

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-rexxxxx@xxx.xxx.xxx.xx](mailto:freedom-of-information-rexxxxx@xxx.xxx.xxx.xx)

Our Ref: VTR IR 251

31 May 2012

Dear Mr Johnson,

You have requested an Internal Review following our response to your Freedom of Information Request which asked for

“copies of the new rules and guidance given to your Providers and Jobcentre Staff and Managers and any new associated information, letters, leaflets, documents and forms given to Work Experience participants.”

We responded

Following Ministerial announcements on 29 February about the application of sanctions to work experience, all guidance and associated communications are in the process of being reviewed.

Until this review is completed and revised guidance is available, temporary arrangements are being applied regarding work experience. The temporary guidance is attached. The guidance refers to letters we are now using to tell claimants about the placement they have been offered. Copies of the letter templates are also attached to this reply.

Sanctions will no longer be applied to the benefits of those who do not start or who leave work experience, unless the reason for leaving is “gross misconduct”. The Department is currently considering what might constitute “gross misconduct” and guidance will soon be issued about how this should be implemented

The numbered attachments to this reply are as follows:

1. Temporary guidance on work experience
2. The new notification letter sent to claimants who have opted to participate on work experience

We have reviewed our initial response and accept that the original reply did not include the work experience element of sector based work academies (sbwa).

As previously mentioned, a review of all guidance, associated communications and temporary arrangements is being undertaken. This is also the case for the work experience element of sbwa and the temporary guidance and letters relating to the work experience element of sbwa are attached.

The numbered attachments following the internal review are as follows:

1. Engaging with Employers and Partners guidance part 11 sbwa (attachment 1)
2. Sbwa adviser guidance (attachment 2)
3. Notification letter for claimants on sbwa (pre-employment training between 16 and 30 hours per week) (attachment 3)
4. Revised notification letter for claimants on sbwa (pre-employment training less than 16 and 30 hours per week) (attachment 4)

There has been no updated guidance issued to Providers since the announcement.

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

Yours sincerely,

DWP Central Fol Team

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

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwp.gsi.gov.uk](mailto:freedom-of-information-request@dwp.gsi.gov.uk) or by writing to DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

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)