

# Department for Work and Pensions

## Work Programme Live Running Memo

**To:** Work Programme Providers

**Cc:** Supplier Managers  
Senior Performance Managers  
Performance Managers

**From:** Work Programmes Division

**Memo Serial Number:** 176

**Date:**

**Subject:** Work Programme Job entry management information – changes to the way DWP captures Job entry data

**Action:** For information and action

**Timing:** Immediate

### Background

Job entries are a key performance driver and indicator of Work Programme (WP) performance. This memo outlines a number of changes to the way DWP will ask providers to report their job entry performance – this memo reiterates the key messages taken from WP live running memos 172 and 172(revised) and now adds the forward timetable for the monthly return of the data to the Department. An initial MI return was sent to the Department for the 5 December.

This is an interim process that will be replaced by an automated PRaP based process in the New Year.

The information in this memo was discussed at the WP Provider Operations Forum in November.

### Summary

This memo outlines new action for providers about what job entry MI they send to the Department.

### Stopping the existing Job Entry Pipeline Return

1. Providers currently provide DWP with a monthly Job Entry Pipeline Return – with immediate effect providers can stop sending this return into the Department.

## **Sending a new temporary Job Entry MI return to DWP**

2. In the near future DWP will ask that providers input job entries into PRaP to provide an automated source of Job Entry data. Until that process has been implemented DWP is asking for a monthly job entry MI return to capture performance in this key area – this MI will be included in the monthly WP MI dashboard. A timetable for returns is embedded – this is based on returns being sent on the 5<sup>th</sup> working day of the month..

The return will capture in-month “First Job Entries” and “Subsequent Job Entries.”

First Job Entries: the number of Work Programme participants that have entered work for the first time in that month.

Subsequent Job Entries: The number of Work Programme participants who have had a previous first job entry and have had a subsequent job entry in that month.

The MI should be broken down into the Total of All Payment Groups and each individual Payment Group (1, 2, 3, 4, 5, 6A, 6B, 7, 8, 9). The embedded EXCEL file has a worksheet for each Payment Group.

DWP requires job entry data from April 2013 to the latest month ending. The first return included ‘historic’ data from April 2013 onwards. Subsequent returns will cover the latest month. It is expected that providers may wish to refresh past job entry performance and this Department has no issue should this happen.

Returns must be sent into this email address [MIPROVIDER.RETURNS@DWP.GSI.GOV.UK](mailto:MIPROVIDER.RETURNS@DWP.GSI.GOV.UK) and copied to your Performance Manager in line with the dates in attached timetable. Can you please ensure that the returns are not marked as private and are clearly titled as Job Entry MI Returns.

Providers should notify the DWP Provider Performance Monitoring Team with the name of the lead contact for this return and a deputy and keep this information up to date.

Our preferred naming convention for the excel file returns is 4001234 Avanta Dec 14.xls. It is essential that the provider name, contract number and month of return are clearly identified in the return.

It is also important that only numbers in number format are recorded within the tables within the excel spread sheet and please do not leave any links to other sources within the table as this makes it difficult to open.

The return itself is embedded below again for your reference alongside the new timetable.

## **Further information and contact details**

All enquiries in relation to this memo should be raised with Andy Whisker by e-mail at [andy.whisker@dpw.gsi.gov.uk](mailto:andy.whisker@dpw.gsi.gov.uk) in the first instance.

Regards

**Work Programme Division**