

GUIDANCE

National TOMs 2022 Update



**Social Value
Portal**



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1 WHAT THIS DOCUMENT COVERS

Update of the National TOMs framework – National TOMs 2022 (NT2022):

- Describes all the material changes in NT2022 (see main contents list)
- Accompanies other National TOMs documents, including the NT2022 open-source spreadsheet, the TOMs Measures Handbook and the National TOMs 2021 framework

The update is split into four categories:

- National TOMs Simplification
- Environmental
- Other changes: proxy updates and new (non-environmental) measures
- Technical updates



2 SUMMARY – WHAT IS NEW?

The latest version of the National TOMs framework, NT2022, will be valid from 1st June 2022. This update ("Update 2022") describes the biggest changes centred around the following topics: simplification, environment, technical changes, other changes and new measures.

All measures, guidance and proxy values are available via our new open-source spreadsheet or the Social Value Portal.

2.1 Simplification

The number of measures within the National TOMs framework has significantly increased over time. Aiming to reduce the complexity of the National TOMs without limiting its scope, NT2022 encompasses three sets of measures, each with a distinct purpose and target audience.

Light	Small set of 18 measures
Core	40 measures designed to be sufficient for most standard applications
Non-core	Long list of additional measures, including the plug-ins for real estate facilities management and higher education, as well as all non-financial measures (previously designated 'record only')

Changes have also been made to some of the measure wording and evidence requirements.

Further efforts to make the National TOMs easier to use include creating new training material, notably the Dos and Don'ts video available on the Social Value Portal website.

An open-source spreadsheet for NT2022 has also been issued and can be found [here](#).

2.2 Environment

Update 2022 includes a major overhaul of the environment section.

We are also trialling a simplified greenhouse gas calculator in the form of an excel spreadsheet.

2.3 Other changes

Update 2022 has all proxy values updated either by using the newest, most recent source data (where available) or adjusting to current prices. In most cases, changes to the proxy values are relatively minor.

Several measure descriptions have been rephrased and simplified. Update 2022 also includes a small number of new measures outside the environment Theme.

2.4 Technical updates

The questions of social value delivered through the supply chain and how additionality is affected by social value stipulated in the contract have been the subject of debate and some confusion. These questions are addressed in this update.



3 NATIONAL TOMS SIMPLIFICATION

3.1 Reclassification of the National TOMs framework into core, non-core, light, non-financial

To improve the user experience and respond to feedback, we have streamlined the National TOMs framework. Update 2022 includes a restructure of the framework with the introduction of a slimmed-down version of the measure set and now consists of core, non-core and light versions.

Light

The light version of the National TOMs framework is a curated set of measures designed for newcomers and new entrants to the social value space as well as smaller contracts. It consists of 18 carefully selected measures allowing for a concise evaluation of the committed or delivered social value.

Core

The core version of the National TOMs framework should represent the preferred solution for the majority of users and their requirements. It consists of 40 measures covering a broad range of Themes and Outcomes, allowing for a comprehensive evaluation of the delivered or committed social value.

Support and guidance for the open-source version of the National TOMs framework will continue to be available for all published National TOMs measures; however, it is primarily focused on the core set.

Non-core

The remaining 280 measures (of which 88 are in the National TOMs framework, and the remainder spread across the Real Estate (RE), Facilities Management (FM), Higher Education (HE) plug-ins) remain available for use with the core set.

We recommend the core set be used unless a strong case has been made to include the additional measures (e.g., due to the category of procurement).

Non-financial

The National TOMs framework contains a combination of financial measures with a monetary proxy value and "non-financial" measures (previously classified as "record only").

Non-financial measures have been removed from the core and light sets but remain available within the non-core set.

Combining financial and non-financial measures can allow for a more comprehensive understanding of social value maturity levels to support quantitative targets. There is an ongoing project to align non-financial National TOMs measures with a maturity scale that allows organisations to assess their level of progress on the social value journey.



3.2 Changes to existing measure wording

As part of Update 2022, several of the measure descriptions have been rephrased.

In a small number of cases, the description update reflects a change in the substance of the measure and what can be recorded. Most of the rephrasing is to simplify the description and provide greater clarity without changing the essence of the measure.

Outside the environmental Themes (see chapter 4 below); the only substantive changes to measure wording are:

NT1 (local people employed) and NT1c (local supply chain people employed) have been reworded, without changing the essence of the measure, to clarify how the FTE (full time equivalent) unit should be used. Local people employed should be counted for every year of employment.

Age limitations have been removed from **NT11**, effectively merging NT11 and NT7 into a single measure. NT7 has therefore been removed from the core set.

NT10, NT10a and NT10b now include T-levels as qualifications.

For a full list of measures with changed descriptions, see the Appendix.

3.3 The National TOMs measures handbook and the National TOMs 2021 framework

Update 2022 is intended to:

Provide an update on all material changes since NT2021 (see main contents list)

Accompany other National TOMs documents already in existence (notably the TOMs Handbook & the framework document)

The NT2021 TOMs Measures Handbook and the National TOMs framework documents are substantial pieces of guidance which aim to provide users with all the information needed for each measure within the framework.

With the large number of measures and the commitment of the National TOMs to methodological transparency, a comprehensive guide can't help but be substantial as well; the National TOMs Handbook, for example, runs to nearly 280 pages.

NT2022 feedback results have shown that although the National TOMs Handbook is seen as helpful, guidance provided on the National TOMs needs to be presented more simply and clearly. Different forms of guidance work for different situations (for example, the Dos & Don'ts video).

As a result, following the launch of NT2022, Social Value Portal is embarking on a comprehensive guidance review focused around the National TOMs Handbook. We want the guidance to be concise, in the right places, for the right audiences.



Until this project is completed, users looking for answers surrounding the National TOMs should continue to use the **NT2021 TOMs Measures Handbook** as a resource, whilst bearing in mind that this document will not yet have incorporated the NT2022 updates. The NT2022 changes are not material to all measures in the NT framework, so in many cases users will continue to find what they are looking for in this document.

The Handbook can be combined with this update.

Additional resources include Zendesk at Social Value Portal. If these resources don't provide the answer, please email info@socialvalueportal.com, and the team will endeavour to get back to you promptly.

4 ENVIRONMENTAL

4.1 Introduction

We have carried out a major overhaul of the environment Theme. The aim is to increase user-friendliness through simplification and allow for a more accurate and comprehensive recording of actions taken to improve decarbonising and safeguarding the environment.

With the climate emergency now 'Code Red', it is vitally important that everyone plays their part to make the fight against climate change 'business as usual' for the social value movement.

The reorganisation of the environmental Theme is designed to reflect the increasing urgency and awareness of the significance of environmental issues and environmental wellbeing by providing some basic building blocks for reporting.

The level of usage of the NT environmental measures does not currently reflect the importance of this Theme. Feedback suggests this is partly due to the large number of measures and the overly technical way they are explained. Update 2022 is mainly about providing some basic building blocks for reporting in the core measure set as a step in the direction of making the section more used. Further development is underway to build on these foundations so the social dimensions of fighting climate change are properly captured.

The main changes to the environment Theme are:

Creation of five new environmental core measures and four new non-core measures, including a new proxy value for the volume of saved plastic

Reclassification of some existing environmental measures as non-core

Revised and simplified measure wording for core environmental measures

Revised and simplified evidence requirements

A support tool in the form of a spreadsheet to enable users to work out GHG (greenhouse gas) emissions savings – available from Social Value Portal



4.2 New measures

- The core measures have broad 'sub-themes':
- Reducing atmospheric emissions
- Resource management (with a primary focus on waste)
- Looking after the natural environment

The wider non-core set also includes measures around engaging with and influencing the supply chain and other stakeholders, assisting SMEs (small and medium-sized enterprises) with de-carbonisation opportunities and training, and measures to support training for the net zero economy. From these wider measures, we will develop the framework's ability to further analyse the social implications of tackling climate change.

It is recommended that less experienced users only use the core measures. Users who have developed a good understanding of the framework and achieved a high standard of reporting can confidently select a mix of core and non-core environmental measures according to need.

Table 1: Core Environment Measures in NT2022

NT ref #	Measure description	Unit
NT31	Savings in CO ₂ e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark	CO ₂ e (tonnes)
NT82	(New) Carbon emissions reductions through reduced energy use and energy efficiency measures – on site	CO ₂ e (tonnes)
NT32	Car miles saved on the project as a result of a green transport programme or equivalent (e.g. cycle to work programmes, public transport or car pooling programmes, etc.)	car miles saved
NT85	(New) Resources (on the contract) dedicated to creating green spaces, improving biodiversity or helping ecosystems	£ invested
NT86	(New) Volunteering time for environmental conservation & sustainable ecosystem management initiatives	# volunteering hours
NT87	(New): Total volume of reduced plastics against a relevant benchmark	plastic saved (kg)
NT72	Hard to recycle ("H2R") waste diverted from landfill or incineration through specific recycling partnerships (e.g. Terracycle or equivalent)	H2R waste saved (tonnes)
NT88	(New) Reduce waste through reuse of products and materials	£ equivalent value

From the existing NT measures, the biggest change is to NT31. The proxy value for saved or reduced tonnes of CO₂e emissions increases from £70.43 to £244.63. This increase is a direct consequence of the Government's updated guidelines on the evaluation of CO₂e emissions.



Amongst the new measures, the proxy value for NT87 is based on detailed modelling of the total lifecycle costs of plastic waste, including emissions during production and controlled and uncontrolled waste disposal processes and the cost of plastic pollution in marine ecosystems.

4.3 Carbon offsetting

For Update 2022, we have modified the guidance relating to carbon offsetting measures (NT64 and RE62). These measures are designated non-core.

The change is in response to concerns raised about the legitimacy of offsetting as a general principle and around particular offsetting programmes.

The starting principle is that offsetting should only be considered when no further benefit can be achieved through interventions to reduce CO₂e emissions. This may be the case for a new building programme looking to achieve net zero, for instance.

The UK Green Building Council¹ published a comprehensive guide to offsetting in March 2021. It has been decided to simplify the National TOMs guidance to allow contributions made towards carbon offsetting programmes, provided that the programmes comply with the UKGBC principles. These principles are:

Real – the offsets must be proven to have taken place.

Avoid leakage – indirect effects on emissions must be taken into account.

Measurable – must be quantifiable using recognised measurement tools.

Permanence – must be permanent emission reductions and removals.

Additional – project could not have taken place without the finance from the credits, and emissions reductions must also be additional.

Independently verified – must be an accredited and recognised independent third party.

Unique – there must be no double-counting of emissions savings.

Avoid **social and environmental harm**

4.4 Greenhouse gas savings calculator

We are trialling a simplified greenhouse gas savings calculator for an initial 6-month period in the form of an excel spreadsheet. A copy can be found here. The calculator is designed for use by organisations who are keen to get started on reporting their GHG savings but need a way of establishing a meaningful baseline. Many organisations will have more sophisticated tools at their disposal, but the feedback we receive is that many don't, and we are keen to increase overall reporting levels.

¹ See: <https://www.ukgbc.org/ukgbc-work/renewable-energy-procurement-carbon-offsetting-guidance-for-net-zero-carbon-buildings/>



The calculator is an experimental tool, and any feedback to Social Value Portal (info@socialvalueportal.com) is very welcome.



5 OTHER CHANGES: PROXY UPDATES AND NEW (NON-ENVIRONMENTAL) MEASURES

All changes (proxy updates and new measures) can be found in the new open-source spreadsheet or on the Social Value Portal.

5.1 Proxy updates

Based on the latest available data, all measures in the National TOMs framework have been reviewed, and their proxy values updated as appropriate. All proxy values are kept under review and work will continue to ensure the methodology remains up to date and fit for purpose. Further updates in various areas are expected later in 2022.

5.2 New measures (non-environmental)

Outside of the environment Theme (see chapter 4), content changes to other areas of the framework for NT2022 are fairly limited. A small number of important changes have been implemented under the following Outcomes:

- More opportunities for disadvantaged people
- Improved skills; and
- More working with the community.

5.2.1 More opportunities for disadvantaged people

As part of Update 2022, further measures have been introduced, giving more opportunities to account for employment being provided to and targeted at groups facing barriers to work.

Table 2: New measures introduced in more opportunities for disadvantaged people

NT76	No. of full time equivalent local employees (FTE) hired on the contract who are registered as unemployed
NT78	Percentage of leadership positions (manager or above (Level 4)) on the contract filled by women
NT79	Percentage of leadership positions (manager or above – (Level4)) on the contract held by people from Ethnic Minority Groups

The proxy value for NT76 (£2,899) reflects the benefit of hiring a local unemployed person compared to a person with an unknown employment status. The measure can be used in addition to NT1 (No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract), but it can only be applied once (i.e., in the first year of employment).

Please avoid double-counting – the measure is not to be combined with other measures within this Outcome (NT3-NT6). NT76 is part of the core measure set. NT78 and NT79 are non-financial measures without a proxy value and are therefore not core measures.



Further development in this area is planned, with more measures to be introduced. This includes work on measures with proxy values to record the benefit to society of employing men and women from ethnic minority backgrounds. Further development on these measures will be subject to consultation. Anyone interested in taking part in the consultation should email info@socialvalueportal.com.

5.2.2 Improved skills

Investing time and money in the future and skills of employees brings with it a myriad of benefits, including better job satisfaction, higher wellbeing, and improved long-term employability amongst others. To account for the importance of this, we have introduced new measures, NT80 and NT81, which allow for the benefits of staff upskilling. These complement the existing measures NT9 and NT10 which were designed explicitly for new employees.

Table 3: New measures introduced in improved skills

NT80	No. of weeks of employee (FTE) upskilling (i.e. training opportunities and comprehensive upskilling programmes) specifically delivered on the contract e.g. (BTEC, City & Guilds, NVQ, HNC, RQF). Must have either been completed during the year, or will be supported by the organisation until completion in the following years – Level 2,3, or 4+
NT81	No. of weeks of employee upskilling (FTE) delivered on contract as part of apprenticeships and comprehensive upskilling programmes – Only applies to apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years – Level 2,3, or 4+

The proxy values are based on the annualised future lifetime value to society of achieving the qualification. The value to the individual therefore includes the annualised value of future increased earnings as a result of achieving the qualification).

Please note the risk of double-counting – the measures cannot be combined with NT9, NT9a, NT10 and NT10a.

5.2.3 More working with the community

Two new volunteering measures have been introduced in addition to the generic measure NT29 (No. of hours volunteering time provided to support local community projects) to allow for a more precise recording of the types of supported community projects. The proxy values and rationale are identical to NT29.

Table 4: New measures introduced in more working with the community

NT29a	No. of hours volunteering time provided to support health-care related charity and community projects
NT29b	No. of hours volunteering time provided to support local community projects addressing the effects of COVID-19



6 TECHNICAL UPDATES

6.1 Reporting supply chain social value

There has been some confusion, particularly amongst Tier 1 contractors, as to whether it is possible for them to report their supply chain's social value. The general principle is that this can be done, **provided that** it is made clear that what is being reported combines both direct and indirect (i.e., supply chain) social value.

The wording of the National TOMs measures places a primary emphasis on direct social value because of the underlying assumption that individual organisations will report separately. What has become apparent as the use of the National TOMs has spread is that, at times, multiple organisations also want to report collectively.

The National TOMs framework needs to preserve three basic methodological principles:

1. **Attribution** (being clear and correct about who is entitled to claim the social value reported)
2. **Avoiding double-counting**
3. **Transparency**

The following guidance is therefore recommended for the measurement and reporting of social value **but not for procurement**:

In delivery only (that is, outside of the procurement process), so long as the three principles of attribution, double-counting and transparency are observed, a Tier 1 may record its supply chain social value alongside its own.

Even when reporting combined direct and indirect (supply chain) social value, best practice is to clearly separate direct delivery of social value from indirect delivery. This can be done (for example, via the Social Value Portal) using two (or more) separate social value records. We encourage this option because:

- As social value reporting matures, stakeholders will expect greater transparency and granularity. This separation will become an important indicator of social value maturity
- Separating direct and indirect delivery will allow organisations to measure their own performance in greater detail
- Future reporting functionality will continue to provide additional tools for slicing and dicing data and more accurately labelling and attributing value

The backup option is for organisations collectively to report on their direct and indirect social and local economic value delivery in a single aggregated record. However, the evidence provided must clearly attribute the social value to the delivery organisation and not simply to the lead organisation.



All aggregated data should then be designated as a mix of direct and supply chain social value.

In procurement and pending further guidance, it is recommended that the current practice of restricting organisations to setting targets **only for their own direct social value** is continued. This is because of the risk dependencies (where targets may determine the outcome of a tender) and because of the limitations on a bidder's ability to set targets on behalf of an uncontracted third party (i.e. prospective supply chain partners).

Social Value Portal is considering this issue carefully and expects to issue further guidance in due course.

Please note that certain measures are specifically designed to capture supply chain data. For example, NT1c relates to local supply chain jobs. This will be clear from the measure wording and guidance, and these measures can continue to be used accordingly.

6.2 **Additionality**

The National TOMs framework has been built on the concept of 'additionality' This means that the identified social value activities should go beyond a business as usual scenario (BAU).

In procurement, this concept has raised an important question: procuring authorities are increasingly prescribing social value targets in contracts – so can these social value activities still be claimed as 'additional' if they are 'part of the core contract'?

The answer in general terms is **yes**.

The National TOMs incorporates a general presumption of additionality in the inclusion of measures in the framework. This is why there are no measures on health and safety, for example, as this is BAU and required by law.

As the framework is periodically reviewed, social value measures may be added or removed, based on whether they pass the test of additionality.

The National TOMs aims to encourage the delivery, and the measurement, of social value. Constraining procuring authorities champion social value by adding specified targets to their tender requirements as well as the suppliers bidding for these contracts would adversely affect our goal of making good go further.

The following points should be kept in mind:

1. This advice on additionality does not cover **Section 106 agreements** – which will be addressed in a separate paper.
2. An important social value principle is that social value targets should be aligned both with the vision of the procuring authority and the delivery organisations' capability. For this reason, a non-prescriptive approach to social value targets **is generally encouraged**, on the basis that this enables suppliers to set robust targets and maximises deliverability. Individual procuring authorities will, of course, decide on what approach works best for them.



3. Bidders must not claim benefits which are **core to the contract requirements** as social value. This can be an issue, for example, with socially orientated services contracts. For instance, if a procuring authority pays the contractor to provide employability support, this may not be claimed as social value because it is not additional to the contract requirements.
4. Targets set using the National TOMs in the formal bid or ITT part of the tender process are specific to what bidding organisations propose to do if awarded that contract and are not to be used to report an organisation's wider profile or activities. The corporate social profile of an organisation should be assessed if appropriate at an earlier stage of the tender process. This focus on delivery directly related to the contract can be seen as a challenge for voluntary and community organisations and social enterprises (VCSEs), whose 'inherent' social value coming from their governance and own activities cannot be factored into the tender decision. Social Value Portal are reviewing this issue and working on appropriately tailoring the National TOMs so that VCSEs are better placed to respond effectively in tenders.
5. Double-counting guidelines need to be observed at all times. Some double-counting risks are more difficult to spot, especially when it comes to the supply chain. For instance, if you are counting local jobs in the supply chain under NT1b or NT1c (local jobs) and you are also counting local supply chain spend under NT18, NT18a, NT19 or NT19a (local supply chain spend), there is an implied double count here, because part of the local supply chain spend covers the cost of these supply chain jobs.

Therefore, if you are using NT1b or NT1c, you need to make a corresponding adjustment to the figures you enter against any of NT18, NT18a, NT19 or NT19a to avoid double-counting. You need to use the NT1 proxy value to calculate the amount of this adjustment.



APPENDIX A: DETAILED WORDING CHANGES TO MEASURES

Measure Number	Old Measure Description	New Measure Description
NT1	No. of local direct employees (FTE) hired or retained (for re-tendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter	No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract
NT1a	No. of local direct employees (FTE) which are TUPE transfers retained on contract for one year or the whole duration of the contract, whichever is shorter (re-tendered contracts only – to be used at measurement)	No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract which are TUPE transfers
NT1b	No. of residents (FTE) from the listed sub-localities employed directly or through the supply chain as a result of your procurement requirements on the contract for one year or the whole duration of the contract, whichever is shorter (see sub-localities listed in 'LISTNT1b')	No. of full time equivalent local employees (FTE) hired or retained directly or through the supply chain for the duration of the contract who are resident in targeted areas
NT1c	No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements	No. of full time equivalent local employees (FTE) hired or retained for the duration of the contract who are employed in your supply chain
NT3	No. of employees (FTE) hired on the contract who are long-term unemployed (unemployed for a year or longer) as a result of a recruitment programme	No. of full time equivalent local employees (FTE) hired or retained on the contract who are long-term unemployed (unemployed for a year or longer)
NT3a	No. of armed forces veterans employees (FTE) hired on the contract as a result of a recruitment programme who are long-term unemployed (unemployed for a year or longer) and are facing specific barriers to transitioning to civilian employment	No. of full time equivalent local armed forces veteran employees (FTE) hired or retained on the contract who are long-term unemployed (unemployed for a year or longer) and facing specific barriers to transitioning



	that do not qualify them as disabled (e.g. long-term service)	to civilian employment that do not qualify them as disabled (e.g. long-term service)
NT3b	No. of homeless employees (FTE) hired on the contract as a result of a recruitment programme	No. of full time equivalent local homeless employees (FTE) hired on the contract who are long-term unemployed
NT3c	No. of mothers returning to work (FTE) hired on the contract as a result of a recruitment programme who are long-term unemployed (unemployed for a year or longer) – (when the mother is the primary carer)	No. of full time equivalent local mothers returning to work (FTE) hired on the contract who are long-term unemployed (unemployed for a year or longer) – when the mother is the primary carer
NT3d	No. of survivors of modern slavery employees (FTE) hired on the contract as a result of a recruitment programme	No. of full time equivalent local employees (FTE) hired on the contract that are survivors of modern slavery
NT4	No. of employees (FTE) hired on the contract who are Not in Employment, Education, or Training (NEETs) as a result of a recruitment programme	No. of full time equivalent local employees (FTE) hired on the contract who are NOT in Employment, Education, or Training (NEETs).
NT4a	No. of 16-25 y.o. care leavers (FTE) hired on the contract as a result of a recruitment programme	No. of full time equivalent local 16–25-y.o. care leavers (FTE) hired on the contract
NT5	No. of 18+ y.o. employees (FTE) hired on the contract who are rehabilitating or ex-offenders as a result of a recruitment programme	No. of full time equivalent local employees (FTE) aged 18+ years hired on the contract who are rehabilitating or ex-offenders.
NT5a	No. of 18-24 y.o. employees (FTE) hired on the contract who are rehabilitating young offenders as a result of a recruitment programme	No. of full time equivalent local employees (FTE) aged 18-24 y.o. hired on the contract who are rehabilitating or ex-offenders.
NT6	No. of disabled employees (FTE) hired on the contract as a result of a recruitment programme	No. of full time equivalent disabled local employees (FTE) hired or retained on the contract
NT6a	No. of armed forces veterans employees (FTE) hired on the contract as a result of a recruitment programme who are	No. of full time equivalent local armed forces veteran employees (FTE) hired or retained on the



	disabled and are facing specific barriers to transitioning to civilian employment (e.g. physical injury, medical discharge, psychological condition)	contract who are disabled and are facing specific barriers to transitioning to civilian employment (e.g. physical injury, medical discharge, psychological condition)
RE58	Percentage of BAME employees (FTE) hired on the contract	Percentage of employees (FTE) hired on the contract that are a member of an ethnic minority group
RE72	Specific initiatives or recruitment programmes for BAME people run for the contract (Y/N)	Specific initiatives or recruitment programmes for members of an ethnic minority group run for the contract (Y/N)
FM10	Percentage of BAME employees (FTE) hired on the contract	Percentage of employees (FTE) hired on the contract that are a member of an ethnic minority group
FM12	Specific initiatives or recruitment programmes for BAME people run for the contract (Y/N)	Specific initiatives or recruitment programmes for members of an ethnic minority group run for the contract (Y/N)
NT8	No. of staff hours spent on local school and college visits e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)	No. of staff hours spent on local school and college visits supporting pupils e.g. delivering career talks, curriculum support, literacy support, safety talks (including preparation time)
NT9	No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years – Level 2,3, or 4+	No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years
NT9a	No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years – Level 2,3, or 4+ -	No. of weeks of training opportunities (BTEC, City & Guilds, NVQ, HNC - Level 2,3, or 4+) on the contract that have either been completed during the year, or that will be supported by



	delivered for groups specified in 'LISTNT9a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	the organisation until completion in the following years - delivered for specified groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)
NT10	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation)
NT10a	No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+ - delivered for groups specified in 'LIST NT10a' (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - delivered for specific groups (e.g. NEETs, under-represented gender and ethnic groups, disabled, homeless, rehabilitating young offenders)
NT10b	No. weeks on the contract of apprenticeships relating to the low carbon economy - opportunities either to be completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+	No. of weeks of apprenticeships or T-Levels (Level 2,3, or 4) provided on the contract (completed or supported by the organisation) - relating to the low carbon economy.
NT11	No. of hours of support into work provided to under 24 y.o. (young people) unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance	No. of hours of 'support into work' assistance provided to unemployed people through career mentoring, including mock interviews, CV advice, and careers guidance
NT18a	Total amount (£) spent through the contract in specified sub-localities (e.g. high deprivation areas) - please refer to list NT18a for the qualifying areas	Total amount (£) spent through the contract in targeted areas (areas specifically targeted for support under the scheme e.g., high deprivation areas)
NT55	No. of employees provided with workplace screening (through a	No. of employees provided with professional support for anxiety



	questionnaire) and support (at least six sessions of Cognitive Behavioural Therapy (CBT)) for anxiety and depression	and depression (at least six sessions of CBT or equivalent) following a workplace screening (through a questionnaire or other diagnostic methods)
NT28	Donations or in-kind contributions to local community projects (£ & materials)	Donations and/or in-kind contributions to specific local community projects (£ & materials)
NT31	Savings in CO ₂ emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved)	Savings in CO ₂ e emissions on contract achieved through de-carbonisation (i.e. a reduction of the carbon intensity of processes and operations, specify how these are to be achieved) against a specific benchmark.
NT44	Policy and programme to achieve net zero carbon including monitoring plan with specific milestones	Commitment to carbon emissions savings to achieve net zero carbon before 2050
NT49	Requirements or support (for Micro or Small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. SDGs Academy courses (NTs) or (e.g. RE) Supply Chain Sustainability School bronze or higher or equivalent	Requirements or support (for micro or small enterprises) for suppliers to demonstrate climate change and carbon reduction training for all staff - e.g. SDGs Academy courses, Supply Chain Sustainability School bronze or higher or equivalent
NT64	Contribution made on the contract to own carbon offsetting, either through own fund or with certified external providers (when it has been demonstrated said carbon emission cannot be reduced within the contract's timeframe)	Contributions made to certified carbon offset funds (compliant with UKGBC guidance)
NT45	Carbon Certification (Carbon Trust Standard, Planet Mark or equivalent independently verified) - achieved or to achieve for current year	Carbon Certification (independently verified) achieved or about to achieve

