Module Specification - Job Search Support

Aims and objectives

This module is aimed at providing job search skills to Employment Support Allowance (ESA) and Ex – Incapacity Benefit (Ex-IB) customers.

ESA/ Ex-IB customers have moderate needs to enable them to return to work based on the eligibility established by Jobcentre Plus. There are no restrictions based on the benefit type.

Minimum delivery requirements

- Understanding programme content and commitment
- Prepare participants to enter work and explore benefits of working, Well being, Self Esteem, Motivation and confidence building
- Personal Strengths/Capability
- Identifying and overcoming barriers
- Returning to work information
- Personal presentation, Options and aspirations; home and work expectations
- Working environments and adjustments; transferable skills, barriers to work, CV update; Employer and Personal expectations; work ethics
- Analysing vacancies; Application Forms; Interview techniques; Mock interviews
- Trainer must have the experience and ability to manage a group of varied customers and have credibility to discuss and guide learning for this group
- Supplier to provide module details delivery duration/ timetable to demonstrate how the requirement will be met.

This guidance is no longer current.
You can find up to date information on GOV.UK

Volume and values

The aim is to have 12 customers attending each module. To achieve this, we would look to agree referral rates with the supplier to ensure we achieve best capacity/value from these modules.

We require that the supplier confirms they have capacity both in resource and venue size to accommodate all attendees on the day – no customer should be turned away.

A module price will be agreed – to include travel.

Referral mechanism

Jobcentre Plus advisers shall determine customer eligibility and make referrals to the event using the standard SL2 process.

Jobcentre Plus will securely forward an action plan to the provider to prepare suitable materials and allow follow up communication to encourage attendance.