

Skills Guide

Overview

1. Jobcentre Plus is a key stakeholder in the development and delivery of an integrated employment and skills offer.
2. This involves development of a culture change around identifying and addressing barriers preventing claimants achieving their job goals as early as possible; and in claimants thinking beyond immediate job goals by encouraging continued work related training/ learning whilst on benefit and continuing this once in work.
3. Skills provision specifically for Jobcentre Plus claimants is available:
 - In **England** the Skills Offer is delivered by providers who are funded by the Skills Funding Agency and other local providers.
 - In **Scotland** by training providers funded by Skills Development Scotland through their Training for Work programme.
 - In **Wales** through the Welsh Assembly Government's Steps to Employment programme.
4. Under Skills Conditionality (England and Scotland only) Jobseekers Allowance (JSA) and Employment Support Allowance Work Related Activity Group (ESA WRAG) claimants whose skills needs are the main barrier to them moving into work, should be mandated to skills training or careers advice. Where a claimant fails to attend, participate or complete provision, referrals must be made to Decision Makers to consider benefit sanctions.
5. This guide covers how to identify potential skills needs, via Skills Screening and what careers advice and skills provision is available (please note that there are separate sections for provision in England, Scotland and Wales)

Jobcentre Plus role

6. From first attendance, Jobcentre Plus identifies potential job related skills needs and helps claimants address these needs; helping them to find sustainable work and preventing them entering the "revolving door scenario" by encouraging continued learning before and after starting work.
7. This involves consistent identification and recording of potential skills needs through screening processes and appropriate signposting/onward referral to skills assessment and provision.

Eligibility

8. Skills identification and referral to provision applies to all Jobcentre Plus claimants aged 18 and over including members of a joint claim, credit only claimants and JSA non-claimants from day 1 of their claim.
9. Check LMS (Labour Market System) and the District Provision Tool for specific details of local offers.