

# Basically...

Key Terms in Plain English

Issue 9: Mar 09

## Learning during short-time working, temporary stopped work (lay off) or under notice of redundancy

### What is it all about?

When an employer doesn't have enough work they may make changes to the number of hours or days per week that their staff works.

Short-time working is when employers reduce the number of days per week or the number of hours in a day that their staff works. Temporary stopped work (also known as a lay-off) is where employees do not go to work for at least one complete day each week, but this period without work is not expected to be permanent.

During the period when workers are not in work (due to short-time or are temporary stopped from work) they can access a range of training to improve their skills or re-train, particularly if they are working under notice of redundancy. This could be through Train to Gain, which is a nationwide service for employers to improve the skills of their staff (see Basically... issue 5). Through Train to Gain, employers can get funding to train their staff during work time.

### What does this mean in real terms?

#### **Short-time working or temporary stopped work:**

When employees are on short-time working or on temporary stop from work (but still under contract of employment) they can access Train to Gain or other work-related training during their non-productive time. If they work part-time they can only train through Train to Gain on their normal contracted days.

The training provider should be satisfied that the reduced working time will not affect the learner's ability to achieve the qualification e.g. in the collection of evidence for the NVQ portfolio.

If someone is working less than 16 hours a week due to short-time working or on temporary stop from work:

- They may claim Jobseekers Allowance (JSA) for a period of 13 weeks (the usual JSA rules covering availability and training will apply and earnings must not exceed prescribed amount).
- They can do work-related training such as Train to Gain for up to 16 hours a week whilst claiming JSA.
- They must be prepared to give up the training to attend interviews or accept casual work for the days they are not working with their regular employer.

#### **Under notice of redundancy:**

People who are made redundant during their Train to Gain training programme, or who start a programme when already under notice of redundancy, will usually be able to finish their training. The training provider must agree that there is enough time to achieve the qualification within the notice of redundancy period.

From April 2009 Train to Gain will be extended to include a customised 2-8 week training programme of short courses to help people find new work. This will be aimed at people under notice of redundancy and those who are newly redundant.

### What more can we do?

Train to Gain is accessed by the employer through the Train to Gain Skills brokers or directly through training providers. We need to let employers know that they can train their staff during short-time working, temporary stops or when under notice of redundancy. The main Train to Gain website is: [www.traintogain.gov.uk](http://www.traintogain.gov.uk)

Contact South East Skills Brokers: [info@traintogainse.co.uk](mailto:info@traintogainse.co.uk) or 0845 751 2288 or [www.traintogainse.co.uk](http://www.traintogainse.co.uk)

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