

Withdrawn

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Chapter 4: Group Work “JOBS II” Trial

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Introduction

- 4.01 It is essential that you read and note the contents of [DWP Generic Provider Guidance including Chapter 2 Delivering DWP Provision](#), which contains a comprehensive guide to standards required from DWP Provider e.g. Induction Standards, Quality, Health and Safety, Legal requirements, Safeguarding Vulnerable Groups, etc.

Group Work “JOBS II” Trial (Course Start)

- 4.02 The Group Work “JOBS II” programme must start within 15 working days of the PRaP referral date. You must ensure delivery of Group Work “JOBS II” intervention meets the requirements of the JOBS II programme manual including the core components of:
- skilled facilitators or trainers;
 - active participative learning;
 - building self-efficacy;
 - positive feedback and encouragement;
 - building coping strategies; and
 - resilience (inoculation against setbacks).



- 4.03 You must co-ordinate with DWP to facilitate attendance on the course of between 10 and 20 claimants. The cohort can be made up of claimants from various benefit types see [Chapter 2 Target Group and Eligibility](#) to attend the JOBS II intervention.
- 4.04 The course will be over 5 half-day sessions, averaging 4 hours a day over the period of a working week. (Unless restrictions have been agreed in the claimant’s Work Related Agreement - WRAg).
- 4.05 You must provide the management and professional skills to oversee, monitor, report and contribute to the trial evaluation (as directed by the DWP analysts). This will involve maintaining administrative records and ensuring completion of specific research instruments, including wellbeing and job search questionnaires as required by DWP.
- 4.06 During the course you are required to:
- maintain administrative records including a participant daily attendance record;
 - provide the programme of Group Leader Training learning activities and the Group Work “JOBS II” sessions as detailed in the JOBSII Manual.
 - note that claimants who have not given their consent for their data to be shared should be asked to complete a Consent/No Consent form and provided with alternative activities whilst the others are completing the psychological measures.
 - collect key research information from the claimant, which will be gathered using six psychological state/research questionnaires at the start and end of the JOBS II intervention. . Details of the 6 psychological wellbeing and job search measures can be found in [Annex 6](#); and
 - securely transfer the MI obtained to DWP. More information can be found on [Chapter 8 of the Provider Generic Guidance Information Security](#).

Transfer of psychological wellbeing measure information

- 4.07 You will be required to collect key research information from the claimant, which will be gathered from six psychological state/research instruments, except where consent is withheld. You will be responsible for the security of this data and its transfer to DWP. It is your responsibility to ensure any transfer of data is done securely in line with DWP Guidance. Further explanatory information about data transfer is contained in DWP Generic Provider Guidance [Chapter 8 Information](#)



[Security](#). To facilitate the trial evaluation and publication of the findings. You will be responsible for the administrative instruments that will be initiated by DWP.

- 4.08 The psychological wellbeing measures will need to be sent via PGP encrypted email to a secure inbox that only the analyst will have access to, 3 days after the end of every reporting month. The analysts will track participants via their PRaP referral numbers and will send DWP CHES confirmation that they relate to genuine allocations. Analysts will use the information on the measures as part of the Department’s research and evaluation. No one else in the Department will have access to the completed measures.

Additional Support Costs

Costs / Expense including Travel

- 4.09 Participants should not be worse off by virtue of attending the trial and Providers are responsible for travel costs in full for return journeys from their home to the agreed delivery venue(s), and additional support costs while the customer is on the trial. A declaration of travel will need to be signed at the Induction / Reception Interview indicating the childcare and travel offer see [Chapter 3 Referral, Start and Leaver Processes](#).

Childcare Costs

- 4.10 Where it is a barrier to participation in the trial, childcare should be funded by you. Childcare for attendance should only be funded for an approved activity, if it is funded the childcare must adhere to the following standards:
- Carers registered with Ofsted (Office for Standards in Education);
 - A carer accredited under the Childcare Approval Scheme, run on school premises out of school hours or as an out of hours club by a LA; or,
 - Schools or establishments exempted from registration under the [Children’s Act 1989](#) or operated on Crown property.
- 4.11 The child/children must satisfy the age requirement (see below) and be dependant of and residing with the claimant.
- 4.12 As a minimum you should provide:
- Help with childcare costs can be paid up to, but not including, the first Tuesday in the September following the child’s 15th birthday;
 - Parents requiring childcare for five days a week can claim up to a maximum of £175 per week for one child and £300 per week for two or more children; and



- If the participant is attending an approved activity of less than five days a week, they can claim up to the maximum daily rate of £35 per day for one child and £60 per day for two or more children.

- 4.13 You must not recommend particular childcare facilities to participants. This is to ensure that the Department and/or the Provider do not take on the liability for the safety of children. It is the parent’s responsibility to decide with whom they entrust the care of their children.
- 4.14 You may choose to arrange for a crèche facility. However, you must ensure it is the parents’ choice whether their child uses the facility. You should also ensure that any crèche facilities adhere to current legislation.
- 4.15 You will be responsible for the payment of any associated support costs with regards to providing a fully accessible service for all claimants.

Locations

- 4.16 The Department has contracted with two Providers delivering this trial in 5 Work Service Districts across England, to test the JOBS II model in the context of the UK labour market. Below are the main delivery locations although participants could be referred from a wider area.

Work Service Districts	Hub locations where the provision should be delivered
Avon, Severn and Thames Valley	Bristol Gloucester
Durham and Tees Valley	Middlesbrough
Mercia	Coventry
Merseyside	Liverpool
Midland Shires	Derby

- 4.17 You must deliver the provision within the town/city as indicated in the list above and have the flexibility to also deliver the provision to the outlying areas of the hub location(s).



- 4.18 The premises used must be easily accessible to all participants using public transport and should be central of the geographical area and referring Jobcentre and in a known location where possible. All premises must be appropriate to the provision and address any potential welfare, accessibility and legal requirements.

Volumes

- 4.19 You will be expected to deliver enough courses to meet your expected number of participant starts on the provision over the initial 12 month contractual period, and during the extension period. With an additional time for case loading and final administration.
- 4.20 Volumes are not guaranteed and may be subject to increase or decrease on demand. Group Work “JOBS II” specification and contract sets out the expected number of courses to run per district and the total number of participant starts.

Timing

- 4.21 If at any time the number of participants required to inform a full evaluation is achieved, the contractual provision will cease and further referrals will be utilised.

Document Retention

- 4.22 You must keep key documentation about the delivery of provision for a period of 6 years following the end of the contract period; however, this may be subject to change and should be in line with your contract. It is the prime Provider’s responsibility to ensure that documents and data are robust. You must have robust systems in place to ensure that documentation (paper or electronic) is securely held and are easily accessible. Further guidance on document retention can be found in the [DWP Generic Provider Guidance Chapter 8 Information Security](#)