

All-Party Parliamentary Group for Youth Employment



Series 1 - Youth unemployment data

Deadline for submissions – 30th November 2016

Focus of the inquiry

This inquiry seeks to understand how youth unemployment data is used, how effective it is and if/how it can be made more meaningful.

Scope of the inquiry

The APPG for Youth Employment welcomes submissions addressing some or all of the following points:

- What data your organisation uses to understand the youth employment figures in the UK and how it develops services and information based on that data
- How easy your organisation finds it to analyse and use the data that is available
- How your organisation reports on its impact through data
- What information your organisation would benefit from in order to develop services for young people
- How that information could be presented for you to use

Submissions should be emailed to ljr@yeuk.org.uk

Guidance on giving evidence to an All-Party Parliamentary Group

If you have difficulty making a submission online, wish to submit evidence in an alternative format such as an audio file, or would like to make a submission after the formal deadline for evidence, please contact the secretariat for the APPG for Youth Employment.

Guidelines

To successfully make a submission documents need to:

- Be less than 25 MB in size
- Be in Word (doc, docx, rtf, txt ooxml or odt format, not PDF)
- Contain as few logos or embedded pictures as possible
- Contain no macros
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.
- It also assists the APPG if those submitting evidence adhere to the following guidelines. Each submission should:

www.appgyouthemployment.org

Chair – Michael Tomlinson MP

Secretariat – Youth Employment UK CIC

C/O TQ Training, Bangrave Road South, Corby. Northamptonshire. NN17 1NN

www.yeuk.org.uk 0844 4143101 ljr@yeuk.org.uk



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- State clearly who the submission is from, i.e. whether from yourself in a personal capacity or sent on behalf of an organisation, for example the submission could be headed 'Written evidence submitted by xxxxxx'
- Be concise – we recommend no more than 3,000 words in length, unless otherwise stated in the inquiry terms of reference
- Begin with an executive summary in bullet point form of the main points made in the submission
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence
- Have numbered paragraphs
- Include any factual information you have to offer from which the APPG might be able to draw conclusions, or which could be put to other witnesses for their reactions
- Include any recommendations for action by the Government or others which you would like the APPG to consider.

Notes on making a submission

Those making a submission to a APPG inquiry should note the following:

- The APPG will publish most of the written evidence they receive (where it will be accessible to search engines).
- If you do not wish your submission to be published, you must clearly say so and explain your reasons for not wishing its disclosure. The APPG will take this into account in deciding whether to publish. If you wish to include private or confidential information in your submission to the APPG, please contact the secretariat of the APPG to discuss this.
- An APPG is not obliged to accept your submission as evidence, nor to publish any or all of the submission even if it has been accepted as evidence. This may occur where a submission is very long or contains material to which it is inappropriate to give parliamentary
- Material already published elsewhere should not form the basis of a submission, but may be referred to within a submission, in which case it should be clearly referenced, preferably with a hyperlink.
- You should be careful not to comment on matters currently before a court of law, or matters in respect of which court proceedings are imminent. If you anticipate such issues arising, you should discuss with the secretariat of the APPG how this might affect your submission.
- Once submitted, no public use should be made of any submission prepared specifically for the APPG unless you have first obtained permission from the secretariat of the APPG. If you are given permission by the APPG to publish your evidence separately, you should be aware that you will be legally responsible for its content.
- APPG's do not normally investigate individual cases of complaint or allegations of maladministration.

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