

# National provision

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## Introduction

There is a wide range of provision available to claimants, both national and local to help them obtain the skills and experience they need to get work, more work or better paid work.

Any work related provision which will support the claimant is identified and can be a single activity or several activities which address problems like debt, health or basic skills.

There are broadly three types of provision to address barriers to work:

- non-contracted provision for claimants, for example training courses, work experience and sector-based work academies;
- contracted employment programmes for claimants, run by providers on behalf of DWP

- non-DWP programmes that are also open to claimants – for example:
  - those run by (or contracted to) DfE (such as traineeships)
  - Local Authorities
  - Charities, for example The Prince's Trust
  - the Scottish government or the Welsh government
  - private-sector schemes such as Movement to Work.

Specific local provision opportunities are shown on the District Provision Tool.

### **Provision to address barriers to work**

Addressing barriers to work, the work experience and skills needs of the claimant should be considered from the first Commitments meeting and throughout their ongoing Labour Market regime.

Claimants will receive support to:

- develop realistic job goals
- develop an up to date CV at the start of their claim, updating it throughout their claim
- apply for jobs and Apprenticeships
- apply for other work related training or work experience opportunities.

[Youth Obligation](#) claimants undertake an Intensive Activity Programme, a 71 hour curriculum at the start of their claim which helps them become effective job seekers. This includes exercises and workshops as well as one to one coaching. The programme includes developing a CV, effective job applications and interview skills as well as job search skills. [DN insert link to Youth Obligation guidance]

Some claimants may need further additional guidance and support to develop job goals that are realistic to the labour market and their skills and experience.

Charitable and other local organisations also provide additional advice and guidance that may support claimants, such as:

- the National Careers Service in England, and its equivalents in Scotland and Wales
- Careers Wales
- Skills Development Scotland

## Skills

Having the correct skills is vital for claimants when they are looking for work or progressing in their current employment. Skills can range from basic skills in maths, English, digital capability (the ability to access online services) to more specific vocational gaps.

Identifying skills gaps (sometimes called skills screenings) is an integral part of the meetings with claimants. This includes observing the claimants and having discussions to gather evidence on skills, qualifications, previous training and work history. The information gathered will help determine whether the claimant has any potential skills gaps and/ or whether they need to reconsider their job goals.

Where further investigation of basic literacy and numeracy skills is needed claimants can be asked to complete the 'Fast Track Screening Tool' in England and Wales or the 'Literacy and Numeracy Alerting Questions' in Scotland.

A claimant may also be referred to one or more of the following:

- in depth diagnostic skills assessment – giving a specific breakdown of claimants skills need and identifying claimants' skill levels to make appropriate decisions about training courses for claimants
- basic skills training
- English Speakers of Foreign Languages (ESOL) training
- Information & communication technology (ICT) training
- employability training
- vocational training
- Sector based work academy placements
- training funded by the Skills Funding Agency
- training funded by the Scottish and Welsh governments
- training courses offered by organisations locally that is on the District Provision Tool

These examples, not a full list.

Where claimants need further professional help identifying and accessing suitable job goals or qualifications/provision in relation to skills gaps they may be referred to other help such as Adult Learner Loans

Periods of education and training are expected to be of a fairly short duration. This is usually up to 8 weeks, except in specific circumstances where claimants have very low skills, for example:

- maths

- English
- ESOL
- ICT

There may be some variations to this in Scotland and in Wales.

Universal Credit is not intended to be a substitute for education maintenance or other educational grants. See [Students](#).

### **Pre-employment training (PET)**

Pre-employment Training (PET) is any training to help claimants move closer to the labour market. PET can be full or part-time depending on the claimant's needs and could include:

- literacy & numeracy skills training
- ESOL
- ICT training
- general or specific vocational skills for a sector or job employability skills

These are examples, not a full list.

PET is often one of the parts of a [sector-based work academy](#) or [Traineeship](#) .

### **Traineeships**

A Traineeship is an education and training programme to give 16-24 year olds the skills and experience needed to progress to an Apprenticeship or other job. It is targeted at those qualified below [level 3](#) who have minimal experience in work but are focussed on the prospect of getting a job and are likely to be ready for employment within 6 months, with appropriate training.

See [Traineeships](#).

### **Sector-based work academy**

The sector-based work academy (sbwa) scheme is run in England and Scotland.

Sbwases are demand-led and run in sectors with high volumes of vacancies for employment or Apprenticeship places. . The scheme is designed to help claimants who are ready to start work but need help to build their confidence in a way that improves their job prospects and adds relevant skills to their CV.

Claimants are subject to all existing requirements for their Labour Market regime while on the sbwa. Placements last up to six weeks and consist of three parts:

- pre-employment training;
- a work-experience placement with an employer in that sector; and
- a guaranteed interview for a job (including an Apprenticeship) or other support to help participants through the employer's application process.

Claimants can chose to attend a sector based work academy at any point in their claim, except if they are on the [Youth Obligation](#). Youth Obligation claimants can be chose to attend a sector based work academy place once they have completed the [Intensive Activity Programme](#).

Claimants who refuse a reasonable offer of a job or an Apprenticeship place once they have completed a sector based work academy may be sanctioned.

## **Work Experience**

Work Experience placements cover a range of sectors including retail, construction, administration, hospitality industry and IT. It provides claimants who have little or no work related skills the opportunity to gain valuable experience within a work place. It fosters the work habit in unemployed people, particularly young people, whilst boosting their confidence and creating opportunities for them to get on the job ladder. It also provides them with a potential route onto a traineeship or apprenticeship.

Work Experience gives claimants the opportunity to show they have both job role specific skills and core employability skills such as:

- Time management
- Organisational skills
- Communication skills
- Team working skills

There are a number of DWP funded schemes and programmes that incorporate work experience opportunities, and organisations such as the Princes Trust, Barclays also offer employment support programmes that incorporate work experience. Opportunities available locally will be on the [District Provision Tool](#)

A number of organisations and websites also advertise internships and work experience opportunities, for example:

- <https://successatschool.org/jobscourses>
- <https://gothinkbig.co.uk/opportunities>
- <http://www.studentladder.co.uk/Work-Experience/work-experience.html>
- <https://www.indeed.co.uk/Work-Experience-Placement-jobs>
- <https://targetjobs.co.uk/work-experience-and-internship-vacancies>

These are examples, not a full list.

Work Experience lasts for 2 to 8 weeks and claimants are expected to do 25 to 30 hours a week (unless there are agreed limitations on their availability). Claimants are subject to all existing requirements for their Labour Market regime while on Work Experience and must be actively looking for work and available for work.

Acceptance on a Work Experience opportunity may involve an application / interview process.

Claimants must be told about the behaviors expected of them in participating in a Work Experience placement and any consequences if they do not follow them. If claimants in the IWSR start Work Experience and are asked to leave because of gross misconduct, a [sanction](#) may be applied.

## **Movement to Work**

[Movement to Work](#) (MtW) is an employer-led approach to helping young people aged 18 to 24 years who are not in education, employment or training. A MtW programme aims to move the claimant closer to the world of work, into a job or be a stepping stone to a traineeship or apprenticeship. DWP is one of the employers that hosts placement on the provision

Each MtW programme is different as participating employers design the content that is relevant to their business or sector.

The content of the MtW is flexible but generally the programme is 4 to 6 weeks long and consists of vocational training and/or work experience. On successful completion of the MtW programme the employer will issue a certificate of achievement. Some MtW programmes may result in participants gaining formal qualifications.

Movement to Work opportunities will be on the District Provision Tool.

## **Guaranteed Work Experience and sbwa for claimants on the Youth Obligation programme**

Youth Obligation claimants in the IWSR who are still not in employment or on an Apprenticeship at the 6 month point in their claim must immediately be referred to and be expected to start on one of the following:

- 3 month guaranteed work experience in a public sector organisation or a registered charity
- a [sector-based work academy](#)
- a [traineeship](#) (or equivalent provision in Scotland/Wales)

[See the Youth Obligation Hub](#)

### **District Provision Tool**

The District Provision Tool (DPT) provides access to the full range of provision and support delivered by Jobcentre Plus, Skills Funding Agency, Skills Development Scotland, Careers Wales other national and local providers, local authorities, independent and volunteer / charity organisations, for example the Princes Trust programmes.

It hosts all the available provision and support in a district and nationally. It helps work coaches explore the full flexible menu of support and maximise provision in developing claimant's skills to enable them to obtain and retain a job and progress within their employment. It covers contracted, non-contracted, community and local groups as well as national support organisations.

It also includes specialist and local support information and signposting details including for those disadvantaged or at risk;

### **New Enterprise Allowance**

See [New Enterprise Allowance](#).

DN Need entry for other employment programmes eg Work and Health Programme to cover second bullet at the start of this guidance

### **Specialist Employability Support**

This provision is for disabled people who need the most support, either to:

- find work
- move closer to the Labour Market

The claimant will receive individually tailored help through Specialist Employability Support (SES). The support available is designed to address all types of disability including mental health and learning disabilities.

SES will help claimants to secure work or become suitable for wider provision to help them move nearer to work. The duration of the support will vary to meet individual needs.

SES participation is voluntary but claimants must continue to meet ongoing requirements for their individual conditionality regime as set out in their Claimant Commitment.

There are two strands to this provision:

#### Specialist Employability Support Main Provision

- intensive employment provision focused on movement into work
- lasting up to 12 months (or possibly longer if the provider thinks this is necessary)

#### Specialist Employability Support Start Back

- a shorter-term provision that works with disabled people to help them to prepare for other available provision (DWP or non-DWP) and / or employment where appropriate
- lasts for up to 3 months (but can be longer in certain circumstances)

To establish if they are eligible and suitable for SES, a claimant must:

- have a disability as defined by the 2010 Equality Act
- not be in employment
- be of working age
- not be suitable for other provisions available nationally or locally (either DWP or non-DWP)

Claimants who are suitable for SES are those who have employment support needs and barriers that currently prevent them from benefiting from other provision or starting work. They will also have complex employment support needs not necessarily arising from their disability and need support to help them move nearer to or into sustainable work. Participation to SES is voluntary.

### **Recording provision on the Commitment**

Once a claimant has discussed and agreed their activities for provision, they must accept them as part of their Commitment. See [Claimant Commitment hub](#).

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