

Light measure set (12)

Work: Creating local employment opportunities

Reference	Measure	Requirements	Guidance
NT1 Units no. people FTE Proxy Localised by project	Local people employed or retained Definition This Measure covers the employment of local people. Qualifying employees must live in the local area, have an employment contract that reflects the hours they regularly work with a guaranteed minimum working time of 16 hours per week and at least 4 weeks of notice for shifts in the working pattern. The Full Time Equivalent (FTE) calculation must be derived from the length of the employment contract within the reporting period. The Measure requires a definition of the local area.	Target requirements (1) Forecast number of relevant local people to be employed or retained. (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will be used to employ local people. (4) Names of any proposed partner organisations if known. Evidence required (1) Anonymised list of relevant local staff employed or retained with first part of their home postcode and first number of the second part e.g., (SW8 2), (EH42 1), (N1 2) only, and not their names and addresses. (2) Employment duration and type (full time or part time) per person.	Unit guidance No. people (FTE) * length of contract (in years) where the maximum number of FTE per person per year is 1.0; A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate.

Work: Creating equal employment opportunities

Reference	Measure	Requirements	Guidance
NT3 Units no. people FTE Proxy £51,561	Long-term unemployed people recruited Definition This Measure covers the employment of a person who can be classified as 'Long-term unemployed'. Qualifying employees will have been unemployed for a year or more. The Measure can only be used once per qualifying	Target requirements (1) Forecast number of relevant future employees (Long-term unemployed). (2) Expected employment duration and type (full time or part time) per person. (3) Any initiatives or recruitment programmes that will	Unit guidance No. people FTE (capped at 1 year per employee); A full-time equivalent (FTE) of 1.0 corresponds to having one person employed at least 35 hours per week for a period of 12 months. If they are employed for a shorter period, the FTE should be calculated at a proportional rate.

Reference	Measure	Requirements	Guidance
	employee, for the first year of their employment, and does not include students.	be used to employ Long-term unemployed people. (4) Names of any proposed partner organisations if known. Evidence required (1) Anonymised list of relevant employees (Long-term unemployed). (2) Employment duration and type (full time or part time) per person. (3) Confirmation that each person was unemployed for at least a year prior to employment with the organisation.	

Work: Providing skills and experience for good work

Reference	Measure	Requirements	Guidance
NT9 Units no. weeks Proxy £347	Accredited training for new employees Definition This Measure covers new employment with accredited vocational training. Qualifying courses are at level 2 or higher such as: BTEC, City & Guilds, NVQ, HNC, RQF or T-levels. Courses must be completed by the employee and supported by the organisation until qualification is attained. This Measure can only be used to record training opportunities for new employees, not existing employees.	Target requirements (1) Forecast number of people on relevant vocational training courses. (2) Expected number of weeks spent on each course per person. (3) Qualification level for each course. (4) Name of accredited training provider(s) if available. Evidence required (1) Anonymised list of people on relevant accredited vocational training courses. (2) Number of weeks spent on each course per person. (3) Qualification level for each course. (4) Information on the accredited training provider(s).	Unit guidance Training Weeks; No. weeks of training per person. A week has to include at least 3 training days per week; weeks with fewer training days can only be counted pro rata (total course days divided by 5).
NT10 Units no. weeks Proxy £309.73	Employment of new apprentices Definition This Measure covers the employment of new apprentices at level 2 or higher. Qualifying apprenticeships must follow an established path of progression to ensure timely	Target requirements (1) Forecast number of relevant people (apprentices) to be employed. (2) Expected relevant working time (weeks spent on apprenticeship) per person. (3) Expected qualification level for each apprentice. (4)	Unit guidance Employment Weeks; No. weeks of apprenticeship training per person.

Reference	Measure	Requirements	Guidance
	completion and should be supported by the organisation until complete. This Measure can only be used to record opportunities for new employees and not upskilling for existing employees.	Name of accredited training provider for each apprentice if known. Evidence required (1) Anonymised list of relevant people (apprentices) employed. (2) Relevant working time (weeks spent on apprenticeship) per person. (3) Qualification level for each apprentice. (4) Information on the accredited training provider for each apprentice.	
NT11 Units no. hrs (total session duration)*no. attendees Proxy £110.99	Personalised support to help unemployed people into work Definition This Measure covers the provision of expert-led personalised support to help unemployed people gain work (not including students). Examples include career mentoring, mock interviews, CV advice, careers guidance, etc. Group sessions must be of a small enough size to allow recipients to receive personalised support based on their individual and specific needs. Training can be delivered online or in person. An employee's hours can only be recorded if they have been allocated time during paid working hours or time off in lieu.	Target requirements (1) Forecast number of sessions, number of people receiving training and session duration. (2) Description of relevant activity/activities to be delivered, including confirmation that content will be personalised to individual needs. (3) Names of any proposed partner organisations if known. Evidence required (1) Number of sessions, number of people receiving training, and duration of sessions and dates. (2) Description of relevant activity/activities delivered, including confirmation that content was personalised to individual needs. (3) Names of partner organisations where appropriate.	Unit guidance Attendee Hours; No. attendees * Session duration (in hours).

Work: Developing skills and experience for future work

Reference	Measure	Requirements	Guidance
NT8 Units	Support for students at local educational institutions Definition	Target requirements (1) Forecast number of staff hours. (2) Description of the types of curriculum support activities to be delivered. (3) Names of proposed educational establishments if known.	Unit guidance Volunteering Hours; No. volunteering hours per employee per event.

Reference	Measure	Requirements	Guidance
no. staff volunteering hours Proxy £17.48	This Measure covers staff volunteering with pupils and students of local educational institutions. Qualifying activities include corporate presentations, preparing and delivering career talks, curriculum support, literacy support, and specific industry talks. They can take place virtually as well as onsite. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu.	Evidence required (1) Breakdown of hours spent by staff volunteering. (2) Dates, locations and the types of relevant initiatives. (3) Names of partner organisations where appropriate.	

Economy: Building diverse and sustainable supply chains

Reference	Measure	Requirements	Guidance
NT18 Units £ Proxy Localised by project	Spend with local companies in the supply chain Definition This Measure covers spend with local suppliers and reflects the economic and social benefits to the local community. It allows for adjustment by local area and industry. The Measure requires a definition of the local area.	Target requirements (1) Forecast £ to be spent with suppliers in the defined local area. (2) Types of goods/services, and estimated proportions, to be procured. (3) Names of proposed suppliers if known. Evidence required (1) Breakdown of £ spent. (2) Goods/services procured. (3) Name, postcode and industry of suppliers in the defined local area.	Unit guidance Total amount of £ spent with the supply chain within the defined local area.

Economy: Promoting a diverse and resilient business community

Reference	Measure	Requirements	Guidance
NT15	Expert support to VCSEs and SMEs	Target requirements	Unit guidance

Reference	Measure	Requirements	Guidance
Units no. staff expert hours Proxy £106.34	Definition This Measure covers employees providing their expertise to Voluntary, Community and Social Enterprises (VCSEs) or Small and Medium Enterprises (SMEs). Qualifying activities include a range of expert-led sessions offering specialist business advice that builds the capacity of VCSEs and SMEs. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu.	(1) Forecast number of employee hours and their relevant qualification/role. (2) Description of the expert support to be provided. (3) Names of organisations to benefit from the advice if known. Evidence required (1) Breakdown of employee hours and their relevant qualification/role. (2) Description of the expert support provided. (3) Identity of organisations benefiting from the advice. (4) Names of partner organisations where appropriate.	Expert Hours; No. expert hours per employee per event.

Community: Building resilient communities

Reference	Measure	Requirements	Guidance
NT28 Units £ invested Proxy £1	Support for local community projects through donations Definition This Measure covers financial and in-kind contributions to a range of initiatives aimed at improving the welfare and wellbeing of a community. These include financial and in-kind contributions to community projects and can be run in partnership with a VCSE or as part of a company programme. Each of the types of support offered should be recorded separately in the appropriate categories.	Target requirements (1) Forecast resources to be invested. (2) Description of the types of initiatives planned. (3) Names of any proposed partner organisations if known. Evidence required (1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate.	Unit guidance Total £ invested; Including cash, equipment, and use of assets (e.g., space).
NT29 Units	Support for local community projects through volunteering Definition	Target requirements (1) Forecast number of staff hours. (2) Description of the types of local community activities to be delivered. (3) Names of any proposed partner organisations if known.	Unit guidance Volunteering Hours; No. volunteering hours per employee per event.

Reference	Measure	Requirements	Guidance
no. staff volunteering hours Proxy £17.48	This Measure covers staff volunteering on local community projects. Qualifying activities include a range of initiatives geared at improving community wellbeing. These can be run in partnership with a VCSE or as part of a company programme based on local need. Recorded hours of staff time can only include time spent preparing and conducting the activities. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu.	Evidence required (1) Breakdown of hours spent by staff volunteering. (2) Dates, locations and the types of relevant initiatives. (3) Names of partner organisations where appropriate.	

Planet: Restoring our climate and improving air quality through transport

Reference	Measure	Requirements	Guidance
NT33 Units miles driven Proxy £0.05	Miles driven using Zero Emission Vehicles Definition This Measure covers the miles driven by Zero Emission Vehicles (ZEV) instead of Internal Combustion Engine (ICE) vehicles. This Measure addresses miles driven for business use.	Target requirements (1) Description of organisation's ZEV plan. (2) Forecast miles to be driven by ZEVs. Evidence required (1) Description of organisation's ZEV plan. (2) Miles driven by ZEVs.	Unit guidance Accumulated miles; Miles driven with ZEVs instead of ICE vehicles.

Planet: Protecting and restoring biodiversity and ecosystems

Reference	Measure	Requirements	Guidance
NT117 Units £ invested inc. time, materials,	Support for environmental & biodiversity conservation Definition This Measure covers support for a range of initiatives aimed at the conservation of the	Target requirements (1) Forecast resources to be invested. (2) Description of the types of initiatives planned. (3) Names of any proposed partner organisations if known.	Unit guidance Total resources invested; Including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).

Reference	Measure	Requirements	Guidance
equipment etc Proxy £1	natural environment and biodiversity. Supported initiatives must be expertly designed and take into account placement on different types of land, alternative use, climate change effects, biodiversity implications, etc., and can be run in partnership with a VCSE or as part of a company programme. Recorded hours of staff time can only include time spent preparing and conducting the activities. Each of the types of support offered should be recorded separately.	Evidence required (1) Details and breakdown of resources invested for relevant initiatives. (2) Dates, locations and types of initiatives. (3) Names of partner organisations where appropriate.	