

# Withdrawn

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## Specialist Employability Support (SES) Live Running Memo

**To: SES Providers**

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**Memo Serial No:** SES LRM 03

**Date:** 20 November 2015

**Subject:** SES Initial Assessment opportunity – Process for monthly  
closure on PRaP

**Action:** For information and to reinforce the existing process

**Timing:** Immediate

### Information

Due to compliance issues with the adherence to the process to be followed re  
monthly closure of the Initial Assessment Opportunity PRaP when profiles are

reached, outlined in SESLRM01 issued on 28th August 2015, this memo expands on the process to be followed.

This process applies only to the SES Initial Assessment Opportunity. The SES Start Back and SES Main Provision opportunities will remain open throughout the provision to enable appropriate LMS referrals and starts to the programme, following the Initial Assessment being completed.

SESLRM01 should be read in conjunction with this memo.

Providers will make Initial Assessment appointments, via warm handover (by telephone) up to the point where sufficient numbers of referrals to achieve Provision start profiles have been received. Any referrals (which must be made by telephone prior to any LMS referral being input) made after this point will be refused.

The provider should not take any customer details or bookings in advance of the LMS opportunity being made available again the following month.

To suspend the opportunity Providers will;

- complete a PRaP 15 form with the appropriate details;
- alert their performance manager; and
- email the completed PRaP 15 form to the PRaP inbox, copying in the SES Policy inbox and the WSD SES National Team inbox, at the addresses below

[prap.support@dwp.gsi.gov.uk](mailto:prap.support@dwp.gsi.gov.uk),

[SES.POLICY@DWP.GSI.GOV.UK](mailto:SES.POLICY@DWP.GSI.GOV.UK),

[SES.ADMIN@DWP.GSI.GOV.UK](mailto:SES.ADMIN@DWP.GSI.GOV.UK)

DWP will then take action to suspend the opportunity on PRaP, resulting in the LMS Opportunity showing as suspended from start of business the day after the opportunity has been suspended on PRaP.

Requests received by the PRaP Operational Support Team (POST) after 3pm will not be guaranteed for action that day.

Suspended opportunities will be reopened by the POST automatically on the last working day of every month, resulting in the LMS opportunity being available for referrals from the first working day of the following month.

If, with the prior agreement of your WPD Performance Manager, you wish the opportunity to remain closed at the start of the following month you should submit the PRaP 15 form, in the same manner as above, before the last day of the current month to request that the opportunity remain closed.

The opportunity would then be reopened by the POST, as above, ready for the first day of the subsequent month.

For convenience, here is the PRaP15 form which needs to be completed as part of this process.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/481294/prap15.rtf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/481294/prap15.rtf)

### **Further Information / Contact Details**

If you have any queries about this Live Running Memo please contact the SES Policy Team via the specialist inbox, [SES.POLICY@DWP.GSI.GOV.UK](mailto:SES.POLICY@DWP.GSI.GOV.UK), in the first instance.