

Withdrawn

This publication is withdrawn.

This publication is no longer current.

Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

Cc: Senior Category managers
Category managers
Senior Performance Managers
Performance Managers

From: Work Programmes Division

Memo Serial Number: 171

Date: 3 November 2014

Subject: Skills Funding Agency – provision for In Work Support

Action: For information and action

Timing: Immediate

Background

The Skills Funding Agency has commissioned skills support for Work Programme participants in employment. This support is funded by the European Social Fund and is available in England only.

The SFA providers will provide skills provision that supports newly employed adults (aged 19 or over) who are attached to a Work Programme provider and are still 'active' on the Work Programme, but in the employment phase. (By 'active' we mean that they are still registered as being on the Work Programme.)

SFA provision will ensure that participants are given the right level of skills support that they need to improve their chances of sustaining employment and progressing in their career, including, where appropriate, starting an Apprenticeship.

The SFA provider will also support participants by providing:

- Regular progress reviews;
- Exit interviews and the tracking of participants

Please see Annex A of this memo for further information on the support offered

Action

Where you identify participants you believe will benefit from this support, refer the participant directly to the SFA provider.

You will need to agree a referral mechanism with your SFA provider to ensure that each participant is referred appropriately. Details of SFA providers can be accessed via the link below, and are also detailed in **Annex B** of this memo.

<https://www.gov.uk/government/publications/sfa-esf-programme-summaries>

Before making any referral, you must ensure the consent form (attached at **Annex C**) has been completed by the participant, to enable you to share the participant's data with the SFA provider.

Further information and contact details

All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

Work Programmes Division

For copies of Annex A, B or C please contact your Performance Manager.

Annex A

Annex B

Annex C