Intensive Activity Programme – Workshops
Summary

How to conduct an Intensive Activity Programme group workshop

Content

The Intensive Activity Programme (IAP) builds on the requirements of Day One conditionality, positively challenging and fully testing young people (aged between 18 and 24) in the All Work Related Requirements (AWRR) Intensive regime who are not currently in education, employment or training to commit them to take positive steps to secure employment.

The programme requires claimants to attend two 90 minute group workshops, each followed by a follow-up interview with their individual work coach (WC).

Intensive Activity Programme workshops

Each workshop will be conducted by a WC/facilitator. The optimum number of claimants for a workshop will be 8 claimants and it will last for up to 90 minutes. However, depending on the site and Health & Safety considerations, the number of claimants able to attend may vary locally as agreed.

To enable IAP flexibilities to support claimants booked across-site IAP workshops

Where sites are brigading claimants to enable IAP flexibilities, the agent running the report should be an:

- employer adviser who has been assigned to the workshop, or
- agent who has cross-site access, these include:
  - Work Service Manager (WSM)
  - System and Process Support officer (SPS)
  - Peripatetic Exception

In IAP workshop 1, the WC/facilitator explains the following topics (see IAP Workshop1 facilitator pack):

- producing a CV and covering letter
- completing application forms

- interview skills

- Internet work searches

- references

- Q&A sessions, including hints and tips to complete the tasks

In IAP workshop 2, the IAP WC/Facilitator explains and delivers support with the following topics (see IAP Workshop 2 facilitator pack):

- work search areas

- work search diary

- speculative applications

- recruitment agencies

- employer research

The WC/facilitator will tell the claimants:

- which activities they need to complete

- what they are required to do to complete the activities

- when the activities should be completed by

- when the activities will be verified by their WC or facilitator and when the claimant will receive feedback on them

- that the verification and feedback of the activities can be completed at various times during the programme, for example at an ad-hoc Work Search Interview, at Workshop 1, at the follow up Work Search Interview (this should be agreed locally)

Updating the activity status on the Work Service Platform

To update the claimant's attendance and participation at the workshop, the WC/facilitator runs a report of the workshop attendees. To run a report the WC/facilitator:

1. Selects 'Reports' from the left hand 'My work' menu to view the available reports.

2. Selects 'My IAP workshops' to display the 'My IAP workshops' window.

3. Selects the IAP workshop calendar icon (this defaults to today's date).

4. Selects the date of the workshop from the calendar.

5. Selects 'View report' to display a list of appointment types.

6. Selects the 'Scheduled start date' hyperlink from the required 'Appointment type' to display the IAP workshop attendees' report. The report shows the appointment type, start time, end time, location and list of claimants due to attend.

The Activity Status will need to be updated individually for each claimant on the list of attendees. To update the status the WC/facilitator:

1. Selects the 'Claimants name' hyperlink from the list of attendees to display the 'Service activity' screen,

2. Selects 'Close service activity' from the ribbon menu to display the 'Close service activity' window.

3. Selects the 'Status' drop-down list and then selects from one of the following:

   • Completed

   • Failed to attend

   • Failed to participate

4. Selects 'OK'.

Supporting documents for the Intensive Activity Programme workshop

UC433 My Internet work search

UC434 My interview skills

UC435 My work search areas – job application

UC436 My work search areas

UC437 My work search diary

UC438 My recruitment agencies

UC439 My references

UC440 My speculative applications

UC441 My application forms

UC442 My CV and covering letter

UC443 My employer research

UC444 My feedback