

CHAPTER 10 - BASIC SKILLS

Introduction

- 1 Unless previously identified as having a Basic Skills or language need, all JSA customers will have a Basic Skills screening at the six month Restart interview. Customers identified as having a potential need who are not eligible to enter New Deal, including those with language barriers, should be referred to Learning and Skills Council provision for Jobcentre Plus customers in England and community provision in Scotland and Wales.
- 2 Customers identified with a potential basic skills or language need at their initial New Deal interview should be referred for a basic skills Independent Assessment and where appropriate on to Basic Skills/ESOL provision as part of their New Deal option.

The Independent Assessment (IA)

- 3 The IA is undertaken using the version of Basic Skills Agency's 2002: "Initial Assessment - An assessment of Literacy and Numeracy Level, Version 1 or 2".
- 4 The IA determines current skills levels and is used to form the basis of a training plan.
- 5 Following IA, customers found to be below Level 1 are returned to their New Deal Personal Adviser (NDPA).
- 6 Annex 1 contains guidance notes to IA providers on interpreting the outcomes of IAs and completing the IA Basic Skills Assessment Report (IA2) included as Annex 2.

Annex 1 - Guidance Notes for Independent Assessment Providers on Completion of IA2 Form

Interpreting the outcomes of the IA

1. IA providers must record outcomes from the Independent Assessment Test on the form IA2 using the grid for assessment scores.
2. There are five possible outcomes for each category (ie: literacy and numeracy):
 - pre Entry Level;
 - Entry Level 1;
 - Entry Level 2;
 - Entry Level 3
 - At or above Level 1.
3. The following guidance should be used to interpret the outcomes shown in the 'Assessment Score' table of the IA2;
4. Where there are ticks in column A, B or C for either subject refer or recommend referral to BET for New Deal 25 plus or Full Time Education and Training (FTET) for New Deal for Young People.
5. Where there is a tick in D or E for one subject and a tick in A, B, or C for the other the lowest scoring subject decides the referral to provision.
6. Where there is a tick in column D for both subjects or one tick in D or one tick in E refer or recommend referral to appropriate Gateway provision.
7. Where both ticks are in column E showing the customer is assessed at Level 1 or above in literacy and numeracy, the assessor may recommend Learndirect as a useful way of improving the customer's skills further.

Annex 2 - IA2 Basic Skills Assessment - Outcome / Referral Report

In all circumstances return a copy of this form to Jobcentre Plus.

-

Independent Assessor- Provider Details

Name of Provider (Company):	
Name of Contact:	

Customer Details

Name of Customer:	
National Insurance Number:	

Assessment Outcome

Date of Basic Skills Assessment	<i>day</i>	<i>month</i>	<i>year</i>
---------------------------------	------------	--------------	-------------

Customer Attended	Y	N	Customer Undertook test	Y	N
-------------------	---	---	-------------------------	---	---

Assessment Score

(Score)	Pre Entry Level	Entry Level 1	Entry Level 2	Entry Level 3	At or Above Level 1
	(A)	(B)	(C)	(D)	(E)
Literacy					
Numeracy					

In columns A, B, C, D or E enter a tick in the appropriate boxes for the Assessment results.

Section B

Referral to Provision

Customer referred to further provision ?	Y	N
--	---	---

If NO, why was no referral made:

.....

Type of provision referred to, please detail:

Rrecommended further help through:

Part Time Further Education	
Learndirect	

If Part Time Further Education or Learndirect, name and address of training provider	
Name of Course	
Skills need being addressed	

.....