

If you contact us, use this reference:  
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... 2014

## Sector-based work academy

### About your academy place

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Dear

I am really pleased you have agreed to take part in a sector-based work academy scheme. This is a great opportunity to develop the skills and behaviours this employer looks for when they recruit someone. Your participation in the sector-based work academy scheme will begin on the first day of your placement.

The sector-based work academy is a scheme which provides, for a period of up to 6 weeks:

- training to enable you to gain the skills needed in the work place;
- a work experience placement for a period to be agreed with you; and
- either an interview with an employer for a job or a place on an apprenticeship or support to help you through an employer's application process.

The sector-based work academy has been arranged with an employer in a job sector with current local vacancies and is part of a process for you to apply for one of those vacancies.

Your chances of getting and keeping a job with this employer, or another employer, offering similar work, will be improved by completing the sector-based work academy, therefore I hope you take full advantage of this exciting opportunity.

The dates, times and location of each part of your sector-based work academy and details of when you must attend the Jobcentre are shown on pages 2 to 4 along with what you must do during the sector-based work academy scheme. **It is very important that you read this.**

[Insert name and contact details of JCP contact] will support you during the sector-based work academy and be able to answer any questions you may have. Please also contact this person immediately if you cannot take part in your sector-based work academy for any reason.

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

Yours sincerely,  
Office Manager

### **What must I do during my pre-employment training?**

You must:

- continue to look for and be available for work
- take part in all of the training unless you are told otherwise by the Jobcentre or you stop claiming Jobseeker's Allowance;
- meet basic standards of good behaviour;
- tell us about any changes which might affect your benefit; and
- make sure you do the things that you have agreed with your adviser:

### **What must I do during my work experience?**

You must:

- continue to look for and be available for work;
- tell us about any changes that might affect your benefit;
- make sure you do the things that you have agreed with your adviser; and
- meet basic standards of good behaviour.

If for any reason you cannot attend, you should contact the **employer and Jobcentre Plus** immediately.

### **Do I need to attend the interview for a job or place on an apprenticeship if I am offered one?**

Yes, you must attend any interview you are offered for a job or a place on an apprenticeship. If you cannot attend a guaranteed interview, tell the employer and contact us straight away to explain why. Some employers may not be able to guarantee an interview for a job or apprenticeship. If you have not been offered an interview your adviser will explain why.

### **If I am offered the job, do I need to accept it?**

Yes, in most instances, if the employer offers you a job as a result of participating in this sector-based work academy you must accept it or your benefit may be affected. This does not apply to some vacancies (for example, National Apprenticeship Service opportunities, zero-hour contracts) and your adviser will let you know if this is the case.

### **Important information about your benefit**

If you:

- without good reason, fail to participate in the sector-based work academy scheme pre-employment training; or
- do not meet basic standards of good behaviour during your work experience placement;

or

- without good reason, fail to attend any guaranteed interview for a job or apprenticeship you are offered; or
- commit any of the failures below,

your Jobseeker's Allowance and National Insurance credits will not be paid (or will be paid at a reduced rate, depending on your circumstances) for:

- four weeks; or
- 13 weeks if we have previously decided on one or more occasions, that your Jobseeker's Allowance should be sanctioned because you failed to comply with your sector-based work academy requirements, or you committed any of the failures listed below, within 52 weeks (but not within 2 weeks) of your current failure.

The failures referred to are, if without good reason you:

- fail to attend an adviser interview
- if applicable, fail to take part in a particular employment programme (such as the work programme)
- do not take the opportunity of a place on an employment programme or training scheme
- refuse or fail to apply for or accept a place on such a programme or scheme notified to you by your adviser
- fail to attend or give up a place or through your own misconduct lose a place on such a programme or scheme
- fail to comply with a Jobseeker's Direction.

If, without good reason, you are offered the job and you refuse to accept it, your Jobseeker's Allowance and National Insurance credits will not be paid (or will be paid at a reduced rate, depending on your circumstances) for

- 13 weeks; or
- 26 weeks if we have previously decided on one occasion, that your Jobseeker's Allowance should be sanctioned because you committed any of the failures listed below, within 52 weeks (but not within 2 weeks) of your current failure; or
- 156 weeks (3 years) if we have previously decided on two or more occasions, that your Jobseeker's Allowance should be sanctioned because you committed any of the failures listed below, within 52 weeks (but not within 2 weeks) of your current failure.

The failures referred to are, if, without good reason, you:

- through misconduct, lose employment as an employed earner (excludes any job you had before making your current claim);
- voluntarily leave such employment (excludes any job you had before making your current claim);
- refuse or fail to apply for, or accept if offered, any employment notified to you by your adviser;
- neglect to avail yourself of a reasonable opportunity of employment with an employer for whom you have worked in the last year;
- fail to participate in the Mandatory Work Activity scheme if required to do so.

**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 interview for a job or apprenticeship if applicable (insert details or to be confirmed if details not yet available)**

Name of employer:	
Name of contact (interviewer):	
Address:	
Date of guaranteed job/apprenticeship interview:	
Time of guaranteed job/apprenticeship interview:	

Appointments you must attend at the Jobcentre are detailed below:

Date				
Time				

You must take part in the sector-based work academy until you are told otherwise, or until your award of Jobseeker's Allowance terminates, whichever is earlier.