

## Work Programme Live Running Memo

**To:** Work Programme Providers

**From:** Change Policy & Planning Division

**Cc:**

Category Manager, Supplier Managers,  
Senior Performance Managers

Performance Managers

Liam Murray, John Tiplady

**Memo Serial Number:** WP LR 202

**Date:** 4 February 2016

**Subject:**

**Amendment to the WP08 Hints & Tips document**

**Action:**

**For information**

**Timing:**

**Immediate**

### Background

To support providers in completing the WP08 sanction doubt referral form a Hints and Tips document was produced as a guide to the information required for a quality WP08 referral to be made.

The WP08 Hints and Tips is an interactive spread sheet that takes the form of the WP08. Each of the sections within the document has guidance notes, which give advice on information required on the sections or gives consequences for not completing a section correctly.

The Hints and Tips document has now been reviewed and changes have been made to enhance the advice regarding safeguarding.

### Summary

Changes have been made to the WP08 Hits and Tips spread sheet notes around safeguarding action. New fields have now been included at:-

- **Line 34** - Has the participant's vulnerable group status been checked?

When "No" is chosen the guidance message has now been amended to read:

*"This answer should always be "Yes". Do not raise a WP08 referral until you have checked the vulnerable group status."*

- **Line 38** - Was safeguarding action taken?

If “Yes”, the questions, following this are whether the participant did or did not understand the requirement.

Where the participant **did not** understand the requirement the guidance message has now been amended to read:

*“If safeguarding has been carried out and you have established that the participant did not understand what they were being asked to do (and the consequences of not doing it) you **must not** raise a WP08.”*

- **Line 39** - Was safeguarding action taken?

If the is answer “No” the guidance message has now been amended to read:-

*“If your attempts to make face to face (safeguarding) contact are not successful, continue completing this WP08 giving details of dates and actions you have taken.”*

#### **Additional amendments**

- **Part 7** of the form (lines 61 to 65) have now been amalgamated to include one standard note as follows:

*“This section is only to be used to record any comments the participant has volunteered. Please enter “not applicable” if this does not apply”*

The new version of the WP08 Hints and Tips spread sheet will be available on the internet week commencing **15 February 2016**.

#### **Further Information Contact Details**

All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.