

(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](http://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 sector-based work academy, you will be required to confirm to the Jobcentre what you are doing to find work; whether you are available for work and whether you have undertaken any paid work whilst taking part in the sector-based work academy. This will be required on the following dates: xxxxxx/ xxxxxx/ xxxxxx/. You 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 throughout your participation in sector-based work academies, including during any work experience placement you take part in.

Once you have started your Work Experience Placement, please contact the **employer** immediately if you will not be able to attend for any reason.

When you take part in a 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 while participating in the scheme, and cannot show good cause for any 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:	e.g. Thursday 29 June 2011
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:	



Department for  
Work and Pensions

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,

<<AppointmentOfficeManagerName>>  
Manager (on behalf of the Secretary of State)