

# **Skills for Jobs and Sustainable Employment Programme (SEP)**

## **Summary of Changes made to the Introduction and Guidance document in January 2010**

### **SEP – JCP Referral (updates to para 4.3.1)**

A condition of SEP contracts is that all participants must be referred from JCP. Providers may directly recruit participants from the eligible groups, but in this instance the provider must ensure that they have evidence confirming that the participant is aged 18+ and either live in, or be seeking to work for an organisation which is based in the geographic locations specified in their contract, and falls into the Target Group categories as identified in Annex 3 of the Invitation to Tender.

Providers must then provide JCP with regular updates (ie monthly) of any newly directly recruited participants, the first update to JCP should include details of those directly recruited participants who have been recruited to date. JCP should be advised that unless they indicate otherwise then it is assumed that these individuals are eligible for support.

In terms of evidence, providers should devise their own self-declaration form and ensure that they have received LSC approval for the use of the form. Providers should then ensure that they have a completed self-declaration form for each participant indicating that the participant is aged 18+ and either live in, or be seeking to work for an organisation which is based in the geographic locations specified in their contract, and falls into the Target Group categories as identified in Annex 3 of the Invitation to Tender.