

Specialist Disability Employment Programme

(NB This is a working title, programme name to be determined
by Spring 2009)

Supporting Information

Supporting Information

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Supporting Information Annex 1

Welfare Reforms and the Specialist Disability Employment Programme

Please note; the contents of this Annex are provided to suppliers for information only.

City Strategy Pathfinder

The City Strategy Pathfinders, also mentioned in the Green Paper, *In work, better off: Next steps to full employment*¹ aim to empower local areas giving them the flexibility to provide local solutions to local problems. By pooling or aligning budgets with some Department for Work and Pensions funding, we aim to get more or better outcomes from existing resource.

It will be important that there is a cohesive service offered in those areas covered by a City Strategy. Bidders will need to ensure that the service they provide enhances and does not replicate existing provision. Working with the consortia they will need to identify gaps in provision and ensure that these gaps are suitably filled where appropriate.

Some of the Specialist Disability Employment Programme contract packages include City Strategy areas and as a result the specification that will be outlined in the ItT may differ slightly in these areas. The contract packages may be subject to additional requirements to reflect specific City Strategy local issues. DWP will work closely with City Consortia members to develop possible adjustments in order to reflect their priorities.

The City Strategy areas are shown below:

- Birmingham, Coventry and the Black Country
- Blackburn with Darwen
- Dundee
- East London
- Edinburgh
- Glasgow
- Heads of the Valley
- Leicester
- Liverpool
- Greater Manchester
- Nottingham
- Rhyl
- South Yorkshire
- Tyne and Wear
- West London

¹ DWP In work, better off: Next steps to full employment: www.dwp.gov.uk/welfare-reform/in-work-better-off/

Jobcentre Plus Local Employment Partnerships

Background

Local Employment Partnerships (LEPs) are a key component of the Government's "In work, better off"; a Green Paper on the next steps to full employment, and were launched in the 2007 budget.

LEPs are based on a simple deal with employers (public and private): the Government gets disadvantaged customers ready for work by:-

- giving customers the preparation and training to meet employers' needs and expectations;
- encouraging employers with vacancies to give customers serious consideration for the job – through interviews, work placements and mentoring.

Jobcentre Plus and suppliers match the right potential candidates to employers, and organise the pre-recruitment assessment and training to fill specific jobs on offer. This will involve tailoring customers' training plans and developing tailored provision. DWP is keen that all provision supports the LEP agenda by moving customers to a position where they are close to being job-ready, and able to compete effectively for all LEP vacancies.

Pre-employment Training

All LEP eligible customers can be referred to LEP pre employment training (PET) and the referrals may come from a range of both contracted and non-contracted suppliers.

Jobcentre Plus customers who are already participating in DWP contracted mainstream provision are permitted to access LEP PET at no cost to the supplier. This is because the customer does not leave the mainstream provision, and their participation on LEP PET is deemed to add value to existing support, building upon and enhancing rather than duplicating what is already available.

In England, it has been agreed that Learning and Skills Council (LSC) funding is the first choice to deliver LEP Pre-employment Training (LEP PET). Similar arrangements have been agreed with the Welsh Assembly Government to deliver LEP PET via their Skill Build Programme; and with the Scottish Executive to deliver LEP PET via their Training for Work Programme.

For further information, LEP Provider Guidance can found on the Internet:

http://www.dwp.gov.uk/supplyingdwp/what_we_buy/pg_chapter_18.pdf

Local Strategic Partnerships

Local Strategic Partnerships (LSPs) are non-statutory, multi-agency partnerships, which match Local Authority boundaries. LSPs bring together at local level the different parts of the public, private, community and voluntary sectors; allowing

different initiative and services to support one another so that they can work together more effectively.

Successful suppliers will be expected to engage and work with key local partners in the delivery of the Specialist Disability Employment Programme. This could include LSPs, Working Neighbourhoods Fund and, where appropriate, devolved administrations. More information will be available in due course at the next stage of the bidding process.

In Scotland Workforce Plus Employability Partnerships are in place and successful suppliers will be expected to engage with the key local delivery partners.

Pathways to Work

Pathways to Work (PtW) is a major part of the Welfare Reform agenda that gives extra support to people with health problems and disabilities. PtW targets health-related, personal and external barriers to work by offering an enhanced package of support in the early days of the customer's benefit claim.

PtW provides individual targeted support and is not a 'one size fits all'. PtW also provides a platform for the new Employment and Support Allowance introduced on 27 October 2008.

Pathways Overview

- Provides an initial Work Focused Interview (WFI) then five additional monthly mandatory WFIs. These five WFIs are conducted by the Contractor in PL Pathways areas.
- Review and update of the customer's personalised work action plan.
- Tailored work-focused support.
- For suitable customers the option to attend a Condition Management Programme that focuses on at least the three main conditions that give rise to the majority of IB/ESA claims: cardio respiratory, muscular skeletal and mild to moderate mental health.

Pathways is delivered in partnership with the Private and Voluntary Sector to provide a more varied provision coupled with a standard Jobcentre Plus approach. There is a single Jobcentre Plus process that interacts with the Private and Voluntary Sector.

PtW is currently delivered by Providers in 60% of Great Britain. Of the prime providers the majority are private organisations with about 50% of sub-contractors being voluntary organisations and charities.

The Condition Management Programme

The Condition Management Programme (CMP) was established to help people who are claiming benefit due to ill health manage their health condition sufficiently to

enable them to return to work. The scheme was established through the joint working of Jobcentre Plus and the NHS. The scheme is completely voluntary and not affect the customer's entitlement to benefit. It is designed for those people who wish to overcome their barriers to work and who would like to learn how to manage their condition more effectively. In both Jobcentre Plus and Provider-Led districts CMP is delivered by health specialists and is individually tailored to meet the customer's needs.

Jobseekers Regime and Flexible New Deal

The new Jobseekers Regime and Flexible New Deal will replace the current mandatory New Deals, including the Private Sector Led New Deals, Employment Zones, New Deal 50plus, New Deal Self Employment and New Deal for Musicians. The new Regime will focus on helping customers into sustained employment and improving skills where necessary.

The new Regime will be a four-stage process, with Jobcentre Plus delivering stages one to three. Suppliers will deliver stage four – the Flexible New Deal. Organisations from the public, private and third sector will provide a flexible and innovative package of support to help customers find and keep employment. This support will be an integral element of the new Regime.

The new Regime will be introduced across Great Britain in two phases. For the first phase, the Jobcentre Plus delivered stages one to three will be introduced for new customers from April 2009. These customers will enter the Flexible New Deal (stage four) from October 2009. The competition for Phase 1 Flexible New Deal is already underway.

For the second phase, the Jobcentre Plus delivered stages one to three will be introduced for new customers from April 2010. These customers will enter the Flexible New Deal (stage four) from October 2010.

Implementation has been phased to allow incorporation of lessons learned from Phase 1 into Phase 2. However, Phase 2 will broadly reflect Phase 1 ensuring that everyone has a minimum level of employment support available nationally.

Access to Work

Access to Work (AtW) provides practical advice and support to disabled people and their employers to help overcome work related obstacles resulting from their disability. It can also provide a grant towards a range of additional support relating to their disability that the person would need to do their job.

AtW is available to people who:

- are aged 16 or over; and
- have a disability or health condition likely to last 12 months or more which effects them at work; and
- are in or about to start paid employment or self employment; and
- are not claiming Incapacity Benefit, Employment Support Allowance, Severe Disability Allowance or Income Support as a result of disability. Or their claim will

end when their job starts. There are some limited exceptions for people on Permitted Work and Work Trials; and

- live and work in Great Britain.

Remploy

Remploy currently supports around 11,000 disabled people, including some 4,500 employees in 83 factories. The company also provides employment services for disabled people, making support available to help them into mainstream employment.

Further information can be found at <http://www.remploy.co.uk/>

Skills Agenda – England

“Opportunity, Employment and Progression: making skills work” builds on the Government’s commitment to integrate employment and skills and specifies how DWP and Department for Innovations, Universities and Skills (DIUS) will work together (in England) to ensure that more people gain the training and support they need, to move from benefits to work and then to progress in work. The key messages from this document are as follows.

- To succeed in the emerging world economy and achieve our 80 per cent employment aspiration we must use the skills, talents and aspirations of all our people.
- The ability to get, and keep, a job and then to progress in work is the best route out of poverty. This is why a key principle of the welfare reform agenda is a focus on retention and progression, not just job entry. Enhancing skills is vital to achieve this.
- It is a priority to encourage JSA and other customers to become active ‘skills seekers’ as well as jobseekers, and to match the talents of those on benefits to the needs of local employers. The Government will put new duties on individuals to get the skills they need and to look for a job.
- The key commitment to customers and employers is a joined up employment and skills system with immediate, flexible help which is work-focused and tailored to individuals’ and employers’ needs.

Further information at

<http://www.official-documents.gov.uk/document/cm72/7288/7288.pdf>

Integrated Employment and Skills Service (IES)

DWP are working with DIUS to develop a new adult advancement and careers service in England to drive progression in learning, work and careers support. The

service will support both those in work and looking to progress in their careers, as well as people out of work. It will draw together a range of advice and support on jobs, skills, financial issues, childcare, housing and personal issues to address the broad needs of its customers.

In England, the Learning and Skills Council and Jobcentre Plus are developing a joint approach to employment and skills support for employers and individuals. This will help employers to be confident that their employees will have the skills they need to do their job and help employees remain and progress in employment to higher skilled, better paid work.

DWP is working with DIUS and Jobcentre Plus to develop pilots to test aspects of the new IES service in England, including skills screening for all new customers, Skills Health Checks and Skills Accounts. This will help to inform roll-out and ensure the service meets the needs of both individuals and employers. These tests initially involve JSA customers and commenced Autumn 2008. Trials involving ESA and IS customers will take place from 2009.

IES trials for JSA customers commenced in the West Midlands in September 2008. This may impact on Specialist Disability Employment Programme suppliers in:

- Birmingham & Solihull;
- Black Country;
- Coventry & Warwickshire, the Marches and Staffordshire.

Trials to test the universal aspects of skills accounts (DIUS/LSC) have also been tested from Autumn 2008 in the East Midlands and the South East. This may impact on Specialist Disability Employment Programme suppliers in:

- Derbyshire;
- Kent;
- Lincolnshire & Rutland;
- Leicestershire & Northamptonshire;
- Nottinghamshire, and Surrey & Sussex.

IES Trials for customers will be expanded during 2008/09 operational year in:

- London Central;
- Lambeth, Southwark & Wandsworth;
- Manchester Central;
- Manchester East & West;
- Cambridgeshire & Suffolk;
- Norfolk;
- Hampshire & the Isle of Wight.

Locations for the second phase of IES trial areas (roll out from March 2009) have yet to be decided. Wider trialling may take place in 2009 with a view to full national implementation in of the IES service in 2010.

Mandatory Training Pilots

As part of the broader IES agenda, Mandatory Training Pilots will be run in some IES trial areas. These pilots will be aimed at JSA customers with an identified skills need. The exact locations have yet to be decided.

Employment and Skills Boards

As outlined in the Leitch Review of Skills, below national level in England, there are numerous bodies involved in delivering employment and skills services to individuals and employers. To integrate these services better, it was recommended that the UK Commission for Employment and Skills (see below) should support a new network of local employer-led Employment and Skills Boards.

A 'light touch' approach has been taken to implementing proposals on Employment and Skills Boards to allow partners to develop models that suit them. There is no one-size-fits-all approach.

Employability and Skills in Scotland and Wales

The employment and skills approach in Scotland and Wales varies from that in England.

Workforce Plus (Employability) Partnerships

Workforce Plus is the Scottish Government's employability framework for Scotland. In summary, it aims to ensure that all the relevant agencies, both at local and national/UK levels, work together better and make better use of existing resources aimed at helping people into work. Although initially focused on seven priority areas, a further 19 areas have voluntarily engaged with the framework.

<http://www.jrf.org.uk/sites/files/jrf/1859353290.pdf>

In terms of the UK policy dimension, suppliers should note that Workforce Plus overlaps with all three City Strategy areas in Scotland. It also overlaps with the contract areas/packages selected for Phase One of Jobseekers Regime Flexible New Deal implementation (i.e. Inverclyde, South Lanarkshire, North Lanarkshire, East Ayrshire, North Ayrshire, Dumfries and Galloway, East Dunbartonshire, Scottish Borders and Edinburgh).

More information on Workforce Plus can be found in Workforce Plus: An Employability Framework for Scotland.

Workforce Plus Partnerships fit within the Community Planning Partnerships (CPPs) structure which operates at the local authority level.

Skills Delivery

The new skills body, Skills Development Scotland (SDS), draws together a range of functions delivered by pre-existing bodies. These functions include all-age careers advice (formerly delivered by Careers Scotland), management of the Scottish Government's national training programmes (formerly delivered by Scottish Enterprise and Highlands & Islands Enterprise) and skills brokerage (delivered by Learndirect Scotland). Whilst there is no current intention to introduce Employment and Skills Boards in Scotland, SDS is looking to establish strong links with the local employability partnerships.

SDS delivers two national training programmes specifically for unemployed people:

- **Training for Work** – a voluntary vocational training programme for people over 18 who have either been unemployed for over six months or face some form of disadvantage in the labour market.
- **Get Ready for Work** – a voluntary programme with a strong vocational element for 16-18 year olds who require tailored support to improve their prospects of employment.

Both programmes are in the process of being reviewed.

A body with which SDS intends to build strong links is the Scottish Funding Council for Further and Higher Education (SFC). The SFC is the non-departmental public body responsible for funding Scotland's 43 further education colleges and 20 universities/Higher Education Institutions. It also works closely with Her Majesty's Inspectorate of Education (HMIE) to ensure that a high quality of provision is maintained in both sectors. The Scottish Government provides strategic guidance to the SFC on an annual basis.

SDS is also likely to make increasing links with adult literacy and numeracy provision, which is currently delivered through local authority funded partnerships. Adult literacy and numeracy provision is comparable to basic skills provision in England. However, it is important to note that Scotland operates a 'social practice' model, with less of an emphasis on qualifications than on distance travelled.

All skills delivery in Scotland, from early years provision through to higher education and beyond, is embraced within the Scottish Government's Skills Strategy, Skills for Scotland: A Lifelong Skills Strategy, for which the Scottish Government is developing an implementation plan.

Information on the skills proposals for young people in Scotland can be found in More Choices, More Chances: A Strategy to Reduce the Proportion of Young People not in Education, Employment or Training in Scotland.

Skills Agenda in Wales

The skills agenda in Wales is a devolved responsibility of the Welsh Assembly Government and is therefore distinct from the undertakings in England. The Welsh

Assembly Government's approach is outlined in the paper, Skills that Work for Wales, published on 16th July 2008.

Skills provision in Wales is wide ranging, and is a combination of UK nationally delivered programmes and those supported by the Welsh Assembly Government. The latter includes initiatives such as Skill Build, aimed at unemployed learners of all ages and designed to meet basic skills needs and other vocational skills issues. Future progress of the skills agenda in Wales will be informed through the Wales Employment and Skills Board which will act as a key advisor to the Welsh Assembly Government.

The Wales Employment and Skills Board

The Wales Employment and Skills Board was established to advise, influence and help Welsh Assembly Government ministers drive-up skills and employment and business performance in Wales. It will:

- monitor and contribute to the development of the implementation of future skills strategies and action plans in Wales;
- advise on business support, skills and employment priorities (and related business support) in Wales; and
- consider the role and performance of Sector Skills Councils in Wales, including progress in implementing Sector Skills Agreements and Sector Qualification Strategies.

UK Commission for Employment and Skills (UKCES)

The UK Commission for Employment and Skills was launched on 1st April 2008 to assess UK progress towards achieving world class skills with full employment and to advise on how employment and skills services can best work together to deliver an integrated service for employers and individuals. The Commission will promote employer investment in people and the use of their skills and to do so will fund and manage the performance of the Sector Skills Councils and the Councils' re-licensing. A network of employer-led Employment and Skills Boards report to the Commission.

Strategic Partnership Working

We are moving away from a basic contract compliance model and into an approach where we will be able to share future strategic thinking and insights from other delivery/management experience, jointly identifying opportunities for efficiency gains or better outcomes. We will be looking to suppliers to signal changes they are experiencing in customer characteristics so that we can factor those changes into policy development.

By working more strategically, suppliers will need to understand and behave in a way that recognises that they are delivering part of the Government's wider agenda –

social cohesion, social inclusion, sustainability, progression, equality and diversity, and joined-up government. In particular, suppliers must demonstrate an understanding of the integrated employment/employability and skills agenda in England, Scotland and Wales.

Local Strategic Partnerships (England only)

Local Strategic Partnerships (LSPs) are non-statutory, multi-agency partnerships, which match local authority boundaries. LSPs bring together at local level the different parts of the public, private, community and voluntary sectors; allowing different initiative and services to support one another so that they can work together more effectively.

Further information relating to LSPs can be obtained from the LSP Government Guidance: <http://www.neighbourhood.gov.uk/publications.asp?did=187>

Annex 2 - Additional Information (Background Reading and Websites)

Further background information can be found in the following:

- DWP Ready for work: full employment in our generation: <http://dwp.gov.uk/welfarereform/readyforwork/>
- DWP Information Directorate Statistical Tab Tool: <http://www.dwp.gov.uk/asd/tabtool.asp>
- DWP Commissioning Strategy: Includes the Code of Conduct (at Annex 1) <http://www.dwp.gov.uk/publications/dwp/2008/com-strategy/cs-rep-08.pdf>
- DWP (2007) In work, better off: Next steps to full employment: www.dwp.gov.uk/welfarereform/in-work-better-off
- DIUS (2007) World Class Skills: Implementing the Leitch Review of Skills, Cm 7181: <http://www.dius.gov.uk/publications/worldclassskills.pdf>
- DIUS & DWP (2007) Opportunity, Employment and Progression: making skills work, Cm 7288: www.dius.gov.uk/publications/7381-TSO-Skills.pdf
- The Cabinet Office Code of Practice on Workforce Matters in Public Sector Contracts: http://archive.cabinetoffice.gov.uk/opsr/workforce_reform/code_of_practice/index.asp
- Jobseekers Act 1995, Chapter 18: http://www.opsi.gov.uk/ACTS/acts1995/ukpga_19950018_en_1
- The Jobseeker's Allowance Regulations 1996: http://www.opsi.gov.uk/SI/si1996/Uksi_19960207_en_1.htm
- The Transfer of Undertakings (Protection of Employment) Regulations 2006: <http://www.opsi.gov.uk/si/si2006/20060246.htm>
- The Disability Discrimination Act 2005, Chapter 13: http://www.opsi.gov.uk/Acts/acts2005/ukpga_20050013_en_1
- Disability Equality Duty (DED): <http://www.dotheduty.org/>
- Data Protection Act 1998, Chapter 29: http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1
- City Strategy information: http://www.dwp.gov.uk/welfarereform/cities_strategy.asp
- DWP Research Report Index: <http://www.dwp.gov.uk/asd/asd5/rrs-index.asp>
- DWP Quality Framework: http://www.dwp.gov.uk/supplyingdwp/what_we_buy/quality_framework.asp
- Raising Expectations and Increasing Support <http://www.dwp.gov.uk/welfarereform/raisingexpectations/fullversion.pdf>
- Improving the Life Chances of Disabled People white paper 2005 http://www.cabinetoffice.gov.uk/media/cabinetoffice/strategy/assets/disability_pdf
- Green Paper A new deal for welfare – Empowering people to work' published January 2006

http://www.dwp.gov.uk/welfarereform/empowering_people_to_work.asp

- NAO - National Audit Report – Gaining and Retaining a Job: the Department for Work and Pensions Support for Disabled People
[http://www.nao.org.uk/system_pages/search.aspx?&terms="gaining+and+retaining](http://www.nao.org.uk/system_pages/search.aspx?&terms=)
- Green Paper “Pathways to Work – Helping people into Employment”
<http://www.dwp.gov.uk/consultations/consult/2002/pathways/pathways.pdf>
- UKEs Skills and Employability report
<http://www.ukces.org.uk/Default.aspx?page=5>
- Valuing People
<http://www.dh.gov.uk/en/SocialCare/Deliveringadultsocialcare/Learningdisabilities/index.htm>
- Getting a Life C:\Documents and Settings\69236330\Local Settings\Temporary Internet Files\OLK28C\0127_getting_alife.htm
- No one written off: reforming welfare to reward responsibility:
<http://www.dwp.gov.uk/welfarereform/noonewrittenoff/noonewrittenoff-complete.pdf>
- Improving Specialist Disability Employment Services –Consultation
<http://www.dwp.gov.uk/resourcecentre/des-consultation-paper.asp>
- Improving Specialist Disability Employment Services consultation – Summary of Responses
<http://www.dwp.gov.uk/resourcecentre/des-consultation.asp>
- Summary of Design & Procurement Events; [DWP - Supplying DWP](#)

Annex 3 - Glossary of Terms

AACS (adult advancement and careers service)	The adult advancement and careers service is a new service being established by DIUS. AACS will not be the name or brand of the eventual organisation who will be invited to deliver it.
Access to Work	<p>Participants on the Specialist Disability Employment Programme may be eligible for some types of support from Access to Work.</p> <p>Access to Work (AtW) provides practical advice and support to disabled people and their employers to help overcome work related obstacles resulting from their disability. It can also provide a grant towards a range of additional support relating to their disability that the person would need to do their job.</p> <p>AtW is available to people who:</p> <ul style="list-style-type: none"> • are aged 16 or over; and • have a disability or health condition likely to last 12 months or more which effects them at work; and • are in or about to start paid employment or self employment; and • are not claiming Incapacity Benefit, Employment Support Allowance, Severe Disability Allowance or Income Support as a result of disability. Or their claim will end when their job starts. There are some limited exceptions for people on Permitted Work and Work Trials; and • live and work in Great Britain.
Action Plan / Personal Action Plan	A document that describes the specific steps, which are agreed with the customer, to help them move from benefit into sustainable employment.
Better Off Calculation (BOC) / Better off in work calculation	A better off calculation produces accurate estimates of how much better off a customer could be in work. Based on information supplied by the customer, of potential in-work benefits and tax credits, it can be a powerful and valuable tool in influencing a customer to leave benefit and enter paid employment.
Careers Service	Careers Service in England is now known as Connexions. They offer information, advice and guidance to young people and adults about any issues which might affect learning and work.
City Strategy Pathfinders	The City Strategy aims to tackle worklessness in our most disadvantaged communities across the UK – many of which are in major cities and other urban areas. The strategy is designed to empower local areas, giving them the flexibility to provide local solutions to local problems to deliver a significant improvement in employment rates amongst people of working age in their local area.
Common Inspection	Both Ofsted (England) and Estyn (Wales) use a similar

Framework	Common Inspection Framework (CIF) that sets out the principals of inspection and ensures a uniform approach is applied across the sector.
Contract Package	Successful suppliers will be offered contracts to deliver in specific areas. In most cases Jobcentre Plus Districts have been brigaded. Contract package is the term used to describe the geographic area as well as the total amount of funding available for that area.
Critical Success Factors	The factors (i.e. the positive outcomes or benefits) against which the success of a programme will be judged in order to justify the investment.
Disability Employment Adviser	DEAs are specialist advisers based in Jobcentre who deal with customers with more complex or substantial disabilities and health conditions. They have an obligation to consider whether the programme will meet the specific needs of the individual, and also take account of other considerations such as value for money or availability of places.
Customer	An individual of working age who uses Jobcentre Plus services for the purposes of returning to work or claiming benefits.
DIUS	The Department for Innovation, University and Skills.
DWP	The Department for Work and Pensions.
DWP Quality Framework	The DWP Quality Framework provides the basis of our approach to maintaining and improving quality in DWP contracted employment provision.
Employment Zones	In 2000, Employment Zones were created to provide fresh new ways to help eligible people find and keep a job. The initiative is a three-stage programme offering practical back-to-work support for people living in one of thirteen designated zones.
Estyn	The Office of Her Majesty's Inspectorate for Education and Training in Wales aims to raise standards and quality of education and training in Wales through inspection and advice.
Factory Support Grant	The expectation is that there will be a phased decline of FSGs in the lead up to the implementation of Specialist Disability Employment Programme However, it is agreed that clear guidelines will be available regarding monies to be recovered from the sale of a supported business in the future, even after the introduction of Specialist Disability Employment Programme
Fast-tracked	A term used to describe the way some customers are given early access to programmes or stages within programmes.
Government Actuary's Department	The Government Actuary's Department (GAD) is an independent actuarial consultancy working within government. GAD provides actuarial advice to a wide range of public sector and private sector organisations,

	throughout the UK and internationally.
IES / IES service	Integrated Employment and Skills (service).
ItT (Invitation to Tender)	The process whereby departments outline their requirements for particular goods and/or services so that potential suppliers can set out how they intend to meet those requirements.* In this document, ItT is the term used to describe the second stage of a two-stage procurement exercise, where a more detailed service specification and tender documentation are used to select preferred suppliers.
Job Introduction Scheme JIS	The Job Introduction Scheme can pay a wage subsidy of £75 per week to an employer for up to thirteen weeks when they employ a disabled person.
Jobcentre Plus	Part of the Department for Work and Pensions, Jobcentre Plus provides an integrated service to people of working age. It offers help to people looking to move into work and support for people who can't. Jobcentre Plus also provides a range of services to help employers fill their vacancies quickly.
Jobcentre Plus District	A specified area of England, Scotland or Wales within which to deliver services to Jobcentre Plus customers.
Jobseeker's Allowance (JSA)	An allowance payable to customers who are out of work, or working less than 16 hours a week, are aged under 65 (for men) or under 60 (for women) and are actively seeking and capable of work.
Jobmaets	Job multi-agency employment teams.
LSC	Learning and Skills Council
Local Strategic Partnership (LSP)	LSPs are non-statutory, multi-agency partnerships, which match local authority boundaries. They bring together at a local level the different parts of the public, private, community and voluntary sectors; allowing different initiatives and services to support one another and work more effectively.
NAO	National Audit Office.
New Deal for Lone Parents	A range of support offered to help lone parents overcome barriers to work, such as ongoing support from a Jobcentre Plus personal adviser, financial support, childcare help and training opportunities.
New Deal for Young People	The New Deal for Young People targets people between the ages of 18 and 24. It was implemented as part of New Labour's Welfare-to-Work agenda to address youth unemployment and benefit dependency.
Off-flows	This term is used to describe the volumes of customers leaving benefit. This will include those moving into work and those people who move onto other benefits.
Ofsted	Office for Standards of Education inspects and regulates care for children and young people, and inspects education and training for learners of all ages.

OGC	The Office of Government Commerce is responsible for improving value for money by driving up standards and capability in procurement.
Provider Referrals and Payments System (PRaP)	DWP will implement the Provider Referrals and Payments System from October 2009. This will allow the electronic referral of customers to providers and make regular service payments. It also enables providers to claim outcome payments automatically.
Pathways to Work (PtW) JCP	Consists of: an intensive work focused interview; services of an Incapacity Benefits Personal Adviser to directly support the customer to move closer to or into work; completion and review of an action plan detailing the steps the customer needs to move towards or return to work.
Pathways to Work PL	Targets support on an individual basis. Has focus on job entry and retention. Will underpin Employment Support Allowance.
Pension Credit	Pension Credit is an entitlement for people aged 60 and over. It guarantees everyone aged 60 and over a weekly income.
Pre-Qualification Questionnaire PQQ	The first stage of a procurement exercise, in which a shortlist of suppliers is selected to move onto the second stage (the Invitation to Tender).
Prime contractor / lead provider	Where an organisation chooses to deliver a service via a network of sub-contractors, the 'prime contractor' is the main contract holder with the buying organisation.
Procurement	The process of purchasing goods and/or services, from identification on need to payment. *
Provider guidance	Detailed guidance and information (including processes) which is provided by DWP/Jobcentre Plus to the successful suppliers to use when delivering the contracted service.
Provision	A term used to describe the services offered to a customer when they are participating in a government programme. These can be services provided in-house, for example, by Jobcentre Plus, or by organisations from the private and voluntary sector.
Residential Training Colleges	The Department for Work and Pensions (DWP) contracts for the provision of work focused residential training specifically for adults with disabilities aged over 18. The Residential Training (RT) Programme is delivered by 9 specialist providers, Residential Training Colleges (RTC's), located throughout England.
Right to Control	The right to control will give a disabled person the right to know the monetary value of the support they are eligible for, to agree the outcomes that the money should be used

Sanction	<p>to achieve with the public authority, to review and revise the plan as necessary and have the option of taking a direct payment if they wish.</p> <p>A 'sanction' is a measure that reduces or extinguishes benefit even when there is underlying entitlement. Sanctions can be imposed by a Decision Maker for a fixed period and are imposed as a result of an action, for example, misconduct resulting in loss of employment for JSA purposes.</p>
Skills Health Check	A personalised assessment of a customer, undertaken by a careers adviser, to identify any skills issues preventing them from gaining employment. This will be introduced for all new claimants by 2010.
SME	Small and medium sized enterprises – any business employing under 250 staff. *
Supplier(s)	The term used to describe prospective or incumbent service providers.
Supported / Sheltered Employment Programme (SEP)	The Supported / Sheltered Employment Programme was the immediate predecessor programme to WORKSTEP. Participants who began their supported employment under the Supported or Sheltered Employment Programme may have retained different conditions of employment, e.g. may work fewer hours.
TUPE	Transfer of Undertakings (Protection of Employment) – The 2006 regulations are now the main piece of legislation governing the transfer of an undertaking. They are designed to protect the rights of employees in a transfer situation, enabling them to enjoy the same terms and conditions, with continuity of employment, as formerly.
Work-benefit history	A customer's employment history and/or benefit claiming history.
Work Preparation	Work Preparation helps disabled people to address employment-related issues associated with their disability and prepare to enter work. This might include confidence-building, identification of suitable types of work and work experience
WORKSTEP	WORKSTEP provides support for disabled people who face complex issues in finding and/or keeping a paid job, but who, with the right support for them and their employer (such as mentoring or job coaching) can develop a successful career. The programme also aims to help participants and their employer's progress to a stage where WORKSTEP support can be reduced/withdrawn over time.

* Definition consistent with National Audit Office definitions.

Annex 4 Examples of Scope and Range of Disabilities

This document contains some examples of the range of disabilities and health conditions covered by the Programme in order to help potential bidders understand the scope of the service they are expected to provide – it is **NOT** an exhaustive list.

We have worked with a range of expert organisations to produce this information and thank them for contributing the following paragraphs.

Autism

Autism is a lifelong developmental disability that affects how a person communicates with, and relates to, other people. It is a spectrum condition, which means that, while all people with autism share certain difficulties, their condition will affect them in different ways. Autism affects around 1 in 100 people and currently only 15% of adults with autism are in full time employment. Support needs to focus on the following three areas:

Social skills training

- Social skills are a vital asset in finding and keeping a job yet for many people with autism these are skills that they have to learn. It is vital that providers support people to develop conversation and interpersonal skills, as well as to understand body language.

Support with the job search, application and interview process

- The language used in job advertisements is often inaccessible for people with autism with lots of jargon and unnecessary requirements whilst application forms contain open ended questions and hypothetical scenarios that are extremely difficult for people with autism to answer.
- Individuals need support attending interviews as people with autism have difficulties with both verbal and non-verbal language and can also struggle with understanding body language and with making eye contact.
- It is important that reasonable adjustments are explained to the interviewer.

Support in work

Both the individual and the employer will need support as they begin a new job to deal with this important transitional period.

- Employers and colleagues will need training in the behaviours associated with autism and appropriate communication methods.
- HR departments need to be made aware of the individual's support needs.
- The individual will need support to plan and structure their working day as well as advice on the unwritten rules of the workplace and support on career development and progression
- This support needs to be on-going as changes to routine can cause extreme anxiety for a person with autism and support needs to be in place to ensure that change can be managed.

Further information can be found at www.autism.org.uk

With thanks to The National Autistic Society

Neurological Conditions

'A long-term neurological condition results from disease of, injury or damage to the body's nervous system (i.e. the brain, spinal cord and/or their peripheral nerve connections) which will affect the individual and their family in one way or another for the rest of their life' (National Service Framework for Long-term Conditions; Department of Health, 2005).

Four clusters of neurological conditions were identified: (1). sudden onset; (2) intermittent and unpredictable; (3) progressive: & (4) stable conditions but with changing needs due to development of ageing.

Primary examples of neurological conditions that would fall within these categories are as follows:

- **sudden onset neurological conditions**, e.g.: traumatic brain injury (head injury); other forms of acquired brain injury such as stroke, cerebral or sub-arachnoid hemorrhage, cerebral infections (such as encephalitis, meningitis or cerebral abscess), cerebral hypoxia (lack of oxygen to brain); and spinal cord injury;
- **intermittent & unpredictable neurological conditions**, e.g.: epilepsy; certain forms of headache; or early multiple sclerosis where relapses and remissions lead to marked variation in the care needed;
- **progressive neurological conditions**, e.g.: motor neurone disease, Parkinson's disease or later stages of multiple sclerosis, where progressive deterioration in neurological function leads to increasing dependence on help and care from others. (NB dementia for all ages is covered in the NSF for Older People.)
- **stable neurological conditions but with changing needs due to development or ageing**, e.g.: postpolio syndrome or cerebral palsy in adults;

With thanks to Dr. Andy Tyerman, Consultant Clinical Neuropsychologist

Brain Injury

The effects of brain injury are wide ranging - they can be physical, cognitive, emotional and behavioural, with common symptoms including fatigue, and concentration and memory problems. Many people experience serious difficulty in finding and retaining employment after a brain injury, and in many cases their symptoms are not immediately apparent - brain injury is often called the 'hidden disability'.

Headway welcomes any scheme that aims to help survivors back into work, especially given the high rates of unemployment among our service users. It is vital that any front-line staff involved in assessing and supporting brain injury survivors are adequately trained in the effects of brain injury, and are able to give ongoing

support to the survivor. As public awareness of brain injury is generally low, it is also important to recognise the need to educate and support employers. The complexity of the brain means that no two injuries are the same, so support must be tailored to the individual in order to be effective.

With thanks to Headway – the brain injury association.

Back Pain

In any given year 40-50% of the population experiences back pain and whilst most recover within days or weeks, a significant group develops a more persistent and potentially disabling problem. In 2007/2008 back pain was responsible for 4.2 million lost working days, which makes back pain the second most common cause of absence from work.

Recent initiatives have highlighted the need for an integrated approach to assisting people with back pain to remain at or return to work. Back pain affects many aspects of daily living and people experience back pain in many different ways. Back pain is not like a broken leg where the problem is highly visible and it is easy to see the adaptations that are to be made. Back pain is invisible and therefore harder to understand what adaptations are needed.

A first step towards assisting people with back pain to return to work is to get a good understanding of how back pain affects the individual. For example, some may find sitting down for long periods difficult, others cannot walk for long distances. Some chairs are great for person A with back pain, but are terrible for person B.

Understanding back pain and the person who is living with back pain is an important first step in establishing a way forward. Only then can we see how we can adapt his or her work. With the right adaptations and education, many people with back pain can be a very valuable asset to their employer. And with the same adaptations and education work can also be an asset to the individual.

With thanks to BackCare -The Charity for Healthier Backs

Arthritis

There are over 200 forms of the group of conditions known as arthritis, and more than 1 in 5 adults in the UK have the condition.

For the most part it is invisible, can be extremely painful and debilitating, and contrary to popular opinion is not just an elderly persons' disease. Babies and young children have it too. Arthritis is at present an incurable condition.

Arthritis is a variable condition, and some forms are accompanied by "flare-ups" which can rapidly change an apparently quite well person into someone who is seriously ill and confined to bed. Other forms are accompanied by extreme exhaustion.

This makes it very difficult for employers, who often have little knowledge of the effects of arthritis, and in some cases has led them to believe the individual was “swinging the lead”.

It is eminently possible to work with arthritis as long as some simple adjustments are made in discussion with the person with arthritis:

- avoid making appointments with them early in the day;
- avoid heavy physical work;
- a role where a mixture of sitting, standing, and moving about in short periods is often best. Long periods of any one of those should be avoided;
- gentle regular exercise is recommended;
- stress is generally to be avoided;
- starting work outside the rush hour is helpful;
- the majority of people with arthritis have difficulty with stairs (coming down is worse than going up). Ensure a lift is available if working on upper floors, or relocate their workplace to a ground floor area;
- special equipment is available for computers etc which relieve the load on hands and wrists, and special chairs etc are available to ensure they sit correctly. All this can usually be funded under the “Access to Work” scheme;
- Arthritis Care runs courses for employers who want to understand more about arthritis, and we run courses for people with arthritis to help them manage their condition and so sustain a good work / home life balance. See www.arthritiscare.org.uk for details.

With thanks to John McGregor, Arthritis Care Central England

Jobseekers with Sight Loss

People with sight loss are first of all people and are as different from each other as the rest of us. So providers should see their work record employability skills and check whether these require upgrading first.

Next providers should look at their disability specific skills; skills that enable them to find compensatory strategies for their sight loss. Do they possess independent travel or mobility skills? Do they possess Braille or IT competencies that allow them to access and share information? Do they possess good interpersonal skills such as listening or memory recall that facilitates teamwork? Go through these stages before seeing or thinking of these clients as people that automatically have complex needs arising from their sight loss.

Sight loss itself is a wide spectrum, only around 5% of people registered blind cannot see anything at all. Consequently the support that clients with sight loss require can be equally wide ranging and dependent upon the individual's own needs. Some clients will be able to negotiate heavily trafficked streets with a long cane, some would benefit from independent mobility training whilst others will need to travel to work by taxi (a support element that the "Access to Work" scheme can fund). Some

clients may only require information on the accessibility options on a normal computer whilst others may require instruction in voice activated software. Some clients may be very intuitive and can work comfortably in a team (sometimes producing their own notes on a braille) whereas others may need a support worker for an hour a day to read the post or the papers produced for a meeting.

Some reasonable adjustments cost nothing at all such as formatting a computer screen to white on black to improve the contrast of the text, some are quite cheap such as a desk lamp to improve illumination for reading whereas other adjustments such as a CCTV to enlarge print may be relatively expensive but can be completely fundable for new employees under the "Access to Work" scheme.

The starting point for forming these judgements of a client's needs ought to be a face to face assessment conducted by an assessor. The assessor ought to have the right mix of experience and specialist knowledge, to be aware of the demands of the workplace and above all to allow themselves to be guided by the client.

With thanks to Philip Connelly of RNIB

Jobseekers with Hearing Loss

There are more than 9 million deaf and hard of hearing people in the UK. That's one in seven of the UK population, and this number is rising as the number of people over 60 increases. About 698,000 of these people are severely or profoundly deaf.

A deaf person is four times more likely to be unemployed than a non-disabled person, and is also much more likely to be in a low-paid position. Only 63% of deaf and hard of hearing people of working age are currently employed, compared to 75% of the population as a whole. In addition, a third of disabled adults of working age live in income poverty. This is due to a combination of factors:

- British Sign Language (BSL) is a first language for many of our clients, it is a visual language with it's own grammar and syntax. English, therefore, for most BSL users, is a second language resulting in lower literacy skills.
- Communication obstacles and the lack of communication services within the education system often lead to low skills levels. Compared to the general population, deaf and hard of hearing people are 40% less likely to have higher qualifications.
- Poor levels of confidence and self-esteem often restrain deaf people to low-expectation jobs: deaf people in full-time work are 7 times more likely to be earning the minimum wage than the national average.
- Most employers are unaware of the communication support or equipment available to them to support deaf and hard of hearing employees.
- Deafness is a 'hidden disability'. Despite legislation and progression improving access for deaf and disabled people many organisations do not

include sensory loss in their considerations when making themselves accessible to 'disabled' people.

- Attitudes and ignorance. Many employers fear the unknown and create obstacles preventing the employment of a deaf person. In our Employment survey deaf people cited the 2 main barriers to employment being lack of deaf awareness and employers' attitudes.

With thanks to Irini Korompilia of RNID

Work for People with Mental Health Problems

Paper prepared by Simon Francis Yorkshire and the Humber Improvement Partnership.

Background

Poor mental health is not unusual. One in four people are likely to have a mental health problem at some point in their lives. Despite this mental health is arguably still a taboo subject, and stigma and discrimination are rife. Many people with mental health problems can and do work, and many more want to. Work is an integral part of recovery for most people with mental health conditions.

However there are significant disparities in outcomes for this group and we are aware that the mental health group constitute the highest proportion of people on disability benefits, they have amongst the lowest employment rates and have difficulty in retaining jobs when mental health problems occur. People with mental health problems are at more than double the risk of losing their jobs than those without.

Two thirds of men with mental health problems under the age of 35 who die by suicide are unemployed. One-third of people with mental health problems report having been dismissed or forced to resign from their job. Almost four in ten felt they had been denied a job because of their previous psychiatric history and over two-thirds had been put off applying for jobs for fear of unfair treatment.

There is a strong rationale for doing more to increase employment outcomes including the positive influence on an individual's health and well being and the harmful impact prolonged worklessness has on creating, or worsening, poor mental health.

Barriers

There are several reasons why people with mental health problems have trouble finding and keeping a job. These are:

- Low expectations of staff. Lack of understanding about the benefits of employment can lead health and social care staff to advise against work.

Jobcentre Plus staff can have poor awareness of mental health issues. This can lead to a culture of low expectations, with the assumption that some individuals will 'never' be able to work.

- The impact of the mental health problems on the individual, leading to loss of motivation and confidence. Side effects of some medication (such as drowsiness) can rule out certain jobs.
- Fear that work will lead to worsening mental health, even though unemployment is actually likely to be more detrimental to mental health.
- Employer attitudes. Many employers are reluctant to employ people with mental health problems. Occupational health departments might also raise concerns that the individual would be unable to cope or would take too much time off sick.
- People with mental health problems lacking awareness about available support. There appears to be relatively low usage of employment support among people with mental health problems, who may not be aware of recent initiatives to ease the transition to work.
- Benefit reviews. Although automatic benefit reviews are not the policy of the Department for Work and Pensions, there is a widespread fear that looking for work, including unpaid work, will trigger a benefits review. Similar concerns occur about Disability Living Allowance (DLA), although this can be paid to those in or out of work.
- Many people feel that leaving benefits represents a real threat to their financial security. They have concerns either that they would be worse off in work, or that the job would not work out and they would need to reclaim their whole benefits package, which might have been difficult to secure in the first place. People claiming through their health insurance fear having higher premiums or being unable to get health insurance in future if they return to work.

Opportunities

There is a strong evidence base for getting people with severe mental illness into work, namely Individual Placement and Support, although the model is not frequently used.

Regional partnerships for Mental Health and Employment, will help bring more clarity and coherence to this agenda, by developing a partnership, setting out and delivering a strategy to get more people with mental health conditions into jobs, and once in work developing and using existing and developing initiatives, to enable people to stay in work.

We are currently developing a programme of work to promote a cultural shift in health and other support services, so that the dialogue between the individual and the intermediary focuses on what people can do, as opposed to what they can't

With thanks to Simon Francis, Yorkshire and the Humber Improvement Partnership

People with Learning Disabilities

The Government has identified people with moderate and severe learning disabilities as one of the four most disadvantaged groups in relation to employment. They are furthest from the labour market, and less than 10% have paid jobs. Because there is ample evidence that many people with moderate and severe learning disabilities can work and want to work, the Government has prioritised efforts to support more of them in to work through Public Service Agreement 16, and will be publishing shortly a cross government employment strategy with ambitious targets to get many more in to paid jobs. It is essential they are included in programmes to support people in to work.

People with moderate and severe learning disabilities will often have poor or limited communication skills, and may not be able to verbalise; and they are unable to easily transfer learning from one setting to another. As a consequence, all the success getting them jobs has been through individual place and train programmes, rather than train and place. They also need more than the usual job coaching and support programmes: this involves a more customised approach involving an in depth profiling/discovery process (that can itself take some time) to identify their aptitudes and interests, systematic instruction on the job, detailed task analysis and job re-engineering in negotiation with the employer, job carving, and well planned long term support.

With thanks to Simon Whitehead – Valuing People

Heart Conditions

Issues that people with heart conditions may face when returning to work

The issues that people face when going back to work with a heart condition will vary depending on the type of condition and the work they do. Some people will have no symptoms at all and a good quality of life so won't be limited by their heart disease. However, other people will have symptoms such as chest pain or discomfort, breathlessness, tiredness, and palpitations, and may be restricted in what they can do.

People may be returning to work after having some time off work - for example because of a heart attack or heart surgery - and they can feel tired or lacking in energy after their illness. Some of these people may benefit from a gradual return to work, building up their days over a period of weeks. They may lack confidence at first

and it is common to feel anxious or low in mood after being unwell, feelings that can be compounded if they have a very heavy workload or stressful job. They might also worry that they will be ill while they're at work.

Many people will have to start off doing light activities and then gradually build up to doing heavier work and, depending on their heart condition, they may have to avoid certain activities, for example heavy lifting. Some people won't be able to drive for a period after their diagnosis or after they leave hospital. If someone has an LGV or PCV licence they need to let the DVLA know they have a heart problem as special regulations or restrictions may apply.

For more information visit [bhf.org.uk](http://www.bhf.org.uk)

http://www.bhf.org.uk/living_with_a_heart_condition/understanding_heart_conditions/types_of_heart_conditions.aspx

With Thanks to June Davison, Cardiac Nurse, The British Heart Foundation

Supporting Information Annex 5

Access to Other Provision whilst on Specialist Disability Employment Programme

This annex will describe other DWP Provision available in terms of its compatibility with the Specialist Disability Employment Programme i.e. whether provision can be accessed concurrently or consecutively. Mandatory programmes are also indicated. Please note: this information is currently still awaiting compatibility decisions and will be available by ItT stage.

Provision	Description	Consecutive/ Concurrent	Mandatory
Better Off In Work Credit (National)	Better Off In Work Credit (BWC) is a payment to encourage customers to move into and remain in work by ensuring that on moving into full-time work they will receive at least £25 more a week, including in work support, than they were receiving from 'out of work' benefits. BWC will be paid by Jobcentre Plus and available to customers who are entitled to IB, ESA, IS, JSA and SDA, for at least 26 weeks prior to beginning work.		
Childcare Assist (National)	Help with formal childcare costs for up to 5 days in the week before starting work.		
Childcare Subsidy (National)	Childcare Subsidy provides help with formal childcare costs when moving into part time work of up to 16 hours per week. It helps towards the cost of childcare for Lone Parents or Partners starting approved and agreed part-time work of up to 16 hours a week (up to a maximum of £87.50 a week for one child, £150 a week for 2 or more children).		
In Work Credit (National)	In Work Credit is a fixed tax free payment of £40 per week (£60 per week in London) for parents bringing up children alone. It is payable for up to 52 weeks on top of earnings, when lone parents start work of at least 16 hours per week.		

<p>Job Grant (National)</p>	<p>A work incentive aimed at helping the customer/partner to make the transition from benefit to paid employment. The customer must:</p> <ul style="list-style-type: none"> • expect employment to last at least 5 weeks; and • have been in receipt of a qualifying benefit or combination of qualifying benefits (JSA, IB, IS and/or SDA) for previous 26 weeks without a break immediately prior to moving into remunerative work. 		
<p>Training grant</p>	<p>Customers who are 50 years old or more are entitled to a training grant once they start work. This is to help them update their skills or learn new ones. Customers can use the money to pay for training at their place of work or at a local college. Customers could get up to £1500 for work-related training; this is available for one year after returning to work.</p>		
<p>Travel to Interview Scheme (National)</p>	<p>TIS aims to help customers back to work by encouraging them to widen their job search by providing financial assistance so that they can attend job interviews beyond normal daily travelling distance. Customers may also be entitled to overnight subsistence (maximum of 2 nights).</p>		
<p>Apprenticeships (National)</p>	<p>Apprenticeships are primarily for employed learners and include Apprenticeships at Level 2 and Advanced Apprenticeships at Level 3. Programme-led apprenticeships allow young people who cannot find an employer, or prefer to start in an off the job setting, the chance to follow the same curriculum as an Apprenticeship. In Scotland, all apprentices must be employed. For more information:</p> <ul style="list-style-type: none"> • In England, visit: www.apprenticeships.org.uk • In Scotland, visit: http://www.skillsdevelopmentscotland.co.uk/ • In Wales, visit: http://www.careerswales.com/youngpeople/choices17/16to19_train.asp <p>In Wales Modern Apprenticeships are for all ages.</p>		

<p>Adult Safeguarded Learning</p> <p>(England only)</p> <p>http://readingroom.lsc.gov.uk/Lsc/National/Adult_Safeguard_2006-07.pdf</p>	<p>This provides personal fulfilment, civic participation and communication development. It supports a wide range of courses in each geographical area offered by local authorities, colleges and voluntary & community groups.</p>		
<p>Support offered through City Strategy consortia</p> <p>(National – specific sites)</p> <p>http://www.dwp.gov.uk/welfarereform/cities_strategy.asp</p>	<p>City Strategy aims to improve the working age employment rate - particularly for disadvantaged groups such as long-term benefit claimants, lone parents, older people and people from ethnic minority groups - through helping more people find and progress in work. The consortia approach is about improving outcomes for disadvantaged people by building upon and improving local partnerships and empowering them to identify and respond to local problems.</p> <p>Cities Strategy will contribute to a significant improvement in the working age employment rate - particularly for disadvantaged groups such as long-term benefit claimants, lone parents, older people and people from ethnic minority groups - through helping more people find and progress through, work.</p> <p>The strategy is based on the premise that local stakeholders are best placed to deliver more if they are able to combine and align their efforts and are given more freedom to be innovative. The consortia approach is about improving outcomes for disadvantaged people by building upon and improving local partnerships and empowering them to identify and respond to local problems</p>		

<p>European Social Fund</p> <p>(National)</p>	<p>The European Social Fund (ESF) was set up to improve employment opportunities in the European Union and so help raise standards of living. It aims to help people fulfil their potential by giving them better skills and better job prospects. ESF programmes across England, Scotland and Wales differ in terms of their objectives and the types of customers they support.</p> <p>For more information visit:</p> <ul style="list-style-type: none"> • http://www.esf.gov.uk/ • http://www.wefo.wales.gov.uk • http://www.esep.co.uk <p>A list of the 70 DWP ESF contracts in England can be found here:</p> <ul style="list-style-type: none"> • http://www.dwp.gov.uk/supplyingdwp/what_we_buy/contract_value_notice100708.pdf <p>Provider Guidance for the DWP ESF programme in England can be found here:</p> <ul style="list-style-type: none"> • http://www.dwp.gov.uk/supplyingdwp/what_we_buy/provider_guidance.asp 		
<p>Foundation Learning Tier</p> <p>(England only)</p> <p>http://qfr.lsc.gov.uk/fit/</p>	<p>Foundation Learning Tier is the generic term used to describe all learning below Level 2. It comprises units and qualifications below Level 2 within the Qualifications Curriculum Framework. These include progression pathways for focused and strategic approaches to Entry Level and Level 1.</p>		
<p>Level 2 / Level 3 (LSC) provision</p> <p>(England only)</p> <p>http://readingroom.lsc.gov.uk/Lsc/2005/learningopportunities/adults/level-2-entitlement-guide-for-providers-stakeholders.pdf</p>	<p>Adult Level 2 is the equivalent of 5 GCSEs at A*-C or NVQ2. The Level 2 entitlement is an entitlement to free tuition to study for a first full Level 2 qualification.</p>		

<p>progress2work and progress2work LinkUp</p> <p>(National)</p> <p>http://www.jobcentreplus.gov.uk/JCP/Customers/outofworkhelp/lookingforwork/Getting_job_ready/Programmes_to_get_you_ready/Dev_014886.xml.html</p>	<p>progress2work is a voluntary programme that supports clients with a history of drugs misuse to take up and/or remain engaged in Mainstream/New Deal provision, and enable them to secure and sustain employment.</p>		
<p>Skills for Jobs, comprising:</p> <ul style="list-style-type: none"> • Employability Skills Programme • Local Employment Partnerships, specifically Pre Employment Training <p>(England only – Learning and Skills Council provision)</p>	<p>‘Skills for Jobs’ in an umbrella term referring to the activity that helps low skilled people to get a job. Customers can start throughout the year and there are opportunities to continue the programme if customers get a job part-way through. Progression once in employment, through continued individual engagement or employer led training. The Employability Skills Programme is for those with Basic and Employability skills needs leading to employability and job outcomes. Support offered through LEPs includes mentoring, work trials and pre employment training. For more information visit:</p> <ul style="list-style-type: none"> • http://www.lsc.gov.uk/providers/employability/ • http://www.jobcentreplus.gov.uk/JCP/Employers/lep/index.html • http://www.lsc.gov.uk/providers/local-employment-partnerships/ 		
<p>Skills for Life</p> <p>(England only)</p> <p>http://inourhands.lsc.gov.uk/adults.html</p>	<p>Covers literacy, numeracy and language provision, to offer a coherent approach to providing people with the basic skills they need to succeed in life and at work. To ensure that learners are engaged and supported through a learning journey that takes them to their highest possible level of achievement.</p>		

<p>Training for Work (Scotland only)</p> <p>http://www.skillsdevelopmentscotland.co.uk/</p>	<p>Training for Work provides training support for people who are unemployed and actively looking for work. The programme - run by Skills Development Scotland (SDS) - allows people to undertake vocational training linked to local labour market opportunities, enabling individuals to secure and sustain employment.</p> <p>Training for Work is open to adults who are 18 and over, who have been unemployed for at least 6 months within the previous 52 weeks. However, there are exceptions to this.</p>		
<p>Train to Gain (England only)</p> <p>http://www.traintogain.gov.uk/</p> <p>or</p> <p>http://www.learn-direct-business.co.uk/traintogain/</p>	<p>Train to Gain is a new service designed to help businesses of all types and sizes get the training they need to succeed. Managed by the Learning and Skills Council (LSC) across England, Train to Gain has been developed from the highly successful Employer Training Pilots and uses experienced Skills Brokers who will work closely with individual businesses to: identify the skills the business needs; pinpoint the right training; agree a tailored training package; find available funding; and review progress.</p>		
<p>Work Trials (National)</p> <p>http://www.jobcentreplus.gov.uk/JCP/Customers/outofworkhelp/lookingforwork/Getting_job_ready/Programmes_to_get_you_ready/Dev_014890.xml.html</p>	<p>Work Trials are a short trial period in an actual job situation, for up to 15 (and in exceptional cases, 30) working days. They provide an excellent opportunity for unemployed customers to prove themselves to an employer without giving up the security of benefit. Both the employer and customer take part without obligation.</p>		
<p>In Work Advisory Support from Jobcentre Plus advisers (National)</p>	<p>Support and guidance from a Jobcentre Plus Personal Adviser will be offered to all lone parents who have moved into work to help resolve any difficulties and direct individuals towards other support. This support will be available for their first 26 weeks in work.</p>		

<p>New Deal for Lone Parents (National)</p>	<p>Advice and support for lone parents looking to participate in the labour market. Can also provide financial support for clients undertaking training and in-work advice.</p>		
<p>New Deal for Partners (National)</p>	<p>New Deal for Partners is available to partners of people claiming any of the following benefits:</p> <ul style="list-style-type: none"> • Jobseeker’s Allowance • Income Support • Incapacity Benefit • Carer’s Allowance • Severe Disablement Allowance • Pension Credit <p>Partners of benefit claimants can join the (voluntary) New Deal for Partners programme and get a range of support to find work.</p>		
<p>Pathways to Work (National)</p>	<p>Pathways to Work provides extra support for people with a health condition or a disability who claim Employment and Support Allowance (ESA) or an Incapacity Benefit, to help them move into work or to be able to work in the future.</p>		
<p>Programme Centres (or future equivalent) (National)</p>	<p>Help with job applications, along with practical advice on looking for jobs, removing barriers to getting and keeping a job, and going back to work. Programme centres provide stamps, stationery, newspapers and access to the internet. Many offer learning modules to improve interview skills and phone techniques.</p>		
<p>Residential Training Courses (National)</p>	<p>The Residential Training Programme is intended to help long term unemployed adults with disabilities, and more complex disability related barriers to employment to secure and sustain a job through a combination of guidance, learning in the work place, work experience and training. Department for Work and Pensions currently fund or partly fund ten Residential Training Colleges in England</p>		
<p>Skill Build (Wales only)</p>	<p>Skill Build is one of the Welsh Assembly’s Work Based Learning training programmes and is delivered through their contracted training providers. Part funded through the ESF, it is a voluntary programme, which aims to</p>		

	<p>improve the job prospects of the unemployed and economically inactive adults, resident in Wales, through training and/or work experience.</p>		
<p>Jobseekers Regime and Flexible New Deal</p>	<p>The new Jobseekers Regime and Flexible New Deal will replace the current mandatory New Deals, including the Private Sector Led New Deals, Employment Zones, New Deal 50plus, New Deal Self Employment and New Deal for Musicians. The new Regime will focus on helping customers into sustained employment and improving skills where necessary.</p> <p>The new Regime will be a four-stage process, with Jobcentre Plus delivering stages one to three. Suppliers will deliver stage four – the Flexible New Deal. Organisations from the public, private and third sector will provide a flexible and innovative package of support to help customers find and keep employment. This support will be an integral element of the new Regime.</p> <p>The new Regime will be introduced across Great Britain in two phases. For the first phase, the Jobcentre Plus delivered stages one to three will be introduced for new customers from April 2009. These customers will enter the Flexible New Deal (stage four) from October 2009. The competition for Phase 1 Flexible New Deal is already underway.</p> <p>For the second phase, the Jobcentre Plus delivered stages one to three will be introduced for new customers from April 2010. These customers will enter the Flexible New Deal (stage four) from October 2010.</p> <p>Implementation has been phased to allow incorporation of lessons learned from Phase 1 into Phase 2. However, Phase 2 will broadly reflect Phase 1 ensuring that everyone has a minimum level of employment support available nationally.</p>		

<p>Access to Work</p>	<p>Access to Work (AtW) provides practical advice and support to disabled people and their employers to help overcome work related obstacles resulting from disability. It can also provide a grant towards any additional support relating to their disability that the person would need to do their job. It can help in a number of ways. For example, it can help pay for:</p> <ul style="list-style-type: none"> • special aids or equipment to enable a disabled person to do their job; • adaptations to premises or equipment to make them accessible; • the additional costs of travel to work for people who are unable to use public transport because of their disability or health condition; and, • a support worker in the workplace, such as: <ul style="list-style-type: none"> ○ a reader for a visually impaired person; ○ an interpreter for someone with hearing difficulties; or, ○ a counsellor to help someone with a mental health condition talk through their concerns or learn stress management techniques. <p>Cost sharing can apply to some types of support. The Access to Work adviser can advise you and the customer of this. Access to Work is available to people who have a disability or health condition (that is likely to last for 12 months or more) which affects them at work, if they:</p> <ul style="list-style-type: none"> • are already in or about to start paid employment or self-employment; and, ○ are over 16 years of age; ○ live and work in Great Britain; ○ are not claiming Incapacity Benefit, Severe Disability Allowance or Income Support paid as a result of disability (although they may still be able to get help if they are Higher Limit or Supported Permitted 		
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	<p>Work); and,</p> <ul style="list-style-type: none">○ are earning at least the National Minimum Wage rate for each hour that they work (there is no minimum number of hours to be worked and the total amount of any wage is immaterial to eligibility).		
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