

Chapter 14 - Welfare to Work

Contents

New Deal and Employment Zone Programmes

Self-employment route

Definition.....	14000
Remunerative work	14001
Receipts - trading whilst on the self-employment route.....	14010
Trading after the self-employment route ends.....	14011
Special account	14012
Date payment from special account is due to be paid	14015
Income - money in the special account.....	14020
Date payment treated as paid	14021
Period payment taken into account.....	14024
Amount taken into account.....	14025
Fractions.....	14026
Deduction for income tax.....	14027
Disregards	14040
Capital acquired under the self-employment route.....	14050

New Deal

New Deal for Young People

What is New Deal for Young People	14100
Qualifying conditions	14102
Gateway	14107
Tasters	14115
Adviser discretion fund.....	14116
Employed employment option	14118
Self-Employed employment option.....	14132

Voluntary sector option.....	14141
Environment task force option.....	14145
Full-time education and training option.....	14150
Training allowance.....	14152
Disregards - Income - IS and JSA(IB)	
Child care expenses.....	14200
Expenses for special needs	14212
Mandatory top-up payments	14213
Training allowances/training premiums	14215
Sanctions in JSA	14225
Linked periods for jobseeking periods in JSA	14260
New Deal claimants aged 25 years and over	
Introduction.....	14300
New Deal 25+ education based	14301
Entry	14302
Definitions for New Deal 25+ education based	
Benefit	14303
Casual employment.....	14304
Employment officer.....	14305
Examination.....	14306
Full time employment	14307
Full time student.....	14308
Qualifying course.....	14321
Term-time	14322
Vacation	14323
New Deal 25+ education-based - JSA	
Treated as available.....	14324
Availability in term time.....	14325
Availability during examinations and vacations	14326
Actively seeking employment in term time	14327
Actively seeking employment during examinations and vacations	14328
New Deal 25+ Intensive Activity period based	14330

Entry	14335
Definitions for New Deal 25+ Intensive Activity period based	
Claimant	14340
Facilities	14341
Intensive Activity period.....	14342
Self-employment route	14344
Training allowance	14345
Employment.....	14350
Self-employment support as part of the Intensive Activity period.....	14356
Disregards - income - IS and JSA(IB)	
Child care expenses.....	14365
Mandatory top-up payment	14366
Training allowances/training premiums	14368
Sanctions in JSA	14375
Linked periods for jobseeking periods in JSA	14380
New Deal for lone parents or partners	
What is New Deal for lone parents or partners	14400
Assistance in pursuing self-employment	14410
Disregards - income - IS and JSA(IB)	
Child care expenses.....	14415
Training allowances/training premiums	14417
Gateway to work course	
What is it.....	14450
New Deal Sanctions and hardship in JSA	
Introduction.....	14500
Employment officer.....	14508
Fixed period sanctions	
Two or four week sanctions	14522
26 week sanctions.....	14528
JSA(IB) payable even when there is a 26 week fixed period sanction....	14537

Good Cause	
New Deal for young people	14570
New Deal 25+ education based	14572
New Deal 25+ Intensive Activity period based	14576
Hardship	
Claimants not in a vulnerable group who are subject to a New Deal sanction.....	14580
New Deal for young people or Intensive Activity period sanction imposed whilst hardship payments are being made	14583

Employment zones

Introduction	14600
Referral to an Employment Zone programme	14626
Others who can enter an Employment Zone programme	14639
The first stage.....	14655
The second stage.....	14657

Annexes

Further and Higher Education Act 1992, Schedule 2 - 14321	Annex 1
Further and Higher (Scotland) Act 1992, Schedule 2 - 14321.....	Annex 2
Designation of Employment Zones for the purpose of the Employment Zones Regulations 2003.....	Annex 3
People designated as Employment Officers for the Employment Zone programme	Annex 4

Chapter 14 - Welfare to Work

New Deal and Employment Zone programmes

Self-employment route

Definition

14000 **[See memo DMG 09/09] [See Memo DMG 26/09]** Self-employment route means¹ assistance in pursuing S/E earner's employment whilst participating in

1. an EZ programme **or**
2. a programme provided or arrangements made under specified legislation².

*1 IS (Gen) Regs, reg 2(1); JSA Regs, reg 1(3);
2 E & T Act 73, s 2; Enterprise and New Towns (Scotland) Act 1990, s 2*

Remunerative work

14001 People are treated as not being in remunerative work where they are receiving assistance under the self-employed route¹.

1 JSA Regs, reg 53(bb); IS (Gen) Regs, reg 6(1)(dd)

14002 - 14009

Receipts - trading whilst on the self-employment route

14010 Gross receipts from trading whilst on any of the schemes or activities falling within the definition of the self-employment route (see DMG 14000) are

1. not earnings, earnings from self-employment or income other than earnings¹
and
2. paid into a special account² (see DMG 14012 - 14015) **and**
3. taken into account in a certain way when working out IS and JSA³ (see DMG 14000 - 14040).

*1 JSA Regs, reg 88A, IS (Gen) Regs, reg 23A; 2 JSA Regs, reg 102A; IS (Gen) Regs, reg 39A;
3 JSA Regs, reg 102B&C; IS (Gen) Regs, reg 39 B&C*

Trading after the self-employment route ends

14011 Gross receipts received after the self-employment route ends are earnings from employment as a S/E earner¹. This is because a person is no longer treated as not employed after the self-employed route ends. Do not take into account the

1. period of training **or**
2. gross receipts received

whilst on the self-employment route when working out those earnings. See Benefit Specific Guidance on IS and JSA for guidance on how earnings from employment as a S/E earner are worked out.

1 IS (Gen) Regs, reg 37; JSA Regs, reg 100

Example

Sinead starts trading from 1.12.03 as a freelance journalist whilst on EO(S/E) of NDYP. She continues to trade after the EO(S/E) of NDYP ends on 30.5.03. She is entitled to JSA from 31.5.03 because she is working on average for less than 16 hours a week. The DM decides

1. Sinead is in employment as a S/E earner from 31.5.03 **and**
2. the assessment period for working out earnings from that employment starts on 31.5.03 **and**
3. the earnings should be worked out in accordance with benefit specific guidance **and**
4. gross receipts from trading whilst on the EO(S/E) of NDYP should be worked out in accordance with DMG 14000 - 14040.

Special account

14012 Gross receipts from trading whilst on the self-employment route are paid into a special account¹. The special account is in the names of the person providing the self-employment route and the person who is on it. Both of them have to authorize withdrawals from the account.

1 IS (Gen) Regs, reg 39A; JSA Regs, reg 102A

14013 Withdrawals from the account are only allowed to meet the expenses of trading. Withdrawals are not allowed to meet the personal expenses of the person who is on the self-employment route.

14014 The amount in the account at the end of the last day of the self-employment route is paid to the claimant. The date the amount is due depends on whether the person is entitled to IS or JSA within a 13 week period after the self employment route ends.

Date payment from special account is due to be paid

14015 The amount in the special account at the end of the last day a person is on the self-employment route is due to be paid immediately after

1. the self-employment route ends if the person is not entitled to IS or JSA immediately after the self-employment route ends **or**
2. entitlement to IS or JSA ends if entitlement ends within a period of 13 weeks after the self-employment route ends starting with the day after the self employment route ends **or**

3. a period of 13 weeks starting with the day after the self-employment route ends if the person is entitled to IS or JSA throughout that period.

Example 1

Charles starts trading as a window cleaner whilst on the EO(S/E) of the NDYP. He continues to trade after the EO(S/E) of the NDYP ends. The EO(S/E) of NDYP ends on 25.7.03. He is not entitled to IS or JSA after the EO(S/E) of the NDYP ends because he is in remunerative work. Money in the special account at the end of the last day on the EO(S/E) of NDYP is due to be paid on 26.7.03.

Example 2

Anwara starts trading as a designer of jewellery whilst on the EO(S/E) of NDYP. She continues to trade after the EO(S/E) of NDYP ends on 19.9.03 working ten hours a week on average. Her husband is claiming IS for himself, Anwara and their children. Money in the special account at the end of the last day on the EO(S/E) of NDYP is due to be paid on 20.9.03 because Anwara is not entitled to IS or JSA as her husband is getting IS for her.

Example 3

Gemma starts trading as a computer consultant whilst on the EO(S/E) of NDYP. She is entitled to JSA after the EO(S/E) of NDYP ends on 28.2.03 because she works less than 16 hours a week as a computer consultant. Her business picks up and she starts working 18 hours a week on average. The DM decides that Gemma is not entitled to JSA from 1.4.03 because she is in remunerative work. Money in the special account at the end of the last day on the EO(S/E) of NDYP is due to be paid on 1.4.03 because

1. 1.4.03 is the day after entitlement to JSA ends **and**
2. entitlement to JSA ends within the period from 1.3.03, the day after the EO(S/E) ends **to** 30.5.03 which is 13 weeks after the EO(S/E) ends.

Example 4

Sean starts trading as a windscreen fitter whilst on the EO(S/E) of NDYP. He is entitled to JSA after the EO(S/E) ends on 30.5.03 because he works less than 16 hours a week. Money in the special account at the end of the last day on the EO(S/E) is due to be paid on 30.8.03 because that is the day immediately after a period of 13 weeks, starting with the day after the EO(S/E) ends.

14016 - 14019

Income - money in the special account

- 14020 Income paid to people who are receiving assistance in pursuing S/E earners employment will be subject to special rules as to its calculation and the date that it is taken into account and treated as paid.

Date payment treated as paid

14021 The date on which payment of money in the special account at the end of the last day on the EO(S/E) is treated as paid depends on whether or not it is due to be paid during a benefit week. It is treated as paid on the first day of the benefit week if it is due to be paid in that week¹.

1 IS (Gen) Regs, reg 39C(3)(b); JSA Regs, reg 102C(3)(b)

Example

Martin has been continuously in receipt of JSA since EO(S/E) ended on 5.2.99. His BWE is Wednesday. Money in the special account is due to be paid on 8.5.99 which is during a benefit week. The payment is treated as paid on Thursday, 6.5.99, because that is the first day of the benefit week.

14022 For IS, if it is not due to be paid during a benefit week, it is treated as paid on the day of the week which corresponds to the first day of the benefit week for the first claim for IS made after the EO(S/E) ends by the

1. person **or**
2. partner of the person

who was on the EO(S/E)¹. See example at DMG 14021.

1 IS (Gen) Regs, reg 39C (3)(a)

14023 For JSA, if it is not due to be paid during a benefit week, it is treated as paid on the day of the week which corresponds to the first day of the benefit week for the first claim for JSA made after the EO(S/E) ends by the

1. person **or**
2. partner of the person

who was on the EO(S/E)¹.

1 JSA Regs, reg 102C(3)(a)

Example

Ron's wife Pamela was on the EO(S/E). EO(S/E) ended on 3.6.99. Payment of money in the special account was due to be paid on 4.6.99. Neither Ron or Pamela were in receipt of IS or JSA when the payment was due. So, payment was not due during a benefit week.

Benefit is subsequently claimed for the couple as follows

Pamela claims IS on 28.6.99; her BWE is Wednesday,

Ron claims JSA on 19.7.99; his BWE is Thursday,

Ron claims IS on 23.8.99; his BWE is Monday,

Pamela claims JSA on 13.9.99; her BWE is Tuesday.

The payment of money in the special account is treated as paid on

- 3.6.99 for the claim made for IS by Pamela on 28.6.99 because 3.6.99 is a Thursday and that day corresponds with the first day of the benefit week for that claim
- 4.6.99 for the claim made for JSA by Ron on 19.7.99 because 4.6.99 is a Friday and that day corresponds with the first day of the benefit week for that claim
- 3.6.99 for the claim made for IS by Ron on 23.8.99 because 3.6.99 is a Thursday and that day corresponds with the first day of the benefit week for the first claim made for IS after the EO(S/E) ended
- 4.6.99 for the claim made for JSA by Pamela on 13.9.99 because 4.6.99 is a Friday and that day corresponds with the first day of the benefit week for the first claim made for JSA after the EO(S/E) ended.

Period payment taken into account

14024 The period over which the payment of money in the special account is taken into account is equal in length to the period the person was on the EO(S/E). The period starts with the date the payment is treated as paid¹.

1 IS (Gen) Regs, reg 39C(2); JSA Regs, reg 102C(2)

Example

Grace was on the EO(S/E) from 3.8.98 to and including 29.1.99, 180 days. The money in the special account is due to be paid on 1.5.99. Her BWE is Thursday. The payment is treated as paid on 30.4.99. The payment is taken into account from 30.4.99 to and including 26.10.99 because 26.10.99 is 180 days from 30.4.99 which is the date the period starts.

Amount taken into account

14025 The amount taken into account is the amount in the account at the end of the last day on the EO(S/E) less

1. a deduction for income tax **and**
2. certain disregards¹.

The amount is apportioned equally over the whole of the period the payment is taken into account² (see DMG 14024). See example at DMG 14041.

1 IS (Gen) Regs, reg 39C(1); JSA Regs, reg 102C(1); 2 IS (Gen) Regs, reg 39C(2); JSA Regs, reg 102C(2)

Fractions

14026 Fractions of a penny are rounded up or down depending on whether it is to a person's advantage¹. It is an advantage to have less income taken into account.

1 IS (Gen) Regs, reg 27; JSA Regs, reg 92

Deduction for income tax

14027 A deduction for income tax is worked out on the amount of chargeable income and as if that income is the only income to be taxed¹. Chargeable income is the amount in the special account at the end of the last day on EO(S/E)².

1 IS (Gen) Regs, reg 39D(1)(a); JSA Regs, reg 102D(1)(a); 2 IS (Gen) Regs, reg 39D(3); JSA Regs, reg 102D(3)

14028 **[See memo DMG 09/09]** A deduction is made from the amount of chargeable income for certain personal allowances under income tax law¹ which are applicable to the person who was on the EO(S/E)². The rate of tax charged on the chargeable income after deduction for personal allowances is the

1. starting rate **or**
2. **lower** rate and the basic rate if the amount to be taxed is over the limit of income which is taxed at the lower rate³.

Note: The law does not say what date should be used to decide which personal allowances are applicable. Nor does it say the date to use to decide which rates of tax to apply. It is for the DM to decide which date to use for these purposes.

1 Income and Corporation Taxes Act 1988, s 257(1); 2 IS (Gen) Regs, reg 39D(1)(b); JSA Regs, reg 102D(1)(b); 3 IS (Gen) Regs, reg 39D(1)(c); JSA Regs, reg 102D(1)(c)

14029 Guidance on the personal allowances which can be deducted and on the starting and basic rates of income tax is in benefit specific guidance.

14030 The amount

1. for personal allowances **and**
2. taxed at the starting rate

is worked out on a pro-rata basis if the period over which the payment in the special account is taken into account (see DMG 14024) is less than a year¹.

1 IS (Gen) Regs, reg 39C(2) & 39D(2); JSA Regs, reg 102C(2) & 102D(2)

14031 - 14039

Disregards

14040 An amount is disregarded from the payment of money in the special account for each benefit week it is taken into account¹. The amount which is disregarded is the equivalent of certain disregards which apply to earnings².

1 IS (Gen) Regs, reg 39C(4); JSA Regs, reg 102C(4); 2 IS (Gen) Regs, Sch 8, para 4 to 6B & 9; JSA Regs, Sch 6, para 5 to 8 & 11 to 12

14041 Guidance on the disregards of earnings is in appropriate sections of benefit specific guidance. DMs should decide which disregard the person who was on the EO(S/E) is entitled to and deduct that amount.

14042 - 14049

Capital acquired under the self-employment route

14050 Any sum of capital acquired by a person who is receiving or has received assistance under the S/E Employment Option of the ND is disregarded for a period of 52 weeks from the date that it was acquired. This disregard applies where the capital was required for the purpose of

1. establishing **or**
2. carrying on

the commercial activity in respect of which such assistance is or was received¹.

1 JSA Regs, Sch 8, para 47; IS (Gen) Regs, Sch 10, para 52

14051 - 14099

New Deal

New Deal for Young People

What is New Deal for Young People

14100 NDYP is a programme aimed at getting young claimants on JSA into work. When they first become eligible, claimants enter the gateway where they

1. are helped to find non-subsidized employment **or**
2. select an appropriate option.

By the end of the gateway, claimants who are still on JSA will be instructed to attend an option.

14101 The options are

1. the EO, which includes
 - 1.1 the EO(E)
 - 1.2 the EO(S/E) of NDYP
2. the VSO
3. the ETFO
4. the FTET.

Qualifying conditions

14102 NDYP applies to claimants who

1. are aged 18 to 24 **and**
2. have claimed JSA for at least six months (claimants who only get credits are also included).

Note: Some people, for example the disabled or those recently released from LA care, can choose the NDYP before they have claimed JSA for six months. But they must have made a claim for JSA.

14103 - 14106

Gateway

14107 The gateway to the NDYP can last for up to four months. The gateway is a period when

1. advisers assist claimants to find non-subsidized employment or consider the barriers to finding work

2. adviser and claimant draw up an action plan of what the claimant will do to find and become ready to work
3. the claimant is expected to stay on JSA (as long as the claimant continues to satisfy the conditions for receipt of JSA in particular that they are available, ASE and have a JSAg.).

Note: A JSAg can be amended to reflect what the claimant has agreed to do in their NDYP plan.

14108 - 14110

14111 If the claimant has a particular problem (for example, homelessness, drugs or alcohol dependency), the adviser may refer the claimant to an appropriate organization for help during the gateway. Young people will receive specialist help at the same time as they are preparing to find work or take a NDYP option.

14112 Advisers

1. encourage claimants to consider the NDYP options **and**
2. help them to decide the most appropriate option.

14113 If they choose the EO(S/E), people in the gateway receive

1. a one day awareness session about self-employment **and**
2. a short course or one-to-one counselling giving training **and**
3. expert advice **and**
4. help to draw up a business plan.

They can choose the FTET if they are unable to enter the EO(S/E) immediately.

14114 If claimants

1. reach the end of the gateway period **and**
 2. have not applied for or been successful in finding a place on an option
- the adviser will give them a letter requiring them to attend a particular option.

Tasters

14115 If claimants find it difficult to select an option, they can be offered a taster. Tasters give claimants a chance to try out one of the options for a short time. Claimants are not paid for doing a taster and can stay on JSA during a taster as long as they satisfy the conditions for receipt of JSA. In particular that they are available and have a JSAg. They can be treated as ASE if they do a taster of a NDYP option for three days or more in a benefit week. This is because they are taking part in an employment or training programme for which a training allowance is not payable¹.

¹ JSA Regs, reg 19(1)(q) & 19(3)

Adviser discretion fund

14116 ND PA's may pay a discretionary award of ADF, up to a maximum of £300, for any goods and services needed to support the claimant with jobsearch, or help them overcome barriers which prevent them applying for or taking a job. It may be paid for a number of expenses including the costs of

- clothing for interviews
- travel for jobsearch
- buying essential tools
- transport costs.

14117

Employed employment option

14118 The EO(E)

1. is for people aged 18 to 25 immediately before entry **and**
2. lasts for up to 26 weeks.

14119 An employer who employs a claimant under this route receives a subsidy of

1. £60 a week where the claimant is F/T (at least 30 hours a week) **or**
2. £40 a week where the claimant is P/T (at least 24 hours a week except for carers and people with a physical or mental condition who are allowed to restrict the number of hours they are available to work, for JSA).

The employer may also receive £750 towards the cost of training. The employer pays a wage to the claimant which must be at least the amount of the subsidy.

14120 For all purposes claimants on the EO(E) are in employed earner's employment.

14121 - 14131

Self-Employed employment option

14132 The EO(S/E)

1. is for people aged 18 to 25 immediately before entry **and**
2. lasts for up to 26 weeks.

14133 The EO(S/E) includes assistance in doing S/E work¹. Whilst on the EO(S/E) claimants

1. receive a training allowance from the Secretary of State which includes a mandatory top-up payment (an NDYP grant - £400) payable by instalments, (see DMG 29503) **and**

2. are treated as not employed and as participating in arrangements for training under employment and training law² if they receive or are entitled to receive a training allowance (**NB**: this only applies for their participation in NDYP³) **and**
3. may start trading.

1 JSA Regs, reg 75 (1)(a)(ii)(aa); 2 E & T Act 73, s 2; 3 New Deal (Misc Provs) Order 98

Note: See DMG 14000 - 14050 for further guidance on the EO(S/E).

14134 - 14140

Voluntary sector option

14141 The VSO¹

1. is for people aged 18 to 25 immediately before entry **and**
2. lasts for up to six months **and**
3. includes a work placement **or** employed earner's employment (a waged option) in the voluntary sector **and**
4. must include training, support and job search.

1 JSA Regs, reg 75(1)(a)(ii)(bb)

14142

14143 Whilst on a VSO work placement claimants

1. receive a training allowance from the Secretary of State which includes a mandatory top-up payment (a NDYP grant - £400) payable by instalments **and**
2. are treated as not employed and participating in arrangements for training under employment and training law¹ if they receive or are entitled to receive a training allowance.

Note: This only applies for their participation in NDYP².

1 E & T Act 73, s 2; 2 New Deal (Misc Provs) Order 98

14144

Environment task force option

14145 The ETFO¹

1. is for people aged 18 to 25 immediately before entry **and**
2. lasts for up to six months **and**
3. includes a work placement **or** employed earner's employment (a waged option) in an environment task force **and**
4. must include training, support and job search.

1 JSA Regs, reg 75(1)(a)(ii)(cc)

14146 - 14149

Full-Time education and training option

14150 The FTET¹

1. is for people aged 18 to 25 immediately before entry **and**
2. lasts for up to one year **and**
3. must include some or all of the following: education, training, work experience, support in job search skills.

1 JSA Regs, reg 75(1)(b)(ii)

14151 Claimants on a FTET receive a training allowance from the Secretary of State. Claimants are treated as

1. being not employed **and**
2. participating in arrangements for training under employment and training law¹ if they receive or are entitled to receive a training allowance.

Note: This only applies for their participation in NDYP².

1 E & T Act 73, s 2; 2 New Deal (Misc Provns) Order 1998

Training allowance

14152 If the claimant was on JSA(IB) just before joining a NDYP option (other than EO(E), the amount of training allowance is paid at 10p a week less than what would otherwise be the JSA(IB) rate, so the DM

1. awards 10p JSA(IB) per week (this allows access to passported benefits)
2. **decides** that the claimant does not have to be available, have a JSAG or be ASE for JSA purposes whilst receiving the training allowance¹.

1 JSA Regs, reg 170 & 1(3)

14153 - 14199

Disregards - Income - IS and JSA(IB)

Child care expenses

14200 All child care expenses reimbursed to claimants for their participation in any NDYP option are disregarded in full¹.

1 IS (Gen) Regs, Sch 9 para 13; JSA Regs, Sch 7, para 14

14201 - 14211

Expenses for special needs

14212 Payments for the special needs of people on the FTET of NDYP, may be made by the DWP. The payments come from a discretionary fund and may be made to either the provider or the participant. The expenses that may be covered include

- special equipment needs (including those for people with special needs)
- exceptional costs of travel
- the cost of training away from home
- child care expenses.

Payments from the discretionary fund to meet, or help meet, special needs are disregarded¹.

1 IS (Gen) Regs, Sch 9, para 13; JSA Regs, Sch 7, para 14

Note: The disregard for payments made under employment and training law is fully explained at DMG 28425 - 28426.

Mandatory top-up payments

14213 A mandatory top-up payment is made to a person participating in the following ND options

- the EO(S/E) (see DMG 14000)
- the VSO
- the ETFO
- the FTET.

14214 An income payment may be disregarded¹ if it is

1. a mandatory top-up payment **and**
2. paid under employment and training law² **and**
3. paid in respect of the participation in the options listed at DMG 14213.

1 IS (Gen) Regs, Sch 9, para 13; JSA Regs, Sch 7, para 14; 2 E & T Act 73, s 2

Note: The disregard for payments made under employment and training law is fully explained at DMG 28425 - 28426.

Training allowances/training premiums

14215 The DM should fully disregard¹ travelling expenses paid to the claimant and any training premium (see DMG 14216) paid under certain statutory provisions regarding employment and training law². These disregards apply when the claimant is

1. attending certain training courses **or**

2. attending a course at an ERC.

Note: A disregard should not be allowed for the personal training allowance. Living away from home allowance may also be paid. (See DMG 28195).

1 JSA Regs, Sch 7, para 14; IS (Gen) Regs, Sch 9, para 13; Employment Action (Miscellaneous Provisions) Order 91; 2 E & T Act 73, s 2, Enterprise and New Towns (Scotland) Act 90, s 2

14216 A training premium may be paid with a training allowance or on its own. A training premium is

1. usually paid in addition to expenses and other extras **and**
2. assists participants to train for employment **and**
3. paid under specific employment and training law¹.

Note: Other training premiums or incentives which are not paid under specific employment and training law are taken fully into account.

1 E & T Act 73, s 2

14217 - 14224

Sanctions in JSA

14225 Where claimants have been in the EO(E) of NDYP, a variable sanction applies. (See DMG 34035 et seq).

Where claimants have been in the

1. EO(S/E) **or**
2. ETFO **or**
3. FTET **or**
4. VSO

of the NDYP, a fixed sanction period applies. (See DMG 14522 et seq)

14226 - 14259

Linked periods for jobseeking periods in JSA

14260 Any periods for which claimants on NDYP

1. are on the E/O(S/E) **or**
2. are not entitled to JSA because they are on the waged option of the VSO or ETFO **and**
 - 2.1 are in remunerative work **or**
 - 2.2 their income exceeds the applicable amount **or**
 - 2.3 their earnings exceeds the prescribed amount

are linked periods¹ for the purposes of calculating jobseeking periods in JSA.

1 JSA Regs, reg 48(2)(f)

14261 - 14299

New Deal claimants aged 25 years and over

Introduction

14300 ND for claimants aged 25 years and over can be based either on educational courses or on Intensive Activity periods.

New Deal 25+ education based

14301 This is the original ND25+ programme. It encourages claimants to get new or better skills by following employment - related courses of education. Currently there are no claimants doing qualifying courses under the relevant legislation¹.

1 JSA Regs, reg 17A

Entry

14302 The claimant must¹

1. be 25 years and over **and**
2. have made a claim for JSA **and**
3. have been receiving benefit for at least two years within a JSP when the course starts **and**
4. be undertaking a qualifying course with the agreement of an Emp O.

1 reg 17A(2)

Definitions for New Deal 25+ education based

Benefit

14303 Benefit means¹ IS, JSA or credits and autocredits received by a person approaching retirement or which would have been received if they were needed.

1 reg 17A(7)

Casual employment

14304 Casual employment means¹ employment from which the employee can be released

1. without having to give notice **or**
2. if notice has to be given, before the end of the vacation.

1 reg 17A(7)

Employment officer

14305 Employment officer means any officer who acts on behalf of the Secretary of State¹.

1 JSA Regs, reg 4

Examination

14306 Examination means an examination related to the qualifying course that is confirmed as such in a document signed on behalf of the establishment where the course is taken¹.

1 reg 4

Full time employment

14307 F/T employment means work of 16 hours a week or more, or 16 hours a week or more on average, where the hours of work fluctuate¹.

1 reg 72(3B) & 51(1)(a)

Full time student

14308 F/T student is explained in DMG Chapter 30¹.

1 reg 1(3)

14309 - 14320

Qualifying course

14321 A qualifying course¹ is one that

1. helps the person to gain or enhance skills needed for employment or seeking employment or a particular occupation (an employment related course)² **and**
2. lasts no more than twelve consecutive months **and**
3. is a course described in certain legislation³ (see Annex 1 and 2 to this Chapter).

*1 reg 17A(7); 2 reg 1(3); 3 Further & Higher Education Act 92, Sch 2;
Further & Higher Education (Scotland) Act 92, s 6*

Note: Employment officers can decide that a course is a qualifying course for a claimant even if it is above the level of the courses mentioned in Annex 1 and 2 to this Chapter¹.

1 JSA Regs, reg 17A (8)

Term-time

14322 Term-time means the period confirmed as such for the claimant in a document signed on behalf of the establishment where the ND25+ course is taken¹.

1 reg 4

Vacation

14323 Vacation means any period falling within the period of study (see DMG 30218 et seq.) that is not term-time¹.

1 JSA Regs, reg 4

New Deal 25+ education-based - JSA

Note: Currently there are no claimants doing ND25+ qualifying courses under the relevant legislation¹.

1 reg 17A

Treated as available

14324 Claimants can be treated as available¹ as in DMG 14325, and 14326 if

1. they are aged 25 or over² **and**
2. they have agreed with an Emp O that they can undertake a qualifying course³ **and**
3. they have made a claim for JSA or are treated as having made a claim⁴ **and**
4. they have been receiving, at the time the qualifying course starts or is due to start, IS as an unemployed person **or** JSA, for two years or more within a JSP⁵ **and**
5. they⁶
 - 5.1 have not previously undertaken a qualifying course for at least part of which they were treated as available as in DMG 14325 or 14326 **or**
 - 5.2 have previously undertaken a qualifying course for at least part of which they were treated as available as in DMG 14325 or 14326 but the length of this, when added to the length of the current qualifying course is not more than one year (the "length of" a course means the period beginning with the start of the course and ending with the last day of the course) **or**
 - 5.3 had good cause for giving up or failing to attend a previous qualifying course for at least part of which they were treated as available as in DMG 14325 or 14326 **or**
 - 5.4 have been receiving IS as an unemployed person or asylum seeker, UB or JSA for two years or more since the last day of the most recent previous qualifying course for at least part of which they were treated as available as in DMG 14325 or 14326. The "last day" means the latter of the date on which the last day of the course falls or the date on which the final examination of that course is completed⁷.

*1 reg 17A(1); 2 reg 17A(2)(a); 3 reg 17A(3); 4 reg 17A(2)(b) & 4;
5 reg 17A(2)(b); 6 reg 17A(4), (6), (7A) & (7B); 7 reg 17A(7)*

Note: Claimants can have weeks for which they get an NI credit counted towards the qualifying period if they get NI credits because¹

1. of JSA² **or**
2. they are approaching retirement (autocredits)³ **or**
3. of UB (prior to 7.10.96)⁴.

(Claimants who do not receive autocredits only because they do not need them in that year can still have weeks when they would have otherwise received autocredits counted towards the qualifying period.)

1 JSA Regs, reg 17A(7); 2 SS (Credits) Regs, reg 8A; 3 reg 9A; 4 reg 9 as in force before 7.10.96.

Availability in term time

14325 Claimants are treated as available for employment in any benefit week¹ which is entirely or partly in term-time if²

1. they are undertaking a qualifying course as F/T students **and**
2. they provide, within five calendar days of being asked to do so by an Emp O, a document signed by them and on behalf of the establishment at which they are undertaking the qualifying course in a form acceptable to an Emp O confirming that they are

2.1 attending the establishment when required to attend **and**

2.2 making satisfactory progress on the course.

Note: The rules³ under which claimants are regarded as not available if they are full time students do not apply in any benefit week which is entirely or partly in the period of study⁴.

1 SS (Credits) Regs, reg 4; 2 JSA Regs, reg 17A(3)(a), 3 reg 15(a); 4 reg 17A(1)

Availability during examinations and vacation

14326 Claimants are treated as available for any benefit week¹

1. during any part of which they are taking examinations for their qualifying course² **or**
2. wholly in a vacation from their qualifying course if they are willing and able to take up at once any casual employment³.

1 reg 4; 2 reg 17A(3)(b); 3 reg 17A(3)(c)

Actively seeking employment in term time

14327 Claimants are treated as ASE in any benefit week¹ falling wholly or partly in term-time during which they are treated as available as in DMG 14325².

1 reg 4, 2 reg 21A(1)(a)

Actively seeking employment during examinations and vacations

- 14328 Claimants are treated as ASE for any benefit week¹
1. in which they are taking examinations as in DMG 14326 1. **or**
 2. wholly in a vacation from a qualifying course if²
 - 2.1 they are treated as available in accordance with DMG 14326 2. **and**
 - 2.2 they take such steps as they can reasonably be expected to take to have the best prospects of getting employment for which they are available under DMG 14326 2..

1 JSA Regs, reg 4; 2 reg 21A(1)(b) & (c)

14329

New Deal 25+ Intensive Activity period based

14330 ND25+ has two elements - the Gateway and the IAP. During the Gateway claimants receive advisory interviews. Attendance at these interviews is mandatory and claimants may lose entitlement to JSA if they fail to attend. The provisions available during the Gateway are, in the main, voluntary but claimants can be issued with a JSD under the normal rules if an employment officer thinks it necessary. Participants remain on JSA throughout the Gateway if they continue to satisfy the conditions to receive it.

14331 Claimants who do not get employment whilst in the Gateway must participate in the IAP if they are at least 25 years old but under 60 years old on the first required entry date to the IAP.

14332 In the IAP participants will receive a training allowance which includes a normal amount of JSA. The content of the IAP varies according to the needs of the individual. If people remain unemployed at the end of the IAP they move to a further period of advisory help called the 'Follow-through' period designed to capitalize on the gains made during the IAP. They return to JSA if they continue to satisfy the conditions for its receipt. Further guidance is in DMG Chapter 21.

14333 - 14334

Entry

- 14335 Jobcentres will accept onto the ND25+ programme claimants who
1. are 25 years and over **and**
 2. have claimed JSA for at least 18 out of the previous 21 months (claimants who only get credits are also included).

Note: Some people will have access to ND25+ before they have claimed JSA for 18 months. But they must have made a claim for JSA.

14336 -14339

Definitions for New Deal 25+ Intensive Activity period based

Claimant

14340 Claimant means either an individual who has claimed JSA or each member of a joint-claim couple.

Facilities

14341 This means the facilities provided for the person whilst they are taking part in the Intensive Activity period¹.

1 ND (Misc Prov) Order 2001

Intensive Activity period

14342 This is a programme¹

1. provided by or on behalf of the Secretary of State under relevant legislation²
and
2. for a person aged 25 years or over but less than 60 years on the first required entry date **and**
3. which usually lasts for between 13 and 26 weeks but can last for up to 52 weeks **and**
4. which consists of one or more of
 - 4.1 assistance in pursuing self-employment
 - 4.2 education and training
 - 4.3 work experience
 - 4.4 assistance with job search
 - 4.5 motivation and skills training
 - 4.6 employed earner's employment.

1 SS Amdt (ND) Regs, reg 6; JSA Regs, reg 75; IS (Gen) Regs, regs 51(3A); 2 E & T Act 73 s 2

14343

Self-employment route

14344 The self-employment route¹ means assistance in pursuing self-employed earner's employment whilst participating in the

1. ND employed option **or**
2. EZ programme **or**
3. IAP.

1 SS Amdt (EZ) (No. 2) Regs, reg 2; SS Amdt (ND) Regs, reg 2; JSA Regs, reg 1(3); IS (Gen) Regs, reg 2(1)

Training allowance

14345 This is a payment made directly by the Secretary of State to a person who is taking part in the IAP in connection with their participation¹.

1 E & T Act 73, s 2

14346 - 14349

Employment

14350 Whilst on ND25+ claimants may be offered a job which may be subsidized (the employer receives a subsidy of up to £75 per week) or unsubsidized.

14351 The normal rules on remunerative work, earnings and sanctions apply to claimants whether the employment in question is subsidized or unsubsidized.

14352 - 14355

Self-employment support as part of the Intensive Activity period

14356 People in self-employment support as part of the IAP are treated as not employed during any period they receive, or are eligible to receive a training allowance¹. See DMG 14000 for further guidance on the self-employment route.

1 s 2

14357 People in self-employment support as part of the IAP may also receive

1. a mandatory top-up payment **or**
2. payment for expenses in connection with their participation in self-employment support as part of the IAP.

The mandatory top-up payment and payment of expenses are treated as a grant and not a training allowance for any period people on self-employment support as part of the IAP, are treated as not employed.

14358 People in the IAP may change from receiving help in getting work as a S/E earner to receiving help in getting work as an employed earner if it has been decided they will not succeed as a S/E earner. They are no longer in self-employment support as part of the IAP from the date of change.

14359 - 14364

Disregards - income - IS and JSA(IB)

Child care expenses

14365 All child care expenses reimbursed to claimants for their participation in the IAP are disregarded in full¹.

1 SS Amdt (ND) Regs, reg 12; IS (Gen) Regs, Sch 9, para 13; JSA Regs, Sch 7, para 14

Mandatory top-up payment

14366 A mandatory top-up payment is made to a person participating in the following ND options

- the EO(S/E) (see DMG 14000)
- ND25+ IAP.

14367 An income payment may be disregarded¹ if it is

1. a mandatory top-up payment **and**
2. paid under employment and training law² **and**
3. paid in respect of the participation in the options listed at DMG 14366.

1 IS (Gen) Regs, Sch 9, para 13; JSA Regs, Sch 7, para 14; 2 E & T Act 73, s 2

Note: The disregard for payments made under employment and training law is fully explained at DMG 28425 - 28427.

Training allowances/training premiums

14368 The DM should fully disregard¹ travelling expenses paid to the claimant and any training premium (see DMG 14369) paid under certain statutory provisions regarding employment and training law². These disregards apply when the claimant is

1. attending certain training courses **or**
2. attending a course at an ERC.

Note: A disregard should not be allowed for the personal training allowance. Living away from home allowance may also be paid. (See DMG 28195).

1 JSA Regs, Sch 7, para 14; IS (Gen) Regs, Sch 9, para 13; Employment Action (Miscellaneous Provisions) Order 91; 2 E & T Act 73, s 2, Enterprise and New Towns (Scotland) Act 90, s 2

14369 A training premium may be paid with a training allowance or on its own. A training premium is

1. usually paid in addition to expenses and other extras **and**
2. paid to assist participants to train for employment **and**
3. paid under specific employment and training law¹.

Note: Other training premiums or incentives which are not paid under specific employment and training law are taken fully into account.

1 E & T Act 73, s 2

14370 - 14374

Sanctions in JSA

14375 If a claimant¹

1. loses a place on the IAP through misconduct **or**
2. having been notified by an Emp O of a place, without good cause
 - 2.1 gives up or fails to attend **or**
 - 2.2 refuses or fails to apply for **or**
 - 2.3 refuses when offered **or**
 - 2.4 neglects to avail themselves of a reasonable opportunity of a place on the IAP

the DM should impose a sanction for two, four or 26 weeks. See DMG 14500.

1 JSA Regs, reg 75(1)(a)(iv)

14376 - 14379

Linked periods for jobseeking periods in JSA

14380 Any period during which a claimant on ND25+ was

1. participating in the IAP **and**
2. not entitled to JSA because
 - 2.1 they were considered to be in remunerative work **or**
 - 2.2 their earnings exceeded the prescribed amount **or**
 - 2.3 their income exceeded the applicable amount

is a linked period¹ for the purposes of calculating jobseeking periods in JSA.

1 reg 48(2)(f)(ii)

14381 - 14399

New Deal for lone parents or partners

What is New Deal for lone parents or partners

14400 NDLP or NDP is a Welfare to Work programme. The objectives are to

1. help and encourage lone parents on IS to improve their prospects and living standards by taking up and increasing paid work **and**
2. improve the job readiness of lone parents on IS to increase their employment opportunities¹.

The Secretary of State may approve other schemes for lone parents if they support the objectives of NDLP or NDP.

1 The New Deal for lone parents Operational Vision - October 1998 HSSS 98 3255 [LP 19]

14401 NDLP and NDP is open to lone parents or partners who

1. are not working or who work less than 16 hours per week **and**
2. are in receipt of certain benefits including IS **and**
3. for NDLP whose youngest child is aged under 16.

NDLP and NDP offers participants advice and support in finding work, including self-employment.

14402 Participation in NDLP or NDP or approved schemes is voluntary. Lone parents may undertake work experience as part of their participation.

14403 Work experience may be undertaken with more than one employer. Normally, employers will not pay lone parents who are undertaking work experience. Lone parents will keep a record of a period and number of hours of work experience.

14404 - 14409

Assistance in pursuing self-employment

14410 Claimants who receive assistance in pursuing self-employment as part of NDLP or NDP are eligible to receive a top-up payment or a payment to assist with expenses incurred as a result of participating on the scheme. Such payments are treated as a training allowance¹ for the purpose of IS and “training premium” for all other purposes. Whilst receiving such payments claimants are treated as not engaged in remunerative work². See DMG 14000 for further guidance on the self-employment route of the employment option.

1 New Deal (Lone Parents) (Miscellaneous Provisions) Order 2001 (S.I. 2001 No. 2915), reg 2(2)(a);

2 IS(Gen) Regs, reg 6(1)(d) & (dd)

14411 - 14414

Disregards - income - IS and JSA(IB)

Child care expenses

14415 All child care expenses reimbursed to claimants for their participation in NDLP or a scheme approved by the Secretary of State as supporting the objectives of NDLP are disregarded in full¹.

Note: The disregard for payments made under employment and training law is fully explained at DMG 28425 - 28427.

1 SS Amdt (ND) Regs, reg 12; IS (Gen) Regs, Sch 9, para 13; JSA Regs, Sch 7, para 14

14416

Training allowances/training premiums

14417 The DM should fully disregard¹ travelling expenses paid to the claimant and any training premium (see DMG 14418) paid under employment and training law².

Note: A disregard should not be allowed for the personal training allowance. Living away from home allowance may also be paid. (See DMG 28195).

1 JSA Regs, Sch 7, para 14; IS (Gen) Regs, Sch 9, para 13; Employment Action (Miscellaneous Provisions) Order 91; 2 E & T Act 73, s 2, Enterprise and New Towns (Scotland) Act 90, s 2

14418 A training premium may be paid with a training allowance or on its own. A training premium is

1. usually paid in addition to expenses and other extras **and**
2. assists participants to train for employment **and**
3. paid under specific employment and training law¹.

Note: Other training premiums or incentives which are not paid under specific employment and training law are taken fully into account.

1 E & T Act 73, s 2

14419 - 14449

Gateway to work course

What is it

14450 The Gateway to work course

1. is primarily intended for participants in ND18-24, but may be offered to some people participating in ND25+ or other unemployed people
2. will typically be offered in weeks five and six of the ND18-24 Gateway stage
3. is intended to improve job prospects, increase employability by developing effective workplace behaviours, attitudes and "soft" skills, and enable young people to take maximum advantage of an appropriate ND Option
4. is full-time for up to two weeks and
5. will include sessions on active jobsearch skills, timekeeping, self-presentation and teamworking, and what employers look for in applications.

14451 The course is a mandatory employment programme. For details of sanctions see DMG 14500.

14452 - 14499

New Deal Sanctions and hardship in JSA

Introduction

14500 General guidance on sanctions and hardship in JSA are in DMG Chapters 34 and 35. The following paragraphs give guidance on the special rules that apply to ND.

14501 - 14507

Employment officer

14508 An Emp O is any officer who acts on behalf of the Secretary of State¹. The legislation allows other people to be authorized as Emp Os². Annex 5 and 7 give details of the people the Secretary of State has authorized as Emp Os in relation to sanctions.

1 JS Act 95, s 19(10)(a) and 20A(9); 2 s 19(10)(a) and 20A(9)

14509 - 14521

Fixed period sanctions

Two or four week sanctions

14522 **[See Memo DMG 11/09]** A sanction of two benefit weeks¹ should be imposed unless the sanction

1. is for a NDYP offence, and a previous NDYP sanction started within the twelve month period before the date the DM decides to impose a sanction² **or**
2. is for a ND25+ IAP offence, and a previous ND25+ IAP sanction started within the twelve month period before the date the DM decides to impose a sanction³

in which case a sanction of four weeks should be imposed.

1 JSA Regs, reg 69(1)(a); 2 reg 69(1)(b)(ii)(bb) and (iii); 3 reg 69(1)(b)(ii)(cc) and (iii)

14523 - 14527

26 week sanctions

14528 It is **not** possible for a 26 week sanction to be imposed without there ever having been a four week sanction. Neither is it possible for more than one four week sanction to be imposed for a ND option offence within a twelve month period.

14529 **[See Memo DMG 11/09]** The DM should decide that JSA is not payable for 26 weeks if¹

1. they determine that JSA is not payable to claimants because they committed a NDYP sanctionable offence on or after 6.3.00 **and**

2. the claimant has previously been sanctioned two or more times for a NDYP offence **and**
3. there is not more than twelve months between the date the determination in 1. was given and the start date of the last four or 26 week sanction for a NDYP offence given before the determination in 1..

Note: Failure to comply with a JSD can never be a NDYP offence.

1 JSA Regs, reg 69(1)(c)

14530 The critical factors are that a 26 week sanction applies only

1. where the previous sanction was a four week sanction for a NDYP offence¹, or a 26 week sanction for a NDYP offence² **and**
2. no more than twelve months have elapsed between the start date of the previous sanction and the day on which the latest determination is being made³.

1 reg 69(1)(b)(ii)(bb); 2 reg 69(1)(c); 3 reg 69(1)(c)(iii)

14531 It can be seen that the wording in DMG 14530 above does not require the start date of the previous sanction to have been within the period of twelve months preceding the start date of the latest determination. It merely stipulates that not more than twelve months must have **elapsed** between the two dates.

Example

Jenny is a JSA claimant and her benefit week ends on a Thursday. On Tuesday 2 May 2000, a DM determines that JSA is not payable to Jenny because of a NDYP offence. This is her first ND offence, so the period of sanction is of two weeks duration (5 May to 18 May), and begins on Friday 5 May (the first day of the benefit week following the date of the determination).

On Friday 5 May, the DM makes another determination that JSA is not payable to Jenny because of a second NDYP offence. This first date on which JSA was not payable to her on the previous occasion is 5 May. This does **not** fall within the period of twelve months **preceding** the date of the second determination (5 May).

The duration of the second period of sanction is, therefore, two weeks (12 May to 25 May), and it will start on 12 May (the first day of the benefit week following the date of the determination).

On Wednesday 17 May, the DM makes another determination that JSA is not payable to Jenny because of a third NDYP offence. The first date on which JSA was not payable to her on the previous occasion is 12 May. This does fall within the twelve months preceding the date of the third determination (17 May), but there has not yet been a sanction under regulation 69(1)(b)(ii)(bb) or 69(1)(c)(i). The duration of the third period of the sanction cannot, therefore, be for 26 weeks, but will be for four weeks (19 May to 15 June).

On Thursday 18 May, the DM makes another determination that JSA is not payable to Jenny because of a fourth NDYP offence. The first date on which JSA was not payable to her on the previous occasion is 19 May and no more than twelve months have elapsed between that date (19 May) and the date of the fourth determination (18 May). There has been a sanction under regulation 69(1)(ii)(bb). The duration of the fourth period of sanction (19 May to 16 November) is therefore 26 weeks.

Any further sanction for NDYP offence which is determined on any date which is not more than twelve months after the start of the 26 week sanction, will be for 26 weeks.

14532 - 14534

14535 If there is any further offence relating to the IAP **and**

1. the claimant has previously been sanctioned on two or more occasions for an offence relating to the IAP **and**
2. the first date on which JSA was not payable for the new offence prior to the DM deciding that JSA is not payable for the new offence falls within twelve months preceding the new decision date

a sanction of 26 weeks should be imposed¹.

1 JSA Regs, reg 69(1)(d)

14536

JSA(IB) payable even when there is a 26 week fixed period sanction

14537 Where a claimant has been sanctioned¹, JSA(IB) is still payable for the period in DMG 14538 if²

1. a fixed period sanction of 26 weeks is imposed for the first time **and**
2. the Secretary of State gives notice in writing to the claimant that they are no longer required to participate in the
 - 2.1 EO(S/E) **or**
 - 2.2 VSO **or**
 - 2.3 ETFO **or**
 - 2.4 FTET of NDYP **or**
 - 2.5 IAP of the ND25+.

Note: If another fixed 26 week sanction is imposed, JSA(IB) is no longer payable in respect of the first 26 week sanction period.

1 JS Act 95, s 19 & 20A; 2 JSA Regs, reg 69(3)

14538 The period for which JSA(IB) is payable¹

1. begins on the later of
 - 1.1 the date specified in the notice at DMG 14537 **2.** as being the date on which the claimant is no longer required to participate **or**
 - 1.2 the day four weeks after the first day on which JSA was not payable as in DMG 14537 **1. and**
2. ends on the last day of the period for which JSA was not payable as in DMG 14537 **1. .**

Note: If the claimant is again sanctioned for any reason, JSA(IB) ceases to be payable for the period of that sanction².

1 JSA Regs, reg 69(4)(a) & (b); 2 reg 69(4)(c)

14539 - 14569

Good Cause

New Deal for young people

14570 Claimants who commit NDYP offences which would otherwise lead to a sanction will have good cause if, before they commit the sanctionable offence in question, an Emp O has not given or sent them a written notice

1. mentioning the relevant NDYP option **and**
2. warning them that if they give up or fail to attend, **or** refuse or fail to apply for after being notified of **or** refuse to accept when offered, **or** neglect to avail of a reasonable opportunity, a place on a NDYP option then JSA could stop or be reduced¹.

Note: See DMG 14508 for the definition of an Emp O.

1 reg 73(2A)

14571 Where the NDYP option in question is the EO(S/E) or a waged option on Environment Task Force or VSO, the DM should disregard the level of pay when deciding whether the claimant has good cause¹.

1 JS Act, s 19(9); JSA Regs, reg 75(5)

New Deal 25+ education based

14572 **Note:** Currently there are no claimants doing qualifying courses under the relevant legislation¹.

Claimants will have good cause for giving up or failing to attend a F/T ND25+ course if²

1. they gave it up or failed to attend it less than four weeks after the first day of the period of study³ **or**

2. they gave it up or failed to attend it because they lacked ability **or**
3. the F/T ND25+ course was not suitable.

Note: A week in this paragraph means a period of seven consecutive days⁴.

1 JSA Regs, reg 17A; 2 reg 73(2B)(b); 3 reg 4; 4 reg 75(2)

14573 For these purposes a F/T ND25+ course is suitable if it is suitable for the particular claimant, taking into account¹

1. their personal capacity, for example, to learn, to concentrate
2. their ability or potential to acquire particular skills
3. their preference
4. the level of qualification aimed for
5. the length of the course
6. the proportion of course that the claimant has already completed.

1 reg 73(4)

Example

Joe starts a ND25+ course. The first day of the period of study is 6.7.98. He leaves the ND25+ course on 3.8.98. He automatically has good cause as he left it less than four weeks after the first day of the period of study.

14574 - 14575

New Deal 25+ Intensive Activity period based

14576 Claimants who commit offences which would otherwise lead to a sanction will have good cause if, before they commit the sanctionable offence in question, an Emp O has not given or sent them a written notice

1. mentioning the relevant ND25+ IAP **and**
2. warning them that if they
 - 2.1 give up or fail to attend **or**
 - 2.2 refuse or fail to apply after being notified **or**
 - 2.3 neglect to avail of a reasonable opportunitya place on a ND25+ IAP then JSA could stop or be reduced¹.

Note: See DMG 14508 for the definition of an Emp O.

1 reg 73(2A)

14577 - 14579

Hardship

Claimants not in a vulnerable group who are subject to a New Deal sanction

14580 A claimant who is not a member of a vulnerable group (see DMG Chapter 35) cannot be a person in hardship and cannot get hardship payments if the claimant has been sanctioned for either

1. an offence relating to the NDYP other than the EO(E) **or**
2. an offence relating to the IAP of ND for persons aged 25 - 59¹.

Note: The EO(E) of the NDYP is employed earners employment. The normal hardship rules apply to someone sanctioned in relation to that option.

1 JSA Regs, reg 140(4A)

14581 A joint-claim couple, neither of whom is a member of a vulnerable group, are not a couple in hardship and cannot get hardship payments if either or both members of the couple have been sanctioned for

1. an offence relating to the NDYP, other than the EO(E) **or**
2. an offence relating to the IAP of ND for persons aged 25 - 59¹.

Note: The EO(E) of the NDYP is employed earners employment. The normal hardship rules apply to someone sanctioned in relation to that option.

1 reg 146A(5)

14582 Where DMG 14580 or 14581 applies the claimant is not a person in hardship for the period starting on the first day for which JSA is not payable under the sanction and ending on the later of

1. the last day on which the claimant is or the joint-claim couple are required to participate in the ND option or the IAP **or**
2. the date 14 days after the day on which the sanction first had effect¹.

Note: The claimant will remain a person not in hardship throughout the sanction period if required to participate in a ND option or the IAP throughout the sanction period.

1 regs 140A(1) & 146B(1)

Example 1

Ruth is in a non-vulnerable group. She is sanctioned for four weeks for leaving a ND option for a second time. She does not complete her option during the four week sanction period. She is not a person in hardship throughout the four week sanction.

Example 2

Rupert is in a non-vulnerable group. He leaves a ND option two weeks before completing it and is sanctioned for four weeks as this is his second offence. One week into the sanction he returns to the option and completes it. He is not required to participate in an option after that.

For the first week of the sanction Rupert is not a person in hardship.

For the second and third weeks of the sanction Rupert receives full rate JSA despite the sanction as he is receiving a training allowance¹.

For the fourth week of the sanction Rupert can be a person in hardship (if he satisfies the condition to be so), as he is no longer required to participate in a ND option.

1 JSA Regs, reg 74A

New Deal for young people or Intensive Activity period sanction imposed whilst hardship payments are being made

14583 Unless DMG 14584 applies if a claimant

1. is not in a vulnerable group **and**
2. was a person in hardship before the period of a NDYP or IAP sanction **and**
3. remains a person in hardship after the NDYP or IAP sanction has ended **and**
4. is not within a sanction period for another NDYP or IAP offence

the claimant returns to being a person in hardship after the NDYP or IAP sanction period ends¹.

1 reg 140A(2) & (3)

Example 1

Joanne has been sanctioned for 20 weeks from Tuesday 11 November to Monday 30 March for refusing employment. She is not in a vulnerable group but from Tuesday 25 November she is paid hardship payments because she is in hardship. On Friday 6 February Joanne leaves a NDYP option early. On Wednesday 25 February the DM sanctions her for two weeks from Tuesday 3 March to Monday 16 March. She is not a person in hardship from Tuesday 3 March to Monday 16 March. The DM decides that she is still a person in hardship on Tuesday 17 March so hardship payments resume.

Example 2

Stuart has been sanctioned for 20 weeks from Tuesday 11 November to Monday 30 March for refusing employment. He is not a vulnerable group but from Tuesday 25 November he is paid hardship payments because he is in hardship. On Friday 5 December Stuart loses a place on the IAP of ND for claimants aged 25 - 49 due to misconduct. On Monday 29 December the DM sanctions him for two weeks from Tuesday 6 January to Monday 19 January.

He is not a person in hardship from Tuesday 6 January to Monday 19 January. Stuart is referred to another place on the IAP on Monday 12 January, which he refuses to take. On Monday 2 February the DM sanctions him for the refusal for four weeks from Tuesday 10 February to Monday 9 March. He is not a person in hardship for the period Tuesday 10 February to Monday 9 March. The DM decides that Stuart is still a person in hardship on Tuesday 10 March so hardship payments resume.

14584 DMG 14583 does not apply where the NDYP sanction relates to the employed employment option. The employed employment option of the NDYP is employed earners employment¹. The claimant will remain a person in hardship during the period of the sanction.

1 SS Amdt (EP) Regs, reg 2(4)(b)

14585 Unless DMG 14586 applies, members of joint-claim couple

1. neither of whom is a member of a vulnerable group **and**
 2. who were a couple in hardship before the period of a NDYP sanction or IAP sanction **and**
 3. who remain a couple in hardship after the NDYP or IAP sanction has ended **and**
 4. who are not within a sanction period for another NDYP or IAP offence
- return to being a couple in hardship after the ND sanction period ends¹.

1 JSA Regs, reg 146(B)(2) & (3)

14586 DMG 14585 does not apply where the NDYP sanction relates to the employed employment option. The employed employment option of the NDYP is employed earners employment¹. The couple will remain a couple in hardship during the period of the sanction.

1 SS Amdt (EP) regs, reg 2(4)(b)

14587 - 14599

Employment zones

Introduction

14600 **[See Memo DMG 26/09]** The aim of EZs is to provide assistance in those areas where high levels of long term unemployment tend to be concentrated. Programmes are run locally by private sector bodies known as EZ contractors. The intention is that no-one who participates in an Jobcentre Plus programme should be financially disadvantaged.

14601 An EZ contractor is defined¹ as a person who is undertaking the provision of facilities in respect of an EZ programme on behalf of the Secretary of State for Work and Pensions.

1 SS Amdt (EZ) Regs, reg 2(1)

14602 Funds are used to set up personal job accounts for each participant which can be used as flexibly as possible to help them obtain sustainable employment (e.g. to pay for training). Employment in this context means¹

1. employment under a contract of service **or**
2. a contract of apprenticeship **or**
3. under a contract for services **or**
4. otherwise than under a contract

and includes self employment and holding an office (e.g. as a director of a company).

1 EZ Regs, reg 4

14603 - 14624

14625 The EZ programme operates in the areas shown in Annex 3. EZ programme means¹ a programme established by the Secretary of State under certain legislation, which is designed to help JSA claimants to obtain sustainable employment. Employment here means² employment

1. under a contract of service **or**
2. under a contract of apprenticeship **or**
3. under a contract for services **or**
4. otherwise than under a contract

Note: Employment includes self employment and holding an office (e.g. as a director of a company).

1 EZ Regs 2003, reg 1(2); 2 reg 1(3)

Referral to an Employment Zone programme

14626 An Emp O can direct a JSA claimant¹

1. who

1.1 is 25 years old or older **and**

1.2 normally lives within an EZ **or**

1.3 the address for payment of their JSA is in an EZ

to participate in an EZ programme if the conditions in DMG 14627 are satisfied **or**

2. who

2.1 is 18 years or older but less than 25 years **and**

2.2 normally lives within an EZ **or**

2.3 the address for payment of their JSA is in an EZ

to participate in an EZ programme if the conditions in DMG 14628 are satisfied.

Note: An Emp O is any officer of DWP who acts on behalf of the Secretary of State and people designated as such by the Secretary of State (see Annex 4)². The Emp O must notify the claimant in writing that they are required to participate in the EZ programme³.

1 EZ Regs 2003, reg 2; 2 reg 1(2); 3 reg 2(3)

14627 The conditions are¹ that in the period immediately before the date on which the direction to attend the EZ programme was made the claimant

1. was entitled to JSA for a continuous period of at least 18 months **or**

2. was entitled to JSA for at least 18 months out of the last 21 months **or**

3. in the last twelve months had

3.1 participated in either

3.1.a an EZ programme **or**

3.1.b a pilot EZ programme **and**

3.1.c did not complete the programme

1 reg 2(1); EZ Amdt Regs, reg 2(c)

14628 The conditions¹ are that the claimant has

1. participated in NDYP or an EZ programme and in the period immediately before the date on which the direction to attend the EZ programme was made the claimant was entitled to JSA for

1.1 a continuous period of at least six months **or**

1.2 at least six months and any breaks in that claim do not exceed 28 days in total **or**

2. in the last twelve months had participated in an EZ programme or a pilot EZ programme and left the programme before finishing it.

NB: From 24.4.06 NDYP includes the Gateway to Work provision.

1 EZ Regs 2003, reg 2(2)

14629 If there is more than one EZ contractor providing an EZ programme in the claimant's zone, the claimant may choose which contractor they want¹ unless they

1. have previously begun but not completed an EZ programme provided by a particular contractor² **or**

2. fail to choose a contractor when asked to do so by an Emp O³.

1 reg 2(5); 2 reg 2(6); 3 reg 2(7)

14630 If DMG 14629 **1.** applies, an Emp O may direct the claimant to take part in the programme with the same contractor as before.

14631 If DMG 14629 **2.** applies, an Emp O may direct him to take part in the programme with a particular contractor.

14632 "The claimant's zone" means¹ the EZ in which

1. the claimant normally lives **or**

2. the claimant's address for payment of JSA is located.

1 reg 2(8)

14633 "Employment zone contractor" means¹ a person who is providing an EZ programme on behalf of the Secretary of State.

1 reg 2(8)

14634 - 14638

Others who can enter an Employment Zone programme

14639 If a JSA claimant requests a direction to an EZ programme an Emp O can direct that claimant to participate if¹

1. the claimant's personal circumstances put him at a significant disadvantage in getting employment **and**

2. he normally lives within an EZ or his address for payment of JSA is within an EZ **and**

3. if they are 18 years or older but less than 25 years and they have participated in an NDYP programme.

1 reg 3

14640 Where a JSA claimant has previously participated in¹

1. an EZ programme **or**
2. an EZ programme under the pilots

in the previous twelve months but did not complete it and is required to participate in a new EZ programme, the time spent completing the previous EZ programme will count towards their participation in the new EZ programme for the purposes of determining

3. what stage of the EZ programme they are in² **and**
4. whether they have to satisfy the labour market conditions of entitlement³.

1 EZ Regs 2003, reg 2(4); 2 reg 4; 3 reg 5

14641 - 14654

The first stage

14655 The first stage lasts for a maximum of 28 days excluding public holidays¹. During this time participants have their employability needs assessed and, with the help of a personal adviser, agree an action plan to help them back to work. A claimant begins the first stage on the day he attends the initial interview². The first stage ends on the day specified by an Emp O in a notice in writing to the claimant, subject to it not lasting for more than four weeks³.

Note: The initial interview is an interview with an Emp O who is an EZ programme adviser following a direction given as in DMG 14626 or 14639⁴.

1 reg 4(1)(a); 2 reg 4(2); 3 reg 4(3); 4 reg 4(2)

14656 "Public holiday" means¹ Christmas Day, Good Friday or a day which is a bank holiday under certain legislation² in any part of Great Britain.

1 reg 4(6); 2 Banking and Financial Dealings Act 1971

The second stage

14657 The second stage lasts for a maximum of 26 weeks¹. During this time participants undertake the activities identified in their action plan. A claimant begins the second stage on the day specified by an Emp O in a notice in writing to the claimant². The second stage ends on the day specified by an Emp O in a notice in writing to the claimant, subject to it not lasting for more than 26 weeks³.

1 EZ Regs, reg 4(1)(b); 2 reg 4(4); 3 reg 4(5)

14658 - 14999

Annex 1

Further and Higher Education Act 1992, Schedule 2 - 14321

1. A course that prepares students to obtain a vocational qualification which is, or falls within a class, for the time being approved by the Secretary of State.
2. A course that prepares students to qualify for the General Certificate of Secondary Education **or** the General Certificate of Education at Advanced Level or Advanced Supplementary Level (including Special Papers).
3. A course for the time being approved by the Secretary of State that prepares students for entry to a course of higher education.
4. A course that prepares students for entry to another course falling within **1.** to **3.** above.
5. A course for basic literacy in English.
6. A course to improve the knowledge of English of those for whom English is not the language spoken at home.
7. A course to teach the basic principles of mathematics.
8. In relation to Wales, a course for proficiency or literacy in Welsh.
9. A course to teach independent living and communication skills to persons having learning difficulties that prepares them for entry to another course falling within **4.** to **8.** above.

Note: Job Centres hold a list of vocational qualifications which gives the courses that come within Schedule 2.

Annex 2

Further and Higher Education (Scotland) Act 1992, Schedule 2 - 14321

1. A programme of learning that prepares students for a vocational qualification.
2. A programme of learning that prepares students for a Scottish Examination Board qualification **or** a General Certificate of Education qualification of England and Wales or Northern Ireland.
3. A programme of learning that prepares students for access to higher education.
4. A programme of learning designed to help those whose first language is not English to achieve any level of competence in the English language.
5. A programme of learning that provides instruction to those who have a learning difficulty who are participating in a programme that falls in **1. to 4.**
and
6. A programme of learning designed mainly to prepare people to participate in any programme of learning that falls in **1. to 5.**

Note: Job Centres hold a list of vocational qualifications which gives the courses that come within Schedule 2.

Annex 3

Designation of Employment Zones for the purpose of the Employment Zones Regulations 2003

In the exercise of the powers conferred upon him by section 60 of the Welfare Reform and Pensions Act 1999, the Secretary of State hereby designates the areas listed below as employment zones for the purpose of the Employment Zones Regulations 2003 (S.I. 2003/2438) with effect from 23 April 2007.

1. The Birmingham Employment Zone.

The area designated as the Birmingham Employment Zone consists of:

The following wards within the City of Birmingham:

Acoccks Green, Aston, Bordesley Green, Edgbaston, Handsworth Wood, Harborne, Hodge Hill, Kingstanding, Ladywood, Lozells and East Handsworth, Nechells, Oscott, Perry Barr, Quinton, Shard End, Sheldon, Soho, South Yardley, Stechford and Yardley North, Stockland Green, Tyburn, Washwood Heath, the ward of Bartley Green except the following postcodes:

B29 4HD	B29 4HE	B29 5RN	B29 5RP	B29 5RR	B29 5RS
B29 5RT	B29 5RU	B29 5TY	B29 5UA	B29 5UF	B29 5UG
B29 5UT	B29 5UW	B29 5UY	B29 5XA	B29 5XB	B29 5XD
B29 5XE	B29 5XG	B29 5XP	B29 5XR	B29 5XS	B29 5XY
B29 5XZ	B29 5ZE	B31 1DE	B31 1DF	B31 1DR	B31 1DS
B31 1DT	B31 1DW	B31 1DX	B31 1DZ	B31 1EF	B31 1EP
B31 1ER	B31 1ES	B31 1ET	B31 1EU	B31 1EW	B31 1EX
B31 1EY	B31 1EZ	B31 1HA	B31 1HB	B31 1HD	B31 1HF
B31 1HG	B31 1HY	B31 1PN	B31 1TT	B32 3DU	B32 3DX
B32 3DY	B32 3DZ	B32 3EA	B32 3XL		

the ward of Erdington except the following postcodes:

B23 5JX	B23 5JY	B23 5LB	B23 5LD	B23 5QQ	B23 5QY
B24 0HD	B72 1AG	B72 1AJ	B73 5JR		

the ward of Sparkbrook except the following postcodes:

B12 9LX	B12 9LY	B12 9LZ	B12 9NA	B12 9NB	B12 9ND
B12 9NE	B12 9NG	B12 9NH	B12 9NJ	B12 9NL	B12 9NN
B12 9NQ	B12 9NR	B12 9NS	B12 9NT	B12 9NU	B12 9NW
B12 9NX	B12 9PE	B12 9PG	B12 9PH	B12 9PL	B12 9PN
B12 9PQ	B12 9PR	B12 9PS	B12 9PT	B12 9PU	B12 9PW
B12 9PX	B12 9PY	B12 9QA	B12 9QB	B12 9QD	B12 9QE
B12 9QF	B12 9RN	B12 9RP	B12 9RR	B12 9RS	B12 9RW
B12 9SE	B12 9ZA				

the ward of Springfield except the following postcodes:

B13 0AG	B13 0AH	B13 0AJ	B13 0AL	B13 0AN	B13 0AP
B13 0AQ	B13 0AR	B13 0AS	B13 0AT	B13 0AU	B13 0AW
B13 0AX	B13 0AY	B13 0BA	B13 0BB	B13 0BG	B13 0BH
B13 0BJ	B13 0BL	B13 0BN	B13 0TA	B13 0TB	B13 0TF
B13 0TG	B13 0TH	B13 0TJ	B13 0TQ	B13 0TT	B13 0TU
B13 0TX	B13 0TY	B13 0UA	B13 0UB	B13 9JN	B13 9JP
B13 9JQ	B13 9JR	B13 9JS	B13 9JW	B13 9JX	B13 9LE
B13 9LF	B13 9LG	B13 9LQ	B13 9LS	B13 9LT	B13 9LU
B13 9LX	B13 9LY	B13 9LZ	B13 9NA	B13 9ND	B13 9NG
B13 9NH	B13 9NJ	B13 9NL	B13 9NN	B13 9NR	B13 9NS
B13 9NT	B13 9NU	B13 9NX	B13 9PX	B13 9PY	B13 9PZ
B13 9QD	B13 9QE	B13 9QF	B13 9QG	B13 9QH	B13 9QJ
B13 9QL	B13 9QN	B13 9QP	B13 9QR	B13 9QW	B13 9XA
B13 9XB	B13 9XD	B13 9XE	B13 9XG	B13 9XH	B13 9XJ
B13 9XL	B13 9YD	B13 9YE	B13 9YF	B13 9YP	B13 9YQ
B13 9YR	B13 9YS				

the following postcodes within the ward of Moseley and Kings Heath:

B12 8QD	B12 9AA	B13 8AT	B13 8AY	B13 8AZ	B13 8BA
B13 8BB	B13 8BD	B13 8BE	B13 8BH	B13 8BJ	B13 8BL
B13 8BN	B13 8BQ	B13 8BS	B13 8BT	B13 8BU	B13 8BW
B13 8BX	B13 8DG	B13 8DQ	B13 8ED	B13 8EE	B13 8EF
B13 8EG	B13 8EH	B13 8EJ	B13 8EL	B13 8EN	B13 8HR
B13 8HS	B13 8HT	B13 8HW	B13 9AA	B13 9AB	B13 9AD
B13 9AE	B13 9AF	B13 9AG	B13 9AH	B13 9AJ	B13 9AN
B13 9AP	B13 9AR	B13 9AS	B13 9AU	B13 9AW	B13 9AX
B13 9AY	B13 9BA	B13 9BE	B13 9BN	B13 9BP	B13 9BS
B13 9BT	B13 9BU	B13 9BX	B13 9BY	B13 9BZ	B13 9DA
B13 9DB	B13 9DE	B13 9DF	B13 9DH	B13 9DL	B13 9DN
B13 9DP	B13 9DQ	B13 9DS	B13 9DT	B13 9DU	B13 9DX
B13 9DY	B13 9DZ	B13 9EA	B13 9EB	B13 9ED	B13 9EX
B13 9FE	B13 9FF	B13 9HB	B13 9HD	B13 9HE	B13 9HF
B13 9HH	B13 9HJ	B13 9HL	B13 9HN	B13 9HP	B13 9HR
B13 9HS	B13 9HT	B13 9HU	B13 9JF	B13 9JG	B13 9JT
B13 9XN	B13 9XP	B13 9XR	B13 9XS	B13 9XT	B13 9XU
B13 9XW	B13 9XX	B13 9XY	B13 9XZ	B13 9YA	B13 9YB
B13 9YJ	B13 9YL	B13 9YN	B13 9YW		

the following postcodes within the ward of Selly Oak:

B29 5SL	B29 6SS	B29 6ST	B29 6SU	B29 6SX	B29 6SY
B29 6TA	B29 6TB	B29 6TD	B29 6TE	B29 6TF	B29 6TG
B29 6TR	B29 6TS				

2. The Brent and Haringey Employment Zone

The area designated as the Brent and Haringey Employment Zone consists of:

- a) All wards within the London Borough of Brent.
- b) All wards within the London Borough of Haringey.

c) The following areas within the London Borough of Camden:

those areas within the wards of Fortune Green, West Hampstead or Kilburn with a postcode beginning NW6.

d) The following areas within the London Borough of Westminster:

those areas within the wards of Queen's Park, Harrow Road, Maida Vale, Little Venice, Abbey Road or Westbourne with a postcode beginning NW6, W9 2 or W9 3.

3. The Brighton and Hove Employment Zone

The area designated as the Brighton and Hove Employment Zone consists of:

All wards within the City of Brighton and Hove.

4. The Doncaster Employment Zone

The area designated as the Doncaster Employment Zone consists of:

a) All wards within the Borough of Doncaster.

b) The following areas in the Borough of Rotherham:

those areas within Swinton ward with a postcode beginning S64 5U,

those areas within the wards of Wath or Hooper with a postcode beginning S63 6 or S63 7,

those areas within the wards of Silverwood, Swinton or Wath with a postcode beginning S64 8, or one of the following postcodes:

S64 5SG	S64 5SH	S64 5SJ	S64 5SL	S64 5SN	S64 5SQ
S64 5SW	S64 5SY	S64 5TA	S64 5TD	S64 5TE	S64 5TF
S64 5TG	S64 5TH	S64 5TN	S64 5TQ	S64 5TW	S64 5TX
S64 5TY	S64 5TZ				

5. The Heads of the Valleys, Caerphilly and Torfaen Employment Zone

The area designated as the Heads of the Valleys, Caerphilly and Torfaen Employment Zone consists of:

a) All electoral divisions within Blaenau Gwent County Borough.

b) All electoral divisions within Caerphilly County Borough.

c) All electoral divisions within Merthyr Tydfil County Borough.

d) All electoral divisions within Torfaen County Borough.

6. The Glasgow Employment Zone

The area designated as the Glasgow Employment Zone consists of:

All wards within Glasgow City.

7. The Liverpool and Sefton Employment Zone

The area designated as the Liverpool and Sefton Employment Zone consists of:

- a) All wards within the City of Liverpool.
- b) The following wards within the Borough of Sefton:

Church, Derby, Ford, Linacre, Litherland, Netherton and Orrell, St Oswald,

the ward of Victoria except the following postcodes:

L23 2RA	L23 2RB	L23 2RD	L23 2RE	L23 2RJ	L23 2RL
L23 2RN	L23 2RP	L23 2RR	L23 2RS	L23 2RT	L23 2RU
L23 2RY	L23 2RZ	L23 2UF	L23 2UL	L23 2UP	L23 2UQ
L23 2UR	L23 2US	L23 2UT	L23 2UU	L23 2UX	L23 2UY
L23 2UZ	L23 2WZ	L23 2XA	L23 2XH	L23 2XN	L23 9TD
L23 9TH	L23 9TJ				

the following postcodes within the ward of Manor:

L23 0SG	L23 0SN	L23 0SQ	L23 0TF	L23 0TH	L23 9SR
L30 0RG	L30 0RL				

8. The Middlesbrough, Redcar and Cleveland Employment Zone

The area designated as the Middlesbrough, Redcar and Cleveland Employment Zone consists of:

- a) All wards within the Borough of Middlesbrough.
- b) All wards within the Borough of Redcar and Cleveland.

9. The North West Wales Employment Zone

The area designated as the North West Wales Employment Zone consists of:

- a) All electoral divisions within Isle of Anglesey County.
- b) All electoral divisions within Conwy County Borough.
- c) All electoral divisions within Gwynedd County.
- d) All electoral divisions within Denbighshire County.
- e) The following electoral division within Wrexham County Borough:
Llangollen Rural.

10. The Nottingham Employment Zone

The area designated as the Nottingham Employment Zone consists of:

The areas identified by the following postcodes within the City of Nottingham:

NG1, NG2, NG3, NG5, NG6, NG7, NG11.

11. The Plymouth Employment Zone

The area designated as the Plymouth Employment Zone consists of:

a) All wards within the City of Plymouth.

b) The following wards within the District of South Hams:

Ivybridge Woodlands, Ivybridge Central, Ivybridge Filham.

c) The following wards within the Borough of West Devon:

Bere Ferrers, Bridestowe, Buckland Monachorum, Burrator, Mary Tavy, Tavistock North, Tavistock South, Tavistock South West, Milton Ford, Tamarside, Thrushel, Walkham.

12. The Southwark Employment Zone

The area designated as the Southwark Employment Zone consists of:

a) All wards within the London Borough of Southwark.

b) The following area within the London Borough of Lewisham:

the area within the ward of Evelyn with the postcode SE8 5EQ.

13. The Tower Hamlets and Newham Employment Zone

The area designated as the Tower Hamlets and Newham Employment Zone consists of:

a) All wards within the London Borough of Tower Hamlets.

b) The following wards within the London Borough of Newham:

Royal Docks, Stratford and New Town, Forest Gate North, Forest Gate South, Green Street West, West Ham, Plaistow North, Plaistow South, Canning Town North, Canning Town South, Custom House.

Annex 4

People designated as Employment Officers for the Employment Zone programme

Designation of employment officers and employment zone programme advisers who are persons designated to use and supply Social Security information in connection with employment zones for the purposes of the Employment Zones Regulations 2003

By this Order, made for the purposes of sections 60 and 72 of the Welfare Reform and Pensions Act 1999 (c. 30) and sections 8(3) and 19(10)(a) of the Jobseekers Act 1995 (c. 18) and under the powers conferred upon the Secretary of State by those sections of those Acts of Parliament and all other powers enabling him in that behalf:

1. With effect from 23 April 2007, I hereby designate as an employment officer and employment zone programme adviser who is designated to use and supply social security information, any employee of

- a) Pertemps Employment Alliance Limited;
- b) Reed in Partnership PLC;
- c) Working Links (Employment) Limited;
- d) WorkDirections UK Limited;
- e) The Wise Group;
- f) TNG Workzone Limited and
- g) Pelcombe Training Limited

for the limited purpose of performing those functions listed in paragraph 2 in the course of the operation of an employment zone programme operated under the Employment Zones Regulations 2003 (S.I. 2003/2438).

2. The functions of a person designated as an employment officer who is an employment zone programme adviser by this Order are those of:

- a) specifying the time and place at which a claimant may be required to attend to participate in the employment zone programme;
- b) requiring a claimant to provide information and evidence;
- c) notifying a claimant of a situation in employment;
- d) giving a jobseeker's direction; and
- e) giving notices under regulation 4 of the Employment Zones Regulations 2003.

The content of the examples in this document (including use of imagery) is for illustrative purposes only