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Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

Cc: Supplier Managers
Senior Performance Managers
Performance Managers

From: Work Programmes Division

Memo Serial Number: 172

Subject: Job entry management information – changes to the way DWP captures Job entry data

Action: For information and action

Timing: Immediate

Background

Job entries are a key performance driver and indicator of Work Programme (WP) performance. This memo outlines a number of changes to the way DWP will ask providers to report their job entry performance. The new clerical job entry MI return requires immediate action. This is an interim process that will be replaced by an automated PRaP based process in the new year.

The information in this memo was discussed at the WP Provider Operations Forum.

Summary

This memo outlines new action for providers about what job entry MI they send to the Department. The new clerical job entry MI return requires immediate action.

Stopping the existing Job Entry Pipeline Return

1. Providers currently provide DWP with a monthly Job Entry Pipeline Return – with immediate effect providers can stop sending this return into the Department.

Sending a new temporary Job Entry MI return to DWP

2. In the near future DWP will ask that providers input job entries into PRaP but until that process has been implemented DWP is asking for a new monthly job entry MI return to capture job entry performance – this MI will be included in the monthly WP MI dashboard.

The return will capture in-month “First Job Entries” and “Subsequent Job Entries.”

First Job Entries: the number of Work Programme participants that have entered work for the first time in that month.

Subsequent Job Entries: The number of Work Programme participants who have had a previous first job entry and have had a subsequent job entry in that month.

The MI should be broken down into the Total of All Payment Groups and each individual Payment Group 1 to 9.

The first return will request job entry data going back to April 2013 to end November 2014.

There is no full timetable for this MI yet, but the first return is due to be sent into this email address miprovider.returns@DWP.GSI.GOV.UK and copied to your Performance Manager by close of business on **Friday 5 December**. Can you please ensure that the returns are not marked as private and are clearly titled as Job Entry MI Returns.

With their first return providers should notify the DWP data team with the name of the lead contact for this return and a deputy.

Further information contact details

All enquiries in relation to this memo should be raised with Andy Whisker by e-mail at andy.whisker@dwp.gsi.gov.uk in the first instance.

Regards

Work Programmes Division