%

### **1. CONTEXT/ PROBLEM/ NEED BEING ADDRESSED:**

Literacy is fundamental to empowerment, personal development and employment prospects. Adult literacy aims to give a second chance to those people whose literacy skills are not adequate to allow them participate fully in society.

Adult literacy is the Government's top priority in adult education. As part of its Labour Market Policy, the government is making literacy and basic workplace skills a national priority, with literacy training incorporated into a wider variety of further education and training programmes. A target of 20% has been set for the number of places to be made available to the long term unemployed.

The PIAAC results show there remains many adults in Ireland with literacy levels at or below Level 1. The Review of the Adult Literacy Service published in 2013 recommends more intensive literacy options and more numeracy options among its recommendations. SOLAS governing legislation specifically provides that the 5 year further education and training strategy includes a comprehensive strategy for the provision of programmes aimed at promoting, developing and encouraging literacy and numeracy. The Further Education and Training (FET) Strategy 2014-2019 was launched on 12 May 2014 by the Minister for Education and Skills and identifies literacy and numeracy as one of five high level strategic goals. The actions includes improving the literacy and numeracy of the adult population, enhance CPD provision for staff, embed literacy and numeracy within FET provision and set targets and objectives for literacy and numeracy programmes.

Adult literacy courses funded by the Department of Education and Skills through SOLAS, the Further Education and Training body are delivered locally through the Education and Training Boards. The service is provided free of charge to learners.

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### 2. OBJECTIVES OF THE ACTIVITY:

This measure will seek to provide increased access to literacy, numeracy and language tuition for adults whose skills are inadequate for participation in modern society. It will also aim to increase the quality and capacity of the adult literacy service.

The priority target cohort for adult literacy programmes are those adults with primary education or less and whose literacy and numeracy skills do not match Level 3 on the National Framework of Qualifications (NFQ).

Key target groups in this area of investment include the unemployed, particularly the long-term unemployed, disadvantaged groups, those under-35's and those formerly employed in declining sectors such as the construction sector, as well as employed adults in need of improved basic literacy, language and numeracy skills.

### 3. ESF FUNDED ELEMENT OF ACTIVITY:

The Simplified Costs Option under Article 14(2) of 1304/2013 ESF Regulation is to be applied to the operations of this activity. This means that ESF claims will be made up of eligible direct staff costs plus 40% to cover the remaining eligible costs of an operation.

Eligible direct staff costs includes costs deriving from an agreement between employer and employee or service contracts for external staff (provided that these costs are clearly identifiable). For example, if a beneficiary contracts the services of an external trainer for its in-house training sessions, the invoice needs to identify the different types of costs. The salary of the trainer will be considered as external staff costs. However, teaching materials for example cannot be taken into account.

Staff costs include the total remuneration, including in-kind benefits in line with collective agreements, paid to people in return for work related to the operation. They also include taxes and employees' social security contributions as well as the employer's compulsory and voluntary social contributions. The following are not considered to be staff costs for ESF claim purposes

- Costs of business trips
- Allowances or salaries disbursed for the benefit of participants (e.g. students, trainees) in ESF operations
- Redundancy or back-pay costs paid to staff that are not related to the eligibility period of the operation being co-funded.

Also, any net revenue generated from the co-funded operations shall be deducted from its eligible expenditure in line with section 3.6 of the Department of Education and Skills Circular 1/2015, Eligibility Rules for 2014-2020 ESF and YEI. This includes any maternity and welfare benefits paid/reimbursed to the employer.

### 4. RESPONSIBILITIES OF INTERMEDIATE BODY:

In line with Article 123(6) of CPR 1303/2013, an administrative agreement between the Managing Authority and Intermediate Body for this activity will formally record in writing the responsibilities and tasks to be carried out by the Intermediate body on behalf of the Managing Authority.

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<b>5. CONTRIBUTION TO HORIZONTAL PRINCIPLES</b>	
<b>A. Promotion of Equality between men and women</b>	<p>The male to female participation ratio in adult literacy is approximately 40 / 60. The downturn in the Irish economy led to extensive job losses particularly in the construction industry which impacted heavily on low skilled workers, many of whom are men. Separate Men's and Women's literacy groups have been developed and supported to encourage active participation and to reduce specific barriers that the two genders may experience such as a workplace literacy programme for local authority outdoor workers.</p>
<b>B. Promotion of equal opportunities and non-discrimination</b>	<p>Adult Literacy programmes are targeted at those adults whose literacy and numeracy do not match those at level 3 on the National Framework of Qualifications.</p> <p>Amongst this cohort of adults are individuals and groups that experience particular and acute barriers to participation and which have been identified in the National Action Plan on Social Inclusion (2007 – 2016):</p> <ul style="list-style-type: none"> <li>• Adults with low or no formal qualifications or low literacy levels, especially those with less than upper second level education or NFQ Levels 1-3, or equivalent</li> <li>• The unemployed and in particular, the long term unemployed</li> <li>• Lone Parents</li> <li>• Travellers</li> <li>• Migrants</li> <li>• Older people</li> <li>• People with a disability</li> <li>• Disadvantaged women and men, particularly those living in rural isolation</li> <li>• The homeless</li> <li>• Ex-offenders</li> <li>• Substance misusers</li> </ul> <p>Outreach programmes have been developed to access learners who would not usually access educational provision as a means of widening access for new and non-traditional adult learners.</p> <p>ETB's offering Adult Literacy Programmes are committed to equality which includes promoting equality and prohibiting discrimination in employment and in service delivery on nine grounds as defined in the Employment Equality Acts 1998-2011 and the Equal Status Acts 2000-2012. The nine grounds are gender (including gender identity), family status, civil status, sexual orientation, age, disability (including mental health), race (including skin colour, ethnicity and nationality), membership of the Traveller community, religion (including non-religious belief).</p> <p>ETB's offering Adult Literacy programmes must provide reasonable accommodation for people with disabilities. They will also allow for positive action to promote or ensure equality through preferential treatment or positive measures which promote equality of opportunity for people who may be disadvantaged because of their circumstances, or to cater for their special needs.</p>

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<b>C. Sustainable Development</b>	<p>As set out in the Partnership Agreement, the principle of sustainable development requires that the needs of the present be met without compromising the ability of future generations. This requires that support for environmental protection requirements, resource efficiency, sustainable management of natural resources, risk prevention and management are addressed through both dedicated funding streams and through their horizontal integration across the Operational Programmes.</p> <p>The Government's sustainable development framework document is intended to provide a platform for the integration of sustainable development principles into policies across all sectors. The framework broadly follows the thematic approach of the EU Sustainable Development Strategy and sets out a wide range of measures that seek to ensure an improvement in Ireland's quality of life into the future. Among the areas listed are sustainability of public finances and economic resilience, sustainable consumption and production, conservation and management of natural resources, climate change and clean energy, social inclusion, sustainable communities and spatial planning, education, communication and behaviour change, innovation, research and development, skills and training and global poverty and sustainable development.</p>
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### 6. INDICATORS and REPORTING

Reporting on the progress of each activity is required for the Annual and YEI Implementation Reports and the Programme Monitoring Committee. This reporting includes information on financial and non-financial indicators as outlined in the subsequent paragraphs.

High level Investment Priority and Priority Axis targets have been set as part of the output and results indicators and performance framework<sup>1</sup> tables included in the PEIL OP. The *ESF co-funded* and *ESF + YEI co-funded* tables below detail the activity level indicators that contribute to the higher level targets in the OP. In order to meet the reporting requirements the data in the table below must be captured and reported for this activity.

In addition to the capturing and reporting on the data for the high level targets included in the OP, data on common indicators is also required. These indicators are detailed in the attached Annex I<sup>2</sup> in line with the requirements of Article 5 of the ESF Regulation 1304/2013.

An agreed action plan is in place for the fulfilment of this requirement by the end of 2016.

#### Priority 3 (ESF co-funded)

Outputs and Results Indicator Targets	Measurement Unit	Target Value 2023	Performance Framework Targets	
			Target Value 2018	Target Value 2023
<b>OUTPUTS</b>				
The number of participants with low education levels on further education/training programmes - The number of participants in Adult Literacy	Number of participants	318,000	218,000	318,000
The number of LTU participants with low education levels on further education/training programmes - The number of LTU participants in Adult Literacy	Number of LTU participants	86,814	N/A	N/A
Certified Expenditure	€m	91.6	20.1	91.6
<b>RESULTS</b>				
The number of participants with low education levels gaining a qualification or successfully completing the programme - The number of participants successfully completing the programme or achieving certification	Number of participants	57,500	N/A	N/A
The number of LTU participants with low education levels gaining a qualification or successfully completing the programme - The number of LTU participants successfully completing the programme or achieving certification	Number of participants	15,697	N/A	N/A

<sup>1</sup> Additional information on the application of the performance framework and reserve are set out under Articles 20 to 22 of the CPR 1303/2013

<sup>2</sup> The information on each participant are set out in data fields included in section (1) of Annex I. The European Commission issued an ESF guidance note on the *Monitoring and Evaluation of European Cohesion Policy* in September 2014 and Annex C of this document includes definitions for common ESF/YEI indicators. A further guidance note on the completeness of data is to be issued by the European Commission to further clarify the requirements in this area.

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7. FINANCIAL INPUT	
Budget (€/m.) ESF + National Contribution	€91.558m
ESF Contribution €m	€45.779m
ESF Co-Financing %	50%
EU Intervention Field Code	117

8. CERTIFICATION ROLES		
Ex-Ante checks by:	Certified Claims Submitted by:	Submitted To:
	ETBs	SOLAS
SOLAS	SOLAS	Managing Authority DES
Managing Authority DES	Managing Authority DES	Certifying Authority DES
Certifying Authority DES	Certifying Authority DES	European Commission

9. PROJECT SELECTION	
Project Selection Process	Funds are allocated to ETB's on the basis of previous levels of activity, area need, and target group.
Project Selection Criteria	Not applicable
Composition of Project Selection Committee	Not applicable

10. PUBLICITY/INFORMATION PLANS	
Publicity/ Information Plans for the Activity	<p>Website, brochures, reports and promotional materials will equally publicise the appropriate funding source in line with national requirements and those of Implementing Regulation (EC) regarding information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds</p> <p>The following Regulations apply:</p> <ul style="list-style-type: none"> <li>• EU Regulation No. 1303/2013 CPR ( Articles 115-117)</li> <li>• Commission Implementing Regulation No. 821/2014 (Articles 3 and 4 and Annex II).</li> </ul>

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11. IMPLEMENTATION CONTACT		
<b>Body:</b> SOLAS	<b>Contact Name:</b>	<i>Financial Manager (David Dunne)</i> Management Accounting / European Finance
<b>Address:</b>  SOLAS Block 1 Castleforbes House, Castleforbes Road, Dublin 1.	<b>Phone:</b>	00353 -1-533 2404
	<b>Email:</b>	<a href="mailto:david.dunne@solas.ie">david.dunne@solas.ie</a>

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### ANNEX I

#### Common output and result indicators for ESF investments

(1) Common output indicators for participants

"Participants"<sup>3</sup> refers to persons benefiting directly from an ESF intervention who can be identified and asked for their characteristics, and for whom specific expenditure is earmarked. Other persons shall not be classified as participants. All data shall be broken down by gender.

The common output indicators for participants are:

- unemployed, including long-term unemployed\*,
- long-term unemployed\*,
- inactive\*,
- inactive, not in education or training\*,
- employed, including self-employed\*,
- below 25 years of age\*,
- above 54 years of age\*,
- above 54 years of age who are unemployed, including long-term unemployed, or inactive not in education or training\*,
- with primary (ISCED 1) or lower secondary education (ISCED 2)\*,
- with upper secondary (ISCED 3) or post-secondary education (ISCED 4)\*,
- with tertiary education (ISCED 5 to 8)\*,
- participants who live in jobless households\*,
- participants who live in jobless households with dependent children\*,
- participants who live in a single adult household with dependent children\*,
- migrants, participants with a foreign background, minorities (including marginalised communities such as the Roma)\*\*,
- participants with disabilities\*\*,
- other disadvantaged\*\*.

The total number of participants will be calculated automatically on the basis of the output indicators.

These data on participants entering an ESF supported operation shall be provided in the annual implementation reports as specified in Article 50(1) and (2) and Article 111(1) of Regulation (EU) No 1303/2013.

- homeless or affected by housing exclusion\*,
- from rural areas\*<sup>4</sup>

The data on participants under the two above indicators will be provided in the annual implementation reports as specified in Article 50(4) of Regulation (EU) No 1303/2013. The data shall be collected based on a representative sample of participants within each investment priority. Internal validity of the sample shall be ensured in such a way that the data can be generalised at the level of investment priority.

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<sup>3</sup> Managing authorities shall establish a system that records and stores individual participant data in computerised form as set out in Article 125 (2) (d) of Regulation (EU) No 1303/2013. The data processing arrangements put in place by the Member States shall be in line with the provisions of Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31), in particular Articles 7 and 8 thereof. Data reported under the indicators marked with \* are personal data according to Article 7 of Directive 95/46/EC. Their processing is necessary for compliance with the legal obligation to which the controller is subject (Article 7(c) of Directive 95/46/EC). For the definition of controller, see Article 2 of Directive 95/46/EC. Data reported under the indicators marked with \*\* are a special category of data according to Article 8 of Directive 95/46/EC. Subject to the provision of suitable safeguards, Member States may, for reasons of substantial public interest, lay down exemptions in addition to those laid down in Article 8(2) of Directive 95/46/EC, either by national law or by decision of the supervisory authority (Article 8(4) of Directive 95/46/EC).

<sup>4</sup> The data shall be collected at the level of smaller administrative units (local administrative units 2), in accordance with Regulation (EC) No 1059/2003 of the European Parliament and of the Council of 26 May 2003 on the establishment of a common classification of territorial units for statistics (NUTS) (OJ L 154, 21.6.2003, p. 1).

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(2) Common output indicators for entities are:

- number of projects fully or partially implemented by social partners or non-governmental organisations,
- number of projects dedicated at sustainable participation and progress of women in employment,
- number of projects targeting public administrations or public services at national, regional or local level,
- number of supported micro, small and medium-sized enterprises (including cooperative enterprises, enterprises of the social economy).

These data shall be provided in the annual implementation reports as specified in Article 50(1) and (2) and Article 111(1) of Regulation (EU) No 1303/2013.

(3) Common immediate result indicators for participants are:

- inactive participants engaged in job searching upon leaving\*,
- participants in education/training upon leaving\*,
- participants gaining a qualification upon leaving\*,
- participants in employment, including self-employment, upon leaving\*,
- disadvantaged participants engaged in job searching, education/ training, gaining a qualification, in employment, including self-employment, upon leaving\*\*.

These data shall be provided in the annual implementation reports as specified in Article 50(1) and (2) and Article 111(1) of Regulation (EU) No 1303/2013. All data shall be broken down by gender.

(4) Common longer-term result indicators for participants are:

- participants in employment, including self-employment, six months after leaving\*,
- participants with an improved labour market situation six months after leaving\*,
- participants above 54 years of age in employment, including self-employment, six months after leaving\*,
- disadvantaged participants in employment, including self-employment, six months after leaving\*\*.

These data shall be provided in the annual implementation reports as specified in Article 50(5) of Regulation (EU) No 1303/2013. They shall be collected based on a representative sample of participants within each investment priority. Internal validity of the sample shall be ensured in such a way that the data can be generalised at the level of investment priority. All data shall be broken down by gender.