

## Chapter 5 A

### Management Information - Temporary Jobs

1. Chapter 5 A has been introduced into this guide to augment Chapter 5 with the arrangements for claiming temporary jobs towards performance. The only provision that is covered is NDYP/New Deal 25 plus Prime Contracts let after April 2006, no other provision should have temporary jobs reported. Paid outcomes are unchanged, there is no payment attached to temporary jobs. The arrangements for counting temporary jobs towards performance are an interim measure for the duration of these contracts.

#### MI for NDYP and New Deal 25 plus Prime Contracts Let After 1<sup>st</sup> April 2006

2. From receipt of this guidance and for the life of the current contracts there will be a change to the outcomes which can be counted towards performance for NDYP and New Deal 25 plus Prime Contracts. Temporary jobs which do not last for 13 weeks can be identified and submitted to be counted towards contractual targets. Temporary jobs which started after 1<sup>st</sup> April 2007 are eligible.

3. The programme types included in this change are as follows:

**ND18-24** - Gateway, Gateway to Work, FTET, ETF, VS Option, S/E Route, Follow-through, New Deal for Musicians.

**ND25 Plus** - Gateway, Gateway to Work, IAP - BET, Training, Self-employment, ETO, Work Placement, Work experience. Follow-through, Follow-through IAP. (Participants attending SJFT and LOT type provision should be recorded as "IAP" Training), New Deal for Musicians.

#### Counting Non-Paid Jobs Outcomes

4. There are three types of non-paid job outcomes that can be counted towards performance:

- Permanent jobs for provision which does not have paid outcome
- Temporary jobs for provision without paid outcomes (chiefly Gateway to Work)

- Temporary jobs for provision with paid outcomes

5. The Job Outcome Definition for paid outcomes is unchanged as follows:

**i) Customers in receipt of Jobseekers Allowance (excluding those on Progress to Work/Link Up) who enter a job, or jobs where employment is with more than one employer which:**

- consists of at least 16 hours of work each week;
- is expected to last at least 13 weeks;
- begins within 6 weeks of the customer leaving provision.

**ii) Inactive customers plus Progress to Work/Link Up customers in receipt of Jobseekers Allowance who enter a job, or jobs where employment is with more than one employer which:**

- consists of at least 8 hours of work each week;
- is expected to last at least 13 weeks;
- begins within 6 weeks of leaving provision.

6. Paid Outcomes to be submitted on the JO2JP as in Chapter 5.

## **Recording Permanent Jobs Performance for Provision without Job Outcome Payments**

7. For provisions with a contractual performance target that do not attract job outcome payments (chiefly Gateway to Work) the job outcome definitions for permanent jobs in paragraph 5 apply but should be notified on form JO2JP (performance). This is unchanged. Paragraph 11 gives details of the process to claim temporary jobs for provision without Job Outcomes payments.

## **Temporary Jobs for Performance**

8. The definition of a temporary job is as follows:

**i) Customers in receipt of Jobseekers Allowance (excluding those on Progress to Work/Link Up) who enter a job, or jobs where employment is with more than one employer which:**

- consists of at least 16 hours of work each week;
- begins within 6 weeks of the customer leaving provision.

**ii) Inactive customers plus Progress to Work/Link Up customers in receipt of Jobseekers Allowance who enter a job, or jobs where employment is with more than one employer which:**

- consists of at least 8 hours of work each week;
- begins within 6 weeks of leaving provision.

## **Recording Temporary Jobs Towards Performance**

9. Temporary jobs can only be claimed towards performance for NDYP/New Deal 25 plus prime contracts let in or after April 2006 and the job started in or after April 2007.

10. Temporary jobs must only be reported after the employment has finished. As the job must have finished there is no possibility of the job lasting 13 weeks and no job that has been reported as temporary can later be claimed as a paid job. Only one temporary job per person per piece of provision can be claimed. Where the customer has a temporary job which finishes and subsequently gets a permanent job within the tracking period a paid outcome can be claimed in addition to the temporary job.

11. Temporary jobs should be reported on form JO2JP performance. On the top of the form the word 'Temporary' should be added under the third bullet point under the Provider Declaration on the JO2JP Performance the words "is expected to last 13 weeks and" should be struck through.

12. If the employment continues for 13 weeks for any job that had initially been expected to be Temporary, though not reported as a temporary job, the job can be submitted for payment and must meet the evidence requirements for paid outcomes. The evidence requirements for paid outcomes are in Chapter 4 of this Guide.