

ANTRIM AND  
NEWTOWNABBEY  
**Labour Market Partnership**  
Working Together



**Employee Upskilling Grant 2026**

**Category: Grant to Business**

**Information for Applicants**

## **Employee Upskilling Fund 2026 Phase 4**

### **Guidance Notes 2026**

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## 1. Background

In response to current labour market shortages, Antrim and Newtownabbey Labour Market Partnership (LMP) is offering local businesses the opportunity to apply for funding to upskill existing employees to help address some of the challenges being faced around sourcing appropriately skilled labour.

Funded by the Department for Communities, LMPs create targeted employment action plans for council areas, allowing for collaboration at local and regional level to support people towards and into work.

The funding is designed to upskill current employees, such as those who are underemployed (working 16 hours or less), at risk of redundancy or wanting to skill up and **facilitate their transition into new or improved roles** within the organisation, therefore open positions at entry level.

Upskilling training must be aligned to a job promotion and career progression opportunity i.e. Class 2 Driver to Class 1 Driver.

Training must be completed and staff upskilled by **31 October 2026**.

Funding will be administered by Council's Grant Funding Hub on behalf of LMP.

## 2. Scheme Objectives

- **To support local business owners with challenges recruiting appropriately skilled labour;**
- **To target underemployed staff (job level or hours worked) to support them into appropriate level employment;**
- **Provide opportunities for employees to achieve relevant and practical industry knowledge and skills and therefore improve their employment opportunities;**
- **To create entry-level posts for unemployed residents;**
- **To strengthen the working relationship between LMP and the local business community, building capacity for future initiatives;**

## 3. Grant Rate

Business owners can apply for a maximum grant of up to £10,000 for upskilling training directly aligned to a job promotion and career opportunity for employees i.e. Class 2 Driver to Class 1 Driver.

Grant aid will be awarded based on net costs (exclusive of VAT).

The Council will base any Letter of Offer on the cost of the lowest quotation or the quotation offering the best value for money.

There is a set budget to support businesses; therefore, the Council may:

- Reduce the maximum grant available
- Limit the number of employees supported

- Depending on the number of applications received and demand for funds, conduct a value for money assessment to prioritise applications.

Please note: Applicants are responsible for **paying their contractor(s) upfront and claiming back costs from LMP and VAT (where appropriate)**.

#### 4. Who can apply?

Micro, small, and medium sized businesses can apply for the Fund. Organisations who represent or support businesses can apply on **behalf** of a number of businesses.

- Be based in the Borough of Antrim and Newtownabbey.
- Be struggling to recruit and retain staff, a clear explanation of need for training in your organisation must be provided
- Commit to upskilling existing employees (30% of upskilled participants) into new higher paid roles with a clear pathway for employment progression. Evidence must be provided through copies of a P11 or wage slips, including copies of certificates and qualifications.
- Support underemployed employee into appropriate level employment, in turn creating entry-level posts for unemployed residents
- Commit to retaining supported employees for a minimum of 12 months.
- Be willing to participate in sector specific recruitment campaigns, career initiatives, PR initiatives and job fairs to encourage residents to access the sector.

Please note that priority will be given to applicants who have not previously availed of this grand funding.

\*Classification of businesses is based on:

- 1 – Staff headcount
- 2 – Either turnover or balance sheet total

<b>Company Category</b>	<b>Staff Headcount</b>	<b>Turnover</b>	<b>or</b>	<b>Balance Sheet total</b>
Medium	< 250	≤ £50m		≤ £43m
Small	< 50	≤ £10m		≤ £10m
Micro	< 10	≤ £2m		≤ £2m

#### 5. What can be funded?

Costs for:

- Training or qualification that is relevant and required for new post i.e. Category C+E (Class 1) to upskill a Class 2 Driver to Class 1 Driver role.
- Training that allows employees to transition from their current role to a new, upskilled role, therefore leaving a vacant entry-level role.
- Industry related training i.e. leadership training, project management, manual handling, forklift, CPC, LGV, HGV, health and safety, SIA licence, etc.

- Associated costs i.e. medical, licence costs etc (excluding travel costs).

Businesses must specify the qualification/s required in the application form and provide quotes for relevant delivery providers in a follow-up email to [fundingunit@antrimandnewtownabbey.gov.uk](mailto:fundingunit@antrimandnewtownabbey.gov.uk)

## 6. What cannot be funded?

The following will not be funded under the programme:

- Costs incurred for training that is already underway, commenced or taken place prior to a Letter of Offer from the LMP (retrospective funding).
- VAT on all invoices, irrespective of whether or not the applicant is VAT registered.
- Training which is not relevant to the potential new post.
- Training which will not upskill employees into a new role and/or raise their salary (30% of upskilled participants must enter a new and improved role and see their salary raised).
- Training for those due to start employment in the business.
- In house training provided by employees/managers. All training must be externally sourced.
- Associated travel costs for training.
- Training costs more than £10,000. The LMP may adjust the maximum support as per point **3. Grant Rate**.
- Costs that are assessed as poor value for money or that are purchased without following Council procurement guidelines (see section 8).

## 7. Conditions of Funding

- All applications must be completed in full and received by the closing date of **Monday 23 February 2026**.
- Businesses must meet all the conditions previously outlined to be eligible to apply e.g. commit to upskilling an employee into a new role and increase their salary.
- Businesses must complete the LMP's monitoring forms to demonstrate how the organisation met the funding criteria.
- Provide the LMP with further information or clarification on any request for support and to share information on support with other funders.
- Agree that the LMP can publicise details of funding.
- Agree to be involved in PR related to the programme e.g. be named and involved in Council social media posts etc.
- Participants must complete equality monitoring forms, pre-project, post-project, and 6-month follow-up questionnaires.
- Copies of certifications earned must be given to the LMP.

## 8. Assessment Criteria

Application for funding will be assessed using the following criteria:

<b>Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
1. The application was received by the deadline.			
2. The application form has been completed in full.			
3. The business is based within the Borough of Antrim and Newtownabbey.			
4. The business has fewer than 250 employees.			
5. The business is a micro/small/medium sized enterprise*.			
6. The business has indicated they are struggling to recruit and retain staff, with a clear explanation of need and benefit for training in the organisation.			
7. Relevant qualification(s)/training needed has been specified in the application form.			
8. The training specified for upskilling in the application is eligible as outlined under point 5 & 6 of the guidance notes.			
9. The organisation has committed to upskilling at least 30% of upskilled participants into a new and improved role and to raise their salary as per the criteria for funding.			
10. The organisation has signed the application to confirm they have read and understood the criteria for this grant.			
11. The organisation has provided quotations for training.			
12. The application for upskilling training does not duplicate other funding streams or programmes.			
13. The organisation has previously applied for the Employee Upskilling Grant.			

Preference will be given to applicants who have not previously availed of this grant funding.

The LMP reserve the right to enhance assessment criteria in the event that the number of applications exceed the funds available e.g. by conducting a value for money assessment.

An appeals procedure will be available to unsuccessful applicants. For further information please contact the officers detailed at the end of this document.

**INCOMPLETE APPLICATIONS WILL NOT BE ASSESSED.**

Applications will be considered at Assessment Panel and ratified by the Labour Market Partnership.

## 9. Procurement

Applicants must demonstrate value for money has been obtained when purchasing all items/services to be grant aided;

- You should seek the required number of quotes based on the thresholds below - the threshold is the value of the full item. For example, if you are procuring training for several employees, the value will be the cost of training for all required employees, not an individual cost.
- You must follow the thresholds for each item or service that you are sourcing.
- You must ensure that the quotations obtained are 'like for like.'
- The grant request should be based on the lowest quotation received.
- Quotes must be submitted with this application. You should forward quotes on to [fundingunit@antrimandnewtownabbey.gov.uk](mailto:fundingunit@antrimandnewtownabbey.gov.uk).
- Email quotes are acceptable and should include any covering email.
- Quotes must be dated prior to close of application call and contain the supplier's name.
- Internet searches (items costing less than £5,000) should be saved as a print screen or printed and sent with your application – website addresses / links to websites will not be accepted. The submission must clearly show the website used and the cost of the item.

Grant funding will not be paid out for items that have been purchased without following this procurement process. The Council will base any Letter of Offer on the cost of the lowest quotation or the quotation offering the best value for money.

Cost of Purchase (excluding VAT)		Requirement
1	Below £5,000	Two price checks required
2	Between £5,000 and £14,999	Minimum of three written quotations required
3	Between £15,000 and £49,999	Minimum of four written quotations required
4	Over £50,000	Procured via the 'electronic' procurement portal' and Council approval
5	UK Public Tender Thresholds <sup>2</sup>	Procedures for UK tendering apply
<b>As part of our local sourcing ambitions, the Council encourages businesses to source services from suppliers based inside the ANBC Borough.</b>		

**Please note:** Council officers and Programme auditors may contact suppliers of quotations and / or invoices to verify that the quotation / invoice has been provided to the applicant as part of audit and fraud-prevention checks at application and

grant claim stage. Any quotation / invoice that cannot be verified by the supplier, will be passed to the Councils Internal Audit Department for further investigation and result in the grant not being paid.

## **10. Monitoring Requirements**

Businesses and Employees are expected to complete and provide the following as per the conditions of funding.

**Employees must complete equality monitoring, pre-project, post-project, and 6-month follow-up questionnaire forms and businesses should be prepared to report on programme outcomes 6 months post completion of the programme.**

### **Completed by the Business:**

- [Project Monitoring Report](#)
- Evidence of Qualifications/certifications earned
- Names of participants being trained
- Current and new role of participants
- Original and new salary of participants

### **Completed by Employee(s):**

- [Equality Monitoring Form](#)
- [Pre-Project Questionnaire](#)
- [Post-Project Questionnaire](#)
- [Six Month Follow-Up Questionnaire](#)

The questionnaires will be completed on SmartSurvey. Links to these will be issued with Letters of Offers.

An Outcome-Based Accountability model will be in place to monitor Programme effectiveness, with clearly defined outcomes and measurable indicators monitored through the pre and post project questionnaires and project monitoring reports.

An example of expected monitoring below:

### **How much did we do?**

- Number of participants enrolled on the project

### **How well did we do it?**

- Number of participants enrolled who completed upskilling training
- Number of participants reporting satisfaction with the training

### **Is anyone better off?**

- Number of participants moved into higher paid employment
- Number of participants still in employment after 6 months
- Number of participants who gained a qualification after completing training

Project and equality monitoring forms will be provided to successful businesses and have been included in Appendix A – E for information.

## **11. Letter of Offer**

Successful applicants will be issued with a Letter of Offer. This agreement will set out the terms and conditions associated with the grant funding which must be adhered to:

- The amount of grant awarded / grant reserved for your scheme;
- The terms and conditions associated with the grant; and,
- Time-bound completion date.

All projects must be completed as soon as practically possible after receiving a Letter of Offer, and by the end date stated in your Letter of Offer.

**Note: Do not commence any work or pay deposits until an offer letter has been signed and returned to the Council.** The Council will not fund any works that have commenced prior to the signed Letter of Offer being returned.

## **12. Grant Claim Process**

This grant funding scheme is retrospective and therefore costs will only be reimbursed once the following steps have been completed:

1. Submit claim form detailing the items to be claimed, supplier/s and value.
2. Submit monitoring form, detailing beneficiaries of training and outcomes of support;
3. Copies of formal training certificates
4. Completion of Pre-Project and Post-Project Questionnaires
5. Invoice(s) for services/purchase(s);
6. Copy of relevant bank/credit card statement(s) showing payment clearing your account. Electronic banking printouts will be sufficient for these purposes (irrelevant information can be redacted);
7. Evidence of promotion of upskilled employee and wage increase.

**CASH OR CHEQUE EXPENDITURE WILL NOT BE ELIGIBLE FOR THE PURPOSES OF THIS FUND.**

**Payment of grant will be made to the applicant via direct BACS payment.**

All projects must be completed as soon as practically possible and no later than 31 October 2026 to enable payment by 31 December 2026.

## **13. How to apply**

Applications should be submitted via the online application form via the link below [antrimandnewtownabbey.flexigrant.com](http://antrimandnewtownabbey.flexigrant.com)

The closing date for receipt of completed application forms is **Monday 23 February 2026**.

Late and/or incomplete applications will not be accepted.

The LMP reserve the right to re-open the fund for applications.

You will receive an email receipt confirming the Council have received your application.

#### **14. What happens next?**

- Complete and submit the application form by: **23 February 2026**
- Applications will be assessed: **March 2026**
- Details will be reported to the Partnership: **March 2026**
- Applicants will be notified of the outcome of their application and successful letters will be issued: **March 2026**
- Training must be completed and paid for by: **31 October 2026**
- Final outcomes must be reported and grant claims received by: **31 December 2026**

If you have any queries, please contact the Funding Unit by email on [fundingunit@antrimandnewtownabbey.gov.uk](mailto:fundingunit@antrimandnewtownabbey.gov.uk)

#### **15. Additional Information for Applicants**

##### **a. Publication of Data**

If your application is successful and your project is awarded funding, please note that the Council, LMP and Department for Communities (DfC) may publicise details of all financial support awarded/paid out to beneficiaries. This will include the name of the business, their postal town, their post code and the total amount of financial support received by the business.

Details of applications (successful and unsuccessful) will be submitted to Council, the LMP and DfC and business details will be published as part of the Council report, which are accessible to the public.

##### **b. Data Protection Act**

We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyse grants and for our own research.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

##### **c. Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act, we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at <https://ico.org.uk/>

#### **d. General Data Protection Regulations (GDPR)**

When you apply for Employee Upskilling, we will ask for some personal information because, for example, your personal email address or telephone number is used on the applicant organisation's behalf or details of employees trained through the Programme. When you provide this information, it is processed in adherence with the GDPR, Data Protection Act 2018 as well as the scheme's Terms and Conditions to enable us to communicate with you about the application.

We take care to ensure that any personal information supplied is dealt with in a way which complies with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation. This means that any personal information you supply will be processed principally for the purpose for which it has been provided.

For further details on your privacy see the Privacy Statement.

## **e. Employee Upskilling Fund Privacy Notice**

We are collecting information from you for the purposes of processing your application to, and administering, the Employee Upskilling Fund. This is in accordance with Section 6(1)(e) of the GDPR - the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council. Information collected may be shared with the Council, Labour Market Partnership, Department for Communities and the Northern Ireland Audit Office.

We will ask for personal information about you or your employees because, for example, employee training records/certificates/pay role reports/pay slips are required to verify the satisfaction of terms and conditions of funding and project completion. When you provide this information it is processed in adherence with the GDPR/Data Protection Act 2018 to enable us to communicate with you about the project and costs associated with the funding.

Information will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest.

All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required.

You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

**Appendices**

**Appendix A: Project Monitoring Report**

ANTRIM AND  
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**BUSINESS NAME:**

**FILE REF:**

**As part of the reporting procedures for the LMP and the terms and conditions of the Employee Upskilling Fund, you must complete the following to demonstrate satisfactory completion of the project:**

**How much did we do?**

**Number of participants**

\_\_\_\_\_

**How well did we do it?**

**Number of participants who completed upskilling training**

\_\_\_\_\_

**Number of participants reported satisfaction with the project**

\_\_\_\_\_

**Is anyone better off?**

**Number of participants who gained a qualification after completing the project**

\_\_\_\_\_

**Number of participants who moved into higher paid employment**

\_\_\_\_\_

**Number of participants still in employment after 6 months**

**Please provide the following evidence of Programme Delivery:**

**Details of the pre training salary and subsequently post training salary of each participant. Please provide evidence of the salary increase for one member of staff (e.g. pay roll reports, identifiable pay slips)**

Employee Name	Current Role	New Role	Original Salary	New Salary	Training Undertaken

**Evidence of training undertaken and related qualifications successfully achieved per applicant, please note below the documents attached e.g. certificates, accreditations etc.)**

**If there is any variance from targets, please explain in detail:**

**End of programme report completed by:**

**Print Name**

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**Position Held**

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**Date**

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## Equality Monitoring Form

### Introduction

We have a responsibility under Section 75 of the Northern Ireland Act 1998, to collect information in order to promote equality of opportunity.

We are committed to equality of opportunity and fair treatment in all of our programmes and services. Any information provided by you will only be used for equality purposes. This information is collected to help improve the programmes and services offered by us and to monitor fair participation. All personal data provided will be treated in strict confidence and held in accordance with the provisions of the Data Protection Act.

Please answer the questions on the Equality Monitoring Form as fully as possible by selecting the relevant boxes.

You are not obliged to answer all the questions on this form, however we would encourage you to do so; all information gathered will be used for the promotion of equality.

Completed forms will be anonymous and confidential.

#### 1. How old are you?

- 16-24
- 25-34
- 35-49
- 50-64
- 65+
- Prefer not to say

#### 2. What is your sex?

Answer (Single choice):

- Male
- Female
- Prefer not to say

**3a. Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

Yes

No

**3b. If 'Yes', does your condition(s) or illness(es) reduce your ability to carry-out day-to-day activities?**

Yes, a lot

Yes, a little

No, not at all

**4a. Do you have responsibility for the care of a child?**

Yes

No

**4b. Do you have responsibility for the care of a person with a disability?**

Yes

No

**4c. Do you have responsibility for the care of a dependant elderly person?**

Yes

No

**5. What is your relationship status?**

Please choose one option.

Single

Married

In a civil partnership

Separated

Divorced

Widowed

Other - Please specify

Prefer not to say

**6. How would you describe your national identity?**

Please choose all that apply.

- British**
- Irish**
- Northern Irish**
- English**
- Scottish**
- Welsh**
- Other**

**If you chose “Other” then please describe:**

---

**7. What is your ethnic group?**

Choose one option that best describes your ethnic group or background.

- White
- Irish Traveller

**Mixed / Multiple ethnic groups**

- Mixed Ethnic Group
- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background, please describe

**Asian**

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please describe

**Black / African / Caribbean**

- African
- Caribbean

Any other Black / African / Caribbean background, please describe

**Other ethnic group**

Arab

Any other ethnic group

Other nationality

Prefer not to say

**8. What is your religion?**

Answer (Single choice):

Catholic

Protestant

None

Other religion - Please specify

Prefer not to say

**If you chose "Other" then please state below:**

---

**9. Which of the following options best describes how you think of yourself?**

Please choose one option.

Heterosexual or Straight

Gay or Lesbian

Bisexual

Other

Prefer not to say



## Pre-Project Questionnaire 2025/26

Name of LMP Project \_\_\_\_\_

Thank you for completing this questionnaire. Your feedback will help improve the design and delivery of future projects. Please note that this information will only be used for evaluation purposes; we will not be able to identify you from this survey.

**1. What is your current employment status?** Select the option or options below that best represents your employment status.

- Employed full time permanent
- Employed part time permanent
- Employed full time temporary
- Employed part time temporary
- Self employed
- Not in work but looking for employment
- Not in work and not looking for employment

If you are currently not in work and not looking for employment, then please select the option below which best describes you.

- Full time student
- Retired
- Looking after dependant(s)
- Sick/disabled
- Other

**2. If employed or self employed, how many hours do you normally work per week?**

- under 16
- 16 to 30
- 31 to 45

46 and over

**3. What is the highest level of qualification you have gained?** Please choose one option below.

GCSE Level or equivalent (for example, NVQ level 1 or 2)

A Level or equivalent (for example, NVQ level 3)

Foundation Degree or equivalent

Undergraduate degree

Master's Degree

Other

None

**If you chose "Other" then please state below:**

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**4. Do you currently get benefits?**

**Yes**       **No**       **Prefer not to say**

If yes, please select all that apply:

Universal Credit

Jobseeker's Allowance

Employment Support Allowance

Housing Benefit/Rate Relief

Income Support

Other

**5. Is this the 1<sup>st</sup> Labour Market Partnership project you have taken part in?** Please answer yes, no or unsure below.

**Yes**

**No**

**Not sure**

If no or not sure, please list the other projects:

---

**6. What is your level of agreement with the statements below? Please tick the option you feel best describes your level of agreement.**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neither agree or disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not applicable</b>
I am motivated to get into work or to get better work						
I am motivated to get new skills or qualifications						
I feel confident about my future employability chances						
My general confidence levels are good						
I have a good sense of meaning and purpose in life						
I have good awareness of the employment support available						



## Appendix D: Post-Project Questionnaire

### Post-Project Questionnaire 2025/26

Name of LMP Project \_\_\_\_\_

Thank you for completing this questionnaire. Your feedback will help improve the design and delivery of future projects. Please note that information will only be used for evaluation purposes.

**1a. Now that you have completed the project, what is your level of agreement with the statements below? Please tick the option you feel best describes your level of agreement.**

	Strongly Agree	Agree	Neither agree or disagree	Disagree	Strongly Disagree	Not applicable
I am motivated to get into work or to get better work						
I feel confident about my future employability chances						
I have a new qualification						
I have gained new skills						
I have gained new knowledge						
I plan to move to further training/education						
My general confidence levels have improved						
I have a renewed sense of meaning and purpose in life						

I have increased my awareness of the employment support available						
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**1b. Thinking about the statements where you answered “strongly agree” or “agree” in question 1a above, please select one of the statements below that you feel is the most appropriate.**

- I would not have achieved the positive outcomes without taking part in the LMP project
- I would have achieved the positive outcomes but not to the same level
- I would have achieved the positive outcomes without taking part

**1c. Please tell us below the reason(s) for your answer at 1b.**

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**1d. If you answered “disagree” or “strongly disagree” for any statements in question 1a above, please tell us why.**

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**2. What is your current employment status?** Select the option or options below that best represents your employment status.

- Employed full time permanent
- Employed part time permanent
- Employed full time temporary
- Employed part time temporary
- Self employed
- Not in work but looking for employment
- Not in work and not looking for employment

**2a.** If you are currently not in work and not looking for employment, then please select the option below which best describes you.

- Full time student
- Retired
- Looking after dependant(s)
- Sick/disabled
- Other

**3. How satisfied were you with the training you received?** Please choose 1 of the options below, with 1 being very unsatisfied and 5 stars being very satisfied.

- 1
- 2
- 3
- 4
- 5

**4. How satisfied were you overall with the support you received?** Please choose 1 of the options below, with 1 being very unsatisfied and 5 stars being very satisfied.

- 1
- 2
- 3
- 4
- 5

**5. How satisfied were you with the employability support that you received?** (for example, help with your CV, job applications, interview preparation) Please choose 1 of the options below, with 1 being very unsatisfied and 5 stars being very satisfied.

- 1
- 2
- 3
- 4
- 5

## **Equality Monitoring**

### **Introduction**

We have a responsibility under Section 75 of the Northern Ireland Act 1998, to collect information in order to promote equality of opportunity.

We are committed to equality of opportunity and fair treatment in all of our programmes and services. Any information provided by you will only be used for equality purposes. This information is collected to help improve the programmes and services offered by us and to monitor fair participation. All personal data provided will be treated in strict confidence and held in accordance with the provisions of the Data Protection Act.

Please answer the questions on the Equality Monitoring Form as fully as possible by selecting the relevant boxes.

You are not obliged to answer all the questions on this form, however we would encourage you to do so; all information gathered will be used for the promotion of equality.

Completed forms will be anonymous and confidential

#### **1. How old are you?**

- 16-24**
- 25-34**
- 35-49**
- 50-64**
- 65+**
- Prefer not to say**

#### **2. What is your sex?**

Answer (Single choice):

- Male**
- Female**
- Prefer not to say**

#### **3a. Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

- Yes**
- No**

**3b. If 'Yes', does your condition(s) or illness(es) reduce your ability to carry-out day-to-day activities?**

- Yes, a lot**
- Yes, a little**
- No, not at all**



**Appendix E: Six Month Follow-Up Questionnaire**

**Follow Up Questionnaire 2025/26**

**This is for participants to answer the following questions and complete the form where applicable.**

**Name of LMP Project** \_\_\_\_\_

Thank you for completing this questionnaire. Your feedback will help improve the design and delivery of future projects. Please note that information will only be used for evaluation purposes.

**1. Looking at the statements below, do you feel the project has helped you with them?** Please tick the best option for each statement.

	Yes	No	Not applicable
I have moved into work/self employment since the LMP project			
I have increased the hours I work			
I have greater job security			
I have a higher paying job			
I have a new qualification			
I have moved to further training/education			
I plan to move to further training/education			
I no longer receive employment related benefits (JSA or UC)			

**2a. For the outcomes you listed at question 1 where you answered “yes”, please select one of the statements below that you feel is the most appropriate.**

- I would not have achieved the positive outcomes without taking part in the LMP project
- I would have achieved the positive outcomes but not to the same level
- I would have achieved the positive outcomes without taking part

**2b. Please tell us below the reason(s) for your answer at 2a.**

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**2c. If you answered “No” for any statements in question 1 above, please tell us why.**

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**3. What is your current employment status?** Select the option or options below that best represents your employment status.

- Employed full time permanent
- Employed part time permanent
- Employed full time temporary
- Employed part time temporary
- Self employed
- Not in work but looking for employment
- Not in work and not looking for employment

**3a. If you are currently not in work and not looking for employment, then please select the option below which best describes you.**

- Full time student
- Retired
- Looking after dependant(s)
- Sick/disabled
- Other

## **Equality Monitoring**

### **Introduction**

We have a responsibility under Section 75 of the Northern Ireland Act 1998, to collect information in order to promote equality of opportunity.

We are committed to equality of opportunity and fair treatment in all of our programmes and services. Any information provided by you will only be used for equality purposes. This information is collected to help improve the programmes and services offered by us and to monitor fair participation. All personal data provided will be treated in strict confidence and held in accordance with the provisions of the Data Protection Act.

Please answer the questions on the Equality Monitoring Form as fully as possible by selecting the relevant boxes.

You are not obliged to answer all the questions on this form, however we would encourage you to do so; all information gathered will be used for the promotion of equality.

Completed forms will be anonymous and confidential

#### **1. How old are you?**

- 16-24**
- 25-34**
- 35-49**
- 50-64**
- 65+**
- Prefer not to say**

#### **2. What is your sex?**

Answer (Single choice):

- Male**
- Female**
- Prefer not to say**

#### **3a. Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?**

- Yes**
- No**

**3b. If 'Yes', does your condition(s) or illness(es) reduce your ability to carry-out day-to-day activities?**

- Yes, a lot**
- Yes, a little**
- No, not at all**