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# **TRAINING OFFER FOR THOSE UNEMPLOYED FOR 6 MONTHS**

A National LSC Programme

Guidance for Providers

April 2009

Version 1

# Introduction

This document is intended to give providers details on the 75,000 FE places announced at the Employment Summit in January 2009 for those unemployed for 6 months. It provides key information to support the delivery of this Programme, in particular where the requirements either differ or supplement the normal LSC provision criteria. It should be read in its entirety and alongside the standard LSC guidance/requirements documents.

Please note that this is a generic guidance document, the latest version of which will be made available electronically via the LSC website.

## 1. Context

At the Employment Summit on 12 January 2009 the Prime Minister announced a package of four measures aimed at ensuring that individuals unemployed for six months are offered continued and relevant support to get back into work quickly. The four parts of the offer are:

- A **recruitment and training subsidy** available to employers
- A **self-employment package**
- A new approach to **volunteering**
- A new **training** package building on the existing IES approach that will offer a more intensive type of tailored support for those whose skills levels have proved to be a barrier to a quick re-entry into employment. The provision will have a strong labour market focus and will be promoted as the gateway for people to take a significant step up in their skills levels, thereby opening up previously inaccessible career opportunities.

This document relates to the provision of the new **training** package: the Training Offer for those unemployed for 6 months.

## 2. Details of the training offer

The provision under this training offer will be targeted at labour market opportunities and will offer intensive skills support for those facing significant skills barriers that prevent them from entering employment. After six months of unemployment, the individual will already have had (and will continue to have) access to various short targeted interventions such as those provided through Local Employment Partnerships (LEP) and the LSC's Response to Redundancy programme. However, the barriers faced by individuals who have been unable to get a job for six months are likely to be more significant and will require a more sustained intervention to either up-skill or re-skill in order to improve their chances of gaining employment.

The focus will therefore be on providing accredited and approved training that leads to a full Level 2 or full Level 3 qualification or, in exceptional circumstances adult basic skills provision,<sup>1</sup> that can be continued in-work or around work and is funded through either the Employer Responsive (ER) or Adult Learner Responsive (ALR) funding streams. The provision will not be limited to 'first' qualifications at any level. Individuals will be encouraged to move into employment (with training) as early as possible and continue the achievement of their qualification whilst in work.

The intention is that this provision will provide individuals with the skills they need to do a specific job or type of work. It is not intended that this provision will displace any of the support available to individuals to help them to apply for work.

In the majority of cases the learner will not complete the full qualification whilst undertaking learning funded through the monies that have been made available for this programme, rather training will continue in a seamless manner via ER and ALR provision until the qualification is achieved through a 'wrap-around' funding route.

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<sup>1</sup> Adult basic skills literacy, numeracy and ESOL provision can only be funded under this provision offer, where one or more subject is the **only** barrier to an individual being able to undertake a specific job.

Providers involved in delivering this offer must be in direct receipt of both adult responsive and employer responsive funding from the LSC and will be expected to use these funding streams to support their offer for those unemployed for six months. The LSC expects the provider to ensure a clear progression route once in employment through either Train to Gain, an Apprenticeship or through part-time provision outside of working hours so that the learner experiences a seamless journey. This will enable colleges to manage training at the level of the individual and employer, delivering a much more responsive offer, and a seamless customer journey to the individual.

This training package must complement other provision previously announced as part of the skills based response to economic downturn. Individuals who have been unemployed for 6 months will, in many cases, have had access to a range of support, including the additional £100m worth of employment focused provision aimed at the newly unemployed and those under notice of redundancy.<sup>2</sup> It is therefore important that this offer provides a distinctive and more substantial level of support to both avoid duplicating other offers and to deliver a significant impact on an individual's chances of achieving a job and longer term career progression. Qualifications gained will count towards a college's skills targets.

Training delivered must prepare individuals for **real employment opportunities within the labour market**, through both current vacancies in agreement with Jobcentre Plus, with reference to labour market information and future job opportunities and will be characterised by the following:

- Programmes are flexible and responsive to individual's circumstances, offering, for example, multiple start dates, continuous provision throughout the year, roll on roll off delivery, part-time and full-time options;
- Programmes are focused on an individual's employment-related skills needs and aimed at achieving **a job outcome and progression towards an accredited and approved qualification at Level 2 or Level 3** or in exceptional circumstances an adult basic skills qualification at a level that will support the achievement of Skills for Life targets,<sup>3</sup> subject to the criteria being met;
- Training activity reflects current local job opportunities and projected labour market demand as agreed with Jobcentre Plus and provides the opportunity for individuals to refresh skills in a sector, or begin the work of retraining for a new sector;

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<sup>2</sup> The £100m response to Redundancy offer is available from 1 April to end December 2010 and will deliver training specifically tailored to local labour market opportunity and will be launched in April 2009. The total package of £50m from ESF and £50m from Train to Gain has been tendered through a single procurement exercise to those providers pre-approved to bid for employer responsive provision. This offer is aimed at delivering a short, sharp, employer-driven intervention to equip an individual with the skills needed to be immediately more effective when they start work in a particular sector and is specifically targeted at:

- Those under notice of redundancy;
- The newly unemployed and
- The longer term unemployed who are 'job ready'

<sup>3</sup> Level 1 or above for Literacy/ESOL achievement and Entry Level 3 for numeracy achievement currently count towards the 2011 and 2020 Skills for Life targets.

- Individuals have long-term goals to move participants into sustainable employment by progressing their development in the workplace through a continuation of training funded through the ER or ALR funding streams.

The provider must be able to offer the following range of skills interventions tailored to the needs of the individual. It is recognised that not all of these will be needed in each case:

- Training Needs Analysis and Individual Learning Plan;
- Skills for Life diagnostics (including ICT) and delivery of appropriate training;
- Embedded IAG and learner support
- Training to update skills needed for a specific employment sector and/or employer leading to a recognised level 2, level 3 or eligible adult basic skills qualification;
- Training to provide skills to enter a different occupation or sector leading to a recognised level 2, level 3 or eligible adult basic skills qualification;
- Regular progress reviews;
- Exit interviews and customer tracking.

Where individuals continue their progression towards qualifications funded via the ALR or ER funding streams, providers must enrol the individual onto the actual learning aim for the qualification being undertaken at the same time as registering the individual with the Awarding Body for the qualification (if they have not already done so).

### **3. Eligibility**

The training package will be available from April 2009 to Jobcentre Plus customers aged 19 or over who have been unemployed and claiming Jobseekers Allowance (JSA) for 6 months or longer. It will cover those Jobcentre Plus customers who, from April 2009, are already at the 6 month stage of their claim, as well as those reaching the 6 month gateway thereafter. Potential participants could be identified and referred to provision by the following:

- (a) Jobcentre Plus advisers working with customers in the 6 – 12 month unemployed window;
- (b) nextstep advisers identifying suitable candidates as part of their skills action planning;
- (c) Colleges directly recruiting appropriate and eligible individuals.

In all cases, the college will be expected to advise individuals to ensure that the training programme they undertake conforms to their benefit conditionality and to check with JCP if there is any uncertainty. Jobcentre Plus would need to formally approve individuals' engagement in full-time provision. A non-bureaucratic process to ensure those learners accessing the training on a full-time basis has been agreed with Jobcentre Plus as detailed in Annex A. Contracted providers will work effectively with Jobcentre Plus to minimise bureaucracy for the customer in any recruitment processes.

## Definition of terms

(a) **unemployed:** an individual who is aged 19 or over and not in paid employment but available and actively seeking work<sup>4</sup>.

(b) **job outcome:** a job of at least 16 hours a week that starts within 13 weeks of the end of training provision under this offer and that lasts for at least 4 weeks.

(c) **continuing training supported under ER or ALR funding streams:** progression towards the qualification started under this training offer that starts within 13 weeks of the end of the initial training provision funded under this offer.

## 4. Contract Arrangements

This provision will be contracted to providers who are able to deliver training to long-term unemployed Jobcentre Plus customers. Providers will also need to be in receipt of both Adult Learner Responsive and Employer Responsive funding in order that they can ensure a seamless transition for the individual from this programme into mainstream funded delivery.

For those providers who have been allocated contracts to deliver the Programme, contract and delivery schedules will be issued by the managing LSC Region. Providers should ensure these are promptly signed and returned along with the supplied Appendix 2 spreadsheet that needs to be completed with the estimated monthly profiles for each contract deliverable. This document will then form part of the contract. Contract duration is from 1 April 2009 to 31 July 2010.

Providers will need to work closely with their LSC Contract Manager / Partnership Manager to ensure this funding achieves maximum impact in supporting the target individuals, and to ensure the linkages to any other provision are identified and fully utilised.

Due to the changing economic and political landscape, the LSC and JCP approach and associated processes may change during the life of any contract. In such circumstances providers will be expected to adapt their offer and processes accordingly.

## Performance management

Provider performance will be reviewed monthly and on a quarterly basis. From the September quarterly review (formally covering performance in June, July and August) the level of funding allocated to providers may be adjusted to take account

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<sup>4</sup> This is based on the ILO definition as follows: The "unemployed" comprise all persons above a specific age [19 in this case] who during the reference period were:

(a) "without work", i.e. were not in paid employment or self-employed;

(b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period, and

(c) "seeking work", i.e. had taken specific steps in a specified reference period to seek paid employment or self-employment."

of performance and labour market demand, resulting in a funding re-allocation within regions. However, should the need arise, funding can also be re-allocated between and across regions.

The LSC in partnership with Jobcentre Plus and **nextstep**, will also assess the continuing applicability of the provider offers to the customer group alongside data and MI generated for each stakeholder. Providers will be expected to meet regularly with stakeholder and partner organisations in order to review arrangements and processes and resolve issues at a local level. Providers will therefore need to develop strong working relationships with Jobcentre Plus and **nextstep** personnel in order to ensure that provision offers meet employer and local labour market needs.

## 5. Funding and payments

Funding will be available to support provision for learners up to a maximum of £1,500 per learner. A nationally consistent funding model, based on the delivery of guided learning hours (GLH), has been agreed as follows:

- Between 9 and 14 GLH: £270
- 15 to 44 GLH : £500
- 45 to 74 GLH : £850
- 75 GLH or more : £1,200

All of the above bandwidths include the production of an Individual Learning Plan.

In addition, funding of £300 is available for a successful job outcome and progression into further training delivered through either ER or ALR funding streams. Providers must evidence both the job outcome and the training start in order to claim the output payment.

Funding for delivery will be triggered via Individualised Learning Record (ILR) returns and/or the completion of a Delivery Statement via the Provider Gateway. The payment points are as follows:

1. **Individual Learning Plan and first 9 GLH of training:** An initial payment of £200 will be triggered once the ILP has been completed and the first 9 hours of training in any glh bandwidth have been delivered.
2. **Delivery of training:** The remainder of the funding for the relevant bandwidth will be triggered on completion of the training when a correctly completed ILR has been submitted.
3. **Job Outcome and progression through continuing training:** Once training funded under this Programme is completed and the individual has entered employment and started training supported by funding via the ALR or ER funding streams with evidence as in Annex B or Annex BB attached, and a correctly completed ILR has been submitted.

**Example:** Learner A undertakes 47 hours of pre-employment training, enters employment, then commences / continues into a Level 2 qualification (via the ER or ALR funding) either on entering employment or within a maximum of 13 weeks.

The funding for Learner A is £1,150 made up of £200 for the ILP and first 9 GLH, £650 for delivering 47 GLH in total (i.e. the remaining payment for GLH Band 45-74) and £300 for a job outcome with training funded through the ER or ALR funding streams.

Where individuals continue their learning with funding via either the ALR or ER funding streams providers will be required to discount the funding rate (by completing field A51a on the Individualised Learner Record (ILR) for the qualification learning aim as set out in the *LSC Funding Guidance 2008/09: principles Rules and Regulations paragraphs 251 to 255* to take account of the progress made whilst enrolled on the proportion of provision funded through the monies associated with this provision offer.

The first automated payments are scheduled to be made in July 2009 for all delivery reported up until June 2009. If this will cause problems Providers should contact their LSC Contract Manager / Partnership Manager.

To meet the payment timetable actual delivery will need to be reported by the fourth working day of the month following the period being claimed. Payment will then be made via the BACS system on a monthly basis once the automated payment system is activated.

## **7. Reporting and Data Returns**

Reporting on this programme will be via both monthly Employer Responsive (ER) ILR data submissions and a Delivery Statement. The process will be implemented in three stages.

### **Stage 1 to end of June 2009**

The first stage will be by submission of a manual Delivery Statement (copy at Annex C) with collection of learner data on the Employer Responsive ILR.

Providers will be supplied with an electronic version of the Delivery Statement; this will need to be e-mailed to your LSC Contract Manager / Partnership Manager<sup>5</sup> by the fourth working day of the month following the claim period, with a signed paper copy to follow within a further 4 working days. This document will hold cumulative delivery volumes that will be uploaded once the online Delivery Statement is available. This is scheduled to happen in June 2009.

Learner data will need to be recorded using a paper based Employer Responsive ILR. It will not be possible to submit this information to the On Line Data Collection (OLDC) system until late June 2009.

### **Stage 2 July & August 2009**

This will follow the same process as in stage 1 but with the Delivery Statement being completed online, ILR data being uploaded to the OLDC system (from period 11) with system generated payments.

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<sup>5</sup> Regions will specify specific arrangements directly with each provider.

### **Stage 3 September 2009 onwards**

This will build on the process from Stage 2 with the implementation of the 2009/10 Employer Responsive ILR. This will add ILR field A68 (Employment Outcome) which was previously not available for the recording of job outcomes with training.

#### **ILR Returns**

There are some programme specific codes that you will be required to record on the ILR as follows:

Field L45 (Unique Learner Number): must be completed for all learners as this will be used to track learners as they progress into employment and onto further training via the ER funding stream.

Field A09 (Learning Aim reference): use code ZSPE0001.

Field A10 (LSC Funding Stream): use code 80

Field A49 (Special Projects and Pilots): use one of codes SP019-SP022 depending on the number of guided learning hours being delivered.

- SP019 for 9–14 GLH
- SP020 for 15-44 GLH
- SP021 for 45-74 GLH
- SP022 for 75+ GLH

This field should be completed with the expected guided learning hour band at the beginning of the programme. If the learner has undertaken more hours than originally expected by the time they complete, then field A49 should be updated appropriately. This will ensure that the provider receives the correct payment for the actual number of hours delivered when the learner finishes.

When a learner is undertaking an accredited unit or qualification the accredited aim should be recorded in addition to the funded ZSPE0001 aim to allow the aim to be counted towards qualification targets. Code SP023 should be used in field A49 so that this additional aim does not generate duplicate funding.

Field A68 (Employment Outcome): This field will be available in the ILR for 2009/10 and should be used in ILR returns from September 2009 onwards to record and claim job outcome with training payments.

Further details of ILR completion at each stage of the learner journey are set out in the evidence requirements table in Annex D.

#### **ILR requirements for other-funded continuing training**

When a learner is continuing with a qualification under mainstream ALR or ER funding, a separate learning aim will need to be recorded on the ILR to record the remainder of the learning undertaken.

- If the learner has found a job with training and is completing a qualification funded from the ER funding stream (via Train to Gain or an Apprenticeship) this should be recorded on the current ER ILR return already being used for the learner - a new learner record does not need to be created. An additional learning aim should be added indicating the qualification being taken.
- If the learner is continuing with a qualification and will be funded through the ALR funding stream, an ILR record for the learner and the learning aim being undertaken will need to be returned on a learner responsive ILR return.

In all cases field A51a (Proportion of funding remaining) must be completed on the ILR submitted for the following mainstream provision, at the point individuals are moving from this programme into mainstream ER or ALR funded learning. This is required to allow the correct calculation of funding where a qualification has already been started under this programme. Detailed guidance on when reduced funding should be claimed is available in the LSC's funding guidance documentation, and details on recording it are available in the ILR Specification from *the information authority*.

ILRs should be submitted in line with the published ER returns timetable, which can be found on *the information authority's* website:

<http://www.theia.org.uk/downloads/ilrdocuments/>.

Other general information about completion of the ILR and tables of codes to be used can also be found here.

## 8. Evidence Requirements

As part of the LSC audit regime, activity delivered through this Programme will be incorporated into the auditing of a provider's activity as a whole. As well as the general audit requirements the following specific evidence is highlighted below, this also includes the evidence requirements for the non-payment monitoring deliverables within the contract.

### General evidence requirements

Providers will need to keep evidence as set out in Annex C that the individuals are:

- (a) Aged 19 or over and eligible to receive LSC funding;
- (b) Living or working within the contracted delivery area;
- (c) Meeting the eligibility requirements described in Section 3 above.

### Job outcome with continuing training

Additional evidence will be required for audit purposes to support the payment of job outcomes with workplace training supported under the ER funding stream as in Annex B. This will be required from:

- The employer;
- The employee; and
- The training provider.

Where exceptionally an individual enters a job that is not related to the training provision that is continuing (for example where someone who is continuing with training to become a plumber has taken a job working in a restaurant) evidence as described in Annex BB attached is required.

The Annex B/BB templates have been approved as meeting the minimum evidence requirements. The provider will need to collect and retain the completed forms as auditable evidence of both a job outcome and training progression.

### **Contract Deliverable Evidence Requirements**

The evidence requirements for each of the contract deliverables are fully detailed in Annex C. This table outlines the evidence requirements against each of the core deliverables for this programme. Where additional deliverables / evidence requirements have been added to a contract to meet differing regional requirements, these evidence requirements will be available via your LSC Contract Manager / Partnership Manager.

## **9. Further Guidance**

For any enquiries or further assistance please contact your LSC Contract Manager / Partnership Manager.