City of Doncaster Council

Social Value Proxies Guidance

Contents

NT1: Local people employed or retained

NT1 – Bidder Basics

Reference	NT1

Theme	Work
Outcome	Creating local employment opportunities
Measure	Local people employed or retained
What does this target cover?	This Measure covers the employment of local people resident within the local area as specified in the ITT for the contract.
What unit should I use?	The unit for this Measure is the Full Time Equivalent (FTE). This is 1 person working full-time for a year. "Full-time" is assumed to be someone working a minimum of 35 hours a week. For further details see the FTE Calculation Guidance.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Total number of local employees to be hired or retained on this contract. • Breakdown of FTE calculations per employee (including expected duration and employment type (full time or part time)), only including time spent on the contract in your Social Value calculation. Please refer to the Calculation Guidance. • Descriptions of the job positions to be filled. • Description of your intended approach for employing local people on this contract, if known. • Confirmation that employees will be recruited from within the local area as specified in the ITT for the contract.
Your Social Value target may be reduced or discounted if:	• Your employment target includes staff who will not be directly working on this contract. • You have assumed a longer period of employment than the core contract duration. • Your FTE calculations are incorrect. Please refer to the FTE Calculation Guidance. • You include apprentices within your target for this Measure (apprentices must only be captured through apprenticeship-specific Measures).

Calculation Guidance:	• Your calculation needs to take account of both the contract duration and the length of time staff are expected to work on the contract. So, if the contract is less than 1 year, the FTE calculation for 1 member of staff will also be less than 1 FTE. • 1 person employed part-time on the contract for 1 year is equal to 0.5 FTE. 1 month full-time is 0.083 FTE (1 FTE divided by 12). • 4 individuals working on a 6-month contract full-time = 2 FTE (4 employees × 0.5 FTE). • Similarly, if this is a 3-year contract and 1 employee is hired or retained on a full-time basis, your target is 3 FTE.
Please note:	• Local Employment • The target for this Measure must comply with the definition of the local area as specified in the ITT for the contract. • Full-time means working anything over 35 hours per week. You cannot increase the FTE figure pro rata if the working week is more than 35 hours. • Similarly, the number of FTE per person per year cannot be higher than 1.

NT1 – Diving Deeper

Reference	NT1
Theme	Work
Outcome	Creating local employment opportunities
Measure	Local people employed or retained
Units	no. people FTE
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.

Diving Deeper	Local employment refers to the employment of individuals residing within a specific geographic area or community which is in close proximity to an organisation's main site. This Measure highlights the importance of supporting the local workforce, promoting local businesses, developing the local community and fostering economic growth within a specific region. This Measure is geo-Localised and therefore is customised based on the provided definition of the local area. In the TOM System, three approaches can be taken to determine the local boundaries: (1) contractual conditions, such as an area defined in the ITT (default option), (2) boundaries of the local authority district (LAD; second option if first is not applicable), (3) distance to the 'point of origin' of the project (third option if second is not applicable). If the third approach is taken, the default radius is 3 miles for projects within a London LAD, 5 miles for a predominantly urban but non-London LAD, 10 miles for urban with significant rural LAD, and 15 miles for a predominantly rural LAD. In procurement, this Measure can be used for retained employees under retendered contracts, or newly won contracts, even if they are already employed by the organisation. The TOM System recognises the value of partnerships and collaboration to advance Social Value. Also known as collaborative advantage, a well-developed ability to create and sustain fruitful collaborations gives companies a significant competitive leg up. Partnerships can increase the efficiency or effectiveness of delivery.

NT1 – Pluses & Pitfalls

Reference	NT1

Theme	Work
Outcome	Creating local employment opportunities
Measure	Local people employed or retained
Units	no. people FTE
Evidence Requirements	☐ 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. ☐ Employment duration and type (full time or part time) per person.

Pluses	• Your strategy for targeting and employing local people. • Information on any partner organisations. • For each employee, provide a brief description of their role. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person per year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a.

NT1 – Worked Examples

In practice:
Example 1: Company A is working on a contract for which the definition of 'local' is the local authority district in which the work site is situated. The company sources 2 full-time employees for 6 months from within this local authority district.

Unit Calculation:
No. people (FTE) × length of contract (in years) where the maximum number of FTE per person per year is 1.0 2 FTEs × 0.5 years = **1 FTEs**

Example 2: Company B is working on a contract based in London that is estimated to be completed within 10 months. They recruit 5 full-time employees from within the defined local area (without another definition this is set at a 3-mile radius of the main site) for the full duration of the contract.

Unit Calculation:
No. people (FTE) × length of contract (in years) where the maximum number of FTE per person per year is 1.0
5 FTEs × 0.83 years (10 divided by 12) = **4.15 FTEs**

Example 3: Company C employs 3 full-time local employees and 1 part-time local employee for the full duration of the year-long reporting period.

Unit Calculation:
No. people (FTE) × length of contract (in years) where the maximum number of FTE per person per year is 1.0
(3 FTEs × 1 year) + (0.5 FTE × 1 year) = **3.5 FTEs**

NT2: Proportion of employees who are local

NT2 – Diving Deeper

Reference	NT2

Theme	Work
Outcome	Creating local employment opportunities
Measure	Proportion of employees who are local
Units	%
Definition	This Measure covers the proportion of total employees that live locally. This is the number of local employees divided by the total number of employees (in percentage). Qualifying employees must live in the local area and have an employment contract. The Measure requires a definition of the local area.
Diving Deeper	An organisation's local employment rate as derived under this Measure shows the number of local people in paid work with the organisation as a proportion of its total employment. The Measure indicates the significance of the organisation as a local employer, and its relative commitment to employment in the local area.

NT2 – Pluses & Pitfalls

Reference	NT2

Theme	Work
Outcome	Creating local employment opportunities
Measure	Proportion of employees who are local
Units	%
Evidence Requirements	☐ Total number of employees (in FTE). ☐ Number of people employed resident in the local area (in FTE). ☐ The 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.
Pluses	• Description of any relevant initiatives or programmes to promote local employment and their implementation. • Information on any partner organisations. • Details of whether any significant changes occurred during the reporting period which may have made calculations unrepresentative of the whole reporting period.

Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not use more than 1.0 FTE per person per year in your calculations. • Do not include apprentices or work placements in this Measure. • Do not use figures in your calculations that were collected before or after the reporting period.

NT2 – Worked Examples

In practice:
Example 1: Organisation A employs a total of 48 people (FTE) for a 1-year development contract. All employees are working full-time. 17 of these employees are based within the local boundaries of the project.

Unit Calculation:
No. local people employed (FTE) ÷ Total no. of people employed (FTE)
17 local FTEs ÷ 48 total FTEs = **35%**

NT3 - Creating equal employment opportunities

NT3 – Bidder Basics

Reference	NT3
Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed people recruited
What does this target cover?	This Measure covers the employment of a person who can be classified as 'Long-term unemployed' (LTU). "Long-term" is over 1 year.
What unit should I use?	The unit for this Measure is the Full Time Equivalent (FTE). This is 1 person working full-time for a year. "Full-time" is assumed to be someone working a minimum of 35 hours a week. For further details see Calculation Guidance.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Total number of employees to be hired on this contract who are long term unemployed (LTU). • Breakdown of FTE calculations per employee (including expected duration and employment type (full time or part time)), only including time spent on the contract in your Social Value calculation. Please note individuals must only be counted for the first 12 months of employment. Please refer to the Calculation Guidance. • Description of your intended approach for employing Long-term unemployed people on this contract. • Names of any proposed partner organisations and descriptions of the job positions to be filled, if known.
Your Social Value target may be reduced or discounted if:	• Your employment target includes staff who will not be directly working on this contract. • You set a target of more than 1 FTE per person. • You have assumed a longer period of employment than the core contract duration. • Your FTE calculations are incorrect. Please refer to the FTE Calculation Guidance. • Your employment target for this Measure includes existing employees.

	• You include apprentices within your target for this Measure (apprentices must only be captured through apprenticeship-specific Measures).
Calculation Guidance:	• Your calculation needs to take account of both the contract duration and the length of time staff are expected to work on the contract. So, if the contract is less than 1 year, the FTE calculation for 1 member of staff will also be less than 1 FTE. • 1 person employed part-time on the contract for 1 year is equal to 0.5 FTE. 1 month full-time is 0.083 FTE (1 FTE divided by 12). • 4 individuals working on a 6-month contract full-time = 2 FTE (4 employees × 0.5 FTE). • Please note that because individuals can only be counted for the first 12 months of employment under the Measure, if this is a 3-year contract and 1 employee is hired or retained on a full-time basis, your target will be capped at 1 FTE.
Please note:	• Full-time means working anything over 35 hours per week. You cannot increase the FTE figure pro rata if the working week is more than 35 hours. • Only the first year of employment of an individual who is Long-term unemployed can be used as a target. For example, if this is a 3-year contract and 2 people who were Long-term unemployed are going to be hired on a full-time basis, your target will be 2 FTE. • For people unemployed for less than 1 year, see NT76.

NT3 – Diving Deeper

Reference	NT3

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed people recruited
Units	no. people FTE

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 employee, for the first year of their employment, and does not include students.
Diving Deeper	An individual is considered Long-term unemployed if they have been unemployed for a year or more. Long-term unemployed individuals include individuals who have been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of their employment contract. Unemployed people are largely dependent on formal recruitment channels, especially Jobcentres. Recruitment strategies will be more successful if they include partnering with relevant organisations.

NT3 – Pluses & Pitfalls

Reference	NT3

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed people recruited
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (Long-term unemployed). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person was unemployed for at least a year prior to employment with the organisation.
Pluses	• Your strategy for targeting and employing Long-term unemployed people. • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.

Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a. • Do not record the employment of students under this Measure. Students are by definition not unemployed. • Do not capture people who have been unemployed for less than 12 months. They should be captured under the short-term unemployment Measure (NT76).

NT3 – Worked Examples

In practice:
Example 1: Organisation A has hired 2 new employees for a 2-year contract. 1 of the new employees was unemployed for 8 months prior to working at Organisation A and the other was unemployed for 13 months.

NT3 (jobs for long-term unemployed people) Unit Calculation: No. people FTE (capped at 1 year per employee)
1 FTE

Qualifying employees will have been unemployed for a year or more. Additionally, even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT76 (jobs for short-term unemployed people) Unit Calculation: No. people FTE (capped at 1 year per employee)
1 FTE

Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
2 FTE × 1 year = **2 FTE**

Although both employees are local, their first year of employment is captured under NT3, a Measure dealing with barriers to employment for disadvantaged groups and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

Example 2: Organisation B works with the local authority's employment programme to hire people who are long-term unemployed (previously unemployed for more than 12 months). On *the project, 4 long-term unemployed people are employed full-time on a 2-year contract. 1 of them also has a disability. All of the employees are considered local to the project.*

NT3 (jobs for long-term unemployed people) Unit Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
4 FTEs × 1 years = **4 FTEs**

Although all 4 employees are local, their first year of employment is captured under NT3, a Measure dealing with barriers to employment for disadvantaged groups, and cannot
be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT6 (jobs for unemployed people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme was principally focused on long-term unemployed people and not recruitment of people with disabilities. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both long-term unemployed and suffering from a disability under NT3.

NT3a: Long-term unemployed armed forces veterans recruited

NT3a – Diving Deeper

Reference	NT3a
Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed armed forces veterans recruited
Units	no. people FTE
Definition	This Measure covers the employment of an armed forces veteran 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 employee, for the first year of their employment and does not include students.
Diving Deeper	An individual is considered Long-term unemployed if they have been unemployed for a year or more. Long-term unemployed individuals include individuals who have been claiming Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits for at least the 12 months preceding the start of their employment contract. In the UK, the armed forces comprise the Royal Navy, the Royal Marines, the British Army and the Royal Air Force. Long-term unemployed armed forces veterans face barriers to employment that are unique to this group, including difficulties finding work that aligns with the values instilled in them during their military career, and adapting to and accepting differences between the civilian and military work environment and culture. Unemployed people, particularly those who are also ex-service personnel, are largely dependent on formal recruitment channels, especially Jobcentres. Recruitment strategies will be more successful if they include a military employment strategy as well as partnering with relevant organisations. Recruitment processes must be accessible and friendly to veterans, and upon hiring, an organisation must create a supportive culture that helps veterans to develop and progress.

NT3a – Pluses & Pitfalls

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed armed forces veterans recruited
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (Long-term unemployed Armed Forces Veterans). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person was unemployed for at least a year prior to employment with the organisation.
Pluses	• Your strategy for targeting and employing Long-term unemployed armed forces veterans. • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a. • Do not record the employment of students under this Measure. Students are by definition not unemployed. • Do not capture people who have been unemployed for less than 12 month. They should be captured under the short term unemployment Measure (NT76).

NT3a – Worked Examples Long-term unemployed armed forces veterans recruited

In practice:

Example 1: Organisation A has employed 4 long-term unemployed veterans full-time on a 2-year contract. 1 of them was currently unhoused when they began their employment contract and 2 of them live in the local area of their worksite.

NT3a (jobs for long term unemployed armed forces veterans) Unit Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
2 FTEs × 1 year = **2 FTEs**

Although 2 of the employees are local, their first year of employment is captured under NT3a, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT3b (jobs for long term unemployed homeless people) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme was principally focused on long-term unemployed veterans and not recruitment of people who are homeless. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both long-term unemployed, a veteran and homeless under NT3a.

NT3b: Long-term unemployed homeless people recruited

NT3b – Diving Deeper

Reference	NT3b
Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed homeless people recruited
Units	no. people FTE
Definition	This Measure covers the employment of a homeless 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 employee, for the first year of their employment and does not include students.
Diving Deeper	*See NT3a for information on long term unemployment.* According to Crisis UK, to be legally defined as homeless in the UK an individual must either lack a secure place in which they are entitled to live or not reasonably be able to stay. To receive assistance from local authorities under the main homelessness duty, there are further strict criteria an individual would have to meet. Many people who are not entitled to help with housing, or who don't approach their councils for help, aren't counted in the official statistics. To present a more reliable and comprehensive estimate of homelessness across Great Britain, a model of core homelessness has been developed by Crisis. Core homelessness refers to the population of people experiencing the most acute forms of homelessness, or living in short-term emergency and unsuitable accommodation. In the UK core homelessness includes rough sleeping, people living in sheds, garages and other unconventional buildings, sofa surfing, hostels and unsuitable temporary accommodation such as B&Bs. Long-term unemployed homeless individuals face barriers to employment that are unique to this group, including the prevalent misconception that it is illegal to hire a homeless person and stigma associated with and ignorance of the diverse array of factors contributing to homelessness in the UK.

	Unemployed people, particularly those who are also homeless, are largely dependent on formal recruitment channels, especially Jobcentres. Recruitment strategies will be more successful if they involve partnering with relevant organisations. They also will be greatly benefited by including homelessness employment pathways. Upon hiring people who have recently experienced homelessness, organisations should create a supportive working culture that appeals to these individuals (who may be working to establish stable housing) and enables them to develop and progress. This may include flexible working practices, work adjustments, and a strong focus on health and wellbeing.

NT3b – Pluses & Pitfalls

Reference	NT3b

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Long-term unemployed homeless people recruited
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (Long-term unemployed homeless individuals). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person was unemployed for at least a year prior to employment with the organisation.
Pluses	• Your strategy for targeting and employing Long-term unemployed homeless people. • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a. • Do not record the employment of students under this Measure. Students are by definition not unemployed. • Do not capture people who have been unemployed for less than 12 month. They should be captured under the short term unemployment Measure (NT76).

NT3b – Worked Examples

In practice:

Example 1: Organisation A partners with the local authority's employment programme to provide employment for individuals facing homelessness (and unemployment for more than 12 months). 4 people who were unhoused at the time of employment have been employed by Organisation A full-time on a 2-year contract. 1 of them is also disabled and all of them are local to the contract.

NT3b (jobs for long term unemployed homeless people) Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE * No. years
4 FTEs * 1 year = **4 FTEs**

Although all 4 of the employees are local, their first year of employment is captured under NT3b, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT6 (jobs for people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme is principally focused on unhoused people and not recruitment of people with disabilities. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both homeless and experiencing a disability under NT3b.

NT4: Employees recruited who are Not in Education Employment or Training (16-24 y.o.)

NT4 – Bidder Basics

Reference	NT4

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Employees recruited who are Not in Education Employment or Training (16-24 y.o.)
What does this target cover?	This Measure covers the employment of a young person (aged 16-24) who can be classified as 'Not in Education Employment or Training' (NEET).
What unit should I use?	The unit for this Measure is the Full Time Equivalent (FTE). This is 1 person working full-time for a year. "Full-time" is assumed to be someone working a minimum of 35 hours a week. For further details see Calculation Guidance.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Total number of employees to be hired on this contract who are aged 1624 and Not in Employment, Education or Training (NEETs). • Breakdown of FTE calculations per employee (including expected duration and employment type (full time or part time)), only including time spent on the contract in your Social Value calculation. Please note individuals must only be counted for the first 12 months of employment. Please refer to the Calculation Guidance. • Description of your intended approach for employing young people (aged 16-24) who are not in Employment, Education or Training (NEETs) on this contract. • Names of any proposed partner organisations and descriptions of the job positions to be filled, if known.

Your Social Value target may be reduced or discounted if:	• Your employment target includes staff who will not be directly working on this contract. • You set a target of more than 1 FTE per person. • You have assumed a longer period of employment than the core contract duration. • Your FTE calculations are incorrect. Please refer to the Calculation Guidance. • Your employment target for this Measure includes existing employees. • You include apprentices within your target for this Measure (apprentices must only be captured through apprenticeship-specific Measures).
Calculation Guidance:	• Your calculation needs to take account of both the contract duration and the length of time staff are expected to work on the contract. So, if the contract is less than 1 year, the FTE calculation for 1 member of staff will also be less than 1 FTE. • 1 person employed part-time on the contract for 1 year is equal to 0.5 FTE. 1 month full-time is 0.083 FTE (1 FTE divided by 12). • 4 individuals working on a 6-month contract full-time = 2 FTE (4 employees × 0.5 FTE). • Please note that because individuals can only be counted for the first 12 months of employment under the Measure, if this is a 3-year contract and 1 employee is hired or retained on a full time basis, your target will be capped at 1 FTE.
Please note:	• Full-time means working anything over 35 hours per week. You cannot increase the FTE figure pro rata if the working week is more than 35 hours. • Only the first year of employment of an individual who is NEET can be used as a target. For example, if this is a 3-year contract and 2 people who were NEET are going to be hired on a full-time basis, your target will be 2 FTE.

NT4 – Diving Deeper

Reference	NT4

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Employees recruited who are Not in Education Employment or Training (16-24 y.o.)
Units	no. people FTE

Definition	This Measure covers the employment of a person who can be classified as 'not in education employment or training' (NEET). Qualifying employees are 16-24 year olds who are not in formal training, education or any form of paid employment. The Measure can only be used once per qualifying employee, for the first year of their employment and does not include students, or adults who are long-term unemployed.
Diving Deeper	NEET stands for Not in Education, Employment or Training. This most commonly refers to a young person aged (16-24 years) who has left fulltime education and is looking for work but has been so far unsuccessful. Young people who are NEET face barriers to employment that are unique to this group, including a lack of work experience, poor qualifications, heightened employer uncertainty, and – by some policymakers – are considered to represent certain negative stereotypes (e.g., poor work, lazy, quitters, etc.). Recruitment strategies will be more successful if they involve linking with education providers, JobCentre, charities and local community groups to showcase job roles and work experience opportunities to young people who are NEET. Furthermore, working with the local councils and organisations like the Prince's Trust, which can act as a link with young people who may lack confidence and need extra support, as well as offering "tasters" of roles, can help young people who are NEET transition smoothly into the world of work.

NT4 – Pluses & Pitfalls

Reference	NT4

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Employees recruited who are Not in Education Employment or Training (16-24 y.o.)
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (Not in Employment, Education or Training). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person qualified as NEET prior to employment with the organisation.

Pluses	• Your strategy for targeting and employing people who are Not in Education Employment or Training (NEET). • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a. • Do not record the employment of students under this Measure.

NT4 – Worked Examples

In practice:
Example 1: Organisation A works with the local authority's employment programme to hire young people who are Not in Employment Education or Training (NEET). 4 people who are NEET have been employed by Organisation A full-time on a 2-year contract. 1 of them is also disabled and 2 are local to the contract.

NT4 (jobs for NEETs) Unit Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
2 FTEs × 1 year = **2 FTEs**

Although 2 of the employees are local, their first year of employment is captured under NT4, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT6 (jobs for people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme is principally focused on people who are NEET and not recruitment of people with disabilities. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both Not in Employment, Education and Training and experiencing a disability under NT4.

NT4a: Unemployed 16-25 year old care leavers recruited

NT4a – Diving Deeper

Reference	NT4a
Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed 16-25 year old care leavers recruited
Units	no. people FTE
Definition	This Measure covers the employment of a person who is an unemployed young care leaver. Qualifying employees are 16-25 year olds who have been in the care of the Local Authority for a period of at least 13 weeks spanning their 16th birthday. The Measure can only be used once per qualifying employee, for the first year of their employment and does not include students.
Diving Deeper	*See NT4 for information on NEET.* A young care leaver is a person aged 16-25 years old who has been 'looked after' at some point since they were 14 years old, and were in care on or after their 16th birthday. They are legally defined as a person who has been in the care of the Local Authority for a period of 13 weeks or more spanning their 16th birthday (Children Leaving Care Act, 2000). Unemployed young care leavers face similar struggles to those who are NEET, and then some. NEET stands for Not in Education, Employment or Training. This most commonly refers to a young person aged (16-24 years) who has left full time education and is looking for work but has been so far unsuccessful. Care leavers are not a homogeneous group, and variations do exist. In 2021, 41% of care leavers aged 19-21 in England were NEET (Department for Education, 2022). Young care leavers face many barriers and disincentives to work; they are without parental support and thus carry financial responsibility for rent and living costs with low minimum wage rates for under-23s in employment and apprenticeships, creating a disincentive to work. Recruitment strategies will be more successful if they include the implementation of ring-fenced and supported work-related opportunities specifically for care-experienced young people such

	as guaranteed interviews, targeted and supported work-experience schemes and dedicated employment opportunities.

NT4a – Pluses & Pitfalls

Reference	NT4a
Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed 16-25 year old care leavers recruited
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (unemployed 16 to 25 year old care leavers). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person was a care leaver prior to employment with the organisation and is under 26 years.
Pluses	• Your strategy for targeting and employing 16 to 25 year old care leavers who are unemployed. • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a. • Do not record the employment of students under this Measure. Students are by definition not unemployed.

NT4a – Worked Examples

In practice:
Example 1: Organisation A works in partnership with the local authority to give employment to care leavers. 4 people who are care leavers have been employed by Organisation A full-time on a 3-year contract. 1 of them is also disabled and 2 are local to the contract.

NT4a (jobs for care leavers) Unit Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
2 FTEs × 2 year = **4 FTEs**

Although 2 of the employees are local, their first year of employment is captured under NT4a, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second and third years of employment, though, may be captured under NT1.

NT6 (jobs for people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme is principally focused on care leavers and not explicitly on recruitment of people with disabilities. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both a care leaver and suffering from a disability under NT4a.

NT5 - Unemployed ex-offenders aged 18 and over recruited

NT5 – Bidder Basics

Reference	NT5

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed ex-offenders aged 18 and over recruited
What does this target cover?	This Measure covers the employment of unemployed ex-offenders.
What unit should I use?	The unit for this Measure is the Full Time Equivalent (FTE). This is 1 person working full-time for a year. "Full-time" is assumed to be someone working a minimum of 35 hours a week. For further details see the FTE Calculation Guidance.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Total number of employees to be hired on this contract who are 18+ year old unemployed rehabilitating or ex-offenders. • Breakdown of FTE calculations per employee (including expected duration and employment type (full time or part time)), only including time spent on the contract in your Social Value calculation. Please note individuals must only be counted for the first 12 months of employment. Please refer to the Calculation Guidance. • Description of your intended approach for employing unemployed rehabilitating or ex-offenders (aged 18 or older) on this contract. • Names of any proposed partner organisations and descriptions of the job positions to be filled, if known.
Your Social Value target may be reduced or discounted if:	• Your employment target includes staff who will not be directly working on this contract. • You set a target of more than 1 FTE per person. • You have assumed a longer period of employment than the core contract duration. • Your FTE calculations are incorrect. Please refer to the FTE Calculation Guidance. • Your employment target for this Measure includes existing employees. • You include apprentices within your target for this Measure (apprentices must only be captured through apprenticeship-specific Measures).

Calculation Guidance:	• Your calculation needs to take account of both the contract duration and the length of time staff are expected to work on the contract. So, if the contract is less than 1 year, the FTE calculation for 1 member of staff will also be less than 1 FTE. • 1 person employed part-time on the contract for 1 year is equal to 0.5 FTE. 1 month full-time is 0.083 FTE (1 FTE divided by 12). • 4 individuals working on a 6-month contract full-time = 2 FTE (4 employees × 0.5 FTE). • Please note that because individuals can only be counted for the first 12 months of employment under the Measure, if this is a 3-year contract and 1 employee is hired or retained on a full time basis, your target will be capped at 1 FTE.
Please note:	• Full-time means working anything over 35 hours per week. You cannot increase the FTE figure pro rata if the working week is more than 35 hours. • Only the first year of employment of an individual who is an ex-offender can be used as a target. For example, if this is a 3-year contract and 2 people who are ex-offenders are going to be hired on a full-time basis, your target will be 2 FTE.

NT5 – Diving Deeper

Reference	NT5

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed ex-offenders aged 18 and over recruited
Units	no. people FTE
Definition	This Measure covers the employment of a person who is an unemployed ex-offender. Qualifying employees will be aged 18 and over. The Measure can only be used once per qualifying employee, for the first year of their employment.
Diving Deeper	*See NT76 for information on unemployment.* An ex-offender, aged 18+, is someone who has one or more previous criminal convictions or cautions, has completed all supervision and licence requirements and no longer has recourse to statutory offender services. Unemployment is defined by the ILO as people of working age who are not in employment, but are carrying out activities to seek

	employment and are currently available to take up employment if given a job opportunity. Ex-offender job seekers often face unexpected challenges and complications in the hiring process such as hiring bias or prejudice. Upon hiring, reasonable efforts should be made to help the individual hold on to the job and create an equitable and inclusive environment for them to thrive.

NT5 – Pluses & Pitfalls

Reference	NT5

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed ex-offenders aged 18 and over recruited
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (unemployed ex-offenders aged 18 and over). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person was a rehabilitating or ex-offender prior to employment with the organisation.
Pluses	• Your strategy for targeting and employing people who are unemployed ex-offenders aged 18 and over. • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a.

NT5 – Worked Examples

In practice:

Example 1: Organisation A works in partnership with a specialist organisation to provide employment for ex-offenders. 4 people who are ex-offenders have been employed by Organisation A full-time on a 2-year contract. 1 of them is also disabled and 2 are local to the contract.

NT5 (jobs for ex-offenders 18+) Unit Calculation:

No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
2 FTEs × 1 year = **2 FTEs**

Although 2 of the employees are local, their first year of employment is captured under NT5, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT6 (jobs for people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme is principally focused on ex-offenders and not explicitly on recruitment of people with disabilities. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both an ex-offender and experiencing a disability under NT5.

NT6 - Unemployed individuals with disabilities recruited

NT6 – Bidder Basics

Reference	NT6

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed individuals with disabilities recruited
What does this target cover?	This Measure covers the employment of an unemployed person with a disability.
What unit should I use?	The unit for this Measure is the Full Time Equivalent (FTE). This is 1 person working full-time for a year. "Full-time" is assumed to be someone working a minimum of 35 hours a week. For further details see the FTE Calculation Guidance.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Total number of employees to be hired on this contract who are unemployed and disabled. • Breakdown of FTE calculations per employee (including expected duration and employment type (full time or part time)), only including time spent on the contract in your Social Value calculation. Please note individuals must only be counted for the first 12 months of employment. Please refer to the Calculation Guidance. • Description of your intended approach for employing unemployed people with disabilities on this contract. • Names of any proposed partner organisations and descriptions of the job positions to be filled, if known.
Your Social Value target may be reduced or discounted if:	• Your employment target includes staff who will not be directly working on this contract. • You set a target of more than 1 FTE per person. • You have assumed a longer period of employment than the core contract duration. • Your FTE calculations are incorrect. Please refer to the FTE Calculation Guidance. • Your employment target for this Measure includes existing employees. • You include apprentices within your target for this Measure (apprentices must only be captured through apprenticeship-specific Measures).

Calculation Guidance:	• Your calculation needs to take account of both the contract duration and the length of time staff are expected to work on the contract. So, if the contract is less than 1 year, the FTE calculation for 1 member of staff will also be less than 1 FTE. • 1 person employed part-time on the contract for 1 year is equal to 0.5 FTE. 1 month full-time is 0.083 FTE (1 FTE divided by 12). • 4 individuals working on a 6-month contract full-time = 2 FTE (4 employees × 0.5 FTE). • Please note that because individuals can only be counted for the first 12 months of employment under the Measure, if this is a 3-year contract and 1 employee is hired or retained on a full time basis, your target will be capped at 1 FTE.
Please note:	• Full-time means working anything over 35 hours per week. You cannot increase the FTE figure pro rata if the working week is more than 35 hours. • Only the first year of employment of an individual with a disability can be used as a target. For example, if this is a 3-year contract and 2 people with a disability are going to be hired on a full-time basis, your target will be 2 FTE.

NT6 – Diving Deeper

Reference	NT6
Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed individuals with disabilities recruited
Units	no. people FTE
Definition	This Measure covers the employment of a person who is unemployed and who has a disability A qualifying employee is "someone with a physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on their ability to do normal daily activities" (Equality Act, 2010). The Measure can only be used once per qualifying employee, for the first year of their employment.

Diving Deeper	*See NT76 for information on unemployment.* A disabled person is defined as “someone with a physical or mental impairment that has a ‘substantial’ and ‘long-term’ effect on their ability to do normal daily activities” (Equality Act 2010). It is important to note that not all disabilities are visibly apparent, and the employer must make reasonable accommodations to aid their employees with disabilities in working productively. Individuals with disabilities are faced with many obstacles in navigating the job market, including unconscious prejudices against their conditions, lack of flexible working arrangements or workplace support, etc. An employer has a duty to make reasonable adjustments for disabled workers under equality law. This ensures that, as far as is reasonable, disabled workers have the same access to everything involved in doing and keeping a job as non-disabled workers.

NT6 – Pluses & Pitfall

Reference	NT6

Theme	Work
Outcome	Creating equal employment opportunities
Measure	Unemployed individuals with disabilities recruited
Units	no. people FTE
Evidence Requirements	☐ Anonymised list of relevant employees (unemployed individuals with a disability). ☐ Employment duration and type (full time or part time) per person. ☐ Confirmation that each person had a disability at the time of employment with the organisation.
Pluses	• Your strategy for targeting and employing people who are unemployed and have a disability. • Information on any partner organisations. • For each employee, provide a brief description of their role and career pathways. • For each employee, provide a breakdown of their FTE calculation including their start and end dates.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not record more than 1.0 FTE per person in total. The same individual must not be counted again the following year. • Do not include apprentices in this Measure. Apprentices must be recorded through one of: NT10, NT81 or NT10a.

NT6 – Worked Examples

In practice:

Example 1: Organisation A works in partnership with a specialist organisation to provide employment for people with disabilities. 4 people with disabilities have been employed by Organisation A full-time on a 2-year contract. 1 of them is also NEET and 2 are local to the contract.

NT6 (jobs for people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
2 FTEs × 1 year = **2 FTEs**

Although 2 of the employees are local, their first year of employment is captured under NT6, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT4 (jobs for NEETs) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme is principally focused on people with disabilities and not explicitly on recruitment of people who have been long-term unemployed. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, we have opted to record the individual who is both long-term unemployed and has a disability under NT6.

Example 2: Organisation B works with the local authority's employment programme to hire people who are long-term unemployed (previously unemployed for more than 12 months). On the project, 4 long-term unemployed people are employed full-time on a 2-year contract. 1 of them also has a disability and 3 are local to the contract.

NT6 (jobs for people with disabilities) Unit Calculation:
No. people FTE (capped at 1 year per employee)
0 FTE

The recruitment programme was principally focused on long-term unemployed people and not recruitment of people with disabilities. Because individuals can only be counted under one Measure dealing with barriers to employment for disadvantaged groups, in this case we have opted to record the individual who is both long-term unemployed and suffering from a disability under NT3.

NT3 (jobs long-term unemployed people) Unit Calculation:
No. people FTE (capped at 1 year per employee)
4 FTEs

Even though the contract duration is 2 years, Measures dealing with barriers to employment for disadvantaged groups can only be claimed for the first year of employment, so only 1 year can be claimed in this scenario.

NT1 (local jobs) Unit Calculation:
No. people FTE × No. years
3 FTEs × 1 year = **3 FTEs**

Although 3 of the employees are local, their first year of employment is captured under NT3, a Measure dealing with barriers to employment for disadvantaged groups, and cannot be double counted with the local employment Measure (NT1). Their second year of employment, though, may be captured under NT1.

NT8: Support for students at local educational institutions

NT8 – Bidder Basics

Reference	NT8

Theme	Work
Outcome	Developing skills and experience for future work
Measure	Support for students at local educational institutions
What does this target cover?	This Measure covers staff volunteering with pupils and students of local educational institutions with qualifying activities include corporate presentations, preparing and delivering career talks, curriculum support, literacy support, and specific industry talks.
What unit should I use?	The unit for this Measure is the number of staff Volunteering Hours per event.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast number of staff hours. • Descriptions of the volunteering activities that will be delivered. • Names of proposed educational establishments if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not support students from local educational institutions according to the definition of local as specified in the ITT for the contract. • Details of the volunteering activities are missing. • You include travel and time outside the sessions themselves (such as preparation time). • The initiatives do not relate to visits to schools and/or higher education institutions to support pupils and students.
Calculation Guidance:	• Target = No. of staff × No. of volunteer hours spent by each staff member. • Staff time must be valued in accordance with the

	prevailing proxy values for volunteering time under the Social Value TOM System.
Please note:	• Proposed activities must be relevant to the Measure description. • Staff volunteering time must be during normal working hours, or staff must be paid overtime or time off in lieu. • Volunteering can take place virtually as well as onsite. • Recorded hours of staff time can include time spent organising and conducting the activities. • Please refer to the definition of the local area specified in the ITT for the contract.

NT8 – Diving Deeper

Reference	NT8
Theme	Work
Outcome	Developing skills and experience for future work
Measure	Support for students at local educational institutions
Units	no. staff volunteering hours
Definition	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.
Diving Deeper	*See NT97 for information on volunteering.* Volunteering in education entails businesses supporting and encouraging their staff's involvement with schools and further education institutions, and supporting students' involvement in the world of work. Educational institutions benefit from working partnerships with companies in various ways, including through funds and equipment, professional expertise for curriculum implementation, teaching projects, and life skill activities for the students. Volunteering in educational institutions should be regarded as one of the key factors in today's professional development of students, given that this is the general objective of education – to support student development in a manner that would then prove to be sustainable for the future personal and professional

	activities of the students. Furthermore, volunteering in schools can improve the vocational knowledge of a teacher on their subjects and support their teaching practice by equipping them with a new toolkit or enriching methods already used. The most common types of volunteering between companies and educational establishments are: • Supporting students' vocational and academic skills. • Supporting students' soft skills. • Supporting teachers and school staff with industry knowledge and knowhow. The type of volunteering activity should take into consideration the type of school, its needs, the potential of the school and the company's corporate culture and resources. Beneficiaries must be based in the educational institution, with the activity organised in conjunction with the institution to ensure its relevance. Examples of good education-focused volunteer projects include supporting vocational training for students, and one-toone tutoring focused on raising students' academic achievements through the provision of volunteer tutors and workshop facilitators. Qualifying educational volunteering opportunities can also include: • Presenting at interview skills or CV building workshops. • Delivering talks about a job to students studying related subjects. • Assisting a child to develop their literacy or numeracy skills. Supporting students with additional needs or those facing challenges.

NT8 – Pluses & Pitfalls

Reference	NT8
Theme	Work
Outcome	Developing skills and experience for future work
Measure	Support for students at local educational institutions
Units	no. staff volunteering hours
Evidence Requirements	☐ Breakdown of hours spent by staff volunteering. ☐ Dates, locations and the types of relevant initiatives. ☐ Names of partner organisations where appropriate.

Pluses	• The relevant qualifications and experience of people delivering the session(s). • Time recorded can include time spent organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information. • Do not include travel time. • Do not include the time spent on liaising (managing and conducting meetings) as preparation time. • Do not include time donations to community organisations that are intended to replace public services. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include unpaid staff hours. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

NT8 – Worked Examples

In practice:

Example 1: 3 staff members from Company A each deliver 35 hours of volunteering on a community project involving a local school, spending 15 hours each on career talks for the pupils and 20 hours each on improving the green space behind the school.

NT8 (Support for students) Unit Calculation:
No. people × No. volunteering hours × No. occurrences
3 people × 15 hours × 1 occurrence = **45 hours**

NT119 (Support for Green Spaces) Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
3 people × 20 hours × prevailing volunteering rate = **60 × prevailing volunteering rate**

Example 2: Company A has sent 1 of their staff into a local school to talk about working in the construction industry. This member of staff spoke to a class of 15 students for 2 hours.

Unit Calculation:
No. people × No. volunteering hours × No. occurrences 1 staff
× 2 hours × 1 occurrence = **2 hours**

The number of number of students at each session has no bearing on the final calculation.

NT9: Accredited training for new employees

NT9 – Bidder Basics

Reference	NT9

Theme	Work
Outcome	Providing skills and experience for good work
Measure	Accredited training for new employees
What does this target cover?	This Measure covers accredited vocational training opportunities for new employees. Qualifying courses are at level 2 or higher such as: BTEC, City & Guilds, NVQ, HNC, RQF or T-levels.
What unit should I use?	The unit for this Measure is number of training weeks per person. This is the time spent on each course counting only the course days, expressed as working weeks (5 days).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Number of relevant people to be offered training on vocational courses. • Number of weeks to be spent on each course per person. • Qualification level for each course. • Name of accredited training provider(s) if available. • Confirmation that training will be supported to completion if the contract ends before the vocational course is complete. • Confirmation the target includes only new employees and not existing (for existing employees see NT80).
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • Your target includes your existing staff. • You include training that is required by the contract. • The training opportunities provided do not meet the required standard (i.e., they are below level 2).
Calculation Guidance:	• You must only count the training time (in weeks) that the new employee will receive on this contract. • When calculating the number of weeks, take the number of training days and divide by 5 to equal a working week. For example, if an individual is going to spend a day a week at college over 50 weeks, the number of weeks in the target is 10 (50 divided by 5).

Please note:	• Only vocational training opportunities that you plan to support to completion can be counted, even when or if completion will occur after the end of the contract. • The training scheme can already be running when the contract in question commences, provided that the trainee was new to your organisation when the training commenced.

NT9 – Diving Deeper

Reference	NT9

Theme	Work
Outcome	Providing skills and experience for good work
Measure	Accredited training for new employees
Units	no. weeks
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.
Diving Deeper	Vocational Qualifications (VQs), also known as Vocational Technical Qualifications (VTQ), like apprenticeships, combine practical hands-on learning in the workplace with classroom based theoretical content for over 16s. They are designed to meet the specific needs of employers and job sectors and help the trainee get skills that meet recognised standards necessary to start their careers, perform a particular job or progress to higher levels of education. They allow young people to develop the skills and knowledge that employers value, enabling them to become effective employees and helping organisations to succeed. VQs focus on a specific job or a broad employment area, such as childcare, engineering or IT. Nearly all accredited educational qualifications, including Vocational Qualifications, are awarded at specific levels of difficulty, between entry level and Level 8 (i.e., doctorate). This is determined and regulated at a national level by Ofqual and CCEA Regulation, and allows for inter-comparability of accredited qualifications (e.g., comparing a T-Level qualification with a bachelor's degree). There are also a few different types including: • BTECs: level 1 to 7 qualifications • Cambridge Nationals: level 1 and 2 qualifications

	• Cambridge Technicals: level 2 and 3 qualifications • T Levels: level 3 qualifications In England, Wales and Northern Ireland, there are 9 qualification levels. Each entry level qualification is available at three sub-levels – 1, 2 and 3. Entry level 3 is the most difficult. Entry level qualifications are: • entry level award • entry level certificate (ELC) • entry level diploma • entry level English for speakers of other languages (ESOL) • entry level essential skills and functional skills • Skills for Life Level 1 qualifications are: • first certificate • GCSE - grades 3, 2, 1 or grades D, E, F, G • level 1 award, certificate, diploma and ESOL • level 1 essential skills and functional skills • level 1 national vocational qualification (NVQ) • music grades 1, 2 and 3 Level 2 qualifications are: • CSE - grade 1 • GCSE - grades 9, 8, 7, 6, 5, 4 or grades A×, A, B, C • intermediate apprenticeship • level 2 award, certificate, diploma and ESOL • level 2 essential skills or functional skills • level 2 national certificate and national diploma • level 2 NVQ • music grades 4 and 5 • O level - grade A, B or C Level 3 qualifications are: • A level • access to higher education diploma • advanced apprenticeship • applied general • AS level • International Baccalaureate diploma • level 3 award, certificate, diploma or ESOL • level 3 national certificate or national diploma • level 3 NVQ • music grades 6, 7 and 8 • T Level • tech level Level 4 qualifications are: • certificate of higher education (CertHE) • higher apprenticeship

	• higher national certificate (HNC) • level 4 award, certificate, diploma or NVQ Level 5 qualifications are: • diploma of higher education (DipHE) • foundation degree • higher national diploma (HND) • level 5 award, certificate, diploma and NVQ Level 6 qualifications are: • degree apprenticeship • degree with honours (e.g., Bachelor of the Arts (BA) hons or Bachelor of Science (BSc) hons) graduate certificate, diploma • level 6 award, certificate, diploma or NVQ • ordinary degree without honours Level 7 qualifications are: • Master's degree (MA, MSc) including integrated master's degree (e.g., Master of Engineering (MEng)) • level 7 award, certificate, diploma, NVQ postgraduate certificate or diploma Level 8 qualifications are: • doctorate (e.g., Doctor of Philosophy (PhD or DPhil)) • level 8 award, certificate or diploma The Measure counts the training time (in weeks) that the new employee will receive on this contract. The lifetime increase in earnings as a result of completing the training forms the main value block of the model.

NT9 – Pluses & Pitfalls

Reference	NT9
Theme	Work
Outcome	Providing skills and experience for good work
Measure	Accredited training for new employees
Units	no. weeks
Evidence Requirements	☐ Anonymised list of people on relevant accredited vocational training courses. ☐ Number of weeks spent on each course per person. ☐ Qualification level for each course. ☐ Information on the accredited training provider(s).

Pluses	• For each person receiving training, provide a breakdown of their "no. weeks" calculation including their training duration, start and end dates, and type (full time or part time). • For each person, provide a brief description of their role and career pathways, and details (beyond the qualification level) of the qualification that they will receive upon completion.
Pitfalls	• Do not include existing employees. Only new employees whose training started with their employment can be counted under this Measure. Training for existing employees can be counted under NT80. • Do not count more weeks of the training programme than the length of the reporting period. • Do not count Training Weeks for the same person in different projects without proportionally adjusting the number of weeks for time spent on each project. • Do not include apprentices. Apprentices can be recorded under one of: NT10, NT81 or NT10a, depending on the details.

NT9 – Worked Examples

In practice:
Example 1: Organisation A has hired a new employee who will be starting an NVQ qualification at the same time as joining. They will be considered a full-time employee on the contract for 12 months and will be spending 1 day a week in the classroom (20% of their paid time).

Unit Calculation:
No. people × No. weeks of training
1 person × 52 weeks × 20% = **10.4 weeks**

Weeks with fewer than 3 training days can only be counted pro rata (total course days divided by 5).

Example 2: Company B has hired a new employee who will be starting an NVQ qualification at the same time as joining. They will be considered a full-time employee on the contract for 12 months and will be spending 1 day a week in the classroom (20% of their paid time). 2 of Company B's current full-time employees will also begin their NVQ qualifications at the same time as the new employee. They will also be considered full-time employees on the contract for 12 months and will be spending 1 day a week in the classroom (20% of their paid time).

NT9 (Accredited Training – New Employees) Unit Calculation:
No. people × No. weeks of training
1 person × 52 weeks × 20% = **10.4 weeks**

Weeks with fewer than 3 training days can only be counted pro rata (total course days divided by 5).

NT80 (Accredited Training – Current Employees) Unit Calculation:
No. people × No. weeks of training
2 people × 52 weeks × 20% = **20.8 weeks**

Weeks with fewer than 3 training days can only be counted pro rata (total course days divided by 5).

Example 3: Company C has partnered with a local college to provide T-level industry placements for 10 students for 6 weeks. This full-time placement is a necessary component towards the completion of their T-level qualification for technical education.

Unit Calculation:
No. people × No. weeks of training
10 students × 6 weeks = **60 weeks**

NT10: Employment of new apprentices

NT10 – Bidders Basics

Reference	NT10

Theme	Work
Outcome	Providing skills and experience for good work
Measure	Employment of new apprentices
What does this target cover?	This Measure covers the employment of new apprentices at level 2 or higher.
What unit should I use?	The unit for this Measure is number of weeks of employment as an apprentice per person.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Number of relevant people (apprentices) to be employed. • Relevant working time (weeks spent on apprenticeship) per person. • Qualification level for each apprentice. • Name of accredited training provider for each apprentice, if known. • Confirmation that you will support each apprentice to complete their apprenticeship if the contract ends before the apprenticeship is complete. • Confirmation the target includes only new apprentices on this contract (for existing employees see NT81).
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • Your target includes upskilling of your existing staff. • Your core contract requires you to provide apprenticeships to new employees. • The apprenticeships provided do not meet the required standard (i.e., they are below level 2).
Calculation Guidance:	• You can count the full period of employment of an apprentice for this contract. For example, if the contract lasts for 2 years and you plan to employ an apprentice full-time for the full 2-year period of the contract, you can set a target of 104 weeks.

Please note:	• Only apprenticeships that you plan to support to completion should be counted, even when or if completion will occur after the end of the contract. • Only include new apprentices – people that started their apprenticeship
	when they were first employed – and not existing staff being upskilled through apprenticeships. • You can only count apprenticeship weeks that are delivered on this contract. • Apprentices included in the target for this Measure must not be included in employment Measures.

NT10 – Diving Deeper

Reference	NT10
Theme	Work
Outcome	Providing skills and experience for good work
Measure	Employment of new apprentices
Units	no. weeks
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 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.
Diving Deeper	*See NT9 for information on qualification levels.* Apprenticeships, similarly to Vocational Qualifications (VQs), combine practical hands-on learning in the workplace with classroom based theoretical content for over 16s. They are designed to meet the specific needs of employers and job sectors and help the trainee get skills that meet recognised standards necessary to start their careers, perform a particular job or progress to higher levels of education. They allow young people (targeted specifically at school leavers) to develop the skills and knowledge that employers value, enabling them to become effective employees and helping organisations to succeed. They typically involve working under the guidance of a skilled mentor or employer. Apprenticeships focus on a specific job or a broad employment area, across different industries, including engineering, accountancy and

	business. Nearly all accredited educational qualifications are awarded at specific levels of difficulty, between entry level and Level 8 (i.e., doctorate). Apprenticeships are awarded at levels 2 through 7. This is determined and regulated at a national level by Ofqual and CCEA Regulation, and allows for inter-comparability of accredited qualifications (e.g., comparing an apprenticeship qualification with a bachelor's degree). During an apprenticeship, around 80% of the apprentice's time is spent doing on-the-job training, and the other 20% is spent working towards a qualification and takes place during an apprentice's normal working hours. The qualification achieved upon completion can vary from the equivalent of GCSEs to a master's degree, depending on the level of apprenticeship taken. It takes between one and six years to complete an apprenticeship, depending on the apprenticeship chosen, the apprenticeship level and previous experience. Only training that helps an apprentice learn the new knowledge and skills they need for their career is considered apprentice training.

NT10 – Pluses and Pitfalls

Reference	NT10
Theme	Work
Outcome	Providing skills and experience for good work
Measure	Employment of new apprentices
Units	no. weeks
Evidence Requirements	☐ Anonymised list of relevant people (apprentices) employed. ☐ Relevant working time (weeks spent on apprenticeship) per person. ☐ Qualification level for each apprentice. ☐ Information on the accredited training provider for each apprentice.
Pluses	• For each apprentice, provide a breakdown of their "no. weeks" calculation including their apprenticeship duration, start and end dates, and type (full time or part time). • For each apprentice, provide a brief description of their role and career pathways, and details (beyond the qualification level) of the qualification that they will receive upon completion.

Pitfalls	• Do not include existing employees. Only new employees whose apprenticeship started with their employment can be counted under this Measure. Apprenticeships for existing employees can be counted under NT81. • Do not count more Employment Weeks than the length of the reporting period. • Do not count Employment Weeks for the same person in multiple projects without proportionally adjusting the number of weeks to the time spent on each project.

NT10 – Worked Examples

Reference	NT10

In practice:

Example 1: After winning a 1 year contract, Organisation A develops a new apprenticeship position to work on the contract and hires a new employee for this opportunity. After the 1 year contract is complete, Organisation A makes the apprenticeship role redundant, and the apprentice leaves the organisation (before they have been able to complete their qualification).

Unit Calculation:

No. people × No. weeks of apprenticeship

0 weeks

Organisations must offer support until the apprenticeship qualification is completed in order to use this Measure.

Example 2: Company B has been awarded a new 1-year contract for which they are going to create a Social Value report. Company B has their apprentice, who has just finished another project, work full-time on this new project for the duration of the contract. After this contract ends, Company B will support them on another project for the remainder of his apprenticeship. Although their apprenticeship began before this contract started, the apprentice was new to the organisation when his apprenticeship began.

Unit Calculation:

No. people × No. weeks of apprenticeship

person × 52 weeks = **52 weeks**

NT11: Personalised support to help unemployed people into work

NT11 – Bidder Basics

Reference	NT11

Theme	Work
Outcome	Providing skills and experience for good work
Measure	Personalised support to help unemployed people into work
What does this target cover?	This Measure covers the provision of expert-led personalised support to help unemployed people (not including students) gain work over the duration of this contract. Examples include career mentoring, including mock interviews, CV advice, careers guidance, etc.
What unit should I use?	The unit for this Measure is the number of Attendee Hours. This is the No. attendees × the Session duration (in hours).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast number of sessions, session duration, and number of people receiving training. • Description of relevant initiatives to be delivered, including confirmation that content will be delivered by a qualified expert and personalised to individual needs. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • You include staff volunteering hours. • You include travel and time outside the sessions themselves (such as preparation time). • You include initiatives with schools, colleges or universities - students do not count as unemployed. • The initiatives do not relate to supporting unemployed people to find work. • You include sessions too large to provide direct, personalised and structured support for each participant for the duration of the session.

Calculation Guidance:	• Care must be taken not to overstate the figure if multiple events are planned. For example, 3 two-hour events each attended by 10 different people equals (2 × 10) + (2 × 10) + (2 × 10) = 60 hours, not (6 × 30) = 180 hours. • Two 2-hour sessions attended by 8 people equals 32 Attendee Hours.
Please note:	• Group sessions must be small enough to allow recipients to receive personalised support based on their individual and specific needs. • The number of staff involved in delivering the session does not affect the calculation, because the Measure records the time that the participants spend, not the staff time spent delivering the session. • Training can be delivered online or in person, provided each participant receives direct, personalised and structured support.

NT11 – Diving Deeper

Reference	NT11

Theme	Work
Outcome	Providing skills and experience for good work
Measure	Personalised support to help unemployed people into work
Units	no. hrs (total session duration) × no. attendees
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.
Diving Deeper	*See NT76 for information on unemployment.* Support should be aimed at individuals who have recently become unemployed or those who are long-term unemployed, to gain sustainable employment. Support can include a range of activities such as matching skills to local jobs and training agencies, as well as creating CVs and interview skills workshops, all to support individuals to find a job, apprenticeship or training. Support can be delivered in person or via digital employment support and skills interventions, integrating with

	local services and supporting the economic development of the local area. Qualifying programmes will provide specialised employment support, which must be personalised or tailored to the unique circumstance of each individual and provided at no cost (completely free). To qualify, the individual offered employment support must be available for work, and would have evidence of their unemployment status such as claims for Jobseeker's Allowance (JSA) or Universal Credit unemployment benefits or equivalent, and have been unemployed for a minimum of 4 weeks. Students do not qualify under this Measure as by definition, they do not count as unemployed and can be expected to have access to careers and employment support services through their places of education. Interventions should incorporate one-to-one sessions where possible or a small enough number of group attendees at each training session to allow each recipient to receive personalised support. The number of staff delivering the session is irrelevant to the Social Value calculation for this Measure, although useful for evidencing the delivery. Staff members providing support must have considerable expertise or formal training in the relevant subject or area.

NT11 – Pluses & Pitfalls

Reference	NT11

Theme	Work
Outcome	Providing skills and experience for good work
Measure	Personalised support to help unemployed people into work
Units	no. hrs (total session duration) × no. attendees
Evidence Requirements	☐ Number of sessions, number of people receiving training, and duration of sessions and dates. ☐ Description of relevant activity/activities delivered, including confirmation that content was personalised to individual needs. ☐ Names of partner organisations where appropriate.

Pluses	• Descriptions of any certificates or qualifications that participants achieved as a result of having taken part in the sessions. • The relevant qualifications and experience of people delivering the session(s), as well as the total number of people delivering each session. • Details of any support materials or technical tools used. • Information on how participants were identified and engaged. • Information on career pathways of participants. • Details of the positive impact that was achieved.
Pitfalls	• Do not include the names of attendees or other personal information. • Do not include students; by definition, they do not count as unemployed and can be expected to have access to careers and employment support services through their places of education. • Do not include a number of attendees on each session that is too large to enable attendees to receive personalised support based on their individual and specific needs. As a rule of thumb, a group size of 15 is considered a reasonable maximum. • Do not include travel and time outside the sessions themselves. • Do not include the number of staff delivering the session in your calculation. This information is useful for evidencing your delivery, but has no bearing on the overall Social Value calculation for this Measure. • Do not include events delivered by people without a recognised relevant expertise. • Do not overstate the figure if there are multiple events. For example, three 2-hour events each attended by 10 different people equals (2 × 10) + (2 × 10) + (2 × 10) = 60 hours, not (6 × 30) = 180 hours.

NT11 – Worked Examples

In practice:
Example 1: Organisation A arranges a series of structured workshops hosted by a local Further Education College to support people looking to return to work after a long period of unemployment. Some of the staff members from Organisation A's recruitment team volunteer (and are given Time Off in Lieu (TOIL)) to deliver their expert advice on navigating the hiring process in the industry that Organisation A is a part of. The workshops last for 2 and a half hours and consist of a 1-hour talk providing general guidance about engaging with the industry's job market, followed by 1-2-1 resume reviews and a brief mock interview with feedback at the end. In total, 5 workshops were arranged during the reporting period, each with 8 attendees.

Unit Calculation:
No. attendees × Session duration (in hours)
8 attendees × 1.5 hours × 5 events = **60 hours**

The hour of general guidance cannot be captured with this Measure as it is not specifically tailored to each individual attendees needs. The number of number of staff delivering the workshops has no bearing on the final calculation.

Example 2: Organisation B hosts a 2-hour mock interview workshop for community members. 4 staff members from Organisation B's recruitment team volunteer (and are given Time Off in Lieu (TOIL)) to support the workshop as interviewers and provide feedback to the participants. 10 unemployed community members join the workshop, as well as 2 local students.

Unit Calculation:
No. attendees × Session duration (in hours)
10 attendees × 2 hours = **20 hours**

Note that student attendees cannot be captured under this Measure. Also, the number of staff delivering the workshop has no bearing on the final calculation.

NT12: Meaningful unpaid work placements while Not in Employment Education or Training

NT12 – Bidder Basics

Reference	NT12

Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful unpaid work placements while Not in Employment Education or Training
What does this target cover?	It covers the provision of unpaid, short-term placements or preemployment courses that make a meaningful contribution to enabling young people not in employment education or training (NEET) to find gainful employment, offered over the duration of this contract.
What unit should I use?	The unit for this Measure is the number of Placement Weeks, which is the No. weeks on placement per person.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Number of participants and weeks of work placements or preemployment courses per person. • Description of each proposed work placement or pre-employment course. • Confirmation that work placements will be delivered on this contract. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • Your target includes unpaid work placements which are longer than the maximum (8 weeks) or shorter than the minimum (1 week) length. • Your target includes unpaid work placements that are for less than 3 days per week. • You include participants who can not be classified as NEET.
Calculation Guidance:	• If 3 work placements are planned on the contract, with 2 individuals spending 4 weeks on the contract and 1 individual spending 6 weeks, the total number of weeks will be 14 weeks (4 weeks × 2 people) + (6 weeks × 1 person).

Please note:	• This Measure is for unpaid work placements. For paid work placements, please see NT13.

NT12 – Diving Deeper

Reference	NT12

Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful unpaid work placements while Not in Employment Education or Training
Units	no. weeks
Definition	This Measure covers the provision of unpaid, short-term placements or pre-employment courses that make a meaningful contribution to enabling young people not in employment education or training (NEET) to find gainful employment. The placement must not last more than 8 consecutive weeks (or more than 40 days within a 3-month period) but at least 1 week. The Measure can only be used once per person within a 12-month period. Examples of meaningful work placements include work on junior-level tasks providing industry experience and insight.
Diving Deeper	Unpaid placements should be short-term; lasting less than 8 full working weeks or, for flexible working/part-time arrangements, no more than 40 days over a 3-month period. The TOM System generally discourages unpaid work, but recognises the additional challenges in finding appropriate placements for a young person while NEET. It is important to note that NEETs are often in receipt of benefits, thus extended periods of unpaid work might exacerbate the financial pressures they already experience. Qualifying placements are those in which participants are treated with respect, given real tasks and trusted to do the job well, to give them a taste of working life and help them learn new skills that weren't taught in the classroom. Placements should result in experience and increased skills in the following areas: • Solving real-life problems and seeing the impact of their work. • Researching market conditions and learning how they affect businesses. • Communicating with different people with different skill sets. • Learning about new technologies and how they're used in the workplace. • Working in different roles to see what they entail on a day-to-day basis.

	Each placement can only be captured once per year, per person.
Relevant Glossary Terms	• Economically Inactive • Meaningful Work Placements • Not in Education Employment or Training (NEET)

NT12 – Pluses & Pitfalls

Reference	NT12
Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful unpaid work placements while Not in Employment Education or Training
Units	no. weeks
Evidence Requirements	☐ Anonymised list of participants supported with unpaid work placements or pre-employment courses. ☐ Duration in weeks of each work placement or pre-employment course. ☐ Description of each work placement or pre-employment course.
Pluses	• Your strategy for providing meaningful unpaid work placements for people who are Not in Education Employment or Training (NEET). • For each placement, provide a breakdown of their "no. weeks" calculation including their placement duration, start and end dates, and type (full time or part time). • Information on career pathways of each participant. • Information on any partner organisations.
Pitfalls	• Do not include existing staff. This Measure is for people that were new to the organisation when the work placement commenced. • Do not count more weeks per placement than the length of the reporting period. • Do not count the same person in different projects without proportionally adjusting the number of weeks to the time spent on each project.

NT12 – Worked Examples

In practice:

Example 1: Organisation A takes on 3 unemployed (and out of education) adults aged 22, 24 and 31 for unpaid placements; all will work in administrative roles for 10 weeks.

Unit Calculation:

No. placements for qualifying individuals × No. work placement weeks (between 1-8 weeks)

2 placements × 8 weeks = **16 weeks**

Unpaid work placement Measures are capped at 8 weeks per placement. Unpaid work placements are designed to give young people with little or not qualification or experience some practical experience and an opportunity to develop their working skills; they are not meant for older people (people aged 25 and over) who can reasonably be expected to have prior working experience.

Example 2: Organisation B is contacted by an unemployed 22-year-old who is hoping to start a career in the industry that Organisation B is in. Organisation B is not hiring at the moment, but the industry is rather niche, and they would like to support them in some form. Organisation B offers for them to help out on a 6 week project so that they can get a taste for this kind of work. They can pick their own hours, but Organisation B asks that they put in at least 3 days' worth of work a week. They may choose to do even more.

Unit Calculation:

No. placements for qualifying individuals × No. work placement weeks (between 1-8 weeks)

1 placement × 6 weeks = **6 weeks**

Example 3: Organisation C takes on a new unpaid work placement (who is NEET). The work placement will take place three days a week for 6 weeks.

Unit Calculation:

No. placements for qualifying individuals × No. work placement weeks (between 1-8 weeks)

1 placement × 6 weeks × 60% = **3.6 weeks**

Placement days can be counted pro rata (total placement days divided by 5) but a week has to include at least 3 placement days per week.

NT13: Meaningful paid work placements

NT13 – Bidder Basics

Reference	NT13
Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful paid work placements
What does this target cover?	It covers the provision of paid work placements that make a meaningful contribution to enabling young people, including students, to find gainful employment. Examples of meaningful work placements include work on junior-level tasks providing industry experience and insight.
What unit should I use?	The unit for this Measure is the number of Placement Weeks, which is the No. weeks on placement per person.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Number of participants and weeks of paid work placements or preemployment courses per person. • Description of each proposed paid work placement or pre-employment course. • Confirmation that work placements will be delivered on this contract. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • Your target includes unpaid work placements. • Your target includes paid work placements which are shorter than 2 weeks or longer than 6 months, or less than 3 days per week.
Calculation Guidance:	• If 3 work placements are planned on the contract, with 2 students spending 4 weeks on the contract and 1 student spending 6 weeks, the total number of weeks will be 14 weeks (4 weeks × 2 students) + (6 weeks × 1 student).
Please note:	• This Measure is for paid work placements. For unpaid work placements, please see NT12.

NT13 – Diving Deeper

Reference	NT13
Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful paid work placements
Units	no. weeks
Definition	This Measure covers the provision of paid work placements that make a meaningful contribution to enabling young people to find gainful employment. The placement can last between 2 weeks and 6 months. The Measure can only be used once per person, within a 12-month period. Examples of meaningful work placements include work on junior-level tasks providing industry experience and insight.
Diving Deeper	*See NT12 for information on work experience.*

NT13 – Pluses & Pitfalls

Reference	NT13
Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful paid work placements
Units	no. weeks
Evidence Requirements	☐ Anonymised list of participants supported with paid work placements. ☐ Duration in weeks of each paid work placement. ☐ Description of each work placement.
Pluses	• Your strategy for providing meaningful paid work placements. • For each placement, provide a breakdown of their "no. weeks" calculation including their placement duration, start and end dates, and type (full time or part time). • Information on career pathways of each participant. • Information on any partner organisations.
Pitfalls	• Do not include existing staff. This Measure is for people that were new to the organisation when the work placement commenced. • Do not count more weeks per placement than the length of the reporting period.

	• Do not count the same person in different projects without proportionally adjusting the number of weeks to the time spent on each project.

NT13 – Worked Examples

In practice:
Example 1: Organisation A takes on 3 full-time work placements who will be paid the National Living Wage and will all work in financial accounting roles for 10 weeks.

Unit Calculation:
No. placements × No. work placement weeks (between 2-26 weeks)
3 placement × 10 weeks = **30 weeks**

Example 2: Organisation A takes on 3 full-time work placements who will be paid the National Living Wage and will all work in software development roles for 1 week.

Unit Calculation:
No. placements × No. work placement weeks (between 2-26 weeks)
0 weeks

This work placement is not a sufficient length to be counted under a paid work placement Measure (2 weeks minimum).

NT13a: Meaningful paid work placements paying the Real Living Wage+

NT13a – Diving Deeper

Reference	NT13a
Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful paid work placements paying the Real Living Wage+
Units	no. weeks
Definition	This Measure covers the provision of paid work placements paying the real living wage or higher that make a meaningful contribution to enabling young people to find gainful employment. The placement can last between 2 weeks and 6 months. The Measure can only be used once per person, within a 12-month period. Examples of meaningful work placements include work on junior-level tasks providing industry experience and insight.
Diving Deeper	*See NT12 for information on work experience.*

NT13a – Pluses & Pitfalls

Reference	NT13a
Theme	Work
Outcome	Providing good work opportunities
Measure	Meaningful paid work placements paying the Real Living Wage+
Units	no. weeks
Evidence Requirements	☐ Anonymised list of relevant paid work placements. ☐ Duration in weeks of each paid work placement. ☐ Description of each work placement.
Pluses	• Your strategy for providing meaningful paid work placements (at the Real Living Wage or higher). • For each placement, provide a breakdown of their "no. weeks" calculation including their placement duration, start and end dates, and type (full time or part time). • Information on career pathways of each participant. • Information on any partner organisations.

Pitfalls	• Do not include existing staff. This Measure is for people that were new to the organisation when the work placement commenced. • Do not count more weeks per placement than the length of the reporting period. • Do not count the same person in different projects without proportionally adjusting the number of weeks to the time spent on each project.

NT13a – Worked Examples

In practice:
Example 1: Organisation A takes on 3 work placements who will be paid the Real Living wage and will all work in facilities management roles for 10 weeks.

Unit Calculation:
No. placements × No. work placement weeks (between 2-26 weeks)
3 placement × 10 weeks = **30 weeks**

NT14: Spend with VCSEs in the supply chain

NT14 – Bidder Basics

Reference	NT14
Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with VCSEs in the supply chain
What does this target cover?	This Measure covers spend with Voluntary, Community and Social Enterprises (VCSE) suppliers.
What unit should I use?	The unit for this Measure is the total amount of £ spent with VCSEs in the supply chain.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast £ to be spent with suppliers that are VCSEs (not grants or donations) on the contract. • Types of goods or services, and estimated proportions, to be procured from each VCSE. • Names of the proposed VCSEs, if known.
Your Social Value target may be reduced or discounted if:	• Your target includes spend which has or will be delivered in relation to other contracts. • You include spend with organisations within the supply chain that are not classified as VCSEs. • You include grants or donations. • The estimated proportions by type of spend do not reconcile to the overall forecast £ to be spent.
Calculation Guidance:	• Target = the overall forecast spend in £.
Please note:	• This Measure captures the value of spending (commercially) with VCSEs.

NT14 – Diving Deeper

Reference	NT14

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with VCSEs in the supply chain
Units	£
Definition	This Measure covers spend with Voluntary, Community and Social Enterprises (VCSE) suppliers. It does not include grants or donations. The qualifying spend must be with organisations within the supply chain that are classified as VCSEs.
Diving Deeper	VCSEs include local community and voluntary groups, registered charities, foundations, trusts and social enterprises and co-operatives (who apply business principles to make the most profit possible for their cause). They may also be referred to as 'third sector' or 'civil society' organisations. Representatives of VCSE organisations are often members of the communities they serve, which can give them the ability to offer excellent insight at a hyper-local level. Academic Institutions that are marked as charitable organisations or nonprofits do not qualify under this Measure. Public institutions that are funded by local or national taxes, including the police force or NHS, also do not qualify under this Measure.

NT14 – Pluses & Pitfalls

Reference	NT14

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with VCSEs in the supply chain
Units	£
Evidence Requirements	☐ Breakdown of £ spent (not donations) with VCSEs in supply chain. ☐ Types and quantities of goods/services procured from each VCSE. ☐ Names of VCSEs.

Pluses	• Information on any partner organisations (e.g., local business or third sector networks who helped connect you with these suppliers).
Pitfalls	• Do not include charitable grants or donations under this Measure. • If you have counted the jobs of a sub-contractor under another Measure, do not include the salaries of these jobs under this Measure. • Do not include figures by expenditure type (in your spend breakdown) that do not reconcile to the overall total reported expenditure.

NT14 – Worked Examples

In practice:
Example 1: Organisation A procures £3,000 work of office decorations from a small VCSE that supports LQBTQIA+ artists.

Unit Calculation:
Total amount of £ spent with VCSEs in the supply chain
£3,000

NT15: Expert support to VCSEs and SMEs

NT15 – Bidder Basics

Reference	NT15

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Expert support to VCSEs and SMEs
What does this target cover?	This Measure covers employees providing their expertise to Voluntary, Community and Social Enterprises (VCSEs) or Small and Medium Enterprises (SMEs).
What unit should I use?	The unit for this Measure is the number of employee Expert Hours per event.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast number of employee hours and their relevant qualification or role. • Description of the expert support to be provided. • Names of organisations to benefit from the advice, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • You include sessions to be delivered by a non-expert. • Content is aimed at the personal development of a recipient rather than for the benefit of the VCSE or SME as an organisation.
Calculation Guidance:	• Target = No. of employees × No. of expert hours provided by each employee. • Staff time must be valued in accordance with the prevailing proxy values for expert time under the Social Value TOM System.

Please note:	• Qualifying activities can include operational support for areas such as IT, Marketing, Finance, etc. • Staff time must be during normal working hours, or staff must be paid overtime or time off in lieu. • Advice can be delivered online or in person. • Recorded hours of staff time can include time spent organising and conducting the activities.

NT15 – Diving Deeper

Reference	NT15

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Expert support to VCSEs and SMEs
Units	no. staff expert hours
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.
Diving Deeper	*See NT98 for information on expert advice.*

NT15 – Pluses & Pitfalls

Reference	NT15

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Expert support to VCSEs and SMEs
Units	no. staff expert hours
Evidence Requirements	☐ Breakdown of employee hours and their relevant qualification/role. ☐ Description of the expert support provided. ☐ Identity of organisations benefiting from the advice. ☐ Names of partner organisations where appropriate.

Pluses	• Dates and locations of each session and a description of how the time was spent. • Explanation of how the activity benefits the recipient organisation. • Brief descriptions of the recipient organisation(s) and confirmation of VCSE or SME status. • Time recorded can include time spent organising as well as delivering the activities themselves. • The number of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information. • Do not include travel time. • Do not include the time spent on liaising (managing and conducting meetings) as preparation time. • Do not include general volunteering time or expertise that is not relevant to the Measure description. • Do not include time donations to community organisations that are intended to replace public services. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include personalised support to individuals. • Do not include unpaid staff hours. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

NT15 – Worked Examples

In practice:

Example 1: Organisation A sends 2 staff members from their compliance team to provide probono legal advice (in the form of a workshop) to a VSCE during work hours (the staff are given Time Off in Lieu (TOIL)). The workshop lasts 4 hours and is attended by 7 staff from the VSCE. The staff members spent 30 minutes each travelling to and from the workshop.

Unit Calculation:
No. people × No. expert hours × No. occurrences
2 staff × 4 hours × 1 occurrence = **8 hours**

The number of attendees has no bearing on the final calculation. Additionally, travel time cannot be included under this Measure.

Example 2: Organisation B sends 2 staff members to volunteer at a fundraiser for a VSCE during work hours (the staff are given Time Off in Lieu (TOIL)). Both staff are from the accounting team and do not have expert event management skills. The fundraiser lasts 4 hours and is attended by 180 members of the public.

NT15 (expert support to VCSEs) Unit Calculation:
No. people × No. expert hours × No. occurrences
0 hours

As the staff are not considered experts regarding the support that they are offering, this expert hours Measure should not be used.

NT17 (non-expert voluntary support to VCSEs) Unit Calculation:
No. people × No. volunteering hours × No. occurrences
2 staff × 4 hours × 1 occurrence = **8 hours**

The number of attendees has no bearing on the final calculation.

Example 3: Organisation C has a staff member who is trained and accredited in Mental Health First Aid (MHFA). Organisation C sends this staff member (during paid work hours) to a local SME, where they provide free MHFA training and certification to 5 of their staff. The session lasts 6 hours in total.

Unit Calculation:
No. people × No. expert hours × No. occurrences
1 staff × 6 hours × 1 occurrence = **6 hours**

The number of attendees has no bearing on the final calculation.

NT15a: Expert support to VCSEs and SMEs to achieve net zero carbon

NT15a – Diving Deeper

Reference	NT15a

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Expert support to VCSEs and SMEs to achieve net zero carbon
Units	no. staff expert hours
Definition	This Measure covers employees providing their expertise to Voluntary, Community and Social Enterprises (VCSEs) or Small and Medium Enterprises (SMEs) specifically in relation to carbon reduction. 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.
Diving Deeper	*See NT98 for information on expert advice.* This Measure is concerned with organisational climate action and mitigation pathways and covers a range of support including expert advice, guidance, training, etc., to help local Small and Medium-sized Enterprises (SMEs) and Voluntary, Community and Social Enterprises (VCSEs) to accelerate action and radically reduce carbon emissions. Such activities contribute to achieving the aims of the Paris Agreement and the Sustainable Development Goals (SDGs) and reaching net zero emissions at the global level by 2050. It is also about empowering these organisations, which are part of local value chains, with the knowledge and skills needed to set commitments and targets and boost their competitive advantage in a just transition to the low carbon economy. Being net zero means adding no more greenhouse gases to the Earth's atmosphere than the amount an organisation is taking out. Net zero emissions, or "net zero," will be achieved when all emissions released by human activities are counterbalanced by removing carbon from the atmosphere in a process known as carbon removal.

	Net zero activities can encompass a range of business operations and practices, including: • Business products and services, such as products made from sustainable materials. • Premises and operations, such as workplaces being effectively insulated and employees encouraged to use public transport. • Distribution and shipping, such as packaging made from recycled materials or deliveries made via electric vehicles. Support could also include access to resources and guidance to reduce barriers to adoption, independent assessment and approval of organisational targets, annual progress reporting, or providing advice and solutions to thrive in a net zero world. Commitments to reduce emissions can be made through organisations such as the Science Based Targets initiative (SBTi) or the SME Climate Hub or made independently.

NT15a – Pluses & Pitfalls

Reference	NT15a

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Expert support to VCSEs and SMEs to achieve net zero carbon
Units	no. staff expert hours
Evidence Requirements	☐ Breakdown of employee hours and their relevant qualification/role. ☐ Description of the expert support provided. ☐ Identity of organisations benefiting from the advice. ☐ Names of partner organisations where appropriate.
Pluses	• Dates and locations of each session and a description of how the time was spent. • Explanation of how the activity benefits the recipient organisation as a whole. • Brief descriptions of the recipient organisation(s) and confirmation of VCSE or SME status. • Time recorded can include time spent organising as well as delivering the activities themselves. • The number of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.

Pitfalls	• Do not include employee names or other personal information. • Do not include travel time. • Do not include the time spent on liaising (managing and conducting meetings) as preparation time. • Do not include general volunteering time or expertise that is not relevant to the Measure description. • Do not include time donations to community organisations that are intended to replace public services. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include personalised support to individuals. • Do not include unpaid staff hours. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

NT15a Worked Examples

In practice:
Example 1: Organisation A sends 1 staff member to provide pro-bono advice on reducing emissions on site (in the form of a lecture) to a local VSCE during work hours (the staff member is given Time Off in Lieu (TOIL)). The staff member spends 30 minutes preparing for the lecture and 15 minutes travelling to the VCSE. The lecture lasts 2 hours and is attended by 30 staff from the VSCE.

Unit Calculation:
No. people × No. expert hours × No. occurrences
1 staff × (0.5 hours + 2 hours) × 1 occurrence = **2.5 hours**

The number of attendees has no bearing on the final calculation. Additionally, travel time cannot be included under this Measure.

NT16: Support for VCSEs through donations

NT16 – Bidder Basics

Reference	NT16

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Support for VCSEs through donations
What does this target cover?	This Measure covers financial and in-kind contributions to Voluntary, Community and Social Enterprises (VCSEs).
What unit should I use?	The unit for this Measure is the total £ invested, including cash, equipment and use of assets (e.g., space).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations and/or £ equivalent in-kind contributions, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of VCSEs to be supported, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not relate to the Measure description. • You include staff time in your calculation.
Calculation Guidance:	• Target = the equivalent pound value of resources to be invested – including cash, equipment, use of assets (e.g., space) or in-kind contributions.
Please note:	• Each proposed contribution should be recorded separately under the relevant category and totalled.

NT16 – Diving Deeper

Reference	NT16

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Support for VCSEs through donations
Units	£ invested
Definition	This Measure covers financial and in-kind contributions to Voluntary, Community and Social Enterprises (VCSEs). This Measure cannot be used for staff donations or donations raised from third parties at fundraising events.
Diving Deeper	Voluntary and Community organisations and Social Enterprises (VCSEs) include local community and voluntary groups, registered charities, foundations, trusts and social enterprises and co-operatives (who apply business principles to make the most profit possible for their cause). They may also be referred to as 'third sector' or 'civil society' organisations. Representatives of VCSE organisations are often members of the communities they serve, which gives them the ability to offer excellent insight at the most local of levels. Where possible, efforts should be made to support VCSEs based in the defined local area. Academic Institutions that are marked as charitable organisations or nonprofits do not qualify under this Measure. Public institutions that are funded by local or national taxes, including the police force or NHS, also do not qualify under this Measure. Support can take the form of pounds invested per initiative (e.g., cash (£) donations, equipment or equivalent value of other assets).

NT16 – Pluses & Pitfalls

Reference	NT16

Theme	Economy

Outcome	Promoting a diverse and resilient business community
Measure	Support for VCSEs through donations
Units	£ invested
Evidence Requirements	☐ Details and breakdown of resources invested for VCSEs. ☐ Type of in-kind donations and quantities delivered. ☐ Names of VCSEs supported.
Pluses	• Details of how the initiative was implemented, where appropriate. • Details of the positive impact that was achieved.
Pitfalls	• Do not include staff time invested (volunteering or expert hours) under this Measure. • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations to public sector organisations (e.g., the NHS or schools). • Do not include donations from external parties that are raised by staff in fundraisers. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT16 – Worked Examples

In practice:

Example 1: Company A receive a £3,000 quote to sell their old office furniture but decide to donate it to a dementia support charity instead. The dementia support charity receives resources from the local council that Company A is bidding for work with. However, the charity acts independently and is responsible for its funding, which comes from multiple sources.

Unit Calculation:
Total £ invested including cash, equipment, and use of assets (e.g., space)
£3,000

Example 2: Company B undertakes the renovation of the access areas for a safe house for women suffering from domestic abuse. The safe house, which is run as an independent nonprofit, is located in the same city that Company B is based in. The total value of the works, including time and materials, is £5,000. Company B also donates furniture and 2 computers to the safe house with an estimated replacement cost value of £800.

Unit Calculation:
Total £ invested including cash, equipment, and use of assets (e.g., space)

£5,000 (value of renovation works) + £800 (in-kind donations) = **£5,800**

Example 3: A community organisation ('Organisation X') has taken over responsibility for running the children's section of the local library and has the freedom to decide how it manages the service, but the council remains the landlord. It doesn't charge a rent to the Organisation X and Organisation X is running the service with volunteers in place of paid librarians. Company C is bidding for work with the council and states that they will donate £5,000 in old office resources to Organisation X to support their library initiative.

Unit Calculation:
Total £ invested including cash, equipment, and use of assets (e.g., space)
£0

A donation by the bidder (Company C) to this community group (Organisation X) does not count, because the group is helping in effect to replace a public service.

NT17: Support for VCSEs through volunteering

NT17 – Bidder Basics

Reference	NT17

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Support for VCSEs through volunteering
What does this target cover?	This Measure covers staff volunteering with Voluntary, Community and Social Enterprises (VCSEs).
What unit should I use?	The unit for this Measure is the number of staff Volunteering Hours per event.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast number of staff hours. • Descriptions of the volunteering activities that will be delivered. • Names of VCSEs to be supported, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • Details of the volunteering activities are missing. • The initiatives do not relate to supporting VCSEs.
Calculation Guidance:	• Target = No. of staff × No. of volunteer hours spent by each staff member. • Staff time must be valued in accordance with the prevailing proxy values for volunteering time under the Social Value TOM System.
Please note:	• Proposed activities must be relevant to the Measure description. • Staff volunteering time must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities.

NT17 – Diving Deeper

Reference	NT17

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Support for VCSEs through volunteering
Units	no. staff volunteering hours
Definition	This Measure covers staff volunteering with Voluntary, Community and Social Enterprises (VCSEs). Qualifying activities are a range of initiatives aimed at supporting the VCSE and explicitly excludes expert advice. 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.
Diving Deeper	*See NT97 for information on volunteering.* *See NT16 for information on VCSEs.*

NT17 – Pluses & Pitfalls

Reference	NT17

Theme	Economy
Outcome	Promoting a diverse and resilient business community
Measure	Support for VCSEs through volunteering
Units	no. staff volunteering hours
Evidence Requirements	☐ Breakdown of hours spent by staff volunteering. ☐ Dates, locations and the types of relevant initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• Information on any collaboration / co-design with the VCSEs involved. • Time recorded can include time spent organising as well as delivering the activities themselves. • Details of the positive impact that was achieved.

Pitfalls	• Do not include employee names or other personal information. • Do not include travel time. • Do not include the time spent on liaising (managing and conducting meetings) as preparation time. • Do not include time donations to community organisations that are intended to replace public services. • Do not include donations from external parties that are raised by staff while volunteering at fundraisers. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include unpaid staff hours. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

NT17 – Worked Example

In practice:

Example 1: 3 employees from Company A volunteer at the local foodbank during paid work time, helping with packing and distribution. They volunteer for a morning once a quarter, for a period of 3 hours per session. The reporting period is 1 year.

Unit Calculation:
No. people × No. volunteering hours × No. occurrences
3 staff × 3 hours × 4 quarters = **36 hours**

Example 2: Company B sends 2 staff members to volunteer at a fundraiser for a VSCE during work hours (the staff are given Time Off in Lieu (TOIL)). During the 2 hours spent at the event, the staff raise £200.

Unit Calculation:
No. people × No. volunteering hours × No. occurrences 2 staff
× 2 hours× 1 occurrence = **4 hours**

Note that Company B cannot claim the £200 donated as this value was created by the donators. The action of facilitating the collection of £200 has already been recorded by claiming the hours of volunteering.

Example 3: A community organisation ('Organisation X') has taken over responsibility for running the children's section of the local library and has the freedom to decide how it manages the service, but the council remains the landlord. It doesn't charge a rent to the Organisation X and Organisation X is running the service with volunteers in place of paid librarians. Company C is bidding for work with the council and states that they will send 2 staff members (paid Time Off *in Lieu (TOIL)) once a month for the next year to help Organisation X as 'volunteer librarians' for a full working day*.

Unit Calculation:
No. people × No. volunteering hours × No. occurrences
0 hours

Volunteering at this library would be helping to replace a public service and therefore does not count.

NT18: Spend with local companies in the supply chain

NT18 – Bidder Basics

Reference	NT18

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with local companies in the supply chain
What does this target cover?	This Measure covers spend with local suppliers and reflects the economic and social benefits to the local community.
What unit should I use?	The unit for this Measure is the total amount of £ spent with the supply chain within the defined local area.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast £ to be spent with suppliers in the defined local area on the contract. • Types of goods/services, and estimated proportions, to be procured. • Names of proposed suppliers, if known.
Your Social Value target may be reduced or discounted if:	• Your target includes spend which has or will be delivered in relation to other contracts. • Suppliers listed are not within the local area as specified in the ITT for the contract. • The estimated proportions by type of spend do not reconcile to the overall forecast £ to be spent.
Calculation Guidance:	• Target = the overall forecast spend in £.
Please note:	• The target for this Measure must comply with the definition of the local area as specified in the ITT for the contract.

NT18 – Diving Deeper

Reference	NT18

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with local companies in the supply chain
Units	£
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.
Diving Deeper	Local supply chains, sometimes known as value chains, are networks of producers, suppliers, and distributors close to the point of consumption or production. Localising a supply chain refers to the process of sourcing materials, components and services from local suppliers to meet the needs of the company. In addition to identifying the right local suppliers to spend with, a clear definition of the local area is required for the correct application of this Measure. This Measure is based on a Social Multiplier model, which forms the basis of various localised spend Measures within the TOM System to capture the additional economic and social benefit accrued to an area from money being spent in certain industries within that specific local economy. In the model, the economic effects of each pound spent locally are captured using the GVA effect per industry. This is then adjusted for the social effects of each pound spent locally using the local authority district's relative deprivation (based on the Index of Multiple Deprivation (IMD)).

NT18 – Pluses & Pitfalls

Reference	NT18

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with local companies in the supply chain

Units	£
Evidence Requirements	☐ Breakdown of £ spent. ☐ Goods/services procured. ☐ Name, postcode and industry of suppliers in the defined local area.
Pluses	• Information on any partner organisations (e.g., local business or third sector networks who helped connect you with these suppliers).
Pitfalls	• If you have counted the jobs of a sub-contractor under another Measure, do not include the salaries of these jobs under this Measure. • Do not include spend which relates to other contracts or projects. • Do not include figures by expenditure type (in your spend breakdown) that do not reconcile to the overall total reported expenditure.

NT18 – Worked Examples

In practice:
Example 1: Company B's total local supply chain spend is £10m, of which £3m is with small or medium sized companies and £7m with larger businesses.

NT18 (local supply chain spend) Unit Calculation:
Total amount of £ spent with the supply chain within the defined local area
£7,000,000

Not £10m in NT18 and £3m in NT19, as this would be double counting.

NT19 (local SMEs spend) Unit Calculation:
Total amount of £ spent with SMEs in the supply chain within the defined local area
£3,000,000

Not £10m in NT18 and £3m in NT19, as this would be double counting.

NT19: Spend with local SMEs in the supply chain

NT19 – Bidder Basics

Reference	NT19

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with local SMEs in the supply chain
What does this target cover?	This Measure covers spend with local suppliers which are Small and Medium Enterprises (SMEs) and reflects the economic and social benefits to the local community.
What unit should I use?	The unit for this Measure is the total amount of £ spent with SMEs in the supply chain within the defined local area.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast £ to be spent with small or medium sized suppliers in the defined local area on the contract. • Types of goods/services, and estimated proportions, to be procured. • Names of proposed suppliers, if known.
Your Social Value target may be reduced or discounted if:	• Your target includes spend which has or will be delivered in relation to other contracts. • Suppliers listed are not SMEs and not within the local area as specified in the ITT for the contract. • The estimated proportions by type of spend do not reconcile to the overall forecast £ to be spent.
Calculation Guidance:	• Target = the overall forecast spend in £.
Please note:	• The target for this Measure must comply with the definition of the local area as specified in the ITT for the contract.

NT19 – Diving Deeper

Reference	NT19

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with local SMEs in the supply chain
Units	£
Definition	This Measure covers spend with local suppliers which are Small and Medium Enterprises (SMEs) 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.
Diving Deeper	*See NT18 for information on local supply chains and the Social Multiplier model used.* The UK Government's definition of SMEs encompasses micro (less than 10 employees and an annual turnover under £2 million), small (less than 50 employees and an annual turnover under £10 million) and medium-sized (less than 250 employees and an annual turnover under £50 million) businesses. SMEs are considered the backbone of any healthy economy: they drive growth, provide employment opportunities and open new markets. In both private and public procurement, in addition to targeting spend with smaller businesses, procuring authorities should aim to make it easier for designated businesses to enter their industry and sector-specific supply chains. For example, the government supports smaller suppliers by publishing information and guides on their websites and uses commercial agreements that are easy to enter at any time. To assist smaller suppliers, information for buyers and suppliers pages should have specific guidance for SMEs about bidding for contracts, as well as where to look for opportunities and how bidding works.

NT19 – Pluses & Pitfalls

Reference	NT19

Theme	Economy
Outcome	Building diverse and sustainable supply chains
Measure	Spend with local SMEs in the supply chain
Units	£
Evidence Requirements	☐ Breakdown of £ spent. ☐ Goods/services procured. ☐ Name, postcode, industry and company size (small or medium) of suppliers in the defined local area.
Pluses	• Information on any partner organisations (e.g., local business or third sector networks who helped connect you with these suppliers).
Pitfalls	• If you have counted the jobs of a sub-contractor under another Measure, do not include the salaries of these jobs under this Measure. • Do not include spend which relates to other contracts or projects. • Do not include figures by expenditure type (in your spend breakdown) that do not reconcile to the overall total reported expenditure. • Do not include spend with entities that are not SMEs.

NT19 – Worked Examples

In practice:

Example 1: Company A's total local supply chain spend is £10m, of which £3m is with SMEs and £7m with larger businesses.

NT19 (local SMEs spend) Unit Calculation:
Total amount of £ spent with SMEs in the supply chain within the defined local area
£3,000,000

Not £10m in NT18 and £3m in NT19, as this would be double counting.

NT18 (local supply chain spend) Unit Calculation:
Total amount of £ spent with the supply chain within the defined local area
£7,000,000

Not £10m in NT18 and £3m in NT19, as this would be double counting.

Example 2: Company B hires a sub-contractor (Organisation X) for a construction project. The staff who Organisation X have hired to work on-site for the project will need to stay at a local small hotel for the entirety of the contract. The hotel charges £5,000 for their entire stay, which Company B will pay for. Company B will also cover the cost of their lunches on contract (£2,000), catered by a micro enterprise.

Unit Calculation:
Total amount of £ spent with SMEs in the supply chain within the defined local area
£5,000 + £2,000 = **£7,000**

NT20: Multidimensional wellbeing programme access for staff

NT20 – Diving Deeper

Reference	NT20
Theme	Economy
Outcome	Promoting wellbeing and diversity in the workplace
Measure	Multidimensional wellbeing programme access for staff
Units	no. employees provided access
Definition	This Measure covers comprehensive support that encompasses all aspects of staff wellbeing. Qualifying staff include both direct and supply chain employees. Qualifying programmes will enable participating members of staff to take care of their own physical and mental wellbeing through accredited resources and activities. Programmes must be easily accessible, actively supported by the organisation and relevant to staff members' needs. Single initiatives that only cover one aspect of wellbeing are not covered by this measure. Programmes must be made available to each person for a minimum of 12 months. Each member of staff given programme access can only be recorded once per year regardless of how many times they access the programme.
Diving Deeper	Wellbeing depends on balancing and enhancing many aspects of life, each of which is important and relevant to the other aspects. Dimensions of wellbeing can include (but are not limited to): • Physical wellness – encompassing nutrition, sleep, exercise, weight management and other self-care habits to enhance health and prevent disease. • Emotional wellness – signified by emotional balance • Social wellness – the ability to create and sustain meaningful relationships with others throughout life. • Environmental wellness – an awareness of the interdependence between ourselves and our environment, which fosters environmental maturity and stewardship. • Intellectual wellness – an appreciation and enthusiasm for lifelong learning, which promotes engagement in intellectually stimulating activities.

	• Vocational wellness – involving an understanding of one's abilities, skills, and knowledge base and integrating those things with the kind of work found most meaningful and satisfying. • Spiritual wellness – reflecting on one's values and beliefs, coming to terms with one's existence, and ordering one's experiences and choices around these understandings. Programmes should offer a holistic approach to wellbeing and have benefits that are far reaching, beyond standard wellbeing packages that focus on healthcare alone.

NT20 – Pluses & Pitfalls

Reference	NT20

Theme	Economy
Outcome	Promoting wellbeing and diversity in the workplace
Measure	Multidimensional wellbeing programme access for staff
Units	no. employees provided access
Evidence Requirements	☐ Description of organisation's wellbeing programme in operation during the period. ☐ Number of relevant people given access to the programme. ☐ Confirmation that these people have been given access for a minimum period of one year. ☐ Names of partner organisations where appropriate.
Pluses	• Description of how your wellbeing programme goes beyond standard employee benefit programmes and business as usual, highlighting tailored additional benefits • Part-time employees who receive full access to the programme can be included.
Pitfalls	• Do not count each employee or staff member provided access to the programme more than once per year. • Do not count routine or informal staff interactions. • Do not report performance development reviews (monthly reviews, etc.) or other legal or standard employment rights under this Measure.

NT20 – Worked Example

In practice:

Example 1: Company A provides an Employee Assistance Programme (EAP) which includes access to mental health treatment, fitness and nutritional classes, childcare support, legal advice and financial information specialists. It runs for at least 12 months and the benefits are *renewed every year. 20 full-time and 10 part-time employees working on a contract with Company A were provided access to the EAP over the last year.*

Unit Calculation:
No. staff who have received access to wellbeing programmes in the period
30 employees

Irrespective of the type of their employment (full-time or part time), employees who are offered the annual assistance programme for at least 12 months can be counted.

Example 2: Company B runs a month-long health campaign every January during which it provides healthy snacks and fruits to its 60 full-time employees that work in the office.

Unit Calculation:
No. staff who have received access to wellbeing programmes in the period
0 employees

The programme is neither comprehensive nor long enough to be included as an additional Social Value.

NT24: Support for community initiatives to reduce crime

NT24 – Bidder Basics

Reference	NT24

Theme	Community
Outcome	Building resilient communities
Measure	Support for community initiatives to reduce crime
What does this target cover?	This Measure covers support for community crime reduction and improved safety initiatives.
What unit should I use?	The unit for this Measure is the total resources invested, including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not relate to the Measure description. • You value staff time at the expert hours rate but the qualification or role of the staff delivering the initiatives is not relevant to the activity. • You value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.
Calculation Guidance:	• Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System and other expected costs must be added at their estimated £ value.

Please note:	• Staff time (volunteering or expert advice) must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities.

NT24 – Diving Deeper

Reference	NT24

Theme	Community
Outcome	Building resilient communities
Measure	Support for community initiatives to reduce crime
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for community crime reduction and improved safety initiatives. Qualifying activities include a range of collaborative initiatives aimed at improving community safety and the fear and perception of crime in the community, such as support for local youth groups, initiatives to make public spaces safer, 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.
Diving Deeper	Crime reduction initiatives should seek to achieve sustainable reductions in crime through design and other approaches to help people live in a safer society. The following crime reduction strategies can provide a guide to intervention design: • Situational crime prevention: reducing opportunities to commit crimes and making it more difficult to break the law in everyday situations. Examples include increasing formal CCTV surveillance, security personnel, neighbourhood watch, electronic alarms, etc. • Social and community-based crime prevention: focusing on individual criminal offenders and the social context they offend in, aiming to treat the cause of crime rather than the symptoms. Examples include support for youth groups, parenting groups for vulnerable parents, etc. • Environmental crime prevention: addressing the physical appearance of crime and disorder which can attract and encourage more criminality. Examples include clearing litter, removing fly posters, collecting flytipping, cleaning graffiti, etc.

	There are risk conditions of crime such as poverty, unemployment, lack of housing, etc., which need to be addressed to reduce crime. Some groups in society can be more susceptible to the risk conditions, such as lowincome populations and some ethnic minority groups. To combat this, interventions that target issues faced by these groups can address the social determinants of crime. Organisations should take a needs-led approach, analysing and understanding what the community partners are trying to achieve, along with the challenges they face.

NT24 – Pluses & Pitfalls

Reference	NT24

Theme	Community
Outcome	Building resilient communities
Measure	Support for community initiatives to reduce crime
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.

Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT24 – Worked Examples

In practice:
Example 1: Organisation A decides to help launch a community programme called 'Play Safe' that uses sport to divert young people away from crime and anti-social behaviour. 2 employees will be supporting the project 1 afternoon every week for 4 hours (during working hours) throughout the year long reporting period. Organisation A will also donate £1,500, plus 2 computers to the project. The equivalent price value of both computers is £800 total.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate) (2 staff × 4 hours × 52 occurrences × prevailing volunteering rate) + £1,500 (cash donation) + £800 (in-kind donation) = **£2,300 + (416 × prevailing volunteering rate)**

NT25: Support for initiatives to tackle homelessness

NT25 – Bidder Basics

Reference	NT25

Theme	Community
Outcome	Building community wellbeing
Measure	Support for initiatives to tackle homelessness
What does this target cover?	This Measure covers support for a range of initiatives aimed at tackling homelessness and support for the unhoused such as temporary housing projects and schemes.
What unit should I use?	The unit for this Measure is the total resources invested, including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not relate to the Measure description. • You value staff time at the expert hours rate but the qualification or role of the staff delivering the initiatives is not relevant to the activity. • You value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.
Calculation Guidance:	• Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System and other expected costs must be added at their estimated £ value.
Please note:	• Staff time (volunteering or expert advice) must be during normal working hours, or staff must be paid overtime or time off in lieu.

	• Recorded hours of staff time can include time spent organising and conducting the activities.

NT25 – Diving Deeper

Reference	NT25

Theme	Community
Outcome	Building community wellbeing
Measure	Support for initiatives to tackle homelessness
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of initiatives aimed at tackling homelessness and support for the unhoused such as temporary housing projects and schemes, 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.
Diving Deeper	According to Crisis UK, to be legally defined as homeless in the UK an individual must either lack a secure place in which they are entitled to live or not reasonably be able to stay. A more reliable and comprehensive estimate of homelessness across Great Britain has been developed by Crisis known as core homelessness which refers to the population of people experiencing the most acute forms of homelessness, or living in short-term emergency and unsuitable accommodation. In the UK core homelessness, includes rough sleeping, people living in sheds, garages and other unconventional buildings, sofa surfing, hostels and unsuitable temporary accommodation such as B&Bs. Local authorities in England do not have a duty to secure accommodation for all homeless people. Businesses support is therefore invaluable in tackling this issue. Organisations can help by partnering with local charities or groups focused on homeless services including in the areas of service delivery, service design, prevention, etc. Furthermore, ending homelessness requires many people to work together across local government, health services, the voluntary and private sector. Organisations can contribute by helping to build and support local partnerships or through financial contributions, volunteering, or providing resources like food, clothing, or shelter.

	Initiatives would ideally be part of a wider programme of support such as offering job training programmes or employment opportunities to individuals experiencing homelessness, which can be impactful in helping them regain stability. Advocacy and awareness campaigns within the wider community and in particular business community about the issue of homelessness can contribute to collective efforts in addressing rough sleeping.

NT25 – Pluses & Pitfalls

Reference	NT25

Theme	Community
Outcome	Building community wellbeing
Measure	Support for initiatives to tackle homelessness
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity.

	• Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT25 – Worked Examples

In practice:
Example 1: Company A's staff put together £525 worth of 'wellbeing packs' (paid for by Company A) with food, toiletries, and socks to donate to the local homeless shelter.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
£525

Example 2: With the cost of living on the rise, rates of homelessness have increased in Company B's local community. In response, Company B decides to convert their canteen into a 'day shelter' on the weekends for 4 of the coldest weeks this winter, providing a free meal and a warm space to rest. This costs Company A approximately £6,000 in resources. Additionally, Company A's staff members are given Time Off in Lieu (TOIL) to help run the day shelter. On average 4 staff volunteer 8 hours per weekend for the duration of the programme.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
£6,000 + (4 staff × 8 hours × 4 weeks × prevailing volunteering rate) = **£6,000 + (128 × prevailing volunteering rate)**

NT26: Support for community health or wellbeing interventions

NT26 – Bidder Basics

Reference	NT26

Theme	Community
Outcome	Building community wellbeing
Measure	Support for community health or wellbeing interventions
What does this target cover?	This Measure covers support for a range of initiatives aimed at promoting and increasing health and wellbeing in a community, such as fitness programmes, nutrition support and smoking, alcohol, and drug abuse reduction initiatives.
What unit should I use?	The unit for this Measure is the total resources invested, including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not relate to the Measure description. • You value staff time at the expert hours rate but the qualification or role of the staff delivering the initiatives is not relevant to the activity. • You value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.
Calculation Guidance:	• Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System and other expected costs must be added at their estimated £ value.

Please note:	• Staff time (volunteering or expert advice) must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities.

NT26 – Diving Deeper

Reference	NT26

Theme	Community
Outcome	Building community wellbeing
Measure	Support for community health or wellbeing interventions
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of initiatives aimed at promoting and increasing health and wellbeing in a community such as fitness programmes, nutrition support and smoking, alcohol, and drug abuse reduction initiatives, etc. These 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.

Diving Deeper	Community wellbeing encompasses the overall health, happiness and prosperity of a community and is the combination of economic, social, environmental and political conditions that community members consider essential for them to thrive and achieve their full potential. While it is largely influenced by factors such as social cohesion, and access to essential services, key drivers of wellbeing include health, education and employment. Organisations should work with public services and community-based VCSEs to develop a holistic community development approach. This should involve mapping local community assets and conducting a strategic needs assessment of the local area, and analysing and understanding what the community partners are trying to achieve, along with the challenges they face. Doing this will ensure businesses and their employees are able to provide the right support when it's needed most. Organisations should aim to support activities that improve the quality of life of recipients, which can range from building spaces that promote social connections to coaching residents about life purpose. Examples include engaging activities that promote relaxation and mindfulness such as yoga, art therapy, meditation workshops, or developing befriending schemes to reduce isolation. Given physical wellness is strongly correlated with enhanced wellness, particularly mental wellness, organising community sports events that encourage regular physical activity would contribute to increased wellbeing.

NT26 – Pluses & Pitfalls

Reference	NT26

Theme	Community
Outcome	Building community wellbeing
Measure	Support for community health or wellbeing interventions
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.

Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT26 – Worked Examples

In practice:

Example 1: Company A spent £2,800 on Covid-19 tests for all site visitors and contractors who forgot their tests.

Unit Calculation:

Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)

£2,800

Example 2: Organisation B is a large museum that partners with Clean Evenings, an organisation dedicated to running sober evening activities for members of the community. Every other month, for the duration of the year-long contract, Organisation B hosts an 'art night' on behalf of Clean Evenings (an evening where community members can do arts and crafts for free) where they provide art supplies (equivalent to £400 per session), donate their space for the event (equivalent to £500 per session) and have 2 staff members who are professional artists (and who are provided Time Off in Lieu (TOIL)) teach an art class. Each event lasts 3.5 hours (including 30 minutes of preparation time).

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
(£400 + £500 + (2 staff × 3.5 hours × prevailing expert rate)) × 6 events = 6 **× (£900 + (7 × prevailing expert rate))**

NT27: Support for initiatives focused on strengthening community networks

NT27 – Diving Deeper

Reference	NT27
Theme	Community
Outcome	Building community wellbeing
Measure	Support for initiatives focused on strengthening community networks
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of initiatives aimed at the most vulnerable in society. These include elderly social clubs, digital skills training sessions, fitness programmes for persons with disabilities, 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.
Diving Deeper	A community network is a social structure, which builds social capital. It is made up of individuals or organisations that are bound by one or more specific types of interdependency, such as values, visions, mission, ideas, financial exchange and friendship, as well as a shared physical locality. They exist for mutual support and cooperation through the cultivation of strong relationships. Organisations should work with public services and community-based VCSEs to develop a holistic community development approach to community network building. This should involve mapping local community assets and conducting a strategic needs assessment of the local area, and analysing and understanding what the community partners are trying to achieve, along with the challenges they face. Doing this will ensure businesses and their employees are able to provide the right support when it's needed most. Activities will include those that lead to increased skills, confidence, knowledge sharing, and news on a variety of opportunities within the community. Organisations creating links within and between different groups within communities, facilitating networking opportunities, and helping community members achieve their goals are all eligible to record activities under the Measure.

	Examples include social clubs, sports groups, supporting local charities, networking events designed for participants to meet new people and make new connections, peer support groups, coffee mornings, etc. Networks of supportive people can be vital to a person's wellbeing and professional success. Wherever possible organisations should focus efforts on activities geared at vulnerable groups and those groups at risk of isolation who may be less likely to get involved with modern community networks.

NT27 – Pluses & Pitfalls

Reference	NT27
Theme	Community
Outcome	Building community wellbeing
Measure	Support for initiatives focused on strengthening community networks
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.

Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT27 – Worked Examples

In practice:
Example 1: This year, Organisation A began hosting a quarterly bingo night at their facilities for members of the community over 65 years old. In addition to entertainment, bingo equipment, and a cash prize, they also provide warm meals for everyone attending. Each events cost £625 in resources on average. Additionally, 6 staff members (who are provided Time Off in Lieu (TOIL)) helped run each event. Each event lasted 3 hours.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
(£625 + (6 staff × 3 hours × prevailing volunteering rate)) × 4 events = **(£625 + (18 × prevailing volunteering rate)) × 4**

NT28: Support for local community projects through donations

NT28 – Bidder Basics

Reference	NT28

Theme	Community
Outcome	Building resilient communities
Measure	Support for local community projects through donations
What does this target cover?	This Measure covers financial and in-kind contributions to a range of initiatives aimed at improving the welfare and wellbeing of a community.
What unit should I use?	The unit for this Measure is the total £ invested, including cash, equipment and use of assets (e.g., space).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations and/or £ equivalent in-kind contributions, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not support local community projects according to the definition of local as specified in the ITT for the contract. • The initiatives do not relate to the Measure description. • You include staff time in your calculation.
Calculation Guidance:	• Target = the equivalent pound value of resources to be invested – including cash, equipment, use of assets (e.g., space) or in-kind contributions.
Please note:	• Each contribution should be recorded separately under the relevant category and totalled. • Please refer to the definition of the local area specified in the ITT for the contract.

NT28 – Diving Deeper

Reference	NT28

Theme	Community
Outcome	Building resilient communities
Measure	Support for local community projects through donations
Units	£ invested
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.
Diving Deeper	Local community projects are initiatives led by grassroots groups, who deeply understand their local areas. These groups often start small as local campaign groups or project groups to improve and future-proof their local community and are owned and run by people living in a particular locality. Local community involvement in such groups is very important and ensures that the needs of all stakeholders are considered and met, creating outcomes that are advantageous to larger sectors of society. Participants in local community groups are typically involved in a rich mix of formal and informal organisations and institutions present in the community, which have the capacity to work in partnership together and with the public sector and local government. Organisations should take a needs-led approach, analysing and understanding what the community partners are trying to achieve, along with the challenges they face. Doing this will ensure that businesses and their employees can provide the right support when it's needed most. Examples of projects which enhance the quality of life of members of the local community include donating food to the homeless, supporting local animal shelters, or organising fund-raising events for community facilities such as playground equipment.

NT28 – Pluses & Pitfalls

Reference	NT28

Theme	Community
Outcome	Building resilient communities

Measure	Support for local community projects through donations
Units	£ invested
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• Details of how the initiative was implemented, where appropriate. • Details of the positive impact that was achieved.
Pitfalls	• Do not include staff time invested (volunteering or expert hours) under this Measure. • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations to public sector organisations (e.g., the NHS or schools). • Do not include donations from external parties that are raised by staff in fundraisers. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT28 – Worked Examples

In practice:
Example 1: Organisation A made a £1,000 donation to support the installation of solar lighting to the local town square and then had 2 employees (non-experts) volunteer during paid work hours for 8 hours to help install the lighting.

NT28 (Donations support for community projects) Unit Calculation:
Total £ invested including cash, equipment, and use of assets (e.g., space)
£1,000

NT29 (Volunteering support for community projects) Unit Calculation:
No. staff × No. hours × No. occurrences
2 staff × 8 hours × 1 occurrence = **16 hours**

NT29: Support for local community projects through volunteering

NT29 – Bidder Basics

Reference	NT29

Theme	Community
Outcome	Building resilient communities
Measure	Support for local community projects through volunteering
What does this target cover?	This Measure covers staff volunteering on local community projects. Qualifying activities include a range of initiatives geared at improving community wellbeing.
What unit should I use?	The unit for this Measure is the number of staff Volunteering Hours per event.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast number of staff hours. • Descriptions of the volunteering activities that will be delivered. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not support local community projects according to the definition of local as specified in the ITT for the contract. • Details of the volunteering activities are missing. • The initiatives do not relate to volunteering to support local community projects.
Calculation Guidance:	• Target = No. of staff × No. of volunteer hours spent by each staff member. • Staff time must be valued in accordance with the prevailing proxy values for volunteering time under the Social Value TOM System.

Please note:	• Proposed activities must be relevant to the Measure description. • Staff volunteering time must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities. • Please refer to the definition of the local area specified in the ITT for the contract.

NT29 – Diving Deeper

Reference	NT29
Theme	Community
Outcome	Building resilient communities
Measure	Support for local community projects through volunteering
Units	no. staff volunteering hours
Definition	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.
Diving Deeper	*See NT97 for information on volunteering and NT28 for information on local community projects.*

NT29 – Pluses & Pitfalls

Reference	NT29
Theme	Community
Outcome	Building resilient communities
Measure	Support for local community projects through volunteering
Units	no. staff volunteering hours
Evidence Requirements	☐ Breakdown of hours spent by staff volunteering. ☐ Dates, locations and the types of relevant initiatives. ☐ Names of partner organisations where appropriate.

Pluses	• Information on any collaboration / co-design with the VCSEs involved. • Time recorded can include time spent organising as well as delivering the activities themselves. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information. • Do not include travel time. • Do not include the time spent on liaising (managing and conducting meetings) as preparation time. • Do not include time donations to community organisations that are intended to replace public services. • Do not include donations from external parties that are raised by staff while volunteering at fundraisers. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include unpaid staff hours. An employee's volunteering hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

NT29 – Worked Examples

In practice:

Example 1: Company A has 4 staff deliver 5 hours each of volunteering to support the development of a new outdoor play structure in the local area.

Unit Calculation:
No. people × No. volunteering hours × No. occurrences
4 staff × 5 hours × 1 occurrence = **20 hours**

Example 2: Organisation B sends 2 staff members to volunteer at a community fundraiser during work hours (the staff are given Time Off in Lieu (TOIL)). During the 2 hours spent at the event, the staff raise £200.

Unit Calculation:
No. people × No. volunteering hours × No. occurrences 2 staff × 2 hours × 1 occurrence = **4 hours**

Note that Organisation B cannot claim the £200 donated as this was provided by others. The action of facilitating the collection of £200 has already been recorded by claiming the hours of volunteering.

NT30: Support for local community charters/stakeholder plans

NT30 – Diving Deeper

Reference	NT30

Theme	Community
Outcome	Building resilient communities
Measure	Support for local community charters/stakeholder plans
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of initiatives that facilitate the development of community charters or stakeholder plans such as acting as a sponsor to a community group, funding a local community coordinator, engaging in group activities, offering volunteer support, etc. The Measure requires a definition of the local area. 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.
Diving Deeper	This Measure captures the value of resources such as time or money invested in community empowerment through the development of local charters. Local charters provide a way for communities to get involved in the decision-making process. The development of a charter should bring local people together, to harness their ideas and to share their ambitions and dreams for their area. The design of charters should reflect local people's concerns, and match their priorities to the resources available from councils and service providers. Every charter will be different and that is their strength: the ability to be flexible and tailored to reflect the consensus of local views. Organisations should take a needs-led approach, analysing and understanding what the community partners are trying to achieve, along with the challenges they face. Doing this will ensure that businesses and their employees can provide the right support when it's needed most. Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System

	and other expected costs should be added at their estimated £ value. Support can take the form of pounds invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets).

NT30 – Pluses & Pitfalls

Reference	NT30

Theme	Community
Outcome	Building resilient communities
Measure	Support for local community charters/stakeholder plans
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.

Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT30 – Worked Examples

In practice:

Example 1: Company A's main office is conveniently located in the centre of town. They have offered to host a catered community event in their large meeting room so that community members may come together and draft a Community Charter. The event should cost £2,000, plus staff volunteer time (4 staff have volunteered to help with the event for 4 hours each and will be provided Time Off in Lieu (TOIL)).

Unit Calculation:

Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)

£2,500 + (4 staff × 4 hours × prevailing volunteering rate) = **£2,500 + (16 × prevailing volunteering rate)**

NT31 - Reductions in scope 1 & 2 CO2e emissions through decarbonisation

NT31 – Diving Deeper

Reference	NT31
Theme	Planet
Outcome	Restoring our climate and improving air quality through decarbonisation
Measure	Reductions in scope 1 & 2 CO2e emissions through decarbonisation
Units	tCO2e
Definition	This Measure covers the reductions in scope 1 and scope 2 emissions (see Greenhouse Gas Protocol) from decarbonisation initiatives. Recorded savings must go beyond the annual percentage reduction required in the UK to achieve net zero emissions by 2050 (currently set at 2.4% per year). This Measure uses the previous year's scope 1 and scope 2 CO2e emissions as a baseline. This Measure can only be used if the previous year's annual carbon report is available. This Measure does not include carbon offsetting.
Diving Deeper	*See NT83 for information on Scope 1, Scope 2 and Scope 3 emissions.*

NT31 – Pluses & Pitfalls

Reference	NT31
Theme	Planet
Outcome	Restoring our climate and improving air quality through decarbonisation
Measure	Reductions in scope 1 & 2 CO2e emissions through decarbonisation
Units	tCO2e
Evidence Requirements	☐ Previous year's carbon report for the relevant scopes. ☐ Current year's carbon report for the relevant scopes. ☐ Emission reductions beyond the set minimum baseline to achieve Social Value (in tCO2e). ☐ Description of the specific decarbonisation initiatives undertaken to achieve emission reductions.

	☐ Carbon certifications from third-party organisations where available.
Pluses	• Your Organisational and Operational Boundaries (see GHG Protocol's Corporate Standard), and greenhouse gases reported (as named by the Kyoto Protocol).This should be consistent between carbon reports to ensure comparability. • Details of your workings, citing your carbon reports as evidence. - Baseline = (1 - 0.024) × previous year's carbon report for Scope 1 and 2 emissions - Actual emissions = current year's carbon report for Scope 1 and 2 emissions - Savings = Baseline - Actual emissions • Information on any partner organisations who helped to measure, audit, and/or reduce CO2e.
Pitfalls	• Do not use this Measure without a robust baseline. This Measure requires a year on year comparison to ensure all reported savings are robust. If the previous year's annual carbon report is not available, please instead use the other Planet Measures or wait one year to create a carbon report to use as a baseline for future emission savings. • Do not count carbon offsetting under this Measure. • Do not count CO2e emissions savings under this Measure if the related activity has been recorded under another Planet Measure, whether or not the unit for the other measure is CO2e emissions savings. • Do not include descriptions of activities without a direct and measurable correlation to reductions in CO2e emissions.

NT31 – Worked Examples

In practice:

Example 1: Last year Company A emitted 500 tCO2e. After enacting a decarbonisation programme (which aimed to reduce the carbon intensity of processes and operations through using renewable energy), Company A was able to reduce total emission by 100 tCO2e this year. These reductions were evidenced with an independent and verifiable process conducted by Planet Mark Certification.

Unit Calculation:

Baseline expected tonnes of CO2e emissions (set minimum baseline required to achieve net zero by 2050) *less* Actual tonnes of CO2e emitted

(500 tCO_2e × (1 – 0.024)) – (500 tCO_2e – 100 tCO_2e)
488 tCO_2e – 400 tCO_2e = **88 tCO_2e reduced beyond benchmark**

Additionality is calculated as savings beyond a baseline Net Zero 2050 target. In this example, the baseline was a 2.4% minimum reduction (500 × 2.4% = 12 tCO_2e).

Example 2: Last year Company B emitted 500 tCO_2e. After enacting a decarbonisation programme (which aimed to reduce the carbon intensity of processes and operations through partially switching to renewable energy) Company B was able to reduce total emission by 5 tCO_2e this year. These reductions were evidenced with an independent and verifiable process conducted by Planet Mark Certification.

Unit Calculation:
Baseline expected tonnes of CO_2e emissions (set minimum baseline required to achieve net zero by 2050) *less* Actual tonnes of CO_2e emitted
(500 tCO_2e × (1 – 0.024)) – (500 tCO_2e – 5 tCO_2e)
488 tCO_2e – 495 tCO_2e = **0 tCO_2e reduced beyond benchmark**

Additionality is calculated as savings beyond a baseline Net Zero 2050 target. In this example, the baseline was a 2.4% minimum reduction (500 × 2.4% = 12 tCO_2e) and there were no savings beyond this required minimum amount.

NT31a: Reductions in scope 3 CO2e emissions through decarbonisation

NT31a – Diving Deeper

Reference	NT31a
Theme	Planet
Outcome	Restoring our climate and improving air quality through decarbonisation
Measure	Reductions in scope 3 CO2e emissions through decarbonisation
Units	tCO2e
Definition	This Measure covers the reductions in scope 3 emissions (see Greenhouse Gas Protocol) from decarbonisation initiatives. Recorded savings must go beyond the annual percentage reduction required in the UK to achieve net zero emissions by 2050 (currently set at 2.4% per year). This Measure uses the previous year's scope 3 CO2e emissions as a baseline. This Measure can only be used if the previous year's annual carbon report is available. Each year's reductions can only be based on the scope 3 categories stated in the baseline year. If the range of scope 3 categories reported is extended, this can be reported in subsequent years. This Measure does not include carbon offsetting.
Diving Deeper	*See NT83 for information on Scope 1, Scope 2 and Scope 3 emissions.*

NT31a – Pluses & Pitfalls

Reference	NT31a

Theme	Planet
Outcome	Restoring our climate and improving air quality through decarbonisation
Measure	Reductions in scope 3 CO_2e emissions through decarbonisation
Units	tCO_2e
Evidence Requirements	☐ Specific categories measured against (see GHG Protocol). ☐ Previous year's carbon report for the relevant scope. ☐ Current year's carbon report for the relevant scope. ☐ Emission reductions beyond the set minimum baseline to achieve Social Value (in tCO_2e). ☐ Description of the specific decarbonisation initiatives undertaken to achieve emission reductions. ☐ Carbon certifications from third-party organisations where available.
Pluses	• Your Organisational and Operational Boundaries (see GHG Protocol's Corporate Standard), and greenhouse gases reported (as named by the Kyoto Protocol).This should be consistent between carbon reports to ensure comparability. • Details of your workings, citing your carbon reports as evidence. - Baseline = (1 - 0.024) × previous year's carbon report for Scope 3 emissions - Actual emissions = current year's carbon report for Scope 3 emissions - Savings = Baseline - Actual emissions • Information on any partner organisations who helped to measure, audit, and/or reduce CO_2e.
Pitfalls	• Do not use this Measure without a robust baseline. This Measure requires a year on year comparison to ensure all reported savings are robust. Do not use this Measure if the previous year's annual carbon report is not available. • Do not count carbon offsetting under this Measure. • Do not count CO_2e emissions savings under this Measure if the related activity has been recorded under another Planet Measure, whether or not the unit for the other measure is CO_2e emissions savings. • Do not include descriptions of activities without a direct and measurable correlation to reductions in CO_2e emissions.

NT31a – Worked Examples

In practice:

Example 1: Last year Company A's business travel generated 50 tCO_2e. As part of an industry wide sustainability movement to hit Net Zero 2050, Company A set the necessary target to reduce CO_2 emissions from business travel by 2.4% in the following year. As a result of their new sustainable corporate travel scheme, Company A was successfully able to reduce their scope 3 CO_2e emissions by 20%. These reductions were evidenced with an independent and verifiable process conducted by Planet Mark Certification.

Unit Calculation:

Baseline expected tonnes of CO_2e emissions (set minimum baseline required to achieve net zero by 2050) *less* Actual tonnes of CO_2e emitted

$(50\ tCO_2e \times (1 - 0.024)) - (50\ tCO_2e \times (1 - 0.2))$

48.8 tCO_2e – 40 tCO_2e = **8.8 tCO_2e reduced beyond benchmark**

Additionality is calculated as savings beyond a baseline Net Zero 2050 target. In this example, the baseline was a 2.4% minimum reduction (50 × 2.4% = 1.2 tCO_2e).

NT32: Reductions in car miles from a green transport programme

NT32 – Diving Deeper

Reference	NT32
Theme	Planet
Outcome	Restoring our climate and improving air quality through transport
Measure	Reductions in car miles from a green transport programme
Units	miles saved
Definition	This Measure covers the reductions in car miles driven as a result of a green transport programme. Reductions in car miles is the difference between the actual car miles and a baseline, and can be calculated by measuring or estimating the mileage before the intervention to create the baseline, then measuring the actual car mileage. Qualifying programmes include cycle-to-work schemes, public transport support, or carpooling / carsharing initiatives (not including hybrid working). This Measure addresses business travel and employee commuting categories within scope 3 emissions.
Diving Deeper	Fossil fuel-powered vehicles make up the majority of vehicles on UK roads, making them a significant source of greenhouse gas emissions and air pollutants. A green transport programme aims to reduce environmental impacts from transport and improve performance by minimising noise, congestion and disruption to others. Organisational commitments to reducing CO2 emissions can be supported by encouraging employees and customers to choose sustainable methods of transport with the objective of minimising pollution and scope 3 emissions. Organisations can promote more sustainable modes of travel with the aim of reducing the number of miles made by cars. Initiatives should incentivise walking, cycling, trains, buses, and carpooling when travelling to and from work. The reduction in car miles requires a baseline to understand the car mileage before the intervention.

NT32 – Pluses & Pitfalls

Reference	NT32

Theme	Planet
Outcome	Restoring our climate and improving air quality through transport
Measure	Reductions in car miles from a green transport programme
Units	miles saved
Evidence Requirements	☐ Description of organisation's green transport programmes to reduce car miles. ☐ Baseline car miles with supporting evidence. ☐ Actual car miles from the intervention.
Pluses	• Details of whether any significant changes occurred during the reporting period which may have made calculations unrepresentative of the whole reporting period. • Business travel and employee commuting should be included under this Measure. • Information on any partner organisations who have helped you measure, audit, and/or reduce car milage.
Pitfalls	• Do not include estimates of miles saved that are attributed to hybrid working.

NT32 – Worked Examples

In practice:
Example 1: Company A decides to implement a green travel to work programme within the business. Through analysis of their own data and employee surveys, they establish that across 4 offices and 250 employees, last year 90% drove to work, resulting in a total 1.1m miles driven to work. Through a combination of behavioural changes supported by the business (e.g. carpooling) and an incentive programme (e.g., bike to work scheme), the company was able to reduce this figure to 750,000 miles this year.

Unit Calculation:
Baseline miles driven *less* Actual number of miles driven
1,100,000 – 750,000 = **350,000 miles saved**

NT33: Miles driven using Zero Emission Vehicles (ZEV)

NT33 – Bidder Basics

Reference	NT33
Theme	Planet
Outcome	Restoring our climate and improving air quality through transport
Measure	Miles driven using Zero Emission Vehicles (ZEV)
What does this target cover?	This Measure covers the miles driven by Zero Emission Vehicles (ZEV) instead of Internal Combustion Engine (ICE) vehicles.
What unit should I use?	The unit for this Measure is the accumulated miles driven with ZEVs instead of ICE vehicles.
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Forecast miles to be driven by ZEVs and demonstration of how the target for this contract has been calculated. • Description of the wider green transport activity/activities which will be delivered and its relevance to this Measure and target. • Confirmation that your target comprises miles to be driven for business (and not personal) use.
Your Social Value target may be reduced or discounted if:	• You include mileage that does not relate directly to being awarded this contract. • The target includes miles driven by employees who are not working on this contract. • The target includes car miles already driven. • The activity/activities do not relate to the Measure description.
Calculation Guidance:	• Target = total anticipated miles driven using ZEVs on this contract.
Please note:	• This Measure does not include hybrid vehicles.

NT33 – Diving Deeper

Reference	NT33

Theme	Planet
Outcome	Restoring our climate and improving air quality through transport
Measure	Miles driven using Zero Emission Vehicles
Units	miles driven
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.
Diving Deeper	Internal Combustion Engine (ICE) vehicles produce greenhouse gases and air pollutants by using petrol or diesel. On the other hand, Zero Emission Vehicles (ZEV) emit no greenhouse gas emissions at the tailpipe. Fossil fuel-powered vehicles make up the majority of vehicles on UK roads, making them a significant source of greenhouse gas emissions. Contributing to the electrification of the transport sector will therefore both reduce an organisation's own scope 3 emissions, and build towards net zero emission targets.

NT33 – Pluses & Pitfalls

Reference	NT33

Theme	Planet
Outcome	Restoring our climate and improving air quality through transport
Measure	Miles driven using Zero Emission Vehicles
Units	miles driven
Evidence Requirements	☐ Description of organisation's ZEV plan. ☐ Miles driven by ZEVs.
Pluses	• Information on your organisation's broader green transportation plan or policy and it's implementation. • Details of the vehicle(s) used in the initiative.

Pitfalls	• Do not include miles driven for staff commuting, or miles driven for any purpose other than business operations or use. • Do not include miles driven with hybrid vehicles, as these are not ZEVs.

NT33 – Worked Examples

In practice:
Example 1: Company A has provided 5 employees, who previously drove internal combustion engine (ICE) vehicles, with fully electric vehicles for their work. Through further analysis, Company A estimates that these 5 employees drive on average 200 miles a week each for work, for a 6-month project.

Unit Calculation:
Miles driven with ZEVs instead of ICE vehicles
5 staff × 200 miles per week × 26 weeks = **26,000 miles driven**

NT35: Procurement contracts that include sustainable procurement commitments

NT35 – Diving Deeper

Reference	NT35
Theme	Planet
Outcome	Promoting environmentally sustainable procurement
Measure	Procurement contracts that include sustainable procurement commitments
Units	%
Definition	This Measure covers the proportion of procurement contracts that include sustainable commitments such as requirements to use local produce, reduce food waste, or keep resources in circulation longer.
Diving Deeper	Sustainable procurement is a process that integrates environmental, governance and social factors of corporate responsibility into procurement processes and decision-making while ensuring they still meet the stakeholder requirements. It aims for the lowest environmental impact possible and the most positive social results. Within procurement and supply chain, sustainability can be defined as the process of making decisions that benefit not only the organisation but society as a whole, while minimising its impact on the environment. This means considering social and environmental factors alongside purely financial and economic ones. The triple bottom line of sustainable procurement is a common framework used in procurement to reach these ends. Examples of sustainable procurement commitments include: • Fair trade certifications. • Single-use plastics policies or directives. • Systematic, transparent supplier evaluation, onboarding, and management. Supply chain focus areas can include: • Environment: logistics, product quality, GHG emissions, waste disposal, etc.

	• Social: workforce health and safety, Equality Diversity and Inclusion, human rights, etc. Economic: local economic impact, consumer well-being, anti bribery, fair business conduct, etc.

NT35 – Pluses & Pitfalls

Reference	NT35
Theme	Planet
Outcome	Promoting environmentally sustainable procurement
Measure	Procurement contracts that include sustainable procurement commitments
Units	%
Evidence Requirements	☐ Total number of contracts. ☐ Number of contracts containing sustainable procurement commitments. ☐ Copy of sustainable procurement policy or equivalent. ☐ Copy of ethical or sustainable sourcing certificates where relevant.
Pluses	• Details of whether any significant changes occurred during the reporting period which may have made calculations unrepresentative of the whole reporting period.
Pitfalls	• Do not use figures in your calculations that were collected before or after the reporting period.

NT35 – Worked Examples

In practice:

Example 1: Company A requires that all new procurement contracts include sustainable procurement commitments.

Unit Calculation:

No. contracts including relevant commitments ÷ Total no. contracts

100%

NT44a: Commitment to achieve net zero emissions by 2030

NT44a – Diving Deeper

Reference	NT44a

Theme	Planet
Outcome	Restoring our climate and improving air quality through decarbonisation
Measure	Commitment to achieve net zero emissions by 2030
Units	Y/N
Definition	This Measure covers a commitment to achieve net zero emissions by 2030. Net zero emissions by 2030 is a goal that goes beyond the minimum baseline (net zero emissions by 2050) to ensure an immediate positive climate impact.
Diving Deeper	The minimum target identified by the UN, the UK Government, and many in the scientific community is the requirement to be net zero emissions by 2050. Net zero emissions are when the greenhouse gases being emitted into the atmosphere are counteracted by an equivalent removal of greenhouse gases from the atmosphere. This results in no additional greenhouse gases entering the atmosphere. Organisations should strive for absolute zero emissions - where no emissions are produced - however, this is currently very difficult to achieve in some industries (i.e. aviation, concrete and steel). Consequently, any difficult to decarbonise emissions can be offset with permanent greenhouse gas removal from the atmosphere. Qualifying pledges will include existing policies at the corporate (organisational) level with strategies or plans of action to achieve, evidence and monitor net zero carbon before 2030. Taking action and developing initiatives that go above and beyond the minimum required will help the world to decarbonise as quickly as possible.

NT44a – Pluses & Pitfalls

Reference	NT44a

Theme	Planet
Outcome	Restoring our climate and improving air quality through decarbonisation
Measure	Commitment to achieve net zero emissions by 2030
Units	Y/N
Evidence Requirements	☐ Description or copy of corporate policy or strategy to achieve net zero emissions by 2030. ☐ Description of plans to monitor progress, with evidence of board-level support.
Pluses	• Information on any partner organisations.
Pitfalls	

NT44a – Worked Examples

This is a yes or no Measure.

NT50: Initiatives to promote local skills and employment

NT50 – Bidder Basics

Reference	NT50

Theme	Work
Outcome	Pioneering approaches to increasing local skills and employment
Measure	Initiatives to promote local skills and employment
What does this target cover?	This Measure covers support for a range of initiatives to increase skills and employment opportunities for local people and create sustainable employment opportunities in response to need, co-designed and coproduced with the community, through pioneering programmes that are scalable.
What unit should I use?	The unit for this Measure is the total resources invested, including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not promote local skills and employment according to the definition of local as specified in the ITT for the contract. • You value staff time at the expert hours rate but the qualification or role of the staff delivering the initiatives is not relevant to the activity. • You value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

Calculation Guidance:	• Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System and other expected costs must be added at their estimated £ value.
Please note:	• Staff time (volunteering or expert advice) must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities. • This Measure is for pioneering approaches and interventions related to local skills and employment creation that can't be recorded under any of the other Work Measures.

NT50 – Diving Deeper

Reference	NT50

Theme	Work
Outcome	Pioneering approaches to increasing local skills and employment
Measure	Initiatives to promote local skills and employment
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of initiatives to increase skills and employment opportunities for local people and create sustainable employment opportunities in response to need, co-designed and coproduced with the community, through pioneering programmes that are scalable. Recorded hours of staff time can only include time spent preparing and conducting the activities. Innovative approaches and interventions not covered by other measures can be recorded here.

NT50 – Pluses & Pitfalls

Reference	NT50

Theme	Work
Outcome	Pioneering approaches to increasing local skills and employment
Measure	Initiatives to promote local skills and employment
Units	£ invested inc. time, materials, equipment etc

Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Description of how, where, and the types of activities/investments delivered along with expected impact highlighting where there is innovation. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved. • In the details provided about the initiative and its implementation, highlight what you believe to be innovative and why this activity shouldn't be recorded under any of the other Work Measures.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT50 – Worked Examples

In practice:

Example 1: The local council in Town A is developing an innovative new online skills hub to help connect unemployed residents with upskilling opportunities and employers. Company A, a software development firm that is reporting its own Social Value, has had 2 of its developers dedicate a week (40 hours) of paid work hours to expertly supporting the design of the new platform. This expert advice was offered pro bono.

Unit Calculation:

Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate) 2 staff × 40 hours × prevailing expert rate = **80 × prevailing expert rate**

NT53: Initiatives to safeguard the environment

NT53 – Bidder Basics

Reference	NT53
Theme	Planet
Outcome	Pioneering approaches to safeguarding the planet
Measure	Initiatives to safeguard the environment
What does this target cover?	This Measure covers support for a range of initiatives to address the climate emergency and safeguard the environment in response to local conditions, in collaboration with the local community, through pioneering programmes that are scalable.
What unit should I use?	The unit for this Measure is the total resources invested, including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets). • Description of how, where, and the types of activities/investments to be delivered, highlighting where there is innovation and the expected impact. • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not contribute to the safeguarding of the planet. • You value staff time at the expert hours rate but the qualification or role of the staff delivering the initiatives is not relevant to the activity. • You value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.
Calculation Guidance:	• Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System and other expected costs must be added at their estimated £ value.

Please note:	• Staff time (volunteering or expert advice) must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities. •This Measure is for innovative approaches and interventions aimed at safeguarding the environment that can't be recorded under any of the other Planet Measures.

NT53 – Diving Deeper

Reference	NT53

Theme	Planet
Outcome	Pioneering approaches to safeguarding the planet
Measure	Initiatives to safeguard the environment
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of initiatives to address the climate emergency and safeguard the environment in response to local conditions, in collaboration with the local community, through pioneering programmes that are scalable. Recorded hours of staff time can only include time spent preparing and conducting the activities. Innovative approaches and interventions not covered by other measures can be recorded here.

NT53 – Pluses & Pitfalls

Reference	NT53

Theme	Planet
Outcome	Pioneering approaches to safeguarding the planet
Measure	Initiatives to safeguard the environment
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Description of how, where, and the types of activities/investments delivered along with expected impact highlighting where there is innovation. ☐ Names of partner organisations where appropriate.

Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved. • In the details provided about the initiative and its implementation, highlight what you believe to be innovative and why this activity shouldn't be recorded under any of the other Work Measures.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT53 – Worked Examples

In practice:

Example 1: After an unexpected flood in the village near their largest work site, Company A (a large drainage engineering firm) volunteered their equipment and staff time to help clear the roads. In addition to 16 hours of expert staff time, this used approximately £1,400 worth of Company A's resources.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
£1,400 + (16 hours × prevailing expert rate) = **£1,400 + (16 × prevailing expert rate)**

Example 2: With temperatures rising in the summer, Company A has funded the installation of a free public drinking fountain in the community garden outside their facilities. Installation cost £3,000.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
£3,000

NT54: Retraining workers for a just transition to a net zero economy

NT54 – Diving Deeper

Reference	NT54
Theme	Planet
Outcome	Transitioning to a regenerative economy
Measure	Retraining workers for a just transition to a net zero economy
Units	no. hrs (total session duration)×no. attendees
Definition	This Measure covers the provision of expert-led training to enable workers to retrain and transition effectively to a net zero economy through the acquisition of new knowledge and skills (the 'Just Transition'). Sectors affected will include industries that are traditionally high carbon emitters (non-renewable energy and fuels (e.g., coal, oil, gas), materials (e.g., chemicals, iron and steel, cement, forestry) and transport, but other sectors will also be affected. The training must provide workers with new and sustainable skills to be able to develop careers in the new economy. 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.
Diving Deeper	It is critical that the transition to a low carbon economy happens with just, fair and inclusive strategy and is an integral part of global sustainability commitments such as the Paris agreement and the UN SDGs. According to the EBRD, a just transition seeks to ensure that the substantial benefits of a green economy transition are shared widely, while also protecting and supporting those who stand to lose economically – be they countries, regions, industries, communities, workers or consumers. It is primarily based on environmental considerations, but is also impacted by labour efficiency technologies, globalisation, etc. A key area of focus should be the design and implementation of just transition plans, as well as reskilling and increasing entrepreneurship opportunities for people who are impacted by the transition as this also helps to address inequality.

	Examples of session content include energy use policy and legislation or skills for the low carbon economy and renewable technologies (e.g., technical feasibility analysis, solar system design, solar panel installation, energy efficiency, and community engagement). For guidance on just transition initiatives, see "a toolkit for city regions and local authorities" (Ashden). Examples include Repowering's Youth Training programme. Examples of traditionally high carbon industries include nonrenewable energy and fuels (e.g. coal, oil and gas), materials (e.g. chemicals, iron and steel, cement, forestry), and transportation.

NT54 – Pluses & Pitfalls

Reference	NT54
Theme	Planet
Outcome	Transitioning to a regenerative economy
Measure	Retraining workers for a just transition to a net zero economy
Units	no. hrs (total session duration)×no. attendees
Evidence Requirements	☐ Number of sessions, number of people receiving training, and duration of sessions and dates. ☐ Description of relevant activity/activities delivered, including confirmation that content was personalised to individual needs. ☐ List of certificates and qualifications achieved. ☐ Training provider credentials.
Pluses	• Descriptions of any certificates or qualifications that participants achieved as a result of having taken part in the sessions. • The relevant qualifications and experience of people delivering the session(s), as well as the total number of people delivering each session. • Details of any support materials or technical tools used. • Information on how participants were identified and engaged. • Information on career pathways of participants. • Details of the positive impact that was achieved.

Pitfalls	• Do not include the names of attendees or other personal information. • Do not include a number of attendees on each session that is too large to enable attendees to receive personalised support based on their individual and specific needs. As a rule of thumb, a group size of 15 is considered a reasonable maximum. • Do not include travel and time outside the sessions themselves. • Do not include the number of staff delivering the session in your calculation. This information is useful for evidencing your delivery, but has no bearing on the overall Social Value calculation for this Measure. • Do not include events delivered by people without a recognised relevant expertise. • Do not overstate the figure if there are multiple events. For example, three 2-hour events each attended by 10 different people equals (2 × 10) + (2 × 10) + (2 × 10) = 60 hours, not (6 × 30) = 180 hours.

NT54 – Worked Examples

In practice:

Example 1: Every month over the last year, Company A, a data analytics firm, hosted a 3-hour training session for individuals with data science experience to learn machine learning techniques to optimise energy control schemes. The average number of attendees was 15. 4 staff helped out at each event and were provided Time Off in Lieu (TOIL).

Unit Calculation:
No. attendees × Session duration (in hours)
15 attendees × 3 hours × 12 months = **540 hours**

The number of number of staff delivering the training session has no bearing on the final calculation.

NT55: Support for common mental health issues

NT55 – Diving Deeper

Reference	NT55

Theme	Economy
Outcome	Promoting wellbeing and diversity in the workplace
Measure	Support for common mental health issues
Units	no. employees provided access
Definition	This Measure covers support within organisations for common mental health issues. Qualifying staff can be direct or supply chain employees. Qualifying programmes must provide staff with access to mental health screenings and appropriate therapies (e.g., CBT or DBT therapy sessions) if the results of a mental health screening indicate mental health issues such as the presence of anxiety or risk of depression, etc. Each person given a screening or offered therapy can only be recorded once per year.
Diving Deeper	Common mental health issues include depression and anxiety disorders such as generalised anxiety disorder, panic disorder, obsessivecompulsive disorder (OCD) and post-traumatic stress disorder (PTSD). Other common mental health problems include phobias about a specific thing (such as spiders) or situations (such as being embarrassed in front of other people or groups, which may be a symptom of social anxiety disorder). According to the National Institute for Health and Care Excellence, these mental health problems are considered 'common' because combined they affect more people than other mental health problems (up to 15% of people at any one time in the UK). Some people may have more than one mental health problem (such as depression and anxiety). Mental health problems can be classified as mild, moderate and severe, describing different levels along with the treatment and care that should be relevant and given with the beneficiary's informed consent. Each programme of mental health support must begin with a mental health assessment or screening for all staff members and result in a personalised mental health programme, when needed, that includes appropriate therapies, including 1-1 support delivered by a qualified

	psychologist offered for a sufficient period to redress the identified mental health problems. Programmes of support should be made available to each staff member for a minimum of 12 months, and each employee given programme access can only be recorded once per year regardless of how many times they access the programme.

NT55 – Pluses & Pitfalls

Reference	NT55

Theme	Economy
Outcome	Promoting wellbeing and diversity in the workplace
Measure	Support for common mental health issues
Units	no. employees provided access
Evidence Requirements	☐ Description of relevant interventions provided. ☐ Number of relevant people given access to the programme. ☐ Confirmation that these people have been given support for a minimum of 12 weeks. ☐ Names of partner organisations where appropriate.
Pluses	• Part-time employees who receive full access to the programme can be included.
Pitfalls	• Do not count each employee or staff member provided access to the programme more than once per year. • Do not report wellbeing sessions under this Measure. • Do not count routine or informal staff interactions. • Do not report performance development reviews (monthly reviews, etc.) or other legal or standard employment rights under this Measure.

NT55 – Worked Examples

In practice:
Example 1: After conducting a mental health screening of their 85 employees, 9 employees at Organisation A are provided guidance on accessing company funded professional support (CBT or DBT).

Unit Calculation:
No. staff who have been supported
85 employees

The Measure looks at the total number of employees that are screened for common mental disorders for the purpose of facilitating uptake of company funded access to professional support.

NT69: Expert support for the adoption of circular economy solutions

NT69 – Diving Deeper

Reference	NT69
Theme	Planet
Outcome	Transitioning to a regenerative economy
Measure	Expert support for the adoption of circular economy solutions
Units	no. staff expert hours
Definition	This Measure covers employees providing their expertise on the circular economy to internal staff, 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.
Diving Deeper	*See NT98 for information on expert advice. See NT16 for information on VCSEs See NT19 for information on SMEs.* The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended and no longer follows a linear "cradle-tograve" route. A circular economy is underpinned by the principle that resources are reused and made to last, instead of binned or burned at the end of their lifecycle, and aims to generate less harm to the environment and redefine economic growth, focusing on positive society-wide benefits. Circular economy business models differ from traditional linear models in that they decouple business growth from selling new products made from virgin raw materials and employ innovative approaches to reuse, upcycle and recycle goods and materials to help circulate and preserve the lifespan products based on natural resources.

NT69 – Pluses & Pitfalls

Reference	NT69

Theme	Planet
Outcome	Transitioning to a regenerative economy
Measure	Expert support for the adoption of circular economy solutions
Units	no. staff expert hours
Evidence Requirements	☐ Breakdown of employee hours and their relevant qualification/role. ☐ Description of the expert support provided. ☐ Identity of organisations benefiting from the advice. ☐ Names of partner organisations where appropriate.
Pluses	• Dates and locations of each session and a description of how the time was spent. • Explanation of how the activity benefits the recipient organisation as a whole. • Brief descriptions of the recipient organisation(s). • Time recorded can include time spent organising as well as delivering the activities themselves. • The number of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information. • Do not include travel time. • Do not include the time spent on liaising (managing and conducting meetings) as preparation time. • Do not include general volunteering time or expertise that is not relevant to the Measure description. • Do not include time donations to community organisations that are intended to replace public services. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include personalised support to individuals. • Do not include unpaid staff hours. An employee's expert hours can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

NT69 – Worked Examples

In practice:

Example 1: Company A has 5 employees provide 2 hours of expert advice on Circular Economy Solutions to 12 VCSE staff in the supply chain. 1 of the staff members spent 4 hours preparing the presentation for the VCSE.

Unit Calculation:
No. people × No. expert hours × No. occurrences
(1 staff × 4 hours × 1 occurrence) + (5 staff × 2 hours × 1 occurrence) = **14 hours**

The number of attendees has no bearing on the final calculation.

NT72: Hard-to-recycle waste diverted from landfill/incineration

NT72 – Diving Deeper

Reference	NT72

Theme	Planet
Outcome	Managing waste sustainably
Measure	Hard-to-recycle waste diverted from landfill/incineration
Units	tonnes
Definition	This Measure covers a range of initiatives that create solutions for recycling hard-to-recycle items to divert these from landfills or incinerators. Examples of partners are ProCycle, Terracycle, etc. Examples of hard to recycle waste are UPVC window frames, mattresses, various plastics and certain items made from wood and metal.
Diving Deeper	There are still many materials that are difficult to recycle. With new products entering the market every day, recycling programmes can struggle to keep up. Hard-to-recycle waste, sometimes referred to as difficult-to-recycle products or materials, includes a range of products, materials and items that create challenges to the recycling process due to their structure, composition or the lack of established recycling infrastructure for them. These items are not often accepted by standard recycling programmes, making their effective disposal more complex. These can include, but are not limited to, mixed material products, composite materials, fibreglass, cigarette butts, wrappers, UPVC window frames, and cosmetic product packaging including different types of plastics or food. For instance, mixed material products are particularly difficult to recycle because materials must be isolated to effectively process and then reuse them. Actions that can help to achieve increases in diverting hard-to-recycle waste from landfills include: • Identifying the barriers that inhibit their ability to be recycled today. • Quantifying the scale of the issue.

	• Exploring options to reduce the quantity of these difficult to recycle products in the residual waste stream in the future.

NT72 – Pluses & Pitfalls

Reference	NT72
Theme	Planet
Outcome	Managing waste sustainably
Measure	Hard-to-recycle waste diverted from landfill/incineration
Units	tonnes
Evidence Requirements	☐ Description of the type of waste recycled and the recycling challenges. ☐ Description of the dedicated recycling programme. ☐ Total amount (in tonnes) of hard-to-recycle waste generated. ☐ Amount (in tonnes) of hard-to-recycle waste diverted from landfill. ☐ Names of partner organisations where appropriate.
Pluses	
Pitfalls	• Do not report figures in tons. Take care to not confuse "tonnes" (correct) and "tons" (incorrect). Tonnes are a metric unit of mass equivalent to 1,000 kg whereas tons are an imperial unit of mass equivalent to 1,016.047 kg.

NT72 – Worked Examples

In practice:
Example 1: Company A calculated that over the 1-year contract, they recycled 5,060 kg of mixed recycling.

Unit Calculation:
Tonnes of hard-to-recycle waste diverted
5,060 kg = **5.06 tonnes**

NT72 should be reported in tonnes, not kg.

Example 2: Company B recovered and recycled 1.5 tonnes of scrap metal from general waste and packaging.

Unit Calculation:
Tonnes of hard-to-recycle waste diverted
1.5 tonnes

NT105: Expert Equality, Diversity & Inclusion training

NT105 – Diving Deeper

Reference	NT105 (formerly NT21*)

*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.

Theme	Economy
Outcome	Promoting wellbeing and diversity in the workplace
Measure	Expert Equality, Diversity & Inclusion training
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers the costs and associated expenses of having 'Equality, Diversity and Inclusion' (EDI) training and advice, delivered by qualified external experts. Training can include anti-harassment and bullying campaigns, reducing inequalities, social justice, etc. Qualifying employees can include direct and supply chain staff, as well as subcontractors. 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.
Diving Deeper	Diversity in all its forms, from gender to culture to age to race, inspires new ideas and fosters innovation. Furthermore, employers have the responsibility to promote and protect everyone's right to equal opportunities in the workplace as laid down in the Equality Act 2010. For a business to thrive, an environment of open, accountable communication and execution is vital. The TOM System recognises that Equality, Diversity and Inclusion training (EDI) is not a legal requirement for employers. However, while EDI training is not legally mandated, it has become increasingly commonplace in the workplace as employers look to create an equitable and harmonious working environment. A dynamic, multifaceted approach to EDI combines fostering a culture of inclusion, addressing unconscious biases, revising hiring practices, providing training and development opportunities, and promoting mentoring and sponsorship programmes. Initiatives and tactics can include recruiting initiatives, mentoring programs, and diversity task forces, which engage managers as well as staff in solving the problem, increase contact with women and minority workers, and promote social accountability.

	Employers should work with supply chain and subcontractors to ensure training is widely accessible and to ensure an aligned approach in terms of training, recognising that their workers will interact with staff and service users in workplace and commercial settings. It is important to have leadership support, with a variety of leaders who understand the campaign, champion messages and encourage involvement.

NT105 – Pluses & Pitfalls

Reference	NT105 (formerly NT21*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Economy
Outcome	Promoting wellbeing and diversity in the workplace
Measure	Expert Equality, Diversity & Inclusion training
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

	• Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT105 – Worked Examples

In practice:

Example 1: Company A has 3 staff who are certified in EDI training put on a 2-hour training session on equality, diversity, and inclusion in the workplace. This session is attended by 12 staff. They have also spent £200 on supporting materials.

Unit Calculation:

Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)

£200 + (3 staff × 2 hours × prevailing expert rate) = **£200 + (6 × prevailing expert rate)**

The number of attendees has no bearing on the final calculation.

NT106: Contributions to programmes which promote gender equity

NT106 – Diving Deeper

Reference	NT106 (formerly NT40*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Economy
Outcome	Promoting fair work
Measure	Contributions to programmes which promote gender equity
Units	£
Definition	This Measure covers financial contributions to programmes, activities or providing infrastructure that promotes gender equity within an organisation. Examples are establishing flexible working arrangements beyond home working, introduction of tailored growth and development opportunities, endorsement of employee resource groups, increasing women's representation in leadership and decision-making etc.
Diving Deeper	Gender equity is the process of being fair and providing equal opportunity to women and men. To ensure fairness, strategies, policies and measures must be available to compensate for the historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Gender equity leads to equality. Gender equality requires equal enjoyment by women and men of socially valued goods, opportunities, resources and rewards. Qualifying activities under this Measure are any interventions that promote gender equity and gender equality in the workplace for all staff and can include: • Specific training and educational programmes. • Providing infrastructure that supports career progression and allows women to excel in their roles. • Employee resource groups. • Mentorship and sponsorship. An effective gender equity strategy will also adopt an intersectional lens, acknowledging and working to redress the additional, unique, and often compounding disadvantage experienced by women who also identify with other historically marginalised groups.

	Work is not the only priority in an employee's life, and organisations need to provide flexibility to not only meet client deliverables but employees' personal goals as well. In particular, companies should provide flexibility for parents so that they can balance family and their careers.

NT106 – Pluses and Pitfalls

Reference	NT106 (formerly NT40*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Economy
Outcome	Promoting fair work
Measure	Contributions to programmes which promote gender equity
Units	£
Evidence Requirements	☐ Details of £ invested. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• Details of how the initiative was implemented, where appropriate. • Details of the positive impact that was achieved.
Pitfalls	• Do not count time invested (volunteering or expert hours). • Do not count £ equivalent value of materials or other resources invested. • Do not include donations to community organisations that are intended to replace public services.

NT106 - Worked Examples

Reference	NT106 (formerly NT40*)

In practice:

Example 1: Company A is committed to gender parity and fostering a diverse workforce at all levels in the business. They are proud sponsors of an international Women in Business organisation (£5,000 annual membership fee, providing all employees access to the network) and have internal training aimed specifically at addressing the unique issues that women face in the workplace (they spend £1,000 on annual funding for this programming).

Unit Calculation:

Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)

£5,000 + £1,000 = **£6,000**

NT107: Accredited Living Wage employer

NT107 – Diving Deeper

Reference	NT107 (formerly NT41*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Economy
Outcome	Promoting fair work
Measure	Accredited Living Wage employer
Units	Y/N
Definition	This Measure covers the payment of a relevant Real Living Wage salary (RLW-UK / RLW-London) to all direct employees. Accreditation through a provider such as the Real Living Wage foundation serves as evidence.
Diving Deeper	The Real Living Wage rates are the only UK wage rate to be independently calculated against the cost of living. Living Wage rates are calculated by the Resolution Foundation, based on a core 'basket of goods and services' that people in the UK believe is necessary to meet everyday needs. There is also an independent Living Wage Commission that decides on the final rates, and takes into consideration any additional factors such as policy changes. Accredited Living Wage Employers have been certified by the Living Wage Foundation.

NT107 – Pluses & Pitfalls

Reference	NT107 (formerly NT41*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Economy
Outcome	Promoting fair work
Measure	Accredited Living Wage employer
Units	Y/N
Evidence Requirements	☐ Description or copy of achieved certification.

Pluses	• Information on any partner organisations.
Pitfalls	

NT107 – Worked Examples

This is a yes or no Measure.

NT116: Expert support on carbon reduction to SMEs in the supply chain

NT116 – Bidder Basics

Reference	

**Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.*

Theme	Planet
Outcome	Promoting environmentally sustainable procurement
Measure	Expert support on carbon reduction to SMEs in the supply chain
What does this target cover?	This Measure covers the provision of expert-led climate change and carbon reduction training for sub contractors which are Small and Medium Enterprises (SMEs).
What unit should I use?	The unit for this Measure is the total resources invested, including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate).
The following information must be provided to ensure the Social Value target is accepted for this Measure:	• Breakdown of pounds to be invested per initiative (e.g., cash (£) donations, staff volunteering time, staff expert advice time, equipment or equivalent value of other assets). • Description of each of your proposed initiatives and their relevance to the Measure. • Names of any proposed partner organisations, if known.
Your Social Value target may be reduced or discounted if:	• You include initiatives that do not relate directly to being awarded this contract. • The initiatives do not relate to the Measure description. • You value staff time at the expert hours rate but the qualification or role of the staff delivering the initiatives is not relevant to the activity. • You value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • You include sessions to be delivered by a non-expert.
Calculation Guidance:	• Depending on the type of support provided, staff time must be valued in accordance with the prevailing proxy values for volunteering or expert staff time under the Social Value TOM System and other expected costs must be added at their estimated £ value.

Please note:	• Staff time (volunteering or expert advice) must be during normal working hours, or staff must be paid overtime or time off in lieu. • Recorded hours of staff time can include time spent organising and conducting the activities. • The beneficiary of the training must be an SME in your supply chain.

NT116 – Diving Deeper

Reference	NT116 (formerly NT49*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Planet
Outcome	Promoting environmentally sustainable procurement
Measure	Expert support on carbon reduction to direct and supply chain employees
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers the costs associated with the provision of expert-led climate change and carbon reduction training for sub contractors which are Small and Medium Enterprises (SMEs). Supported initiatives must be expertly designed and qualifying recipients are those within these organisations with decision making capabilities and who are in a position to drive organisational change. Examples of training courses are: Supply Chain Sustainability School bronze or higher certificates or the Carbon Literacy Project 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.
Diving Deeper	*See NT98 for information on expert advice and NT19 for information on SMEs.* This Measure is concerned with organisational carbon reductions and covers a range of support including expert advice, guidance, training, etc., to help Small and Medium Enterprises (SMEs) subcontractors reduce carbon emissions. Experts should design and deliver training programmes that are tailored to the unique circumstances of each organisation and provide access to knowledge to help organisations take action to reduce their carbon emissions and explore more efficient energy usage. This can be achieved through learning programmes that combine theory and practice, from workshops and training packages to online courses and communities of practice. Support can include access to resources, tools, information and guidance on identifying

	key energy saving opportunities for small businesses with little or no cost, as well as creating carbon management programmes.

NT116 – Pluses & Pitfalls

Reference	NT116 (formerly NT49*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Planet
Outcome	Promoting environmentally sustainable procurement
Measure	Expert support on carbon reduction to direct and supply chain employees
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Feedback from participants. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System.

	• Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless: (i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT116 – Worked Examples

In practice:
Example 1: Company A has 3 employees (who are acknowledged experts in the field) put on a 2hour session on reducing waste in processes attended by 8 employees from an SME in their supply chain. They will also spend £10,000 on a carbon literacy programme for all SME suppliers.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
£10,000 + (3 staff × 2 hours × prevailing expert rate) = **£10,000 + (6 × prevailing expert rate)**

The number of attendees has no bearing on the final calculation.

NT118: Support for sustainable reforestation or afforestation projects

NT118 – Diving Deeper

Reference	NT118 (formerly NT47*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Planet
Outcome	Protecting and restoring biodiversity and ecosystems
Measure	Support for sustainable reforestation or afforestation projects
Units	£ invested inc. time, materials, equipment etc
Definition	This Measure covers support for a range of reforestation or afforestation initiatives. 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.
Diving Deeper	Reforestation and afforestation are two complementary approaches to supporting forestation. Reforestation involves the replanting of trees on land that has been recently deforested land due to either natural causes or human intervention - converting recently non-forested land into forest. Afforestation, on the other hand, refers to creating or establishing a forest in an area that previously had none, for instance on non-forested land or in extreme cases, where forests have been missing for a long time (50 years according to UNFCCC). Examples of reforestation include intentionally planting new trees or encouraging the natural recovery of degraded forests, or in the case of afforestation, restoring long-lived forest species on land that was historically agriculture-intensive. The most effective reforestation practices involve immediate planting once a forest is cut down or destroyed, as it takes about 10 years for soil richness to return after deforestation and 25 years for the whole structure and function of forests to be restored. However, it usually takes 120 years for biodiversity to fully recover. In afforestation, the trees planted need to be carefully chosen to suit the local environment.

NT118 – Pluses & Pitfalls

Reference	NT118 (formerly NT47*)
	*Please note that an exact one for one comparison cannot be made between Measures with the new reference code and Measures with the old reference code.
Theme	Planet
Outcome	Protecting and restoring biodiversity and ecosystems
Measure	Support for sustainable reforestation or afforestation projects
Units	£ invested inc. time, materials, equipment etc
Evidence Requirements	☐ Details and breakdown of resources invested for relevant initiatives. ☐ Dates, locations and types of initiatives. ☐ Names of partner organisations where appropriate.
Pluses	• A breakdown of time spent by staff volunteering and/or providing expert support. • If expert support was provided, details on the relevant qualifications of the staff involved. • Time recorded can include time organising as well as delivering the activities themselves. • The number and profile of attendees at the events. • Information on how participants were identified and engaged. • Details of the positive impact that was achieved.
Pitfalls	• Do not include employee names or other personal information (including full addresses). • Do not include donations to community organisations that are intended to replace existing public services. • Do not include donations from external parties that are raised by staff in fundraisers. • If staff time is included, do not include travel time or time spent on liaising (managing and conducting meetings) as preparation time. • Do not include unpaid staff hours. An employee's donated time can only be recorded if they have been allocated time during paid working hours or time off in lieu. • Do not value staff time at the expert hours rate if the qualification or role of the staff delivering the initiatives is not relevant to the activity. • Do not value staff time at a rate that is different from the prevailing rates in the Social Value TOM System. • Please note that although this information is useful for evidencing your delivery, the number of attendees at events has no bearing on the final Social Value calculation for this Measure. • Do not include sponsorships unless:

	(i) there is clear Social Value created by the sponsored event; (ii) and, it is clear that the main purpose of the sponsorship is not to support the core purpose of the reporting entity.

NT118 – Worked Examples

In practice:
Example 1: As part of an earth day campaign, Company A has matched £10,000 in customer donations to a national afforestation initiative.

Unit Calculation:
Total resources invested including cash, equipment, use of assets (e.g., space) and employee time (valued at the prevailing volunteering or expert hours rate)
£10,000