

(Insert name here)
(Type first line of address)
(Type second line)
(POST TOWN)
(Postcode)

Address Line 1
Address Line 2
POST TOWN
Postcode

Telephone:
Textphone:
Fax:
www.dwp.gov.uk
NI (insert NI number)

Date

Dear

Sector-based work academy

You have volunteered to take part in the sector-based work academy. This will last for a maximum of six weeks in total and will begin on [date]

The sector-based work academy will consist of three elements:

- 1) A period of Pre-Employment Training
- 2) A Work Experience Placement
- 3) A Guaranteed Job Interview.

You must take part in the whole period of the Pre-Employment Training and attend your Guaranteed Job Interview in order to continue getting Jobseeker's Allowance and/or National Insurance credits. You must continue to take part in these activities until you are notified otherwise by the Jobcentre or you stop claiming Jobseeker's Allowance.

[Insert name of JCP contact] will support you whilst on the sector-based work academy. They will discuss this with you and what help you might need.

During your Pre-Employment Training you will be required to undertake certain activities which are detailed later in this letter. You are required to confirm to the Jobcentre that you have carried out the requirements set out in this letter and whether you have undertaken any paid work whilst taking part in the Pre-Employment Training. You will also need to report any changes in your circumstances to us in the normal way.

During your Work Experience Placement, you will be required to continue to look for work and be available for work and will also need to report any changes in your circumstances to us in the normal way. You are required to maintain basic standards of good behaviour during the Work Experience Placement. Once you have started this placement, please contact the **employer** immediately if you will not be able to attend for any reason.

You are required to attend appointments at the Jobcentre and undertake any activities that the Jobcentre notifies to you, as detailed below:

Date of appointment at Jobcentre Plus				
Time of appointment at Jobcentre Plus				

Activities to be completed while taking part in training:

When you take part in the sector-based work academy you are also taking part in the Employment, Skills and Enterprise Scheme, which is established in law by the Jobseeker's Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011. If you fail to take part in the Pre-Employment Training or the Guaranteed Job Interview part of the sector-based work academy or to maintain basic standards of good behaviour and cannot show good cause for the failure, under the Jobseeker's Allowance (Employment, Skills and Enterprise Scheme) Regulations 2011, you could lose your Jobseeker's Allowance for up to 26 weeks. You could also lose your National Insurance credits.

If you cannot attend your sector-based work academy for any reason, please contact your Jobcentre contact immediately. Our telephone number is at the top of this letter.

Details of your sector-based work academy:**Pre-Employment Training (insert details or to be confirmed if details not yet available)**

Address:	
Start date:	
End date:	
Days of attendance:	
Start time each day:	
End time each day:	

Work Experience Placement (insert details or to be confirmed if details not yet available)

Address:	
Start date:	
End date:	
Days of attendance:	
Start time each day:	
End time each day:	

Guaranteed Job Interview (insert details or to be confirmed if details not yet available)

Name of employer:	
Name of contact (interviewer):	
Address:	
Date of Guaranteed Job Interview:	
Time of Guaranteed Job Interview:	

I really hope your sector-based work academy works out well and that you find it worthwhile.

Please contact your Adviser if there is anything else you want to discuss.

Yours sincerely,

<<Appointment Office Manager Name>>
Manager (on behalf of the Secretary of State)