

# Intensive Activity Programme

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## Background

The Intensive Activity Programme (IAP) is part of the Youth Obligation Support Programme (YOSP). IAP is a package of intensive support designed to accelerate the claimant's return to work by helping them to become effective, full-time job seekers from the earliest point in their claim.

Once referred, completion of the IAP is mandatory for all YOSP participants.

The IAP curriculum is estimated to take up to 71 hours over the first 3 weeks of the claim.

The IAP includes:

- a set of activities and exercises aimed at helping claimants move closer to work. For example, improving skills for job applications and job search.
- Two facilitated workshops providing peer support and motivation, discussing key issues driven by the exercises
- Two one to one post-workshop feedback sessions with their work coach
- Intensive job search and work focused activities

IAP is a work preparation requirement. Therefore, unless claimants have had work preparation requirements "switched off" they should be expected to participate. Once on IAP, there is flexibility within the 3 weeks to allow for

exceptional individual circumstances that may prevent the claimant completing the set of activities on time.

The claimant's progress with activities should be reviewed and they should receive coaching to help them complete the exercises.

### **Intensive Activity Programme eligibility**

IAP is for all Youth Obligation Support Programme claimants in the intensive regime.

### **What is expected of claimants?**

Claimants must be informed of their personal responsibility for participating in IAP activities and for getting a job or an Apprenticeship. They need to be informed of all the activities and exercises they are required to do on IAP.

They must be informed that a sanction may be applied if they fail to undertake the mandatory IAP activities as part of YOSP.

### **Indicative timeline of activities**

<b>Indicative date</b>	<b>Activity</b>	<b>Information</b>
Day 1	First Commitments meeting	Identify eligibility and agree participation on YOSP. Set out agreed activities on the Commitment.
Day 5	Workshop 1	Covers: <ul style="list-style-type: none"><li>• My CV and covering Letter</li><li>• My resources – CV and application forms</li><li>• My application forms</li><li>• My interview skills</li><li>• My resources – interviews and feedback</li><li>• My Internet work search, including <a href="#">'Find an apprenticeship'</a> in England, 'Apprenticeships in Scotland' and 'Apprenticeships in Wales'.</li><li>• My references</li></ul>

Day 11	Workshop follow up session	The workshop follow-up session is mandatory.
Day 14	Workshop 2	<p>Focuses on:</p> <ul style="list-style-type: none"> <li>• My Work Search Areas</li> <li>• My Work Search Areas – Job Applications</li> <li>• My Speculative Applications</li> <li>• My Recruitment Agencies</li> <li>• My Work Search Diary</li> <li>• Applying for apprenticeships</li> </ul>
Day 17	Workshop follow up session	The workshop follow-up session is mandatory.
Day 20	Case Conference	When the claimant has completed workshops, the facilitator and work coach will have a case conference to discuss the claimant's progress and hand over the portfolio of activities from the two workshops.
Day 23	Youth Obligation Support Programme journey continues	

### **IAP Group Sessions**

It is recommended that IAP group sessions be run for 6 or more participants to facilitate peer to peer discussion and learning.

Where local conditions mean it is not possible to run group sessions of 6 or more participants local flexibility can be applied. Such flexibilities might include:-

- delivering joint sessions with other local jobcentres (including Jobcentres out of the District if they are delivering full service and within a 90 minute travel area)
- reducing the group size in the first month and hold the first workshop in week 2 to include claimants making a claim in week 1 and week 2 into the same workshop

Any such adjustments should be reviewed each month, with the aim of reverting to the minimum group size as soon as possible

Progress towards work search activities and work preparation is monitored regularly through on-going work focused interviews. The activities may be mandatory or voluntary, as specified within the Claimant Commitment. It is the responsibility of the claimant to complete them within the time specified and to a sufficient level, with support where required.

### **Follow-up sessions**

Two to three days after completion of each workshop, the claimant will discuss the workshops and activities with their work coach in order to provide feedback on their experience.

The follow-up session will also provide an opportunity for the work coach to provide additional coaching on the exercises and check whether the claimant has completed or is on track to complete all of the activities in time.

If the claimant fails to undertake or refuses to undertake any IAP workshop activities a sanction may apply. Before they start IAP and claimants must be made aware of this.

### **Fail to attend the workshops**

If the claimant fails to attend either of the workshops a sanction may apply.

### **Completing the Intensive Activity Programme**

Once the claimant has been referred to and completed the IAP, they will continue on the YOSP journey.

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