

DWP Provider Guidance A-Z of Main Subject Areas

	Main Subject Areas	Chapter	Para. Nos
A	Accidents/Incidents	2	114-124
	Accuracy Of Information Standards	1	Annex 1
	Action Plans (Also See Programme Specific Chapters)	2	6
	Additional Funding Elements	4	57-113
	Additional Support	4	81-109
	Aims Of Jobcentre Plus Provision	1	2
	Attendance, Timekeeping & Absences	2	86-109 Annex 3
B	Basic Employability Training Provision	6	Section 1
	Basic Skills Independent Assessment	10	All
C	Changes In Personal Circumstances	2	113
	Childcare Expenses	4	72-80
	Common Features Of Jobcentre Plus Provision	2	2-18
	Criminal Record Checks	2	65-69
E	Education & Training Opportunities (Eto) Provision	6	Section 2
	Eligibility Criteria	1	3-4
	Engagement With Employers, Jobcentre Plus And Customers	2	45-48
	Environment Task Force Provision	6	Section 3 Annex 1
	Equal Opportunities	2	36-40
	European Social Fund (Esf)	12	All
	External Inspection	17	All
F	Follow Through Within Ndyp	11	50-60
	Follow Through Within Nd25+	9	17-20
	<ul style="list-style-type: none"> • FORM AP3JP (Change Of Circumstances) 	3	
	<ul style="list-style-type: none"> • FORM AS2JP (Application For Additional Support) 	3	
	<ul style="list-style-type: none"> • FORM CC3JP (Certificate Of Entitlement To Childcare) 	3	
	<ul style="list-style-type: none"> • Form Cc4jp (Childcare Expenses Claims) 	3	
	<ul style="list-style-type: none"> • Form Claim1jp (Provider Bank Details) 	3	
	<ul style="list-style-type: none"> • FORM CLAIM2JP (Summary Claim Form) 	3	
	<ul style="list-style-type: none"> • FORM CLAIM2NPJP (Summary Claim Form For Providers Who Do Not Receive Their Opps Automatically Via CFS) 	3	
	<ul style="list-style-type: none"> • Form Claim3jp (Outcome Summary Sheet) 	3	
	<ul style="list-style-type: none"> • FORM CLAIM4JP (Single Payment Provision Reconciliation Summary Sheet) 	3	
	<ul style="list-style-type: none"> • FORM CLAIM5JP (OPP Provision Reconciliation Summary Sheet) 	3	

DWP Provider Guidance A-Z of Main Subject Areas

	• FORM CLAIM6JP (General Claim Form Summary Sheet)	3	
	• Form Je2jp (Management Information – Job Outcome Details)	5	
	• Form Jo2jp (Job Outcome Claim Form)	3	
	• FORM JO3JP (Claim For Rolled Up Weeks)	3	
	• Form Nd4 (Timesheet)	3	
	• FORM QO2JP (Qualification Outcome Claim)	3	
	• FORM REF2JP (Referral Form)	3	
	• FORM SE2JP (S/E Stage 2 Outcome Claim Form)	3	
	• FORM SL2JP (Start/Leaver Notification)	3	
	• FORM TE2JP (Record Of Travel Expenses Paid To Participants)	3	
	• FORM TE3JP (Claim For Participant Travel Expenses)	3	
	Formula Funding Including Look Up Tables, Extreme Market Failure, Payments, Non-Formula Funded	4	All
	Fraud	2 4	41 117-119
	Full Time Education & Training Provision	6	Section 4
G	Gateway Within Ndyp	11	3-8
	Gateway Within Nd25+	9	3-6
	Gateway/Follow-Through Provision	6	Section 5
	Gateway To Work Provision	6	Section 6
	Grievance And Complaints Procedure	2	110-112
H	Health And Safety	2	31-35
I	Induction	2	11-13
	Intense Activity Period Within Nd25+	9	7-16
J	Job Grant	1	15-19
	Job Outcome Definitions	5	4
	Job Search	2	14-18
	Jobseeker's Allowance	1	5-10
	Jobcentre Plus Allowances	1	5-10
	Jobseeker Mandatory Activity (Jma) Pilot	15	All
	Learning And Development Plans	6	Annex 3
L	Learning/ Qualifications	2	7-10
	Lone Parent/New Deal Mentoring Provision	6	Section 7
	Longer Occupational Training Provision	6	Section 8
	Management, Administration & Premises	2	74-82
M	Management Information	5	All
	Mentoring Within Nd25+	9	26
	Mentoring Within Ndyp	11	12
	New Deal Allowances	1	5-10
N	New Deal 25 Plus Programme	9	All

DWP Provider Guidance A-Z of Main Subject Areas

	New Deal 50 Plus Programme	1	20
	New Deal For Lone Parents Programme	13	All
	New Deal For Musicians Within Ndyp And Nd25+	6 5	Section 9 Annexes 4-7 Annex 1
	New Deal For Partners Programme	14	All
	New Deal For Young People Programme	11	All
	New Deal Personal Adviser Support Within Ndyp	11	61-77
	New Deal Personal Adviser Support Within Nd25+	9	27-31
	OUTCOME PAYMENTS (Including Job And Qualification Outcomes) & ON PROGRAMME PAYMENTS	4	28-56 ANNEXES 7-8
O	Programme Centre Provision	8	All
P	Quality & Common Inspection Framework	2	21 ANNEX 2
Q	Quality Assessment Questionnaire	16	Annex 3
	Referrals, Starters & Leavers	2	84-85
R	Relationships And Contact With Jobcentre Plus	2	41-44
	Rolled Up Weeks	4	53-56 ANNEX 7
	Self Assessment	16	All
S	Self Employment Provision	6	Section 10 Annexes 8-9
	Short Intensive Basic Skills Provision	6 11	Section 11 9-11
	Short Job Focused Training Provision	6	Section 12
	Subsidised Employment Provision Within Ndyp (Employment Option)	11	47-49
	Subsidised Employment Provision Within Nd25+	9	21-22 47-51
	Transfers And Early Leavers Within Ndyp Options	11	36-44
T	Transfers And Early Leavers Within Nd25+lap	9	52
	TRAINING PLANS (Also See Programme Specific Chapters)	2	6
	Travel Expenses	4	58-71
	Travel To Interview Scheme	1	11
	Unsuitable Activity	2	68-73
U	Voluntary Sector Option Provision	6	Section 3 Annex 2
V	Waged Provision	4	110-113
W	Welsh Language Scheme	1	1

DWP Provider Guidance A-Z of Main Subject Areas

		2 3	4 4
	Work Experience/Work Placements Within Ndyp, Nd25+ And Wbla	2	49-63 ANNEX 1
	Work Experience Provision	6	Section 13
	Work Trials	1	12-14