

Withdrawn

This publication has been withdrawn.

It is no longer current.

Residential Training College Provider Guidance

Section 6 Residential Elements

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Introduction

1. You must read this section in conjunction with DWP Generic Provider Guidance, particularly [Chapter 2 – Delivering DWP Provision](#) and [Chapter 5 Evidencing/Validating Payments](#).

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Reimbursement of Trainee Travel Expenses – Residential

2. Providers should reimburse trainee travel expenses with travel tickets or warrants depending on the system in place at individual Providers. Care should be given to the need for economy and practicality.
3. It may be useful for Providers to set up an arrangement with a local travel agent for the purchase of rail/bus tickets for trainees. This may result in a discount being offered for regular business.
4. It should be remembered that the most economical and practical means of transport available should be used and advantage should be taken of rail cards and/or travel passes whenever possible. In addition Providers should ensure that for particularly long and difficult journeys consideration is given to low cost air travel as well as other means where cost efficiencies could be made.
5. If the trainee chooses to use their own car, motorcycle or bicycle they should be reimbursed at the rate of 25p per mile, but the total claim per journey should not exceed the equivalent of using public transport, where it is available. However, where a trainee cannot reasonably access normal methods of public transport and makes a request to use their own car or motorcycle, Providers should decide whether to approve and reimburse this request.
6. Trainees can claim a passenger rate of 2p for the first passenger and 1p for other passengers.

Reimbursement of Trainee Travel Expenses – Daily

7. Trainees who wish to travel daily can be paid their daily travel costs between home and the place of training up to a maximum of £75 per week. Note: All trainees in receipt of JSA must meet the first £4 of their total weekly travel expenses; therefore the maximum payable to them is £71. This does not apply to trainees in receipt of any other benefit e.g. ESA. The Provider will make these payments to the trainee. The most economical and practical means of transport must be used and advantage taken of travel passes whenever possible.

Advances for Season Tickets

8. Advances for the purchase of season tickets can be made. However, the length of time the trainee is expected to remain on the programme must be taken into account.
9. When calculating the amount to be paid to trainees the equivalent weekly cost of season tickets/passes should be used. The cost of any other legitimate expenses e.g. travel to the railway station, should be added before any charge is made.

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Absences

10. If a trainee is absent for any reason, the total amount spent on travel in that calendar week should be calculated and the £4 contribution applicable to trainees on JSA applied. The £4 contribution must not be reduced pro rata for any type of full or part time training.

Travel Arrangements during Work Experience Placements

11. Trainee travel costs should be reimbursed. Work experience placements should be arranged either in the trainee's home area or near to the Provider. Where this is not possible, trainees may arrange work experience placements in a third area. In these cases, actual daily travel costs should be paid up to a maximum of £75 per week or £71 for trainees on JSA. Trainees who travel to work placements by car can claim car parking charges up to a maximum of £5 per day. Evidence i.e. receipts must be provided for financial monitoring purposes.

12. Where employers who offer work experience placements make special travel arrangements for their own employees, they are expected to extend these facilities to trainees e.g., paying for taxis at night when public transport has stopped running.

Reimbursement of Trainee Travel Expenses – Work Placements

13. Although Providers are not required to complete standard DWP forms in respect of travel expenses paid to trainees, they should record:

- trainee's name and address;
- period of claim;
- daily travel costs/mileage including details of where journey is from and to;
- amount to be paid;
- Provider authorisation of claim;
- the trainee's receipt for the amount paid; and
- how the reimbursement has been calculated.

14. The wording of the trainee's receipt for the amount paid should confirm that the expenses:

- are correct; and
- have been necessarily incurred.

15. Additionally, where the Provider reimburses travel costs other than for public transport they should retain a simple record which includes:

- trainee's name and address;
- details of journey;
- public transport situation;

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- alternative forms of transport considered; and
- chosen transport.

16. A suggested format for a trainee claim form (RT9) is at [Annex 15](#). Providers may use their own format provided that the same information is recorded.

17. All supporting documentation including trainee request forms, receipts, and warrant stubs should be retained by the Provider for monitoring purposes.

People with Special Travel Needs

18. Where trainees are unable to access the normal methods of transport and need special assistance or need to use taxis, it will be for Providers to determine whether to approve payment.

19. The whole of this cost will be met by the Provider up to the £75 maximum per week or £71 for trainees on JSA. **However, usage of special transport must be regularly reviewed.**

Escort Expenses

20. Jobcentre Plus is responsible for arranging escorts for trainees prior to commencing training e.g. for interview or assessment with a Residential Training Provider or at the start of the training programme. Should the individual start training without the escort expenses being paid the Provider may reimburse these costs but only after ensuring that a payment has not been made by Jobcentre Plus. Escorts may claim the total mileage for journeys made in connection with duties as an approved escort. DEAs/Providers must ensure that all escorts are approved. If the escort travelled by public transport the entire costs should also be met.

21. Providers are responsible for escort expenses for the period when the customer is in training; details of the circumstances of individual cases should be retained for monitoring purposes.

22. Providers responsible for finding an escort should consider the following possibilities:

- the customer themselves may be able to find an escort; and
- the St John Ambulance Brigade or the British Red Cross Society may provide an escort if arrangements cannot be made as before.

23. Claims for mileage expenses where escorts have been used should be paid.

Lodging Costs

24. Trainees in Residential Training are encouraged to seek work placements in their home or college area to maximise the use of their training programme.

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25. Work placements away from the trainee's home area place additional stress on trainees which is generally greater the longer the period away and the further the work placement is from the home area. Work placements away from home or the Provider area should therefore be exceptional.

26. Where a work placement away from home is appropriate, particular care should be taken to avoid arrangements in which trainees have to stay in lodgings in areas where accommodation is scarce and expensive (e.g. London and the South East).

27. Evidence of trainee lodging costs should be retained for financial monitoring purposes. Details should include:

- the trainee's home address;
- the location and duration of the proposed period of training; and
- the reason why such an arrangement is considered necessary;
- cost of lodgings.

28. The trainee should supply the Provider with evidence of expenditure (e.g. hotel or guest house bill).

29. The main requirements are:

- the trainee must have a clearly-defined home area;
- suitable work experience cannot be provided within daily travelling distance; and
- the trainee must, during the period away from home, be maintaining a home in the original area.

30. Where trainees need to obtain work experience placements or external training in a new area different from the home/Provider area, their actual lodging costs can be met up to a maximum of £150 per week. All supporting documentation should be retained by the Provider for monitoring purposes.

Finding Lodgings

31. Trainees intending to stay in lodgings are responsible for finding, and agreeing the payments for their accommodation and for reimbursing the proprietor.

32. Providers will not accept any liability for any disputes which may arise between a trainee and the proprietor of the lodgings.

People with Severe Disabilities

33. Some severely disabled people may have difficulty in finding accommodation within the cost limits set, because of access or dietary requirements, for example. In

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these cases a Provider may exceed £150 per week. The evidence should include a statement from the proprietor of the lodgings detailing the special services provided, and the charges made for them. A suggested format for the proprietor's declarations can be found at [Annex 11](#) and [Annex 12](#).

Childcare Provision

34. Trainees can claim on form RT8 for childcare costs to enable them to participate in Residential Training. See [Annex 13](#).

What Can Be Paid

35. The following payments are available:

- £35 per day up to a total of £175 per week for the first child; and
- £60 per day up to a total of £300 per week if the parent has two or more children.

36. Where childcare provision is being claimed, payments to retain the child carer may be paid in certain circumstances.

Who Can Claim

37. Trainees who meet the qualifying conditions detailed below are eligible for childcare expenses. Supporting evidence must also be produced and retained for monitoring purposes.

Qualifying Conditions

38. Childcare costs can be paid up to, but not including, the first Tuesday in the September following the child's 15th birthday. For children in receipt of Disability Living Allowance or who are registered blind, childcare costs can be paid up to, but not including, the first Tuesday in the September following their 16th birthday.

- Care must be provided by a registered childminder or nursery.
- Where the child is aged between 8-10 years, care may also be provided by:
- an out of hour's club on school premises, run by a school or local authority;
- a childcare scheme run on Crown/Government property.

Registration

39. There is a legal requirement under the [Children's Act 1989](#) for all minders and carers of children under the age of 8, to be registered with their Local Authority Social Services.

- if the child is aged 8 or over and care is provided by a childminder at the childminder's home, the childminder must still be registered; and
- a childminder/nursery cannot be treated as registered until a registration number has been given. The exception to this is where the LA does not issue registration

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numbers. If a childminder/nursery states that they are in the process of being registered with their LA, they cannot be accepted.

Supporting Evidence

40. The following must be retained:

- evidence of responsibility for the care of and well being of the child(ren);
- evidence of the costs;
- details of the carer; and
- evidence of payments made

Change in Childcare Arrangements

41. Providers should treat changes to childcare arrangements urgently and offer support to the trainee to ensure they remain in training.

JSA Customers and Allowance-Based Trainees

42. In some cases trainees may wish to pay their nominated childcare provider themselves, and be reimbursed by the Provider. If the trainee is a JSA customer, receiving such a payment may affect their entitlement to benefit.

43. To avoid this, it is essential that Providers are aware that they must only pay childcare providers and not the trainee. Payment should only be made on receipt of an invoice from the childcare provider and never directly to a trainee.

44. Providers will only reimburse a trainee's childcare costs upon receipt of a paid invoice.

Childcare

45. [GOV.UK](http://gov.uk) has up to date information on all aspects of childcare, including childminders, nurseries and playgroups.

46. Providers must maintain records of childcare payments made, including weekly statements of the number of hours worked by carers.

Protective Clothing and Equipment during Work Placement

47. Where it is the general practice for employees to provide their own protective clothing and equipment (perhaps paid for by a deduction from wages), or, if items of protective clothing and equipment will be retained by trainees on completion of their training for use in subsequent employment, it will be for Providers to determine whether the placement provider or the RT College pay for this.

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In no circumstances should trainees have to meet the costs of protective clothing and equipment themselves - even if subsequent reimbursement is promised.

Special Items

48. Providers should consider arrangements for the provision of items of equipment needed on an individual basis by trainees because of their disability.
49. Providers should retain copies of all relevant invoices and documentation relating to items purchased for monitoring purposes.
50. On completion of a trainee's individual training programme the Provider is entitled to keep any item of equipment purchased under these arrangements.
51. However, if the trainee has obtained employment / self-employment to begin immediately after the completion of their training programme the trainee may retain the equipment to assist them in their future employment. In such cases the equipment will become the responsibility of the trainee. The Provider will not accept responsibility for maintenance and / or repair of these items.
52. The Provider should retain a record (Asset Register) of any equipment purchased and retain items in their own storage for future use. For trainees who retain equipment on leaving the programme a signature must be provided.
53. Equipment retained by Providers should be re-issued, where it meets the needs of another trainee. It will be the Provider's responsibility to ensure that this equipment complies with the relevant Health and Safety Legislation **before** re-issue.