

## Appendix 3 – PI validation and accuracy form (example)



## Corporate Plan Performance Indicators

### Data Calculation and Validation Template

<b>WBO 2 - A County Borough with fair work, skilled, high-quality jobs and thriving towns</b>	
<b>Aim</b>	<b>2.1 Helping our residents get the skills they need for work</b>
<b>Performance indicator (short title)</b>	Number of participants in the Employability Bridgend programme going into employment
<b>(technical title)</b>	
<b>PI Reference</b>	DEFS82
<b>Other Reference(s)</b>	
<b>Definition</b>	<p>Employability Bridgend helps employed and unemployed residents who need support with all aspects of employability, with services from mentoring, to training, volunteering and finding employment.</p> <p>Employer Liaison Officers (ELOs) connect with employers, identify job vacancies, and advertise them directly to participants. ELOs support participants throughout the recruitment process.</p> <p>This indicator measures the number of those participating in the scheme who are successful in finding employment during the reporting period. The employment can be across a range of employment opportunities, but the employment must be secured &amp; evidence provided by the employer.</p>
<b>Calculation</b>	Total number within the period 1 <sup>st</sup> April – 31 <sup>st</sup> March
<b>Numerator</b>	Number of participants entering employment
<b>Numerator source</b>	Internal data held by Employability Team
<b>Denominator</b>	n/a
<b>Denominator source</b>	n/a
<b>Collating Officer</b>	Sue Whittaker
<b>Responsible Officer</b>	Ieuan Sherwood
<b>Evidence to be provided</b>	Copy of spreadsheet to evidence number. Redacted participant records to verify employment

#### **Data quality and accuracy**

<b>Calculation method</b>	Each participant in the programme has an individual file where all data related to the stages of their journey is held, including evidence of employment secured. A spreadsheet is kept to record the outcome for each participant which will be used to calculate numbers into employment.
<b>Reporting Frequency</b>	Quarterly
<b>Data timescales / lags</b>	None
<b>Reporting type</b>	Cumulative value at end of reporting period
<b>Preferred Outcome</b>	Higher
<b>Measured In</b>	Number
<b>Target Setting Rationale</b>	Annual target set to maximise use of funding secured for that year. Funding arrangements can vary from year to year depending on funding source therefore targets are not comparable.