

# Withdrawn

This publication is withdrawn.  
The publication is no longer current.

## Specialist Employability Support (SES) Live Running Memo 01

**To:** SES Providers

**From:** Debi Bleines / Ruth Jesson-Smith

**Copy:**

Andrew Thomas: Deputy Director,  
Head of Work Programmes  
Division

Rachel Radice: Head - ESF and  
non WP Provision Policy

John Tiplady: Specialist Provision  
Group Manager

SES Senior Performance  
Managers and Performance  
Managers

PRaP team

JCP Implementation and SPoCs

**Memo Serial No: LR01**

**Date:** 28 August 2015

**Subject:** Management of referral numbers / process for SES Initial Assessment opportunity

**Action:** For action from 1.9.15 (go-live)

**Timing:** Immediate

**Information**

To mitigate the risk of over-subscription to the provision when it goes live on 1 September 2015, providers will manage the Initial Assessment profiles via the telephone booking system.

**Summary**

The profiles for the Initial Assessments will be the addition of the SESSB and SESMP profiles for the month, with an element of flex where appropriate, to allow for the 20 working days possible between IA referral and provision start.

The referral process for SES IA remains unchanged and already includes a warm handover / telephone booking procedure to arrange the Initial Assessment prior to making the referral on LMS.

Providers will make Initial Assessment appointments up to the point where the profile is reached. Telephone referrals after this point will be refused to avoid over-booking.

Providers will notify the SES Policy inbox, [SES.POLICY@DWP.GSI.GOV.UK](mailto:SES.POLICY@DWP.GSI.GOV.UK), and the PRaP inbox, [prap.support@dwp.gsi.gov.uk](mailto:prap.support@dwp.gsi.gov.uk), to alert DWP that they have reached their profile limit.

DWP will then take action to prevent access to the Opportunity from the following day.

Providers will notify the same inboxes the day before they wish the Opportunity to become available for referrals again.

DWP will then take action to make the Opportunity available again from the following day.

The District Provision Tool will be updated to reflect this small change, to help Advisors manage customer expectation through the referral process.

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

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