

# Technical Briefing Note

## **Programmes for the Unemployed – Programme Closure end of March 2011**

February 2011

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### **Audience**

- 1 This Technical Briefing Note is intended for providers who are delivering the following Programmes for the Unemployed to 31 March 2011:
  - a. Response to Redundancy
  - b. Training Offer for those Unemployed for Six Months
  - c. YPG - Routes into Work, including Care First Careers
  - d. YPG - Work Focused Training
  - e. Employability Skills Programme.

### **Background and introduction**

- 2 In the *Skills for Sustainable Growth: Strategy Document (Skills Strategy)* and *Further Education – New Horizon, Investing in Skills for Sustainable Growth* by the Coalition Government November 2010, providers were informed about the closure of the above five programmes.
- 3 Information issued to providers in [Guidance Note 6](#) in December 2010 stated that the funding for these programmes ends on 31 March 2011.

### **Purpose**

- 4 This Technical Briefing Note describes the process providers will need to follow to claim:
  - Job Outcome payments after March 2011
  - For ESP, Job Outcome payments and achievements after March 2011
  - Programme payments for all provision starting prior to the end of March 2011.

**Skills Funding Agency**

## Process

5 Providers will need to use the following processes:

### **Programmes for the Unemployed (not including the Employability Skills Programme):**

- Start dates must be in line with the previous referral and start dates agreed locally and based on the funding available, but all delivery must be completed by 31 March 2011. Claims for training must be made as soon as possible and no later than 13 weeks after the end of the programme (end of June 2011 at the latest).
- Only Response to Redundancy delivery can continue after 31 March 2011, for learners that started on or earlier than 31 March 2011. Claims for training must be made as soon as possible and no later than 13 weeks after the end of the training, latest date for activity will be end July 2011.
- A job (of 16 hours per week or more) must start within 13 weeks of leaving the programme and last for at least 4 weeks to be eligible for a job outcome payment. Job outcomes must be claimed within 13 weeks of achievement. **Providers must ensure that all job outcome claims for all programmes are made as soon as possible and no later than 11 November 2011 in all cases, including where this shortens the final claim period.**
- Dates for ILR Data returns are in Annex A, **returns for Programmes for the Unemployed must be made as soon as possible and by Period 13 (11 November 2011) at the latest for the final payment.**
- Where receipt of CRB checks and SIA cards have delayed the Job Outcome being achieved, the latest date for claims is also 11 November 2011.

### **Employability Skills Programme:**

- Start dates must be in line with the previous referral and start dates agreed locally and based on the funding available, but all delivery must be completed by 31 March 2011. Claims for training must be made as soon as possible and no later than 13 weeks after the end of the programme (end of June 2011 at the latest).
- The final return and payments for ESP is August 2011 for ILRs and TPS claims. This includes payments for outcomes (Job outcomes and qualification achievements). Any returns made after this date will not be subject to payments.

6 The Skills Funding Agency will not pay late claims that are received after the dates indicated above.

7 The provider must retain evidence in line with Skills Funding Agency contracts and audit guidance.

## Further information

- 8 Any queries regarding this process must be directed in the first instance to your Skills Funding Agency Account Manager.

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**Date** 8 February 2011

# **Annex A**

## **Employer Responsive ILR – 2011 returns Collection Deadline (6pm on date below)**

2010/11 ER05 Friday 07 January 2011  
2010/11 ER06 Friday 04 February 2011  
2010/11 ER07 Friday 04 March 2011  
2010/11 ER08 Wednesday 06 April 2011  
2010/11 ER09 Friday 06 May 2011  
2010/11 ER10 Monday 06 June 2011  
2010/11 ER11 Wednesday 06 July 2011  
2010/11 ER12 Thursday 04 August 2011  
2010/11 ER13 Friday 11 November 2011