

23 February 2012

Dear Ms May,

On 2 February 2012 you requested a review of our response, of the same date, to your Freedom of Information request of 24 November 2011.

In your request you say:

*"I requested a copy of all the information given to anyone undertaking your youth Work Experience schemes and copies of forms any participant has to sign. You have not provided this unambiguously requested information.*

*You appear to be hair splitting on the idea that Work Experience is not Mandatory, when the DWP has already acknowledged that in the case of Cait Reilly you never informed her of the mandatory conditionality of the Work Experience she undertook.*

*Please arrange an internal review of my request or consider this a request for the information to be a new request for information.*

*I would like a copy of your internal Jobcentre staff guidance on any of your youth Work Experience schemes."*

You have referred to the mandatory nature of the work experience we offer claimants. To be clear, Work Experience - one of the 'Get Britain Working' measures - is entirely voluntary and participants can decide not to carry on with their placement within the first week without sanction. Once that initial week has passed, participants are expected to complete their placement unless they have good cause to leave early. Another of the measures, sector-based work academies (sbwa), contains an element of work experience and is similarly only mandatory once the decision to participate has been made.

You have asked to see the current guidance to JCP advisers on work experience provision, and copies of any information or forms customers have to sign to ensure they fully understand the terms of the schemes.

I am attaching the adviser guidance on Work Experience, templates for the two letters used to explain to customers individual arrangements within the opportunity on offer and what is expected of them. They are used in conjunction with verbal guidance from personal advisers to advise customers

who have opted to participate in a Work Experience placement. The second of the attached letters is for 16-17 year-olds and does not have to be signed.

I have also attached the adviser guides on sbwa for England and Scotland (there is no guidance yet in place for Wales) together with templates for the letters sent to customers who have opted to participate. The four letters attached are used in conjunction with verbal guidance from personal advisers to provide details of individual arrangements. They are:-

- Sbwa 01 JSA – this is issued to Jobseeker's Allowance claimants where the Pre-employment Training is between 16 and 30 hours a week.
- Sbwa 01a JSA - this is issued to Jobseeker's Allowance claimants where the Pre-employment Training is less than 16 hours a week.
- Sbwa 02 ESA – this is issued to Employment and Support Allowance claimants who are mandated to Pre-employment Training.
- Sbwa 02a ESA - this is issued to Employment and Support Allowance claimants who are not mandated to any part of the sbwa.

Customers are not expected to sign any of these.

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Central Fol Team

---

#### **Your right to complain under the Freedom of Information Act**

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF [www.ico.gov.uk](http://www.ico.gov.uk)