

# **Skills Conditionality – Scotland**

## **Partnership Managers Guide**

### **Introduction**

1. This guidance provides the details and processes involved in Skills Conditionality for people working in District offices in Scotland.
2. Jobcentre Plus adviser guidance is available in the separate Skills Conditionality Scotland guide.

### **Overview**

3. Jobseeker's Allowance (JSA) and Employment and Support Allowance (ESA) claimants in the Work Related Activity Group (WRAG) who have a skills need which is the main barrier to them moving into work should be mandated to skills provision to address these needs.
4. Skills Conditionality will not apply to referrals to Initial Provider Interviews and Careers Advice. These will remain non-mandatory referrals.
5. Once a provider has confirmed suitability and offered a place the claimant will be mandated to attend, take part and complete the provision and Skills Conditionality will apply.
6. Where a claimant fails to attend, take part or complete the provision they risk having sanctions applied to their benefit.
7. Skills Conditionality applies to claimants attending provision on a full time or part time basis.

### **Types of Provision**

#### **Provision included in Skills Conditionality**

8. In Scotland Skills Conditionality currently only applies to claimants referred to Employability Fund provision.
9. Discussions are on going to introduce other types of provision into Skills Conditionality in the future. Full details will be added to this guide once the use of other types of provision is agreed.

### **LMS**

10. There are 3 LMS opportunity types used for Skills Conditionality in Scotland:
  - **Skills Cond – Basic Skills Training**
  - **Skills Cond – ESOL**
  - **Skills Cond – Occupational Training**
11. Referrals made under Skills Conditionality should be recorded using the Skills Conditionality LMS opportunity types as well as the relevant opportunity type for that provision (ie Training for Work).
12. It is at the district's discretion whether the Skills Conditionality opportunity types are set at District or local office level.
13. The information within the LMS opportunities for provision included in Skills Conditionality (ie Training for Work) should be annotated to show that where a skills need is the main barrier to employment:

- Skills Conditionality applies to referrals to this provision;
- The Skills Conditionality referral notification letters should be issued to the claimant; and
- Once the provider confirms that they can offer a suitable place to the claimant the referral should also be recorded using the relevant Skills Conditionality LMS opportunity type.

### **District Provision Tool**

14. The information on the District Provision Tool (or any other local products which are used to identify provision) for the provision included in Skills Conditionality should make it clear that:

- Skills Conditionality applies to referrals of claimants whose skills need is the main barrier to them gaining employment;
- The Skills Conditionality referral notification letters should be issued to the claimant; and
- Once the provider confirms that they can offer a suitable place to the claimant the referral should also be recorded using the relevant Skills Conditionality LMS opportunity type.

15. Full details of how to publish details on the District Provision Tool are included on the DPT Support Guidance.

### **Change of Provision Requirements**

#### **Change of Provision requirements after start**

16. Local arrangements should be in place for providers to inform Jobcentre Plus of cases where they decide partway through the course that it:

- is not suitable for the claimant;
- is not the most suitable course of action; or
- the claimant needs something different first (e.g. support with basic skills or non-skills support such as to address dependency).

17. Any local arrangements should be in line with the existing guidance for working with Employability Fund providers.