

Jobs & Skills Evidence Matrix

A one-page reference for turning employment and skills commitments into credible, contract-level evidence — from the promise made at bid stage to the sustained outcome for a real person.

1 COMMIT
Job promised

→ **2 DELIVER**
Job started

→ **3 SUSTAIN**
Job sustained

→ **4 DEVELOP**
Skills gained

→ **5 ADVANCE**
Progression

Commitment	Metric what you count	Evidence what proves it	Outcome check before you claim	Follow-up point
■ New job created	New roles created, with contracted hours and contract type	Payroll / HR record showing a new post and start date	Genuinely new and additional to business-as-usual hiring?	Still in post at 3, 6 & 12 months
■ Job retained	Existing roles safeguarded that were at risk	HR record plus evidence the role was genuinely at risk	Would the role have been kept anyway? Not counted as “new”	Still in post at agreed review point
■ Apprenticeship	Apprentice starts, with standard and level	Apprenticeship service record / provider enrolment	Report start, completion and qualification separately	Completion & qualification date; role after
■ Training & qualification	Completions and qualifications — not just starts	Awarding-body certificate or verified result	Where on the chain? Offered → started → completed → qualified	Skill used / progression at 6–12 months
■ Local / target cohort	People from the pre-defined cohort or geography	Proportionate referral or eligibility confirmation	Cohort and geography defined before delivery?	Sustained employment follow-up
■ Job quality — pay	Pay vs a stated benchmark (e.g. real Living Wage)	Payroll record measured against the benchmark	Above the statutory floor, not just compliant with it?	Pay level re-checked over the term
■ In-work progression	More responsibility, hours, pay, or a new skill applied	Role, pay or training record showing the change	A genuine advance for the person, evidenced?	Re-check at contract review

Keep it proportionate. Collect the minimum needed to substantiate each claim and hold personal data lawfully — a referral confirmation usually evidences a cohort; a full case file is rarely needed. **Ask before you claim:** is it additional (would it have happened anyway), and who else contributed? PPN 002 is the current central-government Social Value Model; PPN 026 applies to procurements from 1 January 2027.

COMMIT → DELIVER → SUSTAIN → DEVELOP → ADVANCE

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