

Withdrawn

This publication has been withdrawn.

It is no longer current.

Residential Training College Provider Guidance

Section 2 – Referral to Provision

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Introduction

1. It is essential that you read and note the contents of DWP Generic Provider Guidance including Chapter 2 – Delivering DWP Provision.
2. Residential Training is intended to help unemployed adults with disabilities, particularly those at risk of exclusion from the job market, to secure and sustain employment or self employment. For Residential Training disability is as defined by the Equality Act 2010.
3. The definition of disability is that set out in section 6(1) of the Equality Act 2010 , which states that a person (P) has a disability if:
 - (P) has a Physical or mental impairment, and
 - The impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities.

Entry to the Programme: Eligibility, Suitability and Recruitment

Eligibility

4. Potential trainees must satisfy the following eligibility conditions for DWP funding:

- customers whose physical, psychological or learning disability is such that any mainstream local provision is unsuitable;
- the applicant should be unemployed on the first day of training and each day of training thereafter;
- they can participate in Residential Training regardless of any benefit claimed as long as they are unemployed;
- the applicant should have reasonable employment prospects in the chosen job goal and have the capability of reaching an employable level on completion of training; and
- applicants who have undertaken a previous period of Residential Training must wait 12 months before they are eligible to enter a further residential programme.

However, there are three exceptions to this rule:

- those people who, for reasons of ill health, have left an earlier programme prematurely;
- where a person's disability has deteriorated since completing a programme; and
- when a DEA is satisfied that a customer cannot sustain or find employment using the skills gained on the previous RT funded programme

Please note: applicants must be resident in the UK.*.

*People currently legally living in Great Britain - UK passport holders (or eligible to hold UK passport); foreign passport holders as long as there is an endorsement in their passport allowing them to undertake paid employment – i.e. there are no employment restrictions/ prohibitions; holders of EU passports (subject to any endorsement prohibiting them from working in the UK).

Suitability

5. When receiving a referral to the RTC Programme, it is important the provider understands why the customers are deemed suitable by the referring DEA. Customers applying for a training place must have a clear and realistic job goal in mind and understand how the course will help them to achieve it.

6. The provider must ensure that all customers are aware that RTC courses can be very demanding and there may be some evening and weekend study. In addition the provider must explain to the customers that they will be away from their home

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environment and support network and must be able/prepared to mix with others of different ages and backgrounds.

7. DEAs may choose to speak to the Jobcentre Plus Third Party Provision manager in order to ensure that there is no suitable local training for the individual customer.

8. Where Providers are approached by potential trainees, they should refer them to their local DEA before any training application is initiated. This will ensure that Jobcentre Plus can consider whether:

- any suitable local alternative provision is available to the trainee; and
- there are suitable employment prospects locally in the chosen vocation

Self Referral is not part of the RTC model but colleges are actively encouraged to engage partner organisations who they deem having eligible and suitable customers. Where engaging such potential customers the colleges must signpost to DEAs/JCP who will deem the eligibility and suitability of those identified.

Applications

9. All applications for DWP Residential Training must be referred by the DEA who will send the following forms to the DWP Residential Training Team:

- Parts 1 and 2 of the application for Residential Training;
- Form FSF7 or other appropriate medical report, if necessary;
- Relevant assessment reports;
- Form SL2JP following the pre-training interview to be sent directly to the Provider; and
- Form REF2JP to be sent in all instances of referrals to RTC provision.

The address for the DWP Residential Training Team is:

DWP Residential Training Team, 4th Floor,
Jobcentre Plus, Newcastle City,
Mail Handling Site A,
Wolverhampton,
WV98 1NX.

The contact number is Tel: 0191 2152056.

10. Where Jobcentre Plus is able to provide alternative suitable provision locally for the individual, the DEA/JCP will deal directly with the application.

11. All appropriate applications i.e. where Jobcentre Plus is unable to locate alternative suitable local provision, will be forwarded by the DEA to the Residential Training team for onward referral to the college.

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12. The DWP Residential Training Team will ensure that applications are processed as quickly as possible in order that trainees receive the training they require with the minimum of delay. All complete applications will be acknowledged within five working days of receipt. After resolving any queries, applications will be forwarded to the relevant Provider, DEAs/JCP and applicants will be informed of this by letter from the DWP Residential Training Team. i

13. All Providers should process referral applications as follows:

- where a pre-selection assessment is necessary, the Provider should arrange this with the DEA/customer direct and inform the DWP Residential Training Team of all assessments arranged;
- Providers should notify the customer and DEA of the outcome of assessments and/or dates for commencement of training. Providers will need to ensure that sufficient time is allowed for customers to have their training allowances calculated by Jobcentre Plus before starting training. Customers should be advised to make these arrangements with their DEA before entering training. Page 1 of the form SL2JP should be forwarded to the DEA and Residential Training Team as soon as the customer has started training; If the new print SL2JP is used which only has three pages then please photocopy Page 1 of the new print SL2 and send this to the DWP Residential Training Team;
- all allocation papers, Provider joining instructions, travel arrangements etc should be notified direct to the customer by the Provider;
- Providers are responsible for completing the relevant form at the start/termination of training i.e. SL2JP or any other relevant training documentation issued by DWP and/or Jobcentre Plus; and
- Providers who are unable to accept a particular application must inform the customer/DEA of the reasons for their decision and copy this information to the DWP Residential Training Team.

14. Providers should ensure that DEAs/JCP are informed of trainee progress, if requested to do so by the trainee's DEA/JCP. Providers should also consult DEAs about suitable work placement opportunities in the customer's home area

15. It is essential that Providers inform the DWP Residential Training Team on a weekly basis of any change in the status of a particular application e.g:

- start dates;
- completion dates;
- early leaver dates;
- rejected or withdrawn applications; and
- referral requests.

Providers will forward monthly claims costs to the DWP Residential Training Team.