Summer Jobs Evaluation – Feasibility Study Protocol

Ending Youth Violence Lab (part of the Behavioural Insights Team)

Principal investigator: Tom McBride

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Contents

Project title	Summer Jobs Programme - Feasibility study
Developer (Institution)	N/A
Delivery partner (Institution)	UK Youth & Inclusive Boards
Evaluator (Institution)	Ending Youth Violence Lab (part of the Behavioural Insights Team)
Principal investigator(s)	Tom McBride
Evaluation plan author(s)	Clare Tanton, Tom McBride, Emma Forsyth, Lilli Wagstaff, Jack Martin, Hannah Bellier, Trisha Harjani
Evaluation setting	Local delivery partners and employment placements
Target group	Young people aged 16-25 years (at end of programme) at risk of violence
Planned number of participants	600
Funding source and declaration of interests	Funding was received for this work, from the Youth Endowment Fund (YEF), the Youth Futures Fund (YFF) and the Department for Culture, Media and Sport (DCMS) and from philanthropist Stuart Roden (via Prism the Gift Fund). There are no known conflicts of interest associated with this publication, and there has been no significant financial support for this work that could have influenced its outcome.

1. Study rationale and background

About the Ending Youth Violence Lab

The Ending Youth Violence Lab ('the Lab') was founded in Summer 2022, bringing together expertise in intervention, evaluation and youth violence. It is funded by Stuart Roden and the Youth Endowment Fund (YEF) and incubated at the Behavioural Insights Team (BIT).

The Lab's mission is to catalyse a step change in understanding and tackling youth violence. To do this, we do 3 things: Firstly, we identify promising interventions which seek to address youth violence. Secondly, we fund the development and delivery of these interventions. Thirdly, we conduct research to assess the delivery of interventions, identify ways to improve them, and explore the potential for further evaluation (with a focus on early-stage testing, to support the work of YEF).

We prioritise three strands of activity:

1. **Supporting the importation, adaptation, and testing of well-evidenced interventions from overseas -** we identify approaches with strong evidence of improving youth violence outcomes or related upstream factors in other countries, adapt these to the UK context, and deliver early-stage testing.

2. **Working with UK organisations to develop strong ideas into evaluable interventions -** we work with the youth violence prevention sector to find interventions that have strong theoretical underpinnings, are committed to rigorous evaluation, and oversee the development and early-stage testing needed to get them trial-ready.

3. **Working with developers, researchers, practitioners, and service users to co-design new and innovative approaches -** we build partnerships and fund the development of novel approaches to tackling youth violence, with a focus on addressing underserved populations and unmet needs.

The project described in this protocol forms part of strand 3 of the Lab's approach.

Project overview

About the intervention

Summer Youth Employment Programmes (SYEPs), which provide vulnerable young people with short-term paid employment during the school summer holidays, are common in major US cities. SYEPs were originally created with a range of aims, including broadening horizons, improving social and emotional skills, providing routes to employment and occupying young people during the summer months when they are not in education and rates of crime tend to be highest. However, increasingly SYEPs are seen as a vehicle to address racial disparities in economic opportunity. Employment placements in SYEPs are often fully subsidised, and the schemes rely on public funding and philanthropic donations to operate. Thousands of young people, typically aged between 14 and 24, participate in the schemes each year, in cities including New York, Chicago, Boston, and Philadelphia.

There have been several evaluations of SYEPs in the US, the most studied being the Chicago, Boston and New York programmes. Robust evaluations of the programme through RCTs using routine data have been conducted in Chicago, Boston, New York and Philadelphia and show a general trend in reduction in crime and violence. The clearest results are for violent crime or offending, where in both programmes evaluated against these outcomes, the Boston and the Chicago SYEPs, there was a reduction in violent crime. An RCT of the Chicago One Summer Plus programme found a 43% reduction in violent crime over 16 months (for the treatment vs. control group; $p<0.05$)[1] - 3.95 few violent-crime arrests per 100 youth, although no difference in property or drug arrests. In another analysis of Chicago One Summer Plus, the programme was found to reduce arrests for violent crimes in the first year after participation, although the effect faded in the second and third years[2]. An RCT of the Boston SYEP found a reduction in violent crime of 35% during the 17 months after participation[3]. An evaluation of the New York SYEP found that participating in the programme was associated with a significant reduction in mortality rates (log odds ratio -0.20; 95%CI -0.32-0.08) and a non-significant reduction in dying from external causes[4].

In terms of any crime outcomes, the three programmes evaluated (New York[5], Boston[3] and Chicago[2,]) all demonstrated small non-significant reductions in numbers of arrests in at least one of the years examined post programme. Neither the Boston nor Chicago programmes found any evidence of a reduction in drug arrests, although the Boston programme finds a small reduction in arrests for property crimes.

Evaluations have also examined the impact on education and employment outcomes, and the findings on these are more mixed, with no evidence for an impact on a range of education outcomes with the exception of progression to higher education for which there is some evidence for an effect

[1] Heller, S. B. (2014). Summer jobs reduce violence among disadvantaged youth. *Science*, *346*(6214), 1219–1223. https://doi.org/10.1126/science.1257809.

[2] Davis, J. M. V., & Heller, S.B. (2020). Rethinking the benefits of youth employment programs: The heterogeneous effects of summer jobs. *The Review of Economics and Statistics*, *102*(4), 664–677. https://doi.org/10.1162/rest_a_00850.

[3] Modestino, A. S. (2019b). How do summer youth employment programs improve criminal justice outcomes, and for whom? *Journal of Policy Analysis and Management*, *38*(3), 600–628. https://doi.org/10.1002/pam.22138.

[4] Gelber, A., Isen, A. & Kessler, J.B. (2016). The effects of youth employment: Evidence from New York City lotteries. *The Quarterly Journal of Economics*, 131(1), 423-460. https://doi.org/10.1093/qje/qjv034.

[5] Kessler, J.B., Tahamont, S., Gelber, A. & Isen, A. (2022). The effects of youth employment on crime: Evidence from New York City lotteries. *Journal of Policy Analysis and Management*, 41(3), 710-730. https://doi.org/10.1002/pam.22393.

from the Boston SYEP[6], and a negative impact on entry to employment in the Boston SYEP and no effect in the Chicago programme[7].

Since the evaluations of the SYEPs largely rely on routine data, there are limited findings on the impact on other outcomes. However, the evaluation of the Boston programme had a broader set of outcomes and also found a small, significant positive impact on an individual's sense of community (log odds ratio 0.26; 95%CI: 0.12-0.40) and level of depression (log odds ratio 0.43; 95%CI 0.31-0.56)[7]. There was also a significant impact on socio-emotional skills and engagement (standard mean difference: 0.32; 95CI 0.20-0.45)[8], however there was no significant effect on socio-emotional skills and engagement in an evaluation of a programme in Washington DC and Baltimore[9].

These findings, and those from qualitative data from the Boston and New York SYEPs highlight mechanisms through which the programmes may affect changes in violent offending, including through education and employment aspirations, relationship formation and expectations of performance which build responsibility, maturity and self-esteem, through development of soft skills and through economic opportunities created by these experiences. These are summarised in a systematic review of the literature on summer education and employment programmes.[10]

Given this, the Youth Endowment Fund (YEF) are interested in seeing whether these findings can be replicated in the UK and they have committed to a multi year programme of activity to establish and evaluate a SYEP in England and Wales.

The Lab is a partner for the early stage of this, working with a delivery partner to co-design an offer and then conducting a feasibility study to understand how that offer has been received and whether it could progress to large-scale impact evaluation. Positive results from this feasibility study will see the programme progress delivery at a larger scale and an impact evaluation, likely via a randomised controlled trial (RCT).

About the evaluation

This overall programme of work is the first attempt that we are aware of to measure the impact of SYEPs on young people at risk of violence in the UK. Our work will take a mixed method approach to lay the foundations for a future efficacy trial. Key strands of work will include:

- Deliverability
- Acceptability
- Evaluability

To design this project, the Lab has partnered with two organisations. The first is UK Youth, the lead partner who have been commissioned by the YEF, who will lead the delivery of the programme. UK

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[6] Modestino, A. S., & Paulsen, R. J. (2019a). Reducing inequality summer by summer: Lessons from an evaluation of the Boston Summer Youth Employment Program. *Evaluation and Program Planning*, 72, 40–53. https://doi.org/10.1016/j.evalprogplan.2018.09.006.

[7] Davis, J. M. V., & Heller, S.B. (2020). Rethinking the benefits of youth employment programs: The heterogeneous effects of summer jobs. *The Review of Economics and Statistics*, *102*(4), 664–677. https://doi.org/10.1162/rest_a_00850.

[8] Modestino, A. S. (2019b). How do summer youth employment programs improve criminal justice outcomes, and for whom? *Journal of Policy Analysis and Management*, *38*(3), 600–628. https://doi.org/10.1002/pam.22138.

[9] Theodos, B., Pergamit, M.R., Hanson, D., Edelstein, S., Daniels, R., & Srini, T. (2017). *Pathways after High School: Evaluation of the Urban Alliance High School Internship Program*. Washington, DC: Urban Institute.

[10] Muir, D., Orlando, C. & Newton, B. (2024) Impact of summer programmes on the outcomes of disadvantaged or 'at risk' young people: A systematic review, under review

Youth is a charity working across the UK as a sector-supporting infrastructure body, a direct delivery partner and a campaigner for social change. They work with partners across sectors - including a network of over 8,000 youth organisations - aiming to create a society that understands, champions, and delivers effective youth work for all.

UK Youth are responsible for managing the second partner, Inclusive Boards, who will lead the recruitment of employment placement providers. They are experts in supporting organisations with diversity recruitment strategies, leadership development and training initiatives and transformational change programmes. They work with a range of organisations in the Public, charity, not-for-profit and private sectors.

About the rationale for this evaluation

Whilst there is evidence that SYEPs can have a small to moderate effect on violent crime amongst vulnerable young people, this all comes from the US. There are known issues with programmes being transported into new countries and not demonstrating effectiveness when trialled in their new setting, and there are several examples in the UK of the failed replication of programmes[11][12][13]. One often cited explanation for the high volume of null result trials in the UK, when transporting approaches from overseas, is that these programmes haven't undergone the necessary formative work of ensuring they are appropriate, deliverable, and evaluable within the UK context[14]. There are of course considerable differences between the US and the UK - including a much lower prevalence of violent crime - which could impact on the suitability and effectiveness of SYEPs here. A feasibility study will help us to understand whether a SYEP can be delivered in the UK, and if a full-scale impact evaluation is possible. It will mitigate the risk of expending resources on an extensive trial before the programme is ready, which would ultimately yield uninformative results.

The approach will mean we are able to refine the programme and approach to evaluation to design a more robust full-scale efficacy trial. Provided feasibility, acceptability and evaluability are established, there is a strong case to conduct a full-scale efficacy trial of the programme in the UK, given the strength of existing evidence. The proposed stages of the overall evaluation of the Summer Jobs programme are:

- Stage 1 - Feasibility study - in this stage, this project will be testing the extent to which it is feasible to deliver and evaluate in the UK. If the results of this stage are positive and suggest that delivery and evaluation are feasible, the project will be recommended to move to the second stage.
- Stage 2 - Pilot trial - an independent evaluator will further test the extent to which it is feasible to robustly evaluate this programme, and gather preliminary evidence on the programme's impact during a pilot trial. If these results are positive, the project will be recommended to progress to the third stage.
- Stage 3 - Efficacy trial - an independent evaluator will conduct an efficacy trial, to robustly determine if the programme can have a positive impact on outcomes for young people in the UK.

[11] Robling, M., Bekkers, M-J., Bell, K., Butler, C. C., Cannings-John, R., Channon, S. et al. (2016). Effectiveness of a nurse-led intensive home-visitation programme for first-time teenage mothers (Building Blocks): a pragmatic randomised controlled trial. *Lancet, 387*, 146-155.

[12] Humayun, S., Herlitz, L. Chesnokov, M., Doolan, M., Landau, S. and Scott, S. (2017). Randomized controlled trial of Functional Family Therapy for offending and antisocial behavior in UK youth. *Journal of Child Psychology and Psychiatry 58*(9), 1023-1032.

[13] Fonagy, P., Butler, S., Cottrell, D., Scott, S., Pilling, S., Eisler, I. et al. (2018). Multisystemic therapy versus management as usual in the treatment of adolescent antisocial behaviour (START): a pragmatic, randomised controlled, superiority trial. *The Lancet Psychiatry, 5*(2), 119-133.

[14] Lendrum, A., & Humphrey, N. (2012). The importance of studying the implementation of interventions in school settings. *Oxford Review of Education, 38*(5), 635-652.

About this protocol

This document is the evaluation protocol for the Feasibility study. For ease of reference, we refer to this document as the 'feasibility study protocol'.

YEF and an alternative evaluator[15] will be responsible for publishing separate protocols for any subsequent evaluations following the feasibility study, although that design will take account of what we learn in the feasibility study. For example, there may be changes to the delivery of the programme, if we encounter issues with recruitment and retention in these first stages. We may also alter the set of outcomes we plan to measure if we find outcome surveys to be too lengthy, burdensome, or difficult for participants to understand.

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[15] An independent evaluator appointed by the YEF through competitive tender

2. Intervention

Intervention overview

Background

Summer Jobs is a targeted youth employment programme for vulnerable young people aged 16-24 in England who are at risk of violence. It is modelled on the SYEPs that have been successfully implemented in the US such as the New York, Boston and Chicago programmes. Summer Jobs aims to reduce offending and improve engagement in education and employment for the young people involved.

Co-design process

The Summer Jobs programme has been co-designed with the delivery partners for this project, UK Youth. UK Youth have been tasked with leading on the design and delivery of the intervention.

The aim of the co-design process was to produce the delivery plan and evaluation plan for the intervention. The initial proposal submitted by UK Youth to YEF in their bid to provide this programme was used as the starting point for this process. The UK Youth proposal was based heavily on the One Summer Chicago Plus programme, which is a more targeted programme which showed a 43% reduction in violent crime, with adaptations to make it relevant to the UK population.

The delivery plan and evaluation plan were collaboratively developed in a series of four half-day structured workshops in January - March 2024, covering the following key topics:

- Defining the delivery parameters and constructing the Theory of Change, including;
  - Target population
  - Referral pathways
  - Delivery areas
  - Employer and Local Delivery Partner characteristics
  - Delivery mechanisms
- Stakeholder engagement
- Outcome measures and data collection
- Race Equity, Diversity and Inclusion

Other consultation took place during this period to help inform the planning of both the programme and the evaluation including with academics and/or those involved in programme delivery at large SYEPs in the US (One Summer Chicago, New York SYEP, Boston SYEP) as well as the Creating Opportunities Forum[16] team at the Home Office. The main outputs of the Co-design phase included:

- The project delivery plan (led by UK Youth)
- The evaluation protocol (led by the Lab)
- The Theory of Change for the intervention
- Recruitment and referral plan and documents for Local Delivery Partners and referral partners
- Recruitment and referral pathways for participants
- Recruitment and referral pathways for employment placement providers
- Joint detailed gantt chart

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[16] The Creating Opportunities Forum was an initiative to support young people at risk of serious violence to access employment opportunities (see page 12).

- Joint detailed risk register

Delivery of Summer Jobs

The Summer Jobs programme will be delivered in around 11 local authorities in London (Croydon, Greenwich, Hackney, Haringey, Islington, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets and Waltham Forest) and two local authorities outside London (West Midlands Combined Authority and Greater Manchester Authority). These areas have been selected based on four criteria: rates of violent crime, availability of credible delivery partners, availability of employment placements and diversity of programme participants. The programme will be delivered to a target of ~600 young people, between the ages of 16 and 24 (at the end of the programme) across these areas. The final delivery areas will be dependent on the Local Delivery Partners that UK Youth recruit to deliver the programme.

The target group of the Summer Job programme is vulnerable young people who have experienced, or are at risk of experiencing violence. This includes (but is not limited to) young people who;

- Have been in the secure estate
- Are or have been persistently absent from school,
- Have been the victim of violence,
- Are, or have attended an alternative provision unit,
- Have had at least one fixed term exclusion,
- Have been a victim of violence
- Have been in the care system,
- Have been identified as being at risk of criminal exploitation,
- Are engaged with the Supporting Families programme,
- Have, or have had a social worker,
- Have been in contact with Youth Justice Services.

A full list of eligibility criteria and reasons for selection is provided in section 5. The young people meeting these criteria will be recruited by Local Delivery Partners (LDPs) through their referral partners which are likely to include pupil referral units, violence reduction units, youth justice services etc. There will be approximately 15 LDPs spread across the delivery areas. These will be recruited and onboarded by UK Youth[17]. See Table 1 below for an overview of the different organisations involved in the Summer Jobs programme and their roles.

Employers will be recruited by Inclusive Boards. Placements will be offered to a young person on a basis of location and their preference (where possible). Young people will not be expected to travel further than 30 minutes to attend their placements.

The Summer Jobs programme will be delivered for the duration of six weeks during the summer of 2024, over the school holiday period. Young people will receive one paid week of general employment and work readiness training and preparation, such as professional expectations in a workplace, managing conflict etc., ahead of their employment placement, the curriculum for which will be prepared by UK Youth in collaboration with key stakeholders. The training delivery will be led by the LDPs and there will be some time set aside for self-directed learning and reflection activities; each

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[17] Local delivery partner eligibility criteria: working in one of the programme locations, commitment to youth work principles, credibility & track record of effectively working with target profile of young people, capability to recruit between 40-50 young people of the intended profile in year 1, capacity to provide the necessary support for young people, able to process payments to young people on a weekly basis, existing partnerships & relationships with referral partners (esp. Youth Offending Teams), commitment to the evaluation process, open learning, and experience of monitoring systems, ideally a range of org sizes and primary org focuses (e.g. some violence specialist and others more general)

young person will have a youth worker overseeing their preparation. Young people will then spend 5 weeks at their employment placement, working no more than 25 hours per week.[18]

Following the employment placement, the young people will receive a letter of recommendation and attend a celebration event to mark the end of the programme and their completion of the placement. These will be organised by the LDPs and will be overseen by UK Youth.

Table 1: Description of organisations involved in the recruitment process

Organisation type	Role
Local Delivery Partners (LDPs)	● Recruited by UK Youth ● Recruiting young people to participate in the programme via referral partners or current relationships with young people ● Providing youth workers to support young people throughout their placement ● Organising and delivering the preparation week for young people in their delivery area ● Managing relationships with employers throughout placement periods ● Checking in with young people during their placement, and providing support where needed
Referral partners	● Will be engaged by LDPs to aid recruitment of young people ○ e.g. Violence Reduction Units, Pupil Referral Units, Youth Justice Services, Job centres, Local authorities… ● Refer suitable young people (meeting eligibility criteria) onto the programme

Employers	● Recruited by Inclusive Boards
	● Providing placements for young people on the programme
	● Providing 1-1 support as required by the programme's core component(s), including:
	  ○ Workplace supervisor (to manage a young person's employment, allocate and oversee task completion, conduct weekly management check-ins…)
	  ○ Where possible, workplace mentor (to provide support and development for young people, make sure their needs are met within the workplace)

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[18] A working week of no more than 25 hours per week was the number of hours worked in the Chicago SYEP and was chosen for a combination of 5 reasons: 1) learning from UK Youth previous employability programmes about sufficient time required to give young people enough experience in a real work environment; 2) offering enough paid work/ high enough salary to incentivise participation; 3) lower than full time hours (35hrs) gives young people time to engage in other activities during summer holidays, meet other commitments (e.g. engage with YJS; caring responsibilities) and rest - positive for their wellbeing and likely to increase participation because young people can see how opportunity can be balanced with other commitments; 4) lower than full time hours also allows workplace supervisors to prepare activities and support for them; 5) more than 25 hrs per week would not be affordable within project budget.
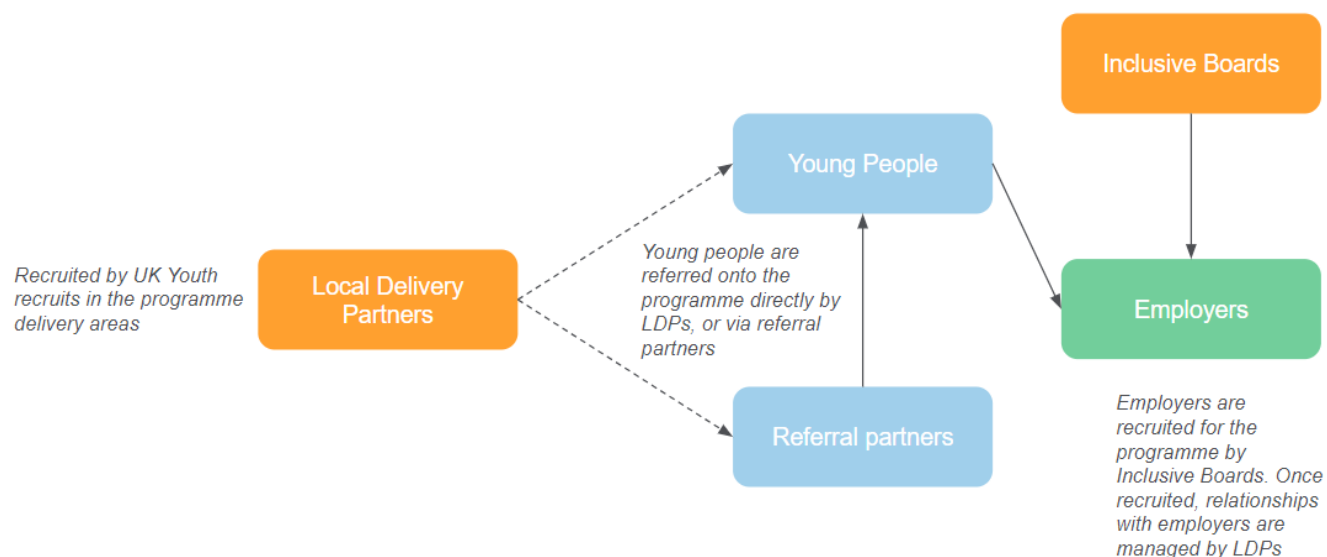
Programme content and format

LDPs will be recruited and trained by UK Youth over the course of March - April 2024. 15 LDPs will be recruited across the delivery areas, with half of them being in London as this is where a large proportion of young people are expected to complete the programme.

LDPs will be recruiting up to 50 young people for the programme each, as well as providing the majority of pastoral support to them throughout their involvement in the programme. Each young person will have an assigned youth worker[19] from the LDP, who will be delivering the training during the preparation week, as well as three in-person check-ins throughout the work placement. The role of the youth worker will be to ensure that each young person feels well supported, and is able to fully engage with and participate in their work placement.

Employment placement providers will provide role-specific induction and training, mostly within the first week of the placement. This will vary depending on the specific nature of the work placement. Each young person will also be assigned a workplace supervisor who has overall responsibility for the young person's placement and will be responsible for overseeing and supporting them during their placement. The workplace supervisor's role will include setting expectations and targets for the placement, assigning and monitoring tasks on a day-to-day basis, monitoring attendance and hours worked and offering professional development support. The work placement supervisor will be an employee of the employment placement provider and an eligibility requirement for employers. The workplace supervisor will also have external support from the youth worker.

Wherever possible, the young people will also be allocated a workplace mentor to reduce isolation of the young person and provide peer support. They will be responsible for providing them with general support and exploring broader career goals and expectations and advocating for their wellbeing throughout the placement. The mentor will also be an employee of the employment placement provider, but will not be a requirement of employers and will depend on availability of staff within the employment placement provider.

- Preparation week

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[19] Youth workers will not be required to have specific formal qualifications to work on the Summer Jobs programme but LDPs will need to judge them as competent. Many are expected to have Level 3 (and some may have Level 6) youth work qualifications but this will vary between LDPs.

Each young person will receive one week of paid training and preparation as part of the programme. This will consist of 15 contact hours with the youth worker (plus around 10 hours of independent study and preparation time). The prep week will include basic onboarding such as introductions to their placement and workplace supervisor, as well as guidance to help prepare them for the work environment. Alongside these contact hours, young people will also be expected to complete some independent 'preparation' work, planning and practising their journey to work. UK Youth will be developing the curriculum for this training week, in collaboration with key stakeholders (employers, youth organisations and young people). The curriculum for the preparation week will operate on a core / flex model, with core elements of the programme which must be covered, while allowing for flexibility to adapt these to the needs of the young people and the LDP. The curriculum for the preparation week does not include role-specific work training. This will be covered within young people's working time on placement. Any essential training that is required before a young person can begin their employment placement (e.g. food hygiene e-learning) will be specified in advance and young people will be allocated time during preparation week to complete it. The content for this will not be developed by youth workers.

Each young person will also be entitled to a £5 per day access fund to support their participation in the programme (£25 per week or a total of £150). This can be spent in a lump sum. Youth workers will be expected to discuss this with them in the preparation week, to establish the best use of the fund for each individual; for instance, travel costs, work-appropriate clothing, food, equipment, or other expenses that can help them access the programme. How the fund is spent is a joint decision between the young person and the youth worker. Flexibility has proven to be an important element of success in previous employability programmes UK Youth have run because the specific barriers young people experience will vary a lot.

- Matching young people with placements

Young people will be offered placements suitable for them based on their location and, where possible, their preferences for types of employment experiences. Upon registration, they will be given the chance to indicate the industry or type of employment they would most like to work in. Depending on demand, and availability of placements in their area, the programme will attempt to offer each young person a placement that is appropriate to them.

This will include taking into consideration any adjustments or additional needs of the young person, so that they are not matched with a job that they are not suited to (for instance, if they have reduced mobility they will not be offered a placement that requires strenuous physical activity).

- Payment

Young people will be paid on a weekly basis. They will be paid £11.44 per hour for attending the preparation week, and for completing their work experience.[20] This payment will be made via bank transfer and the payment logistics will be managed by LDPs. They will be paid for their total hours worked, which will be logged by the employer. The placement will run for 5h per day, 5 days a week (25h per week total).

An overview of the Summer Jobs programme using the TIDieR framework can be found in Annex A.

Figure 1 below details the high-level Theory of Change for the Summer Jobs programme.

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[20] £11.44 is the national living wage for the 23+ age bracket. The national living wage is the same across the whole country, including London, so this wage will be paid to all young people in the programme. The 23+ age bracket was chosen to avoid programme participants receiving different wages since the programme will be offered to those aged 16-24 years.

Intervention theory of change

Figure 1. Theory of change

Evidence-based observation	Evidence-based need	Target population	Intervention activities that will address the need	Immediate outcomes	Intermediary outcomes	Primary outcomes
Summer employment programmes in cities in the US show a small positive impact on violent offending outcomes. Good employment is associated with better physical and emotional health and wellbeing.	Young people lack **opportunities** to engage in meaningful activities during the summer holidays. Young people at risk of violence lack **professional networks / first employment** opportunities. Young people have **barriers** e.g. financial, socio-emotional to engaging in work experiences. Young people face **financial pressures** due to deprivation and financial precarity	Young people aged 16 - 25, living in a deprived area with high crime rates and at risk of becoming involved in violence. E.g. been in the secure estate, are/been persistently absent from school, attend(ed) an alternative provision unit, have/had a social worker.	1 week paid pre-employment preparation: employability, workplace. 5 weeks paid employment of 25+ hours / week. Placement matched to interest where possible. Weekly payment. £5/day access fund. 1-2-1 mentor support from youth worker (3 visits) to . In-job supervisor. Letter of recommendation	Trusted relationship with adults Familiarity with new work context Positive attitudes towards employment ↑ emotional regulation ↑ confidence ↑ self esteem ↑ self efficacy ↑ social skills ↑ aspirations ↓ financial precarity ↓ offending during lifetime of programme	↓ externalising behaviour ↓ internalising behaviour ↑ prosocial behaviour ↑ well being ↑ social capital ↑ engagement in education ↑ employability ↑ relationship quality	↓ violent offending ↓ offending ↓ NEET status ↓ anti-social behaviour ↑ qualifications ↑ wellbeing
Evidence-based assumption	**Evidence-based assumption**	**Evidence-based assumption**	**INTERVENTION**	**Evidence-based short-term outcomes**	**Evidence-based medium-term outcomes**	**Evidence-based long-term outcomes**

WHY   **WHO**   **HOW**   **WHAT** will the intervention achieve?

How the intervention compares with other services and services-as-usual

Although SYEPs are common in large cities in the US, there are no direct equivalents in the UK setting. Nationally in the UK there are summer youth programmes targeted at young people, including the National Citizen Service (NCS) which is targeted at 16-17 year olds and which offers activities and volunteering opportunities that are aligned with community development. London Youth also offers funding to youth organisations to deliver summer employability programmes to those aged 14 and older.

There are also various employability programmes which aim to support young people into work. Many of these specifically target young people and offer longer work employment placements and will therefore be more appropriate for the older young people. These include NCS's UK Year of Service programme for 18-24 year olds which offers 9-12 month work placements for socially-driven career paths. Other employment programmes targeting young people include the Hatch programme run by UK Youth which offers workshops and paid work experience for 16-25 year olds who are not in Education, Employment or Training.

Previous government initiatives which have since been withdrawn include Kickstart, providing funding to create jobs for 16-24 year olds on Universal Credit who were at risk of being long-term unemployed, and the Creating Opportunities Forum, commissioned by the Home Office, which focused more specifically on support young people at risk of violence to help them access employment opportunities, reduce their engagement in violent crime, and improve their wellbeing. Employment opportunities were around 9 months long, and the delivery of this programme was significantly impacted by the COVID-19 pandemic, both in recruiting youth and employers.

Many local authorities and local organisations also offer employability support programmes, and there are therefore likely to be localised employability programmes, jobs provision programmes and violence prevention programmes which may overlap with the Summer Jobs programme and may, in some cases, already be being provided by the LDPs delivering the Summer Jobs programme. As part of the feasibility study we will be describing the business as usual in the areas in which the Summer Jobs programme will be running in order to inform the future pilot and efficacy trials if the study progresses beyond the feasibility stage.

3. Research Objectives

As outlined above, this protocol focuses on Stage 1 of the overall evaluation. The purpose of this stage is to understand the feasibility of delivering Summer Jobs to young people at risk of violence, through testing recruitment, retention, fidelity, etc. We will also respond to what we learn during the evaluation from youth workers, employers and young people who have experienced the programme for the first time to adapt the programme as necessary after the evaluation.

We have three key research questions for this stage:
1. **Deliverability -** Can UK Youth and their LDPs recruit and retain young people at risk of youth violence to Summer Jobs and can they and the employers deliver the programme with fidelity?
2. **Acceptability** - Is the Summer Jobs programme seen as acceptable and valuable by young people, staff employed at placement employers, referrers, youth workers and LDP managers?
3. **Evaluability** - Firstly, is there sufficient demand and capacity to deliver Summer Jobs at a scale required for an RCT? Secondly, is it feasible to collect outcome data from participants?

It is worth noting that evaluability is generally not considered a research objective for a feasibility study (as the Lab and EIF's 10 steps framework defines a feasibility study),[21] and the testing of evaluation procedures is usually part of a pilot trial. However, Stage 2 of the evaluation (in summer 2025) is intended to be an internal pilot, with its sample forming part of the efficacy trial (Stage 3; summer 2026). As such, it is important to assess the feasibility of outcome data collection in Stage 1, to minimise risks to the pilot study.[22]

Table 2 below outlines the more detailed research questions we seek to answer in the feasibility study, to address the above research objectives. These research questions were developed by the Lab in conjunction with UK Youth and Inclusive Boards.

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[21] Asmussen, K., Brims, L., & McBride, T. (2019). 10 steps for evaluation success. London: Early Intervention Foundation.
[22] Note that we will not be trialling or testing randomisation of participants during the Feasibility study.

Table 2: Research objectives and questions addressed during the feasibility study

Research objective(s)	Description of objectives	Research questions

Evaluating **deliverability** of the Summer Jobs programme	● Can UK Youth and their LDPs recruit and retain young people at risk of violence to Summer Jobs and deliver the programme with fidelity?	**Recruitment**
		LDPs
		● Can UK Youth recruit a sufficient number of LDPs meeting the pre-specified criteria in order to deliver to 600 young people in summer 2024?
		● What factors affect the recruitment of LDPs?
		Employers
		● Can UK Youth & Inclusive Boards recruit sufficient and varied employers to offer high-quality, well-matched and engaging employment opportunities to young people?
		Young people
		● Which agencies and settings refer young people? How many young people are referred by each of these agencies/settings?
		● How many young people aren't referred by a referral organisation? How many young people are known to the local delivery partner?
		● Are there differences between referring agencies/settings in terms of what proportion of participants:
		  ○ meet inclusion criteria,
		  ○ accept the programme,
		  ○ complete the pre-employment preparation and
		  ○ complete the programme?
		● Are the inclusion and exclusion criteria appropriate for identifying and recruiting at least 400 young people who are at risk of becoming involved in violence?
		● How does recruitment and retention of young people vary by ethnicity, gender or other baseline characteristics?
		Fidelity
		● Can Summer Jobs be delivered with fidelity to the original programme design? Fidelity is defined as delivering the minimum 'core' requirements in the pre-employment preparation, being offered a job which meets the programme criteria and receiving 3 support sessions from a Youth Worker during the employment placement.

| | | Can the programme be delivered to a good and similar standard by a diverse range of LDPs? Do young people complete the pre-employment preparation? Do young people engage with the youth worker support as intended? Are employers able to offer the minimum level of support? What factors affect delivering Summer Jobs with fidelity? **Adaptation** What adaptations need to be made to the programme? What local variations in delivery are appropriate for effective implementation? Are the core characteristics of the programme correctly defined? What are core characteristics of the programme that should not be adapted, and what are surface characteristics that can be? How does the partnership between LDPs and employers function? Are any changes and refinements needed to how recruitment and onboarding are managed between these parties? How could the programme be adapted to improve recruitment and retention? Are the intervention materials (e.g. materials for the pre-employment preparation week) appropriately defined and developed? What changes need to be made to the programme to ensure it is equally accessible to eligible young people from different backgrounds? |
| Understanding **acceptability** of Summer Jobs | Is the Summer Jobs programme seen as acceptable and valuable by young people, employers, referral agencies, youth workers and LDPs? | *LDPs* Do youth workers and LDPs feel the programme is acceptable and a helpful offer for the young people it seeks to target? Do youth workers and LDPs feel adequately compensated for their work? *Employers* Do employers feel this is a valuable scheme which they want to continue to engage with? Do they feel the support they are given is sufficient to support the young people? Do they make the financial contribution requested? Is the level of financial contribution acceptable to employers of different sizes and are changes needed to optimise the number and size of employers participating? *Referral agencies* Do local referral agencies think this is a helpful offer? |

		● Was the referral process easy and efficient? ● Is the intended profile of young people accurately capturing the young people at highest risk of violence and those who could benefit from the programme? *Young people* ● Do young people feel the Summer Jobs programme is a valuable opportunity which develops skills and broadens experiences? ● What, if anything, in the programme could be changed to make it more valuable and acceptable? ● Were the employment placements on offer attractive, acceptable and a good match for the young person? ● Was the payment and the access fund enough? ● Did they receive the right amount and type of support to fully engage with the programme? ● What factors affect acceptability by these groups?
Establishing **evaluability** of Summer Jobs	● Do we have enough confidence in the feasibility of an RCT, particularly in terms of recruitment and outcome data collection, to justify a continuation of the trial to the internal pilot?	*Demand and capacity* ● Given the multiple levels of clustering in this programme, (e.g. area, delivery partner, employer), what is the heterogeneity in outcome data and how does this affect the statistical approach for future years? ● Will the planned sample size for years 2 and 3 likely generate a sufficiently powered trial to estimate an impact on the primary outcomes? ● Is there sufficient demand from employers, referral organisations and young people that it would be feasible to reach the required sample size? *Evaluation design questions* ● What is the business as usual (BAU) likely to be in a pilot and efficacy RCT? ● What should the timetable for referral and randomisation be for years 2 & 3? ● Do any processes need to be changed to enable randomisation? ● Should young people be allowed to apply to the programme in multiple years and how would this affect the analysis approach? *Feasibility and acceptability of evaluation* ● What information do LDPs need about evaluation and this research study to minimise challenges to evaluation?

		- What information do young people need to be given in order to agree for their data to be captured and to engage with the evaluation activities? - Is randomisation acceptable to young people, employers, youth organisations and referral agencies? - Which demographic and outcome data can be gathered with enough quality and completeness for an impact evaluation? - Which approach to data collection gives the best completeness and quality? Does this differ by demographics? - What factors affect ease of outcome data collection? - Is the required data collection acceptable to young people? *Theory of change* - To what extent do key stakeholders (young people, youth workers, employers, referral organisations) think the activities, moderators, mechanisms and outcomes outlined in the ToC reflect what happens during delivery? - Do the quantitative data collected on immediate outcomes support the mechanisms?

4. Monitoring and success criteria

We will use monitoring and success criteria for three main purposes:

1. To monitor if the project is proceeding as expected, allowing for us to make adjustments if needed.

2. Before the feasibility study, to recommend to the YEF whether the feasibility study (Stage 1) should or should not go ahead.

3. At the end of the feasibility study, to recommend to the YEF whether progression to Stage 2 (pilot trial) should be pursued.

We will use RAG (Red, Amber, Green) ratings to rate progress against the target criteria.

Proceeding to the feasibility study (Stage 1)

We have opted for a light touch approach to assessing whether to proceed with the feasibility study which acknowledges the learning and adjustment that will take place as the programme is developed and starts trying to recruit young people and employers. This is because development and delivery is proceeding at a rapid rate due to the programme needing to be delivered within the school summer holidays. The Summer Jobs programme is also different to any programme currently or previously being delivered in the UK and therefore it is difficult to predict how these processes will proceed. We will use the following two criteria in Table 3 to make recommendations to the YEF that the feasibility study should/should not go ahead. Data on registrations and employment placements will be monitored biweekly from the beginning of May with a review of these criteria to make a decision about proceeding with the feasibility study in mid-July 2024.

If either criteria is red we would recommend not proceeding to the feasibility study. If either criteria is amber we would recommend proceeding with the feasibility study but would re-scope the study in order to ensure it addresses the questions arising from the low registrations and/or capacity.

Table 3: Criteria to proceed to Stage 1 (feasibility study)

Criterion	Description	Measurement	Target criteria	RAG scores
Registrations	The number of young people registered for the programme by the middle of July.	Centralised registration system	600	Red: <250 Amber: 250-399 Green: 400+
Capacity	The number of employment placements offered by employers with a signed MoU by the middle of July.	LDP-level employment placement database.	600	Red: <250 Amber: 250-399 Green: 400+

Progressing to pilot trial (Stage 2)

The quantitative monitoring criteria used to monitor feasibility-related objectives are described in Table 4 below. Criteria meeting red or amber cut-off scores will prompt the following changes to our approach:

- Criteria with Amber ratings will indicate a need to review or adjust delivery to address the criteria.

- Criteria with Red ratings raise serious doubts about the viability of Stage 2 (pilot trial) and indicate progression should only happen with substantial changes to address these.

The criteria will be assessed collectively to make a recommendation as to whether the Summer Jobs programme should progress to a pilot trial (Stage 2). The balance of red, amber and green criteria overall, as well as which criteria are amber or red will impact the recommendation.

While the criteria below offer guidance for the progression of the evaluation on the basis of quantitative assessments, these will also be complemented by qualitative measures, such as ongoing practitioner feedback and interviews with young people and other key stakeholders.

The below monitoring criteria were developed iteratively in consultation with UK Youth and Inclusive Boards and help to ensure that the study does not progress from one phase to the next without sufficient evidence of overall acceptability and feasibility.

Table 4: Feasibility-related progression criteria to Stage 2 (pilot trial)

Criterion	Description	Measurement	Target criteria	RAG scores
Referral volume	The volume of referrals to the programme received by the middle of July.	UK Youth's referral database	800	Red: <400 Amber: 400-599 Green: 600+
Referral suitability	The proportion of young people referred to the programme who meet the eligibility criteria.	UK Youth's referral database UK Youth's registration database	75%	Red: <60% Amber: 60-69% Green: 70-100%
Registrations	The volume of registrations to the programme received by the middle of July	UK Youth's registration database	600	Red: <300 Amber: 300-499 Green: 500+
Capacity	The number of employment placements available by the middle of July.	Inclusive Boards' employment placement database.	700	Red: <350 Amber: 350-499 Green: 500+
Young people take-up	The proportion of eligible young people offered a placement, who accept a placement.	LDP-level placement matching database.	80%	Red: <60% Amber: 60-79% Green: 80-100%

Retention of delivery organisations	The proportion of LDPs who have delivered the programme to a sufficient standard who indicate willingness to sign up for the next year	Youth worker satisfaction survey	75%	Red: <50% Amber: 50-69% Green: 70-100%
Retention of placements	The proportion of placements which employers indicate they would be willing to provide the next year.	Inclusive Boards' employment placement database.	75%	Red: <50% Amber: 50-69% Green: 70-100%
Retention of young people	The proportion of young people accepting a placement who complete the minimal placement requirements: they attend 80% of the pre-employment preparation including some 1-2-1 time with the youth worker and they attend 60% of the placement hours and they have 3 check-in sessions with a youth worker.	LDP database for pre-employment placement attendance Employers log of hours worked LDP support visit database / youth worker engagement form	80%	Red: <50% Amber: 50-74% Green: 75-100%
Retention of youth workers	The proportion of youth workers staying in their role until the end of the programme.	DP-level employment records.	80%	Red: <60% Amber: 60-79% Green: 80-100%
Fidelity	Proportion of LDPs delivering the core components of the pre-employment preparation week as intended.	Youth worker self-report of delivery against pre-specified components	80%	Red: <60% Amber: 60-79% Green: 80-100%
Acceptability	Proportion of young people, employers and youth workers who indicate that Summer Jobs is acceptable	User satisfaction surveys to each stakeholder group	70% for each group	Red: 1+ group <50% Amber: 1+ group 50-70% Green: All groups >70%

| Outcome data collection | Proportion of young people joining the programme (i.e. attending at least some of the pre-employment preparation week)[23] who also complete >75% of the endline survey outcome measures during the feasibility study. | Endline survey.

1m post endline survey. | 75% for each group | Red: <40%
Amber: 40-75%
Green: +75% |

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[23] We are defining the denominator as those joining the programme since we think that some people who haven't completed baseline data collection will slip through and join the programme due to the compressed timelines. In a future trial the denominator would be those randomised.

5. Design and methodology

Design

Programme delivery during the feasibility study

Assuming recruitment of sufficient LDPs, employment placements and young people between April and June 2024, delivery of the Summer Jobs programme will start in July 2024, during the school summer holidays. For each individual young person, engagement will be for up to 6 weeks, however delivery is expected to be slightly staggered due to different school holiday schedules and for young people who are not in mainstream education. Each young person will receive one week of paid pre-placement preparation, and then five weeks of paid employment of around 25 hours/week.

The programme will be delivered by approximately 15 LDPs to a target of 600 young people. The Summer Jobs programme will be delivered in eleven local authorities in London (Croydon, Greenwich, Hackney, Haringey, Islington, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets and Waltham Forest) as well as two local authorities outside London (West Midlands Combined Authority and Greater Manchester Authority). These areas have been selected based on four criteria: rates of violent crime, availability of credible delivery partners, availability of employment placements and diversity of programme participants.

Participant selection

The inclusion and exclusion criteria for participants aim to:

1. Include vulnerable young people most at risk of becoming involved in violence who stand to benefit most from the intervention. The inclusion criteria listed below have been developed in conjunction with UK Youth. As well as direct involvement with the youth justice system, they include factors which are prominent within YEF's Outcomes Framework[24], have a strong association with youth offending[25] and have good overlap with the inclusion criteria used on other Lab evaluations[26].

2. Exclude any young people for whom the programme may not be well-suited, or may be at an increased risk of harm if they were to participate

One of our objectives for the feasibility study is to test these criteria and make a judgement about whether they need to be adjusted for subsequent stages of the study. We may find that they are too inclusive - and therefore that we are not identifying a sample most at risk of becoming involved in violence. Conversely, these may be too exclusive and cause difficulties in recruiting sufficient numbers to make the evaluation viable. Below, we have outlined the inclusion and exclusion criteria which we will test in the feasibility study.

Inclusion criteria

Young people will be eligible if they meet **all** of the **essential** criteria:

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[24] https://youthendowmentfund.org.uk/wp-content/uploads/2022/08/YEF-Outcomes-Framework-August-2022.pdf
[25] https://www.sciencedirect.com/science/article/pii/S1359178923000939#s0045
[26] See page 24

- Are aged between 16 and 25 at the end of the programme

- Have the right to work in the UK

- Are able to take part in 25 hours of employment each week (with reasonable adjustments)

- Are available to participate in at least 4 of the 5 placement weeks of the programme

- Are available to attend the preparation week

- Live in one of the programme delivery areas (and are not planning to move out of the area during the programme)

- Are not living in a secure estate (at the start of the programme)

- Are proficient in spoken English

- Are not currently being charged with a serious offence

And they meet at least **one or more** of the following risk criteria:

- Are, or have been in contact with Youth Justice Services

- Have been arrested but released with no further action (NFA)

- Have previously been in the secure estate

- Are attending, or have attended an alternative provision unit

- Have had at least one fixed term exclusion

- Are, or have been persistently absent from school

- Are, or have been in care

- Have been a victim of violence

- Are engaged with the Supporting Families programme

- Have, or have had, a social worker

- Have been identified at risk of criminal exploitation

- Have a sibling or parent who has been involved in serious violence

Exclusion criteria

Young people will be excluded from the feasibility study if at least any of the following are present:

- They do not meet all of the essential criteria above

- They do not meet at least one of the risk criteria

- They are at serious risk of self-harm or suicide

- They are facing, or are under investigation for, serious criminal charges (charges that would result in a prison sentence)

- They are currently in employment for more than 15 hours per week

Referral pathways

There are two likely routes through which young people will be referred to the programme. The first is through referral organisations within the local areas (such as Youth Justice Services, or Pupil Referral Units) who will refer young people to the LDP. Referring agencies will have been provided with information on the intervention, including the inclusion and exclusion criteria to support the identification of eligible participants. Upon receiving referrals, the local delivery partner will check whether the young person meets our eligibility criteria. If they do not, they will not be included in the study, although they may be signposted or referred to other support provisions. The second route is that the LDPs will themselves identify young people who are eligible for the programme either by proactively visiting places such as schools or pupil referral units, or through prior or ongoing relationships with these young people.

If a young person is eligible to participate in the Summer Jobs programme, and they consent to participating in the feasibility study, they will be placed into a role by the local delivery agency. The agency will work with the young person to understand their ambitions and expectations to find a suitable role. Participation in the programme will not bar them from accessing 'business as usual' services which would be available to them. Information will be collected during the feasibility study on what these services are since this may be very localised.

Figure 2 below outlines the proposed flow for young people participating in the feasibility study.

Figure 2. Young people flow diagram for feasibility study
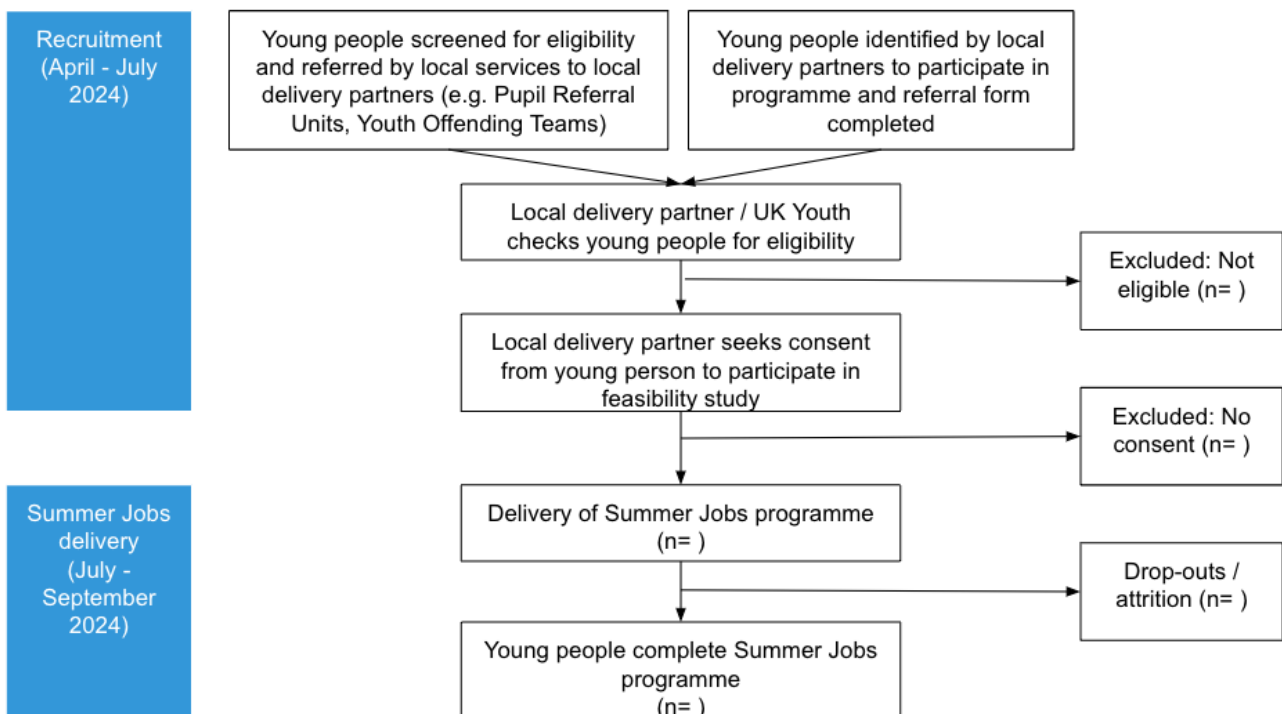
Methodology

Overview

We will use a mixed methods approach to evaluate the feasibility, acceptability and evaluability of the Summer Jobs programme in the UK context. The following section describes the qualitative and quantitative research activities in detail. A summary can also be found in Table 4.

We will use qualitative methods to explore the complexity and nuance of the Summer Jobs programme as it is delivered for the first time in the UK, and identify issues related to deliverability, acceptability and evaluability that can be addressed prior to the pilot trial. We will generate these insights by conducting in-depth interviews with key stakeholders[27] within three case study LDPs. The case studies will include a longitudinal element to capture changes in views and experiences over the course of the programme. Additional research with young people, youth workers and employers drawn from across both case study and non-case study LDPs will add breadth to the findings.

To supplement the qualitative data, we will gather and analyse administrative data about referral rates, retention, and fidelity, to assess feasibility of delivery. User satisfaction surveys conducted with young people, youth workers, LDP managers and staff at employers will be used to assess acceptability and BAU.

Although not normal practice in a feasibility study we will gather outcome data to understand how suitable our preferred outcome measures are and identify any other challenges to gathering the data which will be required in subsequent rounds of evaluation. The reason for this is that the pilot trial in summer 2025 is intended to be an internal pilot, with data contributing to the overall efficacy trial, therefore it is important to explore the feasibility of collecting outcome data in advance of this. We will invite participants to complete separate outcome surveys at baseline and endline.

The outcome measures we have chosen for this feasibility study are key immediate and intermediate outcomes in the Summer Jobs Theory of Change and have been selected for this reason, as well as to inform the future evaluation design. The outcome measures for young people in the feasibility study are:

- NPC JET Framework questionnaires on aspirations and employability skills
- New general self-efficacy scale (NGSC)
- Strengths and difficulties questionnaire (SDQ)
- Self-reported delinquency scale (SRDS)

We will carry out some engagement with young people prior to data collection to assess the acceptability of these measures before finalising. However, for the purposes of the feasibility study, we are administering these surveys primarily to obtain information about response and completion rates, ahead of the next stage of the evaluation as well as information about the prevalence and distribution of outcomes in the population to support calculations of sample size for the efficacy trial. We will also explore differences in some measures between baseline and endline to understand mechanisms in the Theory of Change. We are not proposing the key outcomes for a future pilot and efficacy trial, this will be a decision for YEF and the appointed independent evaluator. However, since the long-term outcomes of the Theory of Change include a reduction in offending and violent offending as well as a reduction in anti-social behaviour, we would expect outcomes related to these

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[27] Young people who participated in the programme; youth workers; LDP managers; staff employed as in-placement supervisors or mentors; and representatives of referral agencies.

e.g. administrative data from the Police National Computer for arrests, arrests for violence offences and for the latter the SRDS.

A summary of the methods we will use in this study and the research questions they will address can be found in Table 5.

Table 5. Feasibility study methods and research questions

Participant group	Method	Description	Sample	Research questions covered
Case study activities				
LDP managers	Interview; 1 timepoint (remote; 45 minutes)	**Description:** Interviews with LDP managers[28] that explore their experiences with the Summer Jobs programme. Interviews will be conducted within 3 weeks of the end of the programme. **Focus:** ● Perception of the Summer Jobs programme, ease of implementing the programme, impact on youth workers, fit with other priorities and factors that impacted on implementation ● Acceptability of the Summer Jobs programme and the financial support provided and areas of improvement ● Considerations of what would make a sustainable programme in the longer term	1 LDP manager per case study LDP. **Total**: 3 participants	Deliverability Acceptability Evaluability
Youth workers	Individual or paired interview; 1 timepoint (in person/ remote; 45 minutes)	**Description:** (Paired) interviews with youth workers supporting young people in the programme that explore their experiences with the Summer Jobs programme. Interviews will take place at the end of the delivery period, to enable youth workers to reflect on the programme from start to finish including changes in young people's engagement over time. **Focus:** ● Perception of the delivery of the programme and factors that impacted implementation (including referrals, employer engagement, young people engagement) and areas for improvement ● Perception of the content of the pre-employment preparation (including any adaptations made or suggested), the 1-2-1 support and areas for	2 youth workers per case study LDP. **Total:** 6 participants.	Deliverability Acceptability

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[28] We believe this is likely to be a distinct role for most LDPs. However, for small partners this role may not be distinct from the youth worker role, in which case we will cover the broader organisational experience with the programme in the youth worker's interview.

		improvement		
		● Perception of feasibility of the programme to be delivered with fidelity at scale		
Employers	Interview; 2 timepoints (in person/ remote; 45 minutes)	**Description:** Interviews with individuals at employers. We will seek to interview both those coordinating placements and those acting as in-placement supervisors or mentors. Interviews will be conducted 1-2 weeks into the placements and within 3 weeks of the placement ending. To minimise burden, we will only interview the coordinator once. Our understanding is that the role of coordinators will be limited to the recruitment and set up of placements, and so we will seek to interview coordinators during Phase 1 to capture views and experiences whilst this process is still fresh in their mind. **Focus:** ● Views about the Summer Jobs programme, experience during the programme, perception of young person's experience ● Views about the support and information provided during the programme and areas of improvement ● Acceptability of the programme to employers and areas of improvement and willingness to continue participating ● Feedback on the ease of the registration process for employers ● Views on potential mechanisms of action for the Summer Jobs programme ● Challenges to working with vulnerable young people	1-2 individuals from 3 employers per case study LDP. **Total:** 9-18 participants.	Deliverability Acceptability
N/A	Observations; 1 timepoint, conducted during visits to placements	**Description:** Observations of workplace settings will be conducted during visits to case study employers. Whilst on-site, researchers will record their observations of the workplace to contextualise the accounts given through the interviews.A fieldnote template will be developed consisting of a series of broad topics to ensure consistency across case study sites. **Focus:** Researchers will capture descriptive information about the working environment and interactions between employees,	3 employers per case study LDP.	
Young people	Interview; 2 timepoints (in person/	**Description:** Interviews with young people participating in the Summer Jobs programme*. Ideally at the same employment placements as employer interviews. Interviews will be conducted 1-2 weeks into the placements (at the	1-2 young people from 3 employers per case study LDP.	Deliverability Acceptability Evaluability

| | | young person's place of work, during working hours) and within 3 weeks of the placement ending (choice of in person or remote at this point given that young people will no longer be engaged in the programme.) To minimise burden on young people each interview will last no longer than 45 minutes and participants will receive a £20 voucher per interview as a thank you for their time. Both interviews will aim to follow a chronological structure, to reflect young people's journey through the programme. We will use enabling tools (such as timelines and rating exercises) to assist with recall and expression of feelings. **Focus:** Interview 1: motivations for taking part in the programme, experience of registration, views on the preparation week, relationship with youth worker, experience of the workplace so far. Interview 2: overall experiences of the programme, including barriers to engagement, areas for improvement, perceptions of how it has impacted on their behaviours and aspirations, views on evaluation activities *We will include young people with low engagement or who dropped out of the placement - the focus of these interviews will be understanding the factors that contributed to this through sensitive probing. | **Total:** 9-18 participants. | |
| **Referrers** | Interview; 1 timepoint (remote; 30 minutes) | **Description:** Interviews with representatives from referral agencies that explore their experiences with referring young people into the Summer Jobs programme and their views of the programme. Interviews will be conducted within one month of the end of the programme. This will enable us to capture feedback on the referral process itself as well as any reflections on their interactions with young people during/after the programme. The latter will be relevant where referral agencies have an ongoing relationship with young people e.g. pupil referral units. **Focus:** Views about the Summer Jobs programme and relevance as an offer for young people Fit of programme with their organisation's priorities / strategic aims Views on eligibility criteria for the programme and factors involved in making a referral decision Feedback on ease of the referral process and suggestions for | 1 individual from 2 referral agencies per case study LDP. **Total:** 6 participants. | Deliverability Acceptability |

remote; 45 minutes)

		improvement • Successful strategies for engaging young people, including speaking to young people and role in supporting registration • Reasons for eligible young people declining to participate • Improvements to the design to increase participation • Availability of other programmes for young people in the local area		
**Non-case study activities**			
Young people	Focus Group; 1 timepoint (in person; 1-2 hours)	**Description:** Focus group discussions with a total of 10-12 young people at the end of programme delivery to complement the in-depth individual experiences collected during the case studies. We will only invite young people who did not take part in an interview to take part in the focus groups, to reduce burden on those already interviewed and broaden our sample. We will aim for diversity across key characteristics agreed with UK Youth and Inclusive Boards. Focus groups will be scheduled to align with the celebration event where possible. We anticipate that the groups would be held on the same day as the end of programme celebration event (ideally beforehand) to enable participation. Participants would receive a payment of £X to thank them for their contributions. **Focus:** • Views of the programme, including types of placements available, the preparation week, the support received and payment and access fund • Suggestions for improving the programme to make it more acceptable and valuable to young people • Views on evaluation activities including outcome data collection **Group composition** The focus groups will bring together young people with a good level of attendance at their placement. Interviews will provide a more appropriate space to hear from young people with low engagement/who dropped out as this is likely to be a sensitive topic. We will segment the groups in a way that will enable young people to feel comfortable expressing their views and aid discussion.	Two focus groups with 5-6 people each. **Total:** 10-12 participants.	Deliverability Acceptability Evaluability
Young people	Interview; 1 timepoint (remote; 30	**Description:** Interviews with young people who dropped out of the Summer Jobs programme. Interviews will be conducted within 3 weeks of them dropping out (choice of in person or remote given that young people will no longer be	3 young people who have dropped out of the programme.	Deliverability Acceptability

	minutes)	engaged in the programme.) To minimise burden interviews will last no longer than 30 minutes and participants will receive a £15 voucher per interview as a thank you for their time. We will use enabling tools (such as timelines and rating exercises) to assist with recall and expression of feelings. **Focus:** ● Motivations for taking part in the programme ● Overall experiences of the programme, including barriers to engagement ● Reasons for dropping out of the programme, anything that would have helped them continue ● Areas for improvement.	**Total:** 3	
Youth workers	Focus group; 1 timepoint (in person/ remote; 1-2 hours)	**Description:** Focus group discussions with youth workers after the placements have ended to reflect on the programme as a whole and gather views on deliverability, acceptability and evaluability. Focus groups will be conducted within 3 weeks of the end of the programme remotely to accommodate youth workers' busy schedules (unless in-person focus groups are preferred.) **Focus:** ● Feedback on any recruitment and retention challenges ● Factors that impacted on implementation (e.g. allocation of resources, logistics) i.e. was the programme implemented as planned ● Experience of their role supporting young people including workload ● Perceived barriers and facilitators to young people engaging well with the programme ● Experience of the evaluation processes, opinions on evaluation and randomisation ● Perceptions of the changes in the young people they are supporting during the programme **Group composition** The groups will include youth workers from more than one delivery partner to highlight differences in views and experiences.	Two focus groups with 5-6 people each. A mixture of youth workers who took part in an earlier interview and with whom we already have an established relationship as well as youth workers who have not engaged in any research activities up until this point. **Total:** 10-12 participants.	Deliverability Acceptability Evaluability

		In the event that it is difficult to arrange times/dates for the focus groups we will conduct a series of paired interviews. These are efficient and can illuminate different perspectives and insights as each person may have a unique viewpoint or experience related to the delivery of the programme. The format will also provide an opportunity for clarification, where one youth worker can provide additional context or information that the other may have missed or overlooked.		
Employers	Interviews; 1 timepoint (remote; 30 minutes)	**Description:** Interviews with employers providing large numbers of placements to explore experiences of, and motivations for, engaging with the programme. We will seek to interview staff who had direct involvement in the decision making process and coordination of placements. Interviews will be conducted within three weeks of the programme end to allow us to gather reflections on their overall experience. **Focus:** ● Motivations for engaging with the programme ● Decision making process and timeline for signing up and onboarding prior to participation ● Experience of the programme and any feedback received ● Perception of the feasibility of the programme to be delivered at scale	1 individual from 3 employers offering >10 placements. **Total:** 3 participants	Deliverability Acceptability Evaluability
Young people	Outcome surveys (baseline, endline)	**Description:** Structured outcome surveys completed at two timepoints. Surveys will take 20-25 minutes to complete and will ask questions about the key immediate and intermediate outcomes from the Theory of Change. Aim of these surveys is to determine the feasibility of collecting outcome data by examining response rates and quality of data.	All enrolled participants at two time points. **Total**: 600 participants at each time point	Evaluability
Young people	User satisfaction survey	**Description:** Short structured surveys consisting of <10 questions asking about satisfaction with the programme using likert scale questions. Surveys will be carried out at final 1-2-1 visit with youth worker. The youth worker will be present but will not be able to see their responses.	All participants attending final support visit with youth worker. **Total**: 600 participants	Acceptability
Youth workers and LDP managers	User satisfaction survey	**Description:** Short structured surveys consisting of <10 questions asking about satisfaction with the programme using likert scale questions and other services available to young people. Surveys will be carried out after the celebration event.	All youth workers and LDP managers. **Total**: Approx. 50 participants	Acceptability Evaluability

Staff at employers	User satisfaction survey	**Description:** Short structured surveys consisting of <10 questions asking about satisfaction with the programme using likert scale questions. Surveys will be completed at the end of the placement with the in-placement supervisor and mentor.	All supervisors and mentors. **Total**: 1200-1800 participants	Acceptability
Young people	Analysis of programme administrative data (referral and registration)	**Description:** Quantitative data that track young people's referrals and registration into the programme, to explore the efficacy of the referral process, where young people are referred from, whether eligibility varies by referral agency, whether recruitment varies by key baseline characteristics	Data from all referrals and registrations. **Total:** Approx. 600 participants	Deliverability
	Analysis of programme administrative data (fidelity)	**Description:** Quantitative data that captures fidelity of delivery of the pre-employment preparation, youth worker engagements, attendance at the placement. Using data provided by UK Youth in order to understand fidelity of delivery and how this varies by LDP, programme adaptations.	Data from all LDPs and employers on all participants. **Total:** TBC	Deliverability

Pink = qualitative data; Blue = quantitative data

Qualitative research activities

Overview

To address our research questions we will conduct qualitative research with each of the key stakeholder groups involved in the programme. We will work closely with UK Youth, Inclusive Boards and LDPs to inform potential participants about the research and obtain informed consent (see Chapter 9 for further details).

Our primary method of data collection will be in-depth interviews. In-depth interviews are responsive and flexible and allow for detailed exploration of an individual's views and experiences. They are also well suited to exploring sensitive or personal topics with vulnerable groups. Focus groups will supplement the interviews by bringing participants together in a group setting to discuss their views of the programme and generate suggestions for improvement. With participants permission, all interview and focus group recordings will be audio recorded and transcribed verbatim to ensure accuracy and facilitate subsequent analysis.

Topic guides will be used to guide the qualitative data collection[29]. These will list the key topics, themes and prompts to be covered with each participant group, allowing researchers flexibility to:

- cover all the relevant themes in a logical but more natural order (than a semi-structured interview);
- be responsive in question formulation, mirroring participants' language where appropriate; and
- use probes and prompts effectively and comprehensively to capture the appropriate breadth and depth.

Case studies

Sampling

The case studies will consist of in-depth research with a range of stakeholders from three LDPs. We will sample one LDP per broad area (London, West Midlands and Greater Manchester) since there may be important contextual differences between the areas. We will use a combination of purposive and convenience sampling to select delivery partners. This will take into account willingness and capability to engage with the evaluation, and diversity in characteristics that are likely to influence the fidelity and quality of delivery (e.g. size, geographical remit, experience with employment programmes and the target population). By capturing these variations the case studies will build on the quantitative data on programme delivery to assess whether the programme can be delivered to a similar standard in different contexts.

Data collection

We will conduct interviews with managers and youth workers at each LDP, as well as with representatives from a range of organisations referring young people to the programme (e.g. pupil referral units, youth justice services.) Interviews will explore experiences of managing delivery, supporting young people and the referral process. Further details are set out in Table 5.

The case studies will also involve further in depth research at three employers per LDP, which will be sampled for variability in key characteristics such as the type and size of the organisation and the type of roles offered. This will consist of an initial phase of site visits where we will conduct observations of

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[29] Researchers conducting fieldwork will be briefed by the lead qualitative researcher on how to use the topic guide as well as general guidance for formulating clear, open questions.

the workplace and interview young people and staff, followed by a second phase of interviews at the end of the placement period. Interviewing both parties at two timepoints will allow us to compare and contrast experiences and explore change over time. The ethical implications associated with a longitudinal/matched case design are discussed further in Chapter 9. Where we are unable to carry out matched interviews we will conduct interviews with young people based at other employers within the same LDP. Figure 3 shows an outline of the planned approach.

Figure 3. Structure of qualitative data collection within case studies
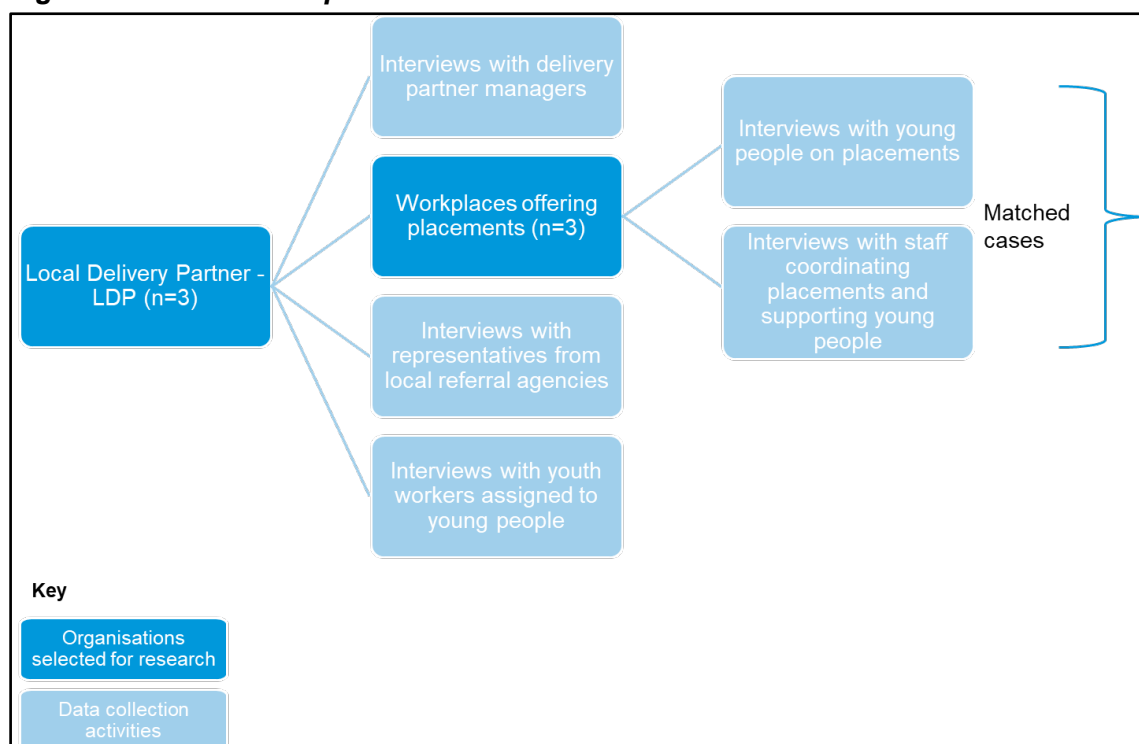
Non-case study activities

We will supplement the case study research with focus groups with young people and youth workers respectively. The group setting will give participants the opportunity to hear from others and in turn reflect on their experiences of the programme and the evaluation activities. Focus groups are conducive to solution forming and so will also provide a space to gather their suggestions for improvements. We will use a combination of whole group discussion and small group activities to keep participants engaged and stimulate discussion.

In addition, we will conduct additional interviews with employers offering large numbers of placements (>10) in order to understand their experiences and motivations for engaging with the programme to inform approaches to scaling the programme in future years; and interviews with young people who dropped out of the programme in order to understand reasons for drop out, barriers to engagement and suggestions for programme improvement.

Quantitative research activities

Outcome surveys (baseline and endline)

All young people receiving the programme will be invited to complete two surveys during and after programme delivery. As noted above, the primary aim of this is:

- To determine
    - the feasibility of administering these surveys,
    - the ease of completing them for young people,
    - the completeness and quality of data collection,
- To identify any concerns or issues with the measures we are using, and
- To understand the prevalence and distribution of some key outcomes in this population.

Additional detail on how we will calculate response and completion rates are noted in the Quantitative analysis section below.

These quantitative metrics will help us to identify whether particular measures, or aspects of the survey have lower rates of completion than others, and/or whether young people with certain demographic characteristics engage less with any aspect of the survey. This will inform the design of the pilot and efficacy of trial outcome data collection, for example highlighting where additional effort may be needed to explain the purpose and content of the survey to young people.

Surveys will be designed to be completed in 20-25 minutes to maximise completion. We will use the large sample size in the feasibility study to test the impact of adding the SRDS into the baseline survey (to a random sample of 20% of surveys).

Baseline surveys will be self-completed during or after the registration process, but before the middle of July since participation is a necessary part of receiving the Summer Jobs programme. Endline surveys will be sent to young people by email/text at the end of the final placement week. Young people will be sent up to three email/text reminders to complete the survey. The celebration event, to be held by the LDP after completion of the programme, will be used as a further opportunity to remind young people to complete the survey. Youth workers will provide time during the event for young people to complete it. Using the date stamp for survey completion we will be able to determine the number of young people completing the survey only after this intervention.

To help understand participant's experience of completing outcome measures, we will also provide a free-text feedback box, at the end of the outcome survey. This will allow young people to provide us with qualitative feedback on how easy it was to complete the survey, or if they experienced any other issues or difficulties in completing the outcome survey.

Note that given this is a feasibility study with the primary focus of understanding what is feasible and acceptable, we do not anticipate having a primary outcome, or making any conclusions about what the primary outcome in future studies should be although the information collected here will be able to inform this decision between YEF and the independent evaluator. We also will not be altering measures throughout the duration of the study, partly given short timelines, but partly because this in itself is a finding. If we find that we have very low response rates, we will explore other methods of data collection.

User satisfaction surveys

Young people, youth workers, LDP managers and workplace supervisors and mentors at employment placements will be asked to complete a short user satisfaction survey (<10 questions taking a total of <5 minutes) at the end of the programme. For young people this will be at the final 1-2-1 visit with the youth worker, for youth workers this will be after the celebration event and for the employers this will be in the month after the end of the placement(s).

Administrative data analysis

We will analyse administrative data from the following sources:

1. Referral forms

2. Registration forms

3. UK Youth's administration data on programme delivery, retention etc, frequency of contact, ratio of support worker to young people etc.

4. Inclusive Board's administration data on employer engagement, characteristics of employers etc.

Based on this administrative data we will generate descriptive statistics on the following variables:

● Number and size of LDPs recruited to deliver the programme

● Number of youth workers recruited to deliver the intervention

● Number of referrals received

● Proportion of referrals deemed eligible

● The proportion of eligible young people who take-up the placement

● Retention / drop-out rates of young people

● Retention rates of youth workers

● Data on young people's attendance at the job

● Number of youth worker check-ins completed

<u>Enabling participation</u>

We will be compensating young people for their time spent participating in the feasibility study research activities by providing them with shopping vouchers for each of the following research activities:

● £10 voucher per survey for time taken to complete the endline surveys (estimated to take 20-25 minutes).

● £20 voucher to participate in a 30 or 45-minute interview.

● £30 voucher to participate in a 2-hour focus group discussion.

If a young person consents to take part and attends the interview or focus group, but then changes their mind and withdraws either during or afterwards, they will still receive the incentive.

We will not be providing incentives to other participant groups (i.e. youth workers, employers and referrers), as we do not expect their participation in the evaluation to add significant burden beyond what is already required in their role. Additionally, providing compensation to these stakeholders risks being perceived as providing an incentive to (intentionally or otherwise) bias responses.

In addition to providing incentives to young people, we will attempt to minimise the impact of attrition by:

1. Ensuring that evaluation activities are designed to be low-impact in terms of burden and time

2. Agreeing means of communication to follow-up for the second interviews for case studies

3. Where needed, utilising the relationships that delivery partners have built with local authorities to facilitate access and cooperation with staff and referring agencies

Other considerations to support participation are provided in section 10 (Racial diversity and inclusion).
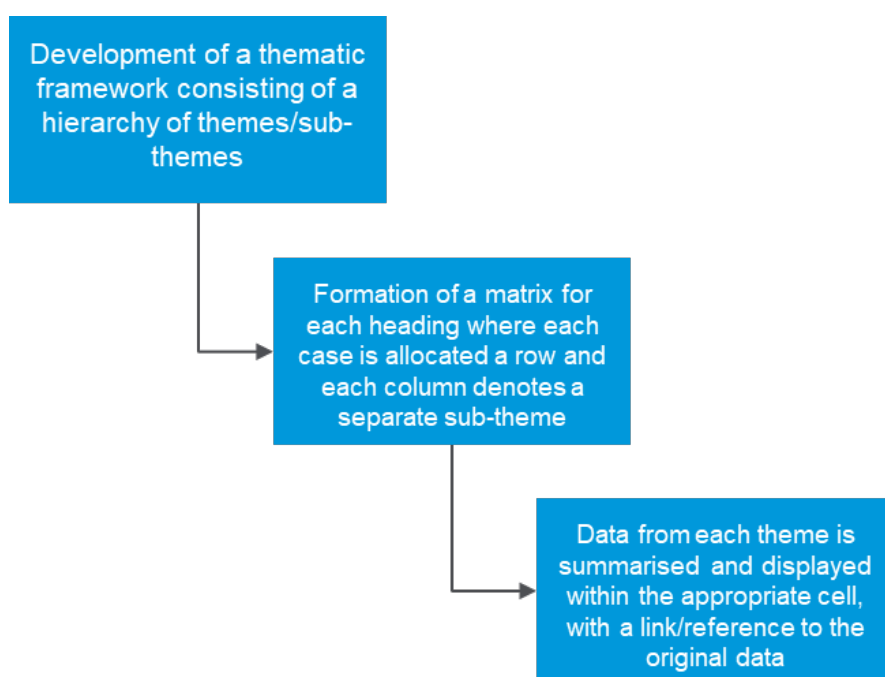
Data analysis

In the first instance, the qualitative and quantitative data collected through the feasibility study will be analysed separately to ensure a systematic approach is taken. Once the data has been analysed as outlined in this section, we will collate and triangulate the findings to address each of the key research questions, integrating analyses where we are answering different research questions.

Qualitative data management and analysis

We will use the Framework approach[30] to manage and analyse the qualitative data. Widely used in applied social research, this involves developing a framework, consisting of a hierarchy of themes and sub-themes, under which to organise raw data. Data is then summarised and displayed in a matrix. The framework approach facilitates systematic and comprehensive analysis by condensing the data and making it accessible to the analyst. The key stages are illustrated in Figure 4.

Figure 4. Key stages in qualitative data management

Development of a thematic framework consisting of a hierarchy of themes/sub-themes

Formation of a matrix for each heading where each case is allocated a row and each column denotes a separate sub-theme

Data from each theme is summarised and displayed within the appropriate cell, with a link/reference to the original data

Each participant group will have their own thematic framework. The design will be guided by the research questions and topic guides as well as the key themes emerging from the data (identified through familiarisation with the dataset). Once the research team has agreed the key themes and sub-themes, these will be used to set up an initial thematic framework. This will be done using Nvivo which is a Computer Assisted Qualitative Data Analysis (CAQDAS) software package. We will organise the data from the first wave of interviews in a way that it will be possible to integrate later stages of data to make comparisons and identify changes.

Once the frameworks are set up, the data from each transcript will be 'charted' or summarised into themes. The summaries will be written in the third person and aim to capture the key views of the participant under each of the themes represented by columns. The researchers doing the charting will

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[30] Ritchie, J., Lewis, J., Nichols, C.M. and Ormston, R. (2014). Qualitative Research in Practice. Sage: London. (2nd Edition).

remain as close as possible to the language used by the research participants. As the data is charted, researchers will identify key verbatim quotes from the transcripts and add these to the framework in italics to be used in the report if needed. Charting will be done by several researchers who will all read and quality assure each other's charting to ensure a consistent and comprehensive approach.

We will carry out thematic analysis across participants and participant groups, and by case-study. Researchers will work through the charted data, drawing out the range of experiences and views, identifying similarities and differences and, where possible, interrogating the data to seek to explain emergent patterns and linkages. This will be facilitated by the framework approach as it easily allows the researcher to look both within and across cases to see how different parts of the data set are connected.

We will use a phased approach, identifying key themes from the Phase 1 data that will inform the later phases of data collection and provide early insights into delivery. Throughout the analysis process, the research team will remain in contact with each other, sharing and testing emerging findings and ensuring that the analysis process remains rooted in the data.

We will also adopt a participatory approach to assist with the process of interpreting the findings. To do this we will recruit a panel of 6 young people who participated in the programme for a half day session to share and discuss emerging findings. The aim of this will be to sense-check and validate the accuracy of findings and gather input on key messages and ways of presenting these.

Quantitative analysis

Surveys (baseline and endline)

We will calculate the following metrics based on data collected from outcome surveys administered to young people:

- Survey response rates (baseline[31]/endline) - this will involve calculating as a percentage the number of participants who started the surveys, compared to the total number of participants who were invited to complete the surveys.
- Completion rates (baseline[32]/endline) - this will involve calculating as a percentage the number of participants who finished the survey, compared to the total number of participants who started the survey.
- Question non-response rates (baseline/endline) - this will involve calculating as a percentage for each question the percentage of participants not answering the question.
- Overall question non-response rates (baseline/endline) - this will involve calculating for each individual the percentage of questions that were not answered.

We will report overall survey response and completion rates, as well as completion rates for each specific outcome measure. We will also examine whether overall question non-response rates, and non-completion of the baseline survey vary by whether the young person was asked to complete the SRDS as part of the survey or not. We will also calculate the response and completion rates, and the time taken to complete the survey for participants groups with specific demographic characteristics, including (but not limited to); age, gender, ethnicity, socio-economic status. We will assess quality of

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[31] Note that while we aim for this to be 100%, we expect that given the short timelines it is possible that some fraction of the sample are assigned a placement without completing the baseline survey.

[32] Note that while we aim for this to be 100%, we expect that given the short timelines it is possible that some fraction of the sample are assigned a placement without completing the baseline survey.

data by examining speed of completion as well as surveys where respondents have selected the same answer for every question.

We will use data from baseline survey to understand the prevalence of key outcomes in the population participating in the programme as well as how clustered key data are at different levels (e.g. area, local delivery partner) in order to inform sample size calculations and evaluation design for a future efficacy trial.

Finally, we will use our survey responses to estimate descriptive statistics for this sample that may inform power and sample calculations for future trials, including the means, standard deviations, and pre-test post-test correlations of the main outcomes

User satisfaction surveys

We will calculate overall mean (or median) responses for each participant group (young people, youth workers and employers) to likert-scale questions designed to capture user satisfaction with various aspects of the Summer Jobs programmes.

Administrative data analysis

As noted in the Quantitative research activities section, this will include the descriptive statistics on key variables including:

- **Number of referrals received by delivery partners for the Summer Jobs programme -** this will involve identifying the total count of referrals received during the feasibility study

- **Proportion of referred young people deemed eligible for the Summer Jobs programme -** this will involve calculating, as a percentage, the number of young people deemed eligible for the intervention, compared to the total number referred.

- **Proportion of eligible young people registering for the Summer Jobs programme -** this will involve calculating, as a percentage, the number of young people deemed eligible for the intervention who register for the programme.

- **Proportion of eligible young people who take up the Summer Jobs Intervention** - this will involve calculating, as a percentage, the number of young people who take up a job placement, compared to the total number of young people who are considered eligible to receive and register for the programme.

- **Retention / drop-out rates of young people receiving the Summer Jobs intervention -** this will involve calculating, as a percentage, the number of young people who complete the programme, compared to the total number of who consent to receiving it.

- **Retention rates of youth workers delivering the Summer Jobs programme -** this will involve calculating, as a percentage, the number of youth workers who are still engaged with the programme at the end of delivery, compared to the total number who were employed to deliver the programme.

In addition, we will conduct analysis of administrative data to test whether any of these metrics vary by key participant characteristics available in the data (e.g. area, gender, ethnicity, age etc.)

7. Cost evaluation - data collection and reporting

We will report the cost of delivering the intervention in the feasibility study report, following YEF costing guidance. We will:

- Use a bottom-up costing approach and break costs down into: prerequisites, set-up costs, and recurring costs.
- We will report the costs per participant for one round of delivery, assuming full compliance.

The organisations involved in delivery are UK Youth, Inclusive Boards, the Local Delivery Partners and the employers providing placements. UK Youth have a standard cost per young person in their contracts with the LDPs. We will select a sample of employment providers of differing size and job types from whom to obtain costing data, in order to provide a range of costs. We will produce a template for organisations to complete, covering staff costs, equipment/materials costs, building and facilities costs, and wage costs.

We expect most costs to fall within the following category:

- Staff cost: cost of youth workers, LDP managers, UK Youth managers, in-placement supervisors/mentors and placement coordinators involved in delivering the Summer Jobs programme. Cost of young people involved in the programme.

8. Planned outputs

Regardless of the outcome of the feasibility study, **the Lab will provide to the YEF a feasibility study report using the standard YEF template for feasibility studies outlining the key findings and observations of the feasibility study.** This will make a formal conclusion as to whether the Summer Jobs intervention can be feasibly delivered in the UK, and recommend whether the evaluation should progress to pilot. This report will be published as per YEF's publication policy regardless of the decision taken on progression.

9. Ethics and data protection

Ethics

Overview

This feasibility study was assessed as being high risk by the research team due to the inclusion of high-risk participants in the form of vulnerable young people. As a result, we will seek ethical approval from an independent panel of external experts with experience of working with vulnerable children and experience with safeguarding and child protection.

Informed Consent

All participants will be asked to provide consent to participate in the feasibility study for ethical purposes, before data collection or interviews take place. Participants will be provided with an information sheet to inform them of what to expect from their involvement in the feasibility study. The information sheet will be linked as part of the registration process, with young people reading the sheet prior to completing the registration form. Youth workers will be trained to go through the information sheet with young people as they register them for the programme, answering any questions they have about the programme. An alternative easy read version of the information sheet will be available as well as a video of a youth worker reading the sheet with a young person. Young people taking part in the feasibility study will also be informed that their participation in Summer Jobs is contingent on participation in the evaluation - hence, opting out of baseline data collection prior to intervention delivery would involve withdrawing from the programme.

We will invite all young people to complete surveys at endline. We will provide a short reminder of the purpose of the surveys as well as a reminder about confidentiality at the start of the survey, prior to collecting any such data.

For the qualitative research, consent will be treated as an ongoing process. All potential participants will be provided with clear and simple information sheets. It will be clear to participants that taking part is optional and that they can change their mind at any point. We will emphasise the importance of reading the information sheet before making a decision (this will be explained to gatekeepers too). If they choose to attend an interview/focus group they will then receive a verbal explanation from a researcher, reminding them that taking part is voluntary and that they can choose not to discuss a particular issue, or talk to us at all. Participants will be asked if they have understood what participation entails and if they are happy to go ahead. For young people, at this point we will obtain verbal consent which will be documented via audio recording. We believe that verbal consent is sufficient in this context. Asking for written consent may act as a barrier /inadvertently exclude some participants and potentially undermine the principle of consent as a continuous process (e.g. signing a form could give the impression that they are committed to taking part even if they no longer feel comfortable doing so).

For other participants who will not have consented to be part of the feasibility study generally we will seek written consent to participate in the interview. They will be asked to return this prior to the interview where possible.

For matched case interviews (where we will be interviewing both employers and young people at the same workplace) we will provide additional reassurances around confidentiality to make it clear that we will not tell the employer what the young person has said and vice versa.

We will work with gatekeepers to assist with recruiting young people for the interviews. Supervisors/ mentors overseeing the young person in the workplace and youth workers offering pastoral support will be asked to inform them about the research. We will ensure that gatekeepers are fully aware of their role in ensuring young people have all of the information they need to make an informed decision about taking part. We will mitigate the risk of young people feeling obliged to take part by ensuring that it's clear to all parties that participation is entirely voluntary and that there will be no repercussions if they decline to take part. This will be stated in clear and accessible language in the recruitment materials and reiterated verbally by researchers at the point of interview.

All participants will be informed of their right to withdraw their consent at any point during interviews and focus groups and/or surveys. We will also inform participants that they may be able to withdraw their data from the feasibility study, up until approximately 3 months after the end of the study (anticipated to be December 2024). At this point their anonymised information will have already been incorporated into reporting, or other publicly publishable materials.

Anonymity and confidentiality

We will make it clear to participants that we will use their information to inform the findings of our evaluation, which will be incorporated into a report, or other publicly publishable materials. However, no identifying information will be disclosed in any such materials.

Participants will be made aware of any limitations/exceptions to anonymity and confidentiality as part of the process of obtaining informed consent. These limitations may arise due to our use of gatekeepers for recruitment as well as the small sample size of some participants in unique roles. In addition, we recognise that using a case study approach that links populations and seeks to provide rich description increases the chance of organisations and individual participants being recognised/identified. To reduce these risks gatekeepers and interviews will be briefed on the importance of upholding confidentiality and avoiding accidental disclosure of participants' identities/responses. Additional effort will also be made at the reporting stage to ensure that the source/informant of this data could not reasonably be identified by staff at YEF, UK Youth or members of the public. This is likely to include redacting information, changing specific details or creating composite case illustrations.

Enabling participation

We will make every effort to ensure that young people are able to participate fully in the study. The arrangements we will put in place to achieve this include:

- Producing communications in Plain English
- Identifying potential barriers to participation through consulting with young people on recruitment materials and the approach to baseline data collection
- Ensuring that questionnaire layouts are easy to read and navigate.
- Allowing young people to complete the survey with assistance if needed
- Accommodating any specific needs on a case by case basis

Minimising harm

We do not think that participation in the research poses a risk of harm to the main programme stakeholders (staff from LDP's, referral agencies and employers) who will be sharing their experience of the Summer Jobs programme in a professional capacity. There is an elevated risk of harm for young people taking part in the research who are considered vulnerable due to their age and characteristics (assessed as being at risk of violence). We will take the following steps to reduce the risk of harm:

- Interviewers working under the supervision of an experienced qualitative researcher (Emma Forsyth) will attend a detailed fieldwork briefing and will be trained in trauma-informed interviewing and appropriate safeguarding measures to ensure the research minimises the risk of harm to participants and researchers alike.
- The structure and format of the interviews and focus groups will be carefully planned to ensure that participants are 'eased' into the subject and discussion is ended on a neutral or more positive note as far as possible.
- Pausing or stopping the interview if required: our researchers will be alert to non-verbal signs of distress or discomfort and check with the participant whether they wish to move on to a new topic, take a break or bring the discussion to a close.
- Researchers will verbally signpost relevant resources for any issues that arise during interviews and these will also be included at the end of the survey. At the end of the survey and interviews with young people, the interviewer will provide a post-interview debriefing sheet which contains relevant resources (via the same email address used to schedule the interview or provided during the survey).
- Comfortable environments. Where possible, interviewees will be given the choice of meeting online or in person, and we will work with the local delivery partners to find familiar but private spaces for in-person interviews and focus group discussions. Interviews will (for face-to-face interviews) be given the option of leaving a door open or closed, to help them feel at ease.

Safeguarding

Safeguarding means protecting the health, wellbeing and human rights of children and at-risk adults, enabling them to live safely, free from abuse, violence and neglect. During the feasibility study, we protect children and adults-at-risk by following a strict safeguarding and distress protocol. Before any interviewing or surveying with vulnerable groups, any researcher will:

- Undergo, and obtain, an **enhanced DBS check**.
- Complete the **NSPCC's Introduction to safeguarding and child protection training**.
- Review the **Nesta Group Safeguarding Policy** and the **Summer Jobs Child safeguarding issues and Risk Assessment**.
- Review the **Summer Jobs Safeguarding and distress protocol**.

If, during any research activity, a participant discloses anything that leads a researcher to believe that they themselves, or someone else, might be at risk of harm**,** they will follow these steps:

- **Step 1:** *Is there an immediate risk of harm to the interviewee or others?*
  - If yes: they will call the police or other emergency services as soon as possible and follow up with an emergency report to the Nesta Group Chief People Officer (The Lab's Designated Safeguarding Lead) and the project's qualitative lead.
  - If no: proceed to step 2.

- **Step 2:** *Establish an understanding of what has happened*
  - They will keep questions to the minimum necessary to ensure a clear and accurate understanding of what has been disclosed. The researcher will only ask questions to help establish whether the participant is at risk of harm. They will not make allegations or lead them to make allegations.
  - The researcher will ask the young person or at-risk adult whether anyone is aware of what they have disclosed e.g. are the parents/caregivers aware of it. If the concern is about a pre-existing mental health condition that is known to the caregivers or medical professionals (e.g. the adults GP), for example, this would not represent a safeguarding concern that would need to be reported.
  - *If you notice something concerning, which hasn't been disclosed:* they will ask open questions to establish if there is an explanation e.g. "that looks like a big bruise. Can you tell me what happened?"
- **Step 3:** *Make a written record*
  - The researcher will note down what has been said, any physical evidence that is available including injuries or the personal state of the participant.
- **Step 4:** *Inform the participant*
  - If the researcher considers that there is a risk, they will inform the participant that they need to tell the Lab's designated safeguarding lead. They will explain that a safeguarding lead is the person in an organisation that's responsible for dealing with concerns to people's safety.
- **Step 5:** *Report the concerns*
  - Nesta Group Chief People Officer (the Lab's Designated Safeguarding Lead) and the project's qualitative lead.
  - The researcher will be available to the designated safeguarding leads to assist with further assessments, including whether cases need to be escalated to other parties such as the child protection services.

Wellbeing and safety of researchers during data collection

Researchers will work in teams of two for the case study visits. There will be daily debriefings during the fieldwork period for researchers to discuss challenges and offer suggestions and solutions.

Interviews and focus groups will be carried out in workplaces or in the local delivery partner offices. Although the interviews themselves are not expected to be particularly sensitive, we are aware of the possibility of the research process itself to be stressful for the young people involved and that this stress may be expressed to the researcher. All researchers will review the BIT materials on trauma informed research practices prior to carrying out any interviews and will receive a briefing from the BIT head of qualitative research (Nilufer Rahim). Focus groups will be conducted by experienced qualitative researchers with an additional more junior researcher present. Youth workers will be asked for guidance to ensure that there are no known negative dynamics between potential participants.

Data protection

We will follow appropriate data protection processes in accordance with BIT processes, including completing a Data Protection and Security Checklist and Data Protection Impact Assessment which will both be reviewed by BIT's legal team.

The Lab will be a joint data controller, along with UK Youth, who also processes data. This means that the Lab is responsible for deciding the purpose and legal basis for processing data. The legal basis for processing personal data will be legitimate interest and the legal basis for processing special category data will be scientific interest. Article 6(1)(f) of UK GDPR states that "*processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.*"

The Lab has determined there is a genuine purpose to process this data. This data will inform the necessary evidence around what works to improve the life outcomes of young people, particularly those at risk of, or who have engaged in, violent behaviours. Data processing is necessary to complete a robust evaluation. The Lab does not consider that collecting and gathering data for this feasibility study will interfere with individuals' interests, rights or freedoms. The data subjects will include; at-risk youth, youth workers and other employees of LDPs, individuals employed at employers, referrers.

All data shared with BIT will be processed in line with its data protection policy. A summary of this policy can be found in Annex C. In the analysis, BIT will promote data quality and security through the following measures.

- All variables will be clearly named, coded and labelled before analysis.
- Checks on the data received will be carried out for valid values, range, and consistency against already held data.
- Any modifications to datasets will be recorded in the analysis code, which will be well-annotated.
- Original raw datasets will never be amended.
- Access to the project data will be restricted to project personnel.
- All data stored by BIT will be backed up.

A project privacy notice for this project will be shared with participants and published on the Lab's website.

There is no requirement from YEF for feasibility study data to be submitted to the YEF data archive, however this would be an expectation for future pilot and efficacy trials.

Data management

All quantitative and qualitative data will be stored in a secure Google Folder where access is restricted to only researchers conducting the analysis. Data will be deleted 6 months after publication of the feasibility study report (anticipated to be around June 2025). In case a Personal Data Breach occurs despite the mitigations in place, project team staff will deal with the security incident without undue delays. All Personal Data Breaches (or suspected Personal Data Breaches) will be reported to BIT's Data Protection Officer as soon as a project team member becomes aware of one (including if this is outside of office hours) by contacting the Data Protection Officer directly and by completing a Data Incident Notification Form. Staff will not attempt to investigate a Personal Data Breach themselves but will take steps to contain the Personal Data Breach as quickly as possible. Such steps might be taken prior to reporting the incident to the Data Protection Officer where this is reasonable and necessary to protect Data Subjects and mitigate the potential impact of the Personal Data Breach.

Quantitative data

<u>Survey data</u>
We will use SmartSurvey to collect the survey data. SmartSurvey produces a spreadsheet where one row is a survey response. This will be used to code the survey outcomes using the methods outlined in the outcome measures table.

Surveys will ask participants to record their name. This enables us to link survey responses with demographic data and other outcome measures. Once survey responses have been linked, participants' names will be removed and the survey ID will be their unique identifier.

<u>Programme administrative data</u>
UK Youth is responsible for providing us with the programme administrative data. All data shared with the lab by UK Youth will be received via a secure transfer link, the details of which will be captured as part of the data sharing agreement with UK Youth.

Programme administrative data includes the *referral data* and the *registration data* and the *programme delivery data* (e.g. attendance sheets, fidelity checklists). *Referral data* will be collected via an online form. *Registration data* will be collected via an online form. UK Youth will download the data in a spreadsheet and share the relevant data with the lab. *Programme delivery data* will be collected via UK Youth, and shared with the lab.

Qualitative data

Interview transcripts
Interview recordings will be uploaded to McGowan for transcription. All interview recordings will be transcribed verbatim to ensure accuracy and facilitate subsequent analysis. Any verbatim quotes used in the outputs of this study will be fully anonymised.Transcripts, observation notes, and any additional relevant documents will be securely stored in a password-protected file area. Access to the data will be restricted to only project team members involved in the analysis. Recordings will be deleted upon completion of the project in December 2024.

10. Racial diversity and inclusion

The Lab is committed to conducting research in which equality, diversity and inclusion principles are firmly embedded across all stages of evaluation, from the design, recruitment, data collection, and analysis. During the co-design phase we have strived to ensure that both the content and the delivery of the Summer Jobs programme is informed by cultural, racial, and other relevant demographic sensitivities. UK Youth's original proposal and this protocol were reviewed by one of YEF's Race Equity associates. YEF will consider appointing one of their evaluation Race Equity associates for the pilot and efficacy stages. To prepare for this, we will use the feasibility study to identify particular areas that would benefit from their input to ensure the research is conducted in an appropriate way.

Groups included in the programme and evaluation
We will work with UK Youth to monitor for inequalities within the referral and recruitment processes to ensure that no demographic group is unduly excluded from access to the Summer Jobs programme. During the feasibility study, we will monitor whether certain demographic groups are under- or over-represented in referrals to the programme by referral agencies. This may occur due to unconscious bias within referral agencies, and/or because the Summer Jobs programme is viewed by referral agencies as unsuitable for young people with certain demographic characteristics. In either case, we would investigate this further with UK Youth in consultation with referral agencies.

We will also work with UK Youth to monitor whether the rate of acceptance to the programme (i.e. young people accepting the offer to participate in the placement) varies across certain demographic groups. If this is the case, we and UK Youth will investigate why and whether the programme content and/or delivery needs to be adapted to ensure equality of acceptability and access.

Inclusivity during recruitment and programme delivery
We will work with UK Youth as programme delivery partner to ensure that inclusive practices are central to the *recruitment process* and that participant wellbeing is promoted by:

1. Being considerate of the vulnerabilities of the participants during recruitment
2. Providing young people with welcoming information documentation, which provides all necessary information about data security, anonymity and the reasons for undertaking research, in Plain English

Inclusivity during data collection
As outlined in Table 5, the collection of data directly from young people will occur via surveys and interviews and focus groups. To ensure that the principle of inclusivity is adhered to during this process, we will work with UK Youth to:

1. Use inclusive and accessible language in all survey and interview questions and guidance;
2. Ensure that youth workers are informed about baseline survey data collection and can provide support or instruction as required if young people complete it in their presence;
3. Strive for equality of access by enabling online (remote) participation in interviews and offering different locations and times for interviews to facilitate access.
4. Training for researchers: Prior to conducting interviews, researchers will complete the NSPCC's Introduction to safeguarding and child protection training and complete a pre-

interview training on interviewing best-practice with the lead qualitative researcher, Emma Forsyth.

Wellbeing and safety during surveys and interviews

We are conscious that young people who engage in the evaluation could be vulnerable to negative and stressful impacts of the research process. We will work to ensure the wellbeing and psychological safety of individuals during data collection by:

1. **Designing interview questions to minimise harm and maximise comfort:** We will do this by (i) structuring questions to build in complexity and difficulty to increase comfort as rapport develops, (ii) depersonalising questions to elicit comfort and stronger answers (e.g. instead of 'what do you hate about X', ask 'If you had a magic wand, what 3 things would you change about X?''), (iii) being aware of tension, discomfort or distress during the interview, repeating that the interview can be stopped may help participants and repeatedly ask if they want to continue, (iv) ensuring that researchers are aware of places to signpost participants and offer this information, and (v) auditing the questions for their sensitivity within the context before the interview.

2. **Allowing the participants to choose their environment for participating**: Where possible we will allow the interviewees to make decisions about the survey and interview setting(s) - at their placement workplace, at the local delivery partner offices, a public place or over the phone, enabled by the online conference format.

3. **Reminding participants of anonymity and data security**: We will seek to minimise anxiety for young people by reminding them that the information they provide will not be shared with other individuals and that all identifiable information will be removed from the transcripts and report. This will be repeated during the survey as well as during interviews.

11. Risks

The risks and mitigations for Stage 1 of the project are presented in Table 6.

Table 6. Risks and mitigations for feasibility study

Risk	Impact	Likelihood	Mitigation
Timetable to set up the feasibility study is too short	High	High	Detailed project plans and timelines have been developed and discussed with the delivery team to ensure that all teams are aware of codependent timelines. Weekly internal evaluation team meetings, and weekly meetings with UK Youth while the project is setting up will help ensure that timelines are adhered to. Evaluation teams will be briefed with clear roles, responsibilities and deadlines, with clear lines of escalation to the evaluation manager for any issues with timelines.
Low quality of LDPs	Medium	Low	Assessment criteria for local delivery partners will include existing credibility with target audience and track record of recruiting and supporting young people with this level of need. Each local delivery partner will have a dedicated contact at UK Youth who will pro-actively spot any emerging issues, and offer support. There will be regular monitoring of each partner's recruitment, participant attendance, and outcomes data to identify any concerning variation. Training will be provided to all local delivery staff working on the programme and there will be opportunities for refreshers and peer reflection throughout.
Low recruitment of employment placements	High	High	UK Youth has extensive relationships with businesses and civil society organisations and a track record of securing employment placements for hundreds of young people through existing employability programmes. There is a formal partnership with Inclusive Boards to support employer recruitment. Inclusive have deep expertise in employer engagement and extensive business networks.
Low recruitment of young people	High	High	UK Youth will select LDPs who have existing reach to the target profile of young people for the programme and networks with community partners. Recruitment will begin as soon as possible after approval to maximise recruitment period. The project will also build on existing relationships that UK Youth have with youth organisations and allied professionals as well engage with the Home Office for further connections.
Low retention of young people	High	Medium	The pre-placement preparation week hopes to increase young people's buy-in to the programme, address any practical issues and build relationships with youth workers and placement supervisors. Young people will receive regular in-placement support from a youth worker, which was seen as essential for maintaining engagement in the Chicago programme. The project will aim to partner with a range of corporate and civil society employer placement providers that will be appealing to young people. Young people are being paid a decent wage which is contingent on attendance.

Recruitment of the wrong profile of young people	High	Medium	We will monitor the profile of participants in the lead-up to the placement period, allowing targeted promotion to address any gaps/ under-represented groups. LDPs will be informed of the inclusion criteria early on in engagement to ensure buy-in and understanding. Staff will also have access to behaviourally informed leaflets or checklists reminding them of eligibility criteria and data collection requirements. We will monitor the number of referrals / registrations coming from young people engaged with the LDP and look at variation by LDPs to identify where there may be concerns to discuss with the LDP.
Safeguarding incident	High	Low	UK Youth has well established (externally validated) safeguarding processes. Local delivery partner safeguarding will be assessed as part of due diligence. Safeguarding of staff and young people will be core component of employment placement on-boarding.
Low data quality and low engagement from young people	High	High	Youth worker training will include a focus on purpose of the evaluation and familiarity with data collection tools, developed by Lab staff. There will be regular monitoring of data completion rates throughout delivery to pro-actively spot issues and this will be regular focus of contract management check-ins with UK Youth and local delivery partners. We will work with young people to understand how to present data collection to encourage honest and accurate responses. We will highlight to participants that responses will be kept confidential (within the limits of this study). Young people will be given vouchers to compensate for time taken participating in research activities.
Team sickness or turnover	Medium	Low	If core evaluation team members are taken ill, or depart, EYV Lab can draw on the resource pool from BIT. Key decisions and files are stored in secure folders on Google drive. These will help team members to aid with knowledge transfer and onboarding of new staff. Thorough documentation will allow for the programme to be evaluated and the results analysed, even if key staff are redeployed or depart.
Low diversity in programme participants	Medium	Low	We will work with young people to inform our information documents and approach to data collection. We will regularly review data on programme referrals to understand the characteristics of the young people participating and identify any groups under- or over-represented in referrals. This may occur due to unconscious bias within referral agencies, and/or because the Summer Jobs programme is viewed as unsuitable for young people with certain demographic characteristics. In either case, we would seek to investigate this further in consultation with referral agencies. If rates of acceptance vary by demographic groups, we will investigate why and whether programme content and/or delivery needs to be adapted to ensure equality of acceptability and access.
Low diversity in research participants	Medium	Medium	The sample diversity will be dependent on the profile of the young people taking part in the programme. We will seek to achieve range and diversity within these constraints by designing a sampling strategy that sets out our key primary and secondary sampling criteria and associated targets. We will monitor recruitment as we go along and revisit as needed.

Young people drop out of case studies	Medium	Medium	We will take steps to maintain contact with participants. Strategies will include collecting different types of contact details, asking participants the best way to contact them and maintaining low level contact with the participant in between interviews. The time between the two activities will be kept as short as possible. We will contact participants to schedule the second interview in the last week of their placement to ensure it is salient. Initial sample selection: the size of our sample will allow for some attrition. We will be flexible in scheduling follow up interviews and provide a financial incentive to compensate young people for their time.
Safeguarding concerns arise during research activities	Medium	Medium	All EYVL team members are trained on BITs Safeguarding Policies for children and young people and adults. The designated safeguarding lead will act as an advisor. The Lab will develop robust procedures for how safeguarding concerns identified during the research should be handled in conjunction with UK Youth, recognising that many programme participants will have existing relationships with key services.
Short timeframe for qualitative data collection results in low uptake	High	High	We will employ someone to coordinate and scheduling qualitative data collection activities. Qualitative data collection will be arranged between two teams of researchers who have responsibility for case studies at different sites. We will schedule less time-sensitive data collection activities outside the main data collection window.
Challenging to access participants and staff during summer period	Medium	High	We will engage early with the key stakeholders to plan data collection around any absence. Less time-sensitive interviews will be conducted outside the leave schedule. We will book the data collection team early so annual leave can be coordinated around activities. Senior members of the evaluation team (CT and TMcB) will take leave during different time periods to ensure continuity in evaluation management
Low engagement in evaluation from LDPs	High	High	UK Youth and the Lab will ensure that all LDPs are aware of the evaluation requirements of the programme when they sign up to participate. UK Youth and the Lab will engage with the LDPs on the reasons for and value of the evaluation and engage them as stakeholders in the design of the evaluation activities to increase buy-in.

12. Timeline

The timeline for the key programme delivery activities and the key activities for the feasibility study is presented below.

Phase	Activity	Description of activity	Led by	Target dates
Project set up	Evaluation design	Protocol published and detailed internal plans and project management tools development	The Lab	May 2024
	Ethics review	Submission of protocol, ethics form, information sheet and data collection tools for review by external panel	The Lab	April 2024
	Data protection set up	Completion of DPIA and set up of relevant DSAs	The Lab	April 2024
Feasibility study	LDP recruitment	Recruitment of LDPs to deliver programme	UK Youth	March-April 2024
	Employer recruitment	Recruitment of employers to provide placements	IB	March-July 2024
	Training	LDP training	UK Youth The Lab	May and June 2024
	Young people recruitment	Recruitment of young people to programme	UK Youth	May-July 2024
	Delivery of programme	Provision of programme to young people	UK Youth	July-September 2024
	Quantitative data collection	Outcome surveys and user satisfaction surveys	The Lab	May-September 2024
	Qualitative data collection	Interviews and focus groups with key stakeholders	The Lab	August-September 2024
	Data analysis	Analysis of quantitative and qualitative data	The Lab	June-October 2024
	Reporting	Draft of feasibility study report	The Lab	November-December 2024

Table 6: Timeline of key activities for the feasibility study

Annexes

Annex A: Summary of the programme using the TIDieR framework

Name: Provide a name or phrase that describes the intervention.	The Summer Jobs programme provides young people at risk of violence in the UK with short-term paid employment during the summer holidays.
Why: Describe any rationale, theory, or goal of the elements essential to the intervention.	Summer Youth Employment Schemes (SYEPs) are common in the US, with evidence suggesting they can reduce crime and violence and improve engagement in education. The Youth Endowment Fund (YEF) is interested in exploring whether these findings can be replicated in the UK.

What - Materials: Describe any physical or informational materials used in the intervention, including those provided to participants or used in intervention delivery or in training of intervention providers. Provide information on where the materials can be accessed.	The following materials will be provided;
	● To the local delivery partners:
	  ○ Information pack
	  ○ Onboarding and training
	  ○ Curriculum for young person preparation week
	● To the employer:
	  ○ Employer information pack
	  ○ Onboarding and training
	● To the young people:
	  ○ Information pack
	  ○ Preparation week training and materials run by the local delivery partner
	  ○ Any training materials provided by the employer

What - Procedures: Describe each of the procedures, activities, and/or processes used in the intervention, including any enabling or support activities.	The programme has three core components: 1. One week of paid pre-employment preparation Each young person will complete a week of training and onboarding, led by their youth worker from their assigned local delivery partner. In this week, they will be introduced to the programme, their employer, and complete various training modules to prepare them for the workplace. They will be told about the support mechanisms available to them throughout the programme and the role of each person they will be engaging with. They will also complete practical preparation activities, such as making sure they are able to travel to their place of work, and have access to the necessary materials (technology, clothes etc).

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2. Five weeks of paid employment (up to 25h per week)

Each young person will be allocated to an employer, wherever possible on the basis of interest, but also dependent on their location, needs and availability of suitable opportunities.

They will be paid for 5 weeks of work, up to 25h per week. Their payment will be an online transfer processed on a weekly basis, and they will be paid for hours actually worked (to be monitored by the employer).

Throughout the employment, young people will have access to various support:

  a. Their workplace supervisor, who will be monitoring their attendance and performance during employment.
  b. Wherever possible, employers will also be asked to provide the young person with a workplace mentor.

3. Youth worker support

Young people will be meeting with their youth worker three times over the course of the placement for regular check-ins and support sessions.

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Who: For each category of intervention provider (such as psychologist, nursing assistant), describe their expertise, background, and any specific training given.

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1. Youth worker (Local delivery partner)

The youth worker will be the main point of contact between the employer, young person and local delivery partner. They will be responsible for ensuring that the young person is well supported within their placement, their needs are being met, and they have the adequate resources and training to engage with the employment opportunity.

2. Workplace supervisor (employer)

The workplace supervisor will be responsible for allocating tasks to the young person, monitoring their completion, and providing everyday support to ensure they know what is expected of them in their placement. They will also be monitoring the young person's attendance and liaising with the local delivery partner to ensure the young person is paid for their hours worked.

3. Workplace mentor (employer)

Wherever possible, employers will also be asked to provide an in-work mentor for the young person. This mentor will be responsible for overseeing the young person's development in the placement, and ensuring that they are being well supported in their day-to-day tasks. Their overarching role will be to advocate for the young person's needs within the organisation.

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How: Describe the modes of delivery (such as face to face or by some other mechanism such as internet or telephone) of the

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The work placement will be delivered in person, on an individual basis. Some employers will be providing placements for more than one young person, but they will still be supported on an individual basis; i.e. they will each have their own supervisor, youth worker and mentor.

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intervention and whether it was provided individually or in a group.	The preparation week will be delivered in a hybrid pattern, with most of the sessions with the youth worker happening in-person. However, the young people will also be doing some self-directed independent preparation which they can complete remotely. The training and onboarding for employers and local delivery partners will take place remotely, in virtual sessions.
Where: Describe the type(s) of location(s) where the intervention occurred, including any necessary infrastructure or relevant features.	The Summer Jobs programme will be delivered in 4 Local Authorities in London (Croydon, Hackney, Haringey and Southwark) and 4 areas outside London (Birmingham Central, Coventry, Wolverhampton and Greater Manchester). The employers and local delivery partners will be recruited within these local authorities to minimise travel time for young people; they will not be expected to travel more than 30mins to attend their work placement.
When and how much: Describe the number of times the intervention was delivered and over what period of time including the number of sessions, their schedule, and their duration, intensity, or dose.	Young people will be completing one week of preparation for employment, and then subsequently five weeks of placement work for five days per week. They will not be working more than 25h per week. The programme will take place during the school summer holidays (July - August 2024), with some flexibility in timelines for older participants who are not restricted by school timetables.
Tailoring: If the intervention was planned to be personalised, titrated or adapted, then describe what, why, when and how.	**Preparation week** The pre-employment preparation curriculum will operate on a core-flex model, meaning local delivery partners will be told which elements of the training are compulsory, but youth workers will have flexibility to adapt the contents and delivery of the curriculum to each young person's needs. Young people will also likely have varying training to complete in this prep week depending on the industry they are completing their placement in, and whether their role requires any specific qualifications (such as food handling, health and safety, etc.). **Placement adaptations** Each young person's placement experience will likely differ based on the industry and employer they are allocated to. They will also be receiving differing amounts of support depending on their individual needs, past work experience, and demographic profile. Employers will have the flexibility to tailor their management and support to each young person based on their needs.
Modification: If the	

intervention was modified during the course of the study, describe the changes (what, why, when, and how).	
How well (planned): If adherence or fidelity was assessed, describe how and by whom, and if any strategies were used to maintain or improve fidelity, describe them.	
How well (actual): If actual adherence or fidelity was assessed, describe the extent to which the intervention was delivered as planned.	

Annex B: Evaluation team experience

- **Tom McBride** is the Director of the Ending Youth Violence Lab and has over 15 years of experience in research and evaluation roles. He is the former Director of Evidence at the Early Intervention Foundation and Head of Strategic Analysis at the Department for Education. Tom will have overall responsibility for the delivery and quality of this work

- **Jack Martin** is an Assistant Director within the Ending Youth Violence Lab and has over 8 years of experience working at the Early Intervention Foundation and sits on the Government's Trials Advice Panel.

- **Clare Tanton** is a Senior Evaluation Manager in the Home Affairs, Security and Education cluster at BIT. She has a background in design and evaluation of interventions in violence and sexual health. She is the chair of the Marie Stopes Reproductive Choices ethics review committee. Clare will oversee the delivery of the work and support, supervise and quality assure the work of the project team.

- **Patrick Taylor** is a Principal Research Advisor and leads BIT's education and youth evaluation work, supporting the design, improvement and evaluation of complex interventions in these fields. Patrick will provide support and quality assurance for the pilot evaluation.

- **Nilufer Rahim** is the head of qualitative research at the Behavioural Insights Team. Nilufer will provide guidance and support for the qualitative aspects of the feasibility study.

- **Lilli Wagstaff** is a quantitative research advisor in the Home Affairs and Security team at BIT and leads the evaluation and day-to-day delivery of a number of projects focusing on policy areas including reducing violence and recidivism. Lilli will support the quantitative evaluation.

- **Trisha Harjani** is an associate quantitative research advisor in the Home Affairs, Security, and Education team at BIT. She has a background data analysis and evaluation design including survey and data management. Trisha will lead the quantitative evaluation.

- **Emma Forsyth** is a qualitative research advisor based in the Home Affairs, Security and Education team. She has experience in qualitative research methods including in-depth interviews and focus groups with children and young people. Emma will lead the qualitative evaluation.

- **Hannah Bellier** is an associate advisor in the Home Affairs, Security and Education team at BIT. Hannah has experience working with young people in school-based intervention projects. Hannah has supported the co-design process with UK Youth and Inclusive Boards. Hannah will lead the development of the surveys and the information sheets and consent forms and will be a qualitative researcher on the feasibility study. She will coordinate the relationship with UK Youth.

Annex C: BIT data protection policy summary

The General Data Protection Regulation (GDPR) imposes certain obligations upon Behavioural Insights Limited (BIT), and other companies within the group, as Controllers and / or Processors in relation to processing Personal Data.

BIT takes these obligations seriously. BIT is committed to respecting the rights of all individuals whose personal data it processes:

1. **In relation to data security,** BIT has implemented appropriate measures to ensure the secure storage and handling of Personal Data, including obtaining a Cyber Essentials Plus certification and developing a comprehensive Data Handling Protocol.
2. **In relation to data protection and privacy rights,** our data processing activities are conducted according to the principles relating to the processing of Personal Data set out in the GDPR, including that Personal Data shall be processed lawfully, fairly and in a transparent manner, and in a manner that ensures the security of the Personal Data. BIT has policies and procedures in place to ensure compliance with these principles.

More information on how we handle Personal Data in relation to projects we are working on is detailed below.

BIT is registered with the UK ICO under the terms of the Data Protection Act 2018. BIT's registration number is ZA038649.

Privacy by design

BIT conducts all trials and research projects with a privacy by design approach to protect and maintain the privacy and security of research participants' and research subjects' data. We work closely with clients, government departments and research partners when designing interventions to ensure that a privacy by design approach is implemented and respected.

Our data protection and data security policies and procedures reflect necessary legislative requirements and set out the standard to which BIT staff should work when dealing with Personal Data, including:

- Attendance at mandatory data protection training for all employees;
- Identifying data requirements from the outset of each project;
- Minimising use of Personal Data where possible and ensuring we have the right to handle any Personal Data where successful project delivery is reliant on using it;
- Putting in place data processing agreements with all clients and suppliers to clarify data handling arrangements ahead of any data being transferred;
- Complying with all relevant data residency requirements and implementing appropriate technical and organisational measures, to protect data and avoid unauthorised access, internally and externally;
- A clear internal reporting process in the event of a data breach, to consider the nature of the breach and identify any necessary action, including whether the breach should be reported to the relevant authorities, i.e. the Information Commissioner's Office in the UK or the Office of the Australian Information Commissioner;
- Clear procedures on retention and destruction of Personal Data to avoid keeping hold of Personal Data longer than necessary for the purposes of each project; and

- Implementing robust investigation and reporting procedures in relation to any data breach or security issues that arise both within our own systems and those of our clients, partners and suppliers.

Data Protection Officer

The BIT group of companies has appointed a Data Protection Officer (DPO) who is the first point of contact for any issue regarding data protection and data security. The DPO can be contacted via email at dpo@bi.team or by writing to us at:

Data Protection Officer, Behavioural Insights Limited, 58 Victoria Embankment, London, EC4Y 0DS, United Kingdom.

Annex D: Adaptations made from the US model

- The Summer Jobs programme is an adaptation of the successful SYEPs in the US, notably the One Summer Chicago and One Summer Plus programmes.

● Elements of the Chicago model that were retained include:

Element retained from original Chicago model	Adaptations made for UK context
Recruiting young people living in areas with high rates of violent crime	Programme will be offered in areas that have high rates of violent crime. However, no areas of the UK have the same high rates of violent crime risk as Chicago neighbourhoods targeted. Individual-level eligibility criteria to identify participants who are most at risk of violence (and, therefore, most likely to benefit from the programme). These criteria include: **Young people essential eligibility criteria:** Minimum age 16 (at end of programme) Maximum age 25 (at end of programme) Right to work in the UK Able to take part in 25 hours of employment each week (with reasonable adjustments) Not currently employed for more than 15 hours per week Available to participate in at least 5 of the 6 weeks of the programme Must be able to attend the first on-boarding week Living in one of the areas that programme is delivered in Not planning to move out of the area during the duration of the programme Not living in the secure estate (at start of the programme) Proficiency in spoken English Not currently charged with a serious offence **Young people must also meet at least one of the following criteria:** Are or have been in contact with Youth Justice Services; Have been arrested but released with no further action (NFA) Have left the secure estate; Attend or have attended an alternative provision institution; Have had at least one fixed term exclusion; Are or have been persistently absent from school; Are or have been in care; Have been the victim of violence; Are engaged with the Supporting Families programme; Have, or have had, a social worker; Have been identified at risk of criminal exploitation; Have a sibling or parent who have been involved in serious violence.
Participants were students in Chicago Public School system	Participants will come from a wider range of areas and will not necessarily still be engaged with school Minimum participant age 16 and maximum age 25
Offering 7 or 8 week work experiences during summer holiday period	Six week programme to reflect shorter school summer holiday period One week of pre-programme preparation and five weeks of employment placement.

	Celebration event for young people and participating employers at the end of the programme.
Providing payment at minimum wage for 25hrs per week	Participants paid National Living Wage (£11.44 per hour) Young people paid up to 25 hours per week for six weeks of the programme (including prep week as well as placement weeks)
Employment placement providers complete daily timesheet to record young people's attendance and they are only paid for the hours worked	No change
Young people offered 1 meal a day and bus tickets if required	Access fund of £150 per participant (equivalent of £5 per day). Young people will decide how best to spend this money, in collaboration with youth worker. Could be spent as a lump sum on employment prep materials (e.g. suitable work clothes) or on a regular basis to help cover travel costs etc.
Mentor support throughout placements, external to employment placement provider, who helped with basic work readiness and pastoral support	Youth worker allocated to each participant. Supporting them during pre-placement prep week and with regular check-ins during the placement period
Employment placements within public sector and not-for-profit employers (condition of City of Chicago funding)	Employment placements from business, public sector, and third sector. Aiming to recruit a mix of large and small employers, across a range of sectors, and work types

YOUTH ENDOWMENT FUND

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