

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

# Residential Training College Provider Guidance

## Section 8 Exiting Provision

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### Introduction

You must read this section in conjunction with DWP Generic Provider Guidance, particularly Chapter 2 – Delivering DWP Provision and Chapter 8 - Information Security.

### Exits from Training Programmes

1. The primary aim of Residential Training is to help people obtain and keep a job or self employment at the end of their training programme.
2. It will be for training Providers to decide when and how to identify the further needs of trainees and ensure that each programme results in progression to the outcome identified in their Individual Learning Plan. A Provider's success in helping trainees secure employment will be a key indicator of performance.
3. Training Providers must ensure that each trainee is given a copy of the progress file on entry to training. The progress file must be updated regularly throughout the individual's training programme, up to the termination of the programme and include details of competence, achievements, any qualifications achieved and relevant work experience.

### Trainees Transferring Between Training Providers

4. Where it is necessary to transfer to another Provider during the course of their programme, the DWP Residential Training Team must be informed

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before the transfer takes place. On transfer, the first training Provider should take the following action:

- record the trainee as a completer on the next RT6; and
- forward form SL2JP and the Individual Learning Plan copy to the second training Provider. The first training Provider should retain a copy of form SL2JP and records showing the trainee's start and transfer dates.

### **Completion of Change of Circumstances Form**

5. It is also necessary for training Providers to notify Jobcentre Plus of trainees' changes of circumstances on form AP3. The form AP3 is obtainable from the DEA/Jobcentre Plus.

### **Action When a Trainee Leaves**

6. Providers must notify the DWP Residential Training Team when trainees leave training by completing Part 4 of SL2JP and sending form SL2JP, Page 3 to Jobcentre Plus as soon as training ends. If the new print SL2JP is used which only has three pages then please photocopy Page 2 of the new print SL2 and send this to the DWP Residential Training Team. This action will stop payment of the training allowance. Any delay in completion and despatch of the SL2JP will risk overpayment of training allowance which will be attributed to the Provider.