

European Social Fund Delivery Requirements

Skills Support for Redundancy

Priority 2 and 5

July 2011

Of interest to Colleges and Training Organisations



Skills Support for Redundancy

Priority 2/5

Context

1. *Skills for Sustainable Growth*, the Government's strategy for skills published in November 2010 sets out a clear responsibility for the Government to ensure that everyone has the skills they need to access employment and participate in civil society. For both economic and social reasons it is essential that those without employment are helped to gain the right skills to find sustainable work with the opportunity to progress, and that employers have access to skilled labour to help their businesses succeed. In light of the present economic climate this programme provides specific training and support for those facing redundancy or those who have recently become redundant.

Service Requirements

2. The aim of this offer is to ensure that capacity is in place to enable the ORGANISATION to respond to redundancies and the employment implications of the present economic climate. To provide training opportunities for individuals who: are under consultation or notice of redundancy; have been notified by their employer that they are likely to be directly affected by downsizing or company closure locally; or have recently been made unemployed. The ORGANISATION will also be expected to support newly unemployed individuals where initial contact through previous employers has not been possible, by working closely with Jobcentre Plus and other local partners.

3. The approach will specifically ensure that eligible adults aged 18 and over are provided with high quality education and training support to enable them to be ready to continue in, enter or re-enter sustainable employment including Apprenticeships and contribute positively to the local labour market. The ORGANISATION will also be expected to prepare people for self-employment as appropriate.

4. Support will be targeted at up-skilling or re-skilling individuals to improve their employment opportunities through the delivery of targeted careers advice and skills-

based interventions to meet the needs of employers offering recruitment opportunities, such as, but not limited to, those resulting from inward investment and growth opportunities and those generated through the creation of new Apprenticeships. The ORGANISATION will be expected to ensure that activities are closely aligned with other public and private sector investment programmes to ensure optimisation of growth opportunities wherever possible.

5. The ORGANISATION must develop strong working links with public and private sector employers, Jobcentre Plus, Next Step, Apprenticeship providers, Local Authorities and other relevant local economic partners in order to provide support and skills development activities that are relevant to both identified vacancies and forthcoming sectoral based skills demand in local labour markets and to ensure a seamless service to the employer and the individuals concerned.

6. The main contract for delivery will initially cover individuals enrolling on provision from the beginning of April 2011 to the end of July 2012 and the successful ORGANISATION should have the capacity to deliver education and training immediately once the contract starts. Individuals can be recruited onto the programme up to 31st July 2012, enabling completion to take place after that date. Delivery should not be delayed in any way by any recruitment processes or other processes or relationships that need to be established.

7. Due to the changing economic and political landscape, the Skills Funding Agency approach and associated processes may change during the life of this Programme. In such circumstances the ORGANISATION will be expected to adapt their offer and processes accordingly. Furthermore, the contract will be subject to the following: ongoing review of the ORGANISATION'S performance; the continuing availability of funding; the continual support to the Skills Funding Agency in its obligation to deliver value for money and any changes in either ESF or Skills Funding Agency policy.

8. The ORGANISATION will be expected to adhere to any State Aid regulations that may arise from this provision.

Working with Employers

9. Support under this offer will enable a coordinated response to redundancies and downsizing, to support development activities within the pre-redundancy or closure period, where the employer is willing to allow employees access to skills development activities to help them re-enter employment quickly.

10. The successful ORGANISATION will work with public and private sector employers that are reducing their workforce locally and provide a bespoke training programme to affected staff that reflects the needs of the local labour market and the employees being supported. Public or private sector employers making individuals redundant will be offered a range of options to ensure that individuals have the opportunity to undertake high quality training and education to support them in finding new employment, where possible linked to growth sectors and opportunities.

11. The ORGANISATION must establish links with Jobcentre Plus and visits to public or private sector employers should be made in conjunction with Jobcentre Plus and Next Step wherever possible to ensure a smooth, efficient, and joined up approach to arranging benefit claims, offering new employment opportunities and training for all eligible individuals. Links to Trade Unions and Union Learning Representatives should be established wherever possible as an additional route to engagement with employees of organisations in the public or private sector affected by redundancy, site downsizing or closure.

Supporting Individuals

12. The focus of support required is fundamentally different from that required for individuals in on-going employment, with their needs and solutions being driven by the individual and local labour market opportunities rather than the needs of their existing employer. The ORGANISATION will proactively make available and market training opportunities to eligible individuals within supported organisations and to those who have recently been made unemployed.

13. The delivery of skills training must address the skills needs of the individual and should be linked to the local labour market, including inward investment and growth opportunities. Training and support activity needs to have the maximum degree of flexibility to support individual employability and social mobility including roll on, roll off, year round delivery that is responsive and which must accommodate current benefit restrictions/rules incumbent upon those individuals claiming Jobseeker's Allowance (JSA) or the Employment and Support Allowance (ESA) in the Work Ready Activity Group (WRAG) as appropriate. The ORGANISATION will be required to meet the administrative requirements of Jobcentre Plus when supporting JSA and ESA (WRAG) claimants.

14. The ORGANISATION will be expected to ensure that access to matrix accredited careers advice is provided by making links with local Next Step providers to ensure that the most appropriate arrangement is drawn upon, as well as the delivery of appropriate skills interventions tailored to the needs of the individual. Wherever possible, accredited unit(s) and/or qualification(s) should feature in the training on offer in order that individuals can build on units gained once in employment, either in the workplace or alongside work. The ORGANISATION will also be required to work with Jobcentre Plus, making them aware of candidates who fail to attend training and notifying them of any instances where individuals leave training due to starting work.

15. The ORGANISATION is expected to offer the most appropriate tailored skills activities from the following list, along with embedded pre-employment support according to the needs of the individual:

- Training to update skills needed for a specific employment sector, including pre-employment training to provide skills to enter a different occupation or sector where required;
- Training in preparation for self-employment;
- Production of a Training Needs Analysis and supporting Individual Learning Plan;
- Skills for Life diagnostics (including ICT) and delivery of Basic Skills training as appropriate;
- Access to, or provision of careers advice and individual learner support.

16. Such activities will be supported by the assessment of generic employability skills needs and the embedded delivery of training to improve job search and job application skills as required. The ORGANISATION will also support individuals by providing:

- Regular progress reviews;
- Exit interviews and individual tracking.

17. The successful ORGANISATION will be expected to work effectively with a range of public and private sector delivery partners to sign-post employers and individuals to other organisations that can offer other services set out below that are not covered under this programme:

- Further support and training linked to entrepreneurship, self-employment and social enterprise;
- Jobcentre Plus and Department for Work and Pensions for benefits advice;
- Next Step and careers services;
- Additional learning support and individual learner support;
- Signposting to enhanced and quality redundancy focused matrix accredited careers advice focused on jobs and skills;
- Specialist advice regarding areas such as benefit allowances, debt counselling, or emotional support;
- New employment opportunities in addition to vacancies offered by Jobcentre Plus
- Other local economic partners who may be aware of employment and skills opportunities.

18. The ORGANISATION will also need to ensure that they promote continued skills development to the employer and the individual should an individual find work part way through their training. The ORGANISATION must ensure that any training activity is successfully completed before individuals leave employment wherever possible; however where this is not possible individuals must be supported to complete any outstanding activity after leaving employment where necessary.

Eligibility

19. Individuals must be aged 18 or over and eligible for Skills Funding Agency and ESF funding under the normal rules. They also need to fall into one of the four following categories:

- (i) Individuals who are under consultation of redundancy and their employer organisations;
- (ii) Individuals who are under notice of redundancy and their employer organisations;
- (iii) Individuals who have been notified by their employer that they are likely to be directly affected by downsizing or company closure, expected to result in becoming unemployed;
- (iv) Individuals who are newly unemployed including those who are not yet claiming benefits (at the start of the intervention), and those who have recently started claiming JSA or ESA (WRAG).

20. Geographical area and recording of postcodes: where the individual is employed at the time they undertake learning, insert the employer's postcode in the *Workplace location postcode* field on the ILR as well as the individual's home postcode in the *Home postcode / Postcode prior to enrolment* field. Where the individual is unemployed, insert the home postcode in the *Home postcode / Postcode prior to enrolment* field. In exceptional circumstances, where the individual is unemployed and is not aware of their postcode, use the Jobcentre Plus postcode where the individual signs on.

Definition of terms

21. Key terms to note:

(a) **Under consultation of redundancy:** Those individuals aged 18 and above in respect of whom consultation about proposed dismissal by reason of redundancy has begun. This will be evidenced by possession of a personal consultation process letter, or by a letter on headed paper from the employer confirming the individual and/or their job role is affected by the proposed dismissal by reason of redundancy.

(b) **Under notice of redundancy:** an individual who is aged 18 or over and is in possession of a personal redundancy notice letter, or covered by an overall letter on headed paper from the employer in which the individual is listed as one of those 'under notice' of redundancy from a specific date.

(c) **Notification by employer of likely downsizing or company closure:** an individual who is aged 18 or over and is in possession of a letter or email, or covered by an overall letter on headed paper or email from the employer giving notification that their job is likely to be at risk from downsizing or company closure.

(d) **Newly unemployed:** an individual who is aged 18 or over, not in paid employment or self employment and actively seeking work.

(e) **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 (LONDON ONLY – an additional sustained job outcome will be paid for a job that lasts for at least 26 weeks). Payment will not be made where there is no evidence of skills development activity having taken place, and funded through the GLH model. This includes Apprenticeship and self-employment outcomes.

(f) **Accredited unit(s) and/or qualification(s):** Qualifications and Credit Framework (QCF) unit(s) and qualification(s) and on the Learning Aims Database (LAD) (or successor systems) and approved for public funding.

(g) **Guided Learning Hours (GLH):** are defined as all times when a member of staff is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials and supervised study in for example, open learning centres and learning workshops. It also includes time spent by staff assessing a individual's achievements, for example in the assessment of competence for National Vocational Qualifications (NVQs). It does not include time spent by staff in the day-to-day marking of assignments or homework where the individual is not present. Also it does not include hours where supervision or assistance

is of a general nature and is not specific to the study of the individual. Tutorials, etc incurred for the purposes of this programme will include IAG support. ***Distance learning is not funded under this offer but can be delivered, where necessary, in addition to funded GLH in any bandwidth.***

Geography / area of delivery / priorities

22. Full National / Regional / Sub Regional coverage required i.e. for all of England including all JCP districts - the Skills Funding Agency will be looking to enter into the minimum number of contracts to ensure that the entire tender is delivered in a way that full national coverage is achieved.

Funding available

23. Funding is available to support provision for individuals up to a maximum of £1,500 per individual (EXCEPT LONDON CONTRACTS - £1,900 per individual). A nationally consistent funding model, based on the delivery of guided learning hours (GLH), has been agreed as follows:

Output Per	Individual	Unit cost	Funding available
Participant assessment, planning and support	1	£50	£50
Achievement of accredited units / qualification	1	£100	£100
User Definable Achievements – guided learning hours (GLH) funded per individual.	1		Up to £750
Band 10 – 29 hours		£150	
Band 30 – 44 hours		£300	

Band			
45 – 54 hours		£450	
Band			
55 – 64 hours		£550	
Band			
65 – 70 hours		£650	
Band			
71 – 75 hours		£750	
Band			
76+ hours		£750	
	1		
ALL CONTRACTS EXCEPT		£600	£600
LONDON - Progression destination on leaving – Job Outcome – job sustained for at least 4 weeks.			
LONDON CONTRACTS ONLY –	1	£400	£400
Progression destination on leaving – Job Outcome - job sustained for at least 4 weeks.			
LONDON CONTRACTS ONLY –	1	£600	£600
Progression destination on leaving – Sustained Job Outcome - job sustained for at least 26 weeks.			

Funding and payments

24. Travel and Childcare costs, along with any other additional individual learner costs will only be payable where Jobcentre Plus is not able to meet the costs locally and must be met from the unit funding available.

25. Funding for delivery will initially be triggered by completion of the Delivery Statement via the Provider Gateway. From the beginning of August it will be through the Individualised Learning Record (ILR) returns. For LONDON CONTRACTS ONLY, the sustained job outcome payment at 26 weeks will continue to be paid using the Delivery Statement until the end of the contract(s). The payment points are as follows:

- i. Individual Learning Plan:** An initial payment of £50 is triggered once the Individual Learning Plan has been completed.

- ii. Delivery of training and achievement of accredited units and / or qualifications:** Payments are then claimed on the basis of the appropriate GLH bandwidth in which the training has been delivered – as per the table above. A further payment of £100 is only paid where accredited units and qualifications are achieved and when a correctly completed ILR has been submitted.

- iii. Job Outcome:** Payment is made once training is completed and the individual has entered employment supported by evidence (refer to outputs evidence), and a correctly completed ILR has been submitted. FOR LONDON CONTRACTS – the 26 weeks sustained job outcome will need to be evidenced (refer to outputs evidence) and claimed via Delivery Statement.

Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry CV1 2WT
T 0845 377 5000
F 024 7682 3675
www.bis.gov.uk/skillsfundingagency

BIS | Department for Business
Innovation & Skills

© Skills Funding Agency

Published by the Skills Funding Agency

Extracts from this publication may be reproduced for non-commercial, educational or training purposes on condition that the source is acknowledged and the findings are not misrepresented.

This publication is available in electronic form on the Skills Funding Agency website:

www.bis.gov.uk/skillsfundingagency

If you require this publication in an alternative format, please contact the Skills Funding Agency Help Desk:

0845 377 5000.

Skills Funding Agency – P–110084