

From: [REDACTED]
To: [REDACTED]
Subject: RE: Last questions
Date: 21 April 2021 11:33:00

No problem at all

Yeah, tenancy agreement is also acceptable. If the document was dated more than 3 months from the start of support then you would need to obtain additional document confirming that the participant still lives at that address: it could be a self-declaration and/or a justification provided by the project. I'll go through this when we have our Training session on Evolutive and we'll chat about outputs in depth then.

[REDACTED]
[REDACTED]
Programme Support Officer
Phone: [REDACTED]
E-mail: [REDACTED]

Newcastle City Council
City Futures Directorate
Economic Development Unit
Civic Centre, 9th floor
Newcastle upon Tyne, NE1 8QH www.newcastle.gov.uk

-----Original Message-----

From: [REDACTED] therecruitmentjunction.com>
Sent: 21 April 2021 11:23
To: [REDACTED] @newcastle.gov.uk>
Subject: Re: Last questions

Spoke too soon! Also, for proof of address, is a tenancy agreement valid? It mentions rent card, rent statement, mortgage statement and even a letter from the actual homeowner, but nothing re their own tenancy?

[REDACTED]
[REDACTED]
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Sent from my iPhone

> On 21 Apr 2021, at 11:09, [REDACTED] @newcastle.gov.uk> wrote:
>
> Hi [REDACTED],
>
> Yes, an email confirmation from DWP or a screenshot of UC Journal is perfectly acceptable. Both need to be certified as true copy of the original document and must be within 3 months of participant starting the support.
>
> Good news, I've just been told that your project has been set up on [REDACTED] so I'll be sending login details

later on today.

>

> Let me know if you need anything else.

> Cheers,

> [REDACTED]

>

> [REDACTED]

> Programme Support Officer

> Phone:

> E-mail: [REDACTED]

>

> Newcastle City Council

> City Futures Directorate

> Economic Development Unit

> Civic Centre, 9th floor

> Newcastle upon Tyne, NE1 8QH www.newcastle.gov.uk

>

>

> -----Original Message-----

> From: [REDACTED] @therecruitmentjunction.com>

> Sent: 21 April 2021 11:04

> To: [REDACTED] @newcastle.gov.uk>

> Subject: Re: Last questions

>

> Sorry, another quick question!

>

> On page 6 of the Participant Registration Form, it says for Evidence of Employment Status, a DWP letter is required.

>

> Is a screenshot from their journal, and/or an email from their adviser, acceptable? Given that it's all digital these days and DWP letters not common...

>

> Thank you!

>

> [REDACTED]

>

>

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>

> Sent from my iPhone

>

>> On 20 Apr 2021, at 11:45, [REDACTED] @newcastle.gov.uk> wrote:

>>

>> Hello [REDACTED]

>>

>> I have requested our CRM provider to set up the Recruitment Junction on [REDACTED] and I've been advised that this request will be actioned by Thursday this week. This has taken slightly more time than usual due to staff shortages. As soon as the project is set up on [REDACTED], I'll be able to issue login details and send an invite for a training session. Hope that's okay.

>>

>> In terms of 'economically inactive' participants - I must admit, this is the most tricky requirement to evidence. We would class a person as 'economically inactive' if they're:

>>
>> 1. Long-term/temp sick
>> 2. Looking after a family
>> 3. Retired
>> 4. Student
>>
>> In some cases, participants may have evidence such as: ESA or Carer's Allowance that would class them as 'economically inactive'. Those who receive Universal Credit, the easiest way to establish the category of labour regime they fall in is to check their Commitments Page within Journal. If there's no 'work related requirements' then it's safe to assume that they're 'economically inactive'. I have attached some guidance on how to establish if a person is 'economically inactive' when in receipt of UC (Annex 3, p. 56).
>>
>> Some of our projects, ask their participants to ask about their labour regime status via Journal. The work coaches usually respond very quickly and you can take a screenshot of their reply and use it as evidence.
>>
>> In terms of the restrictions around the length or duration of a course to be classed as an outcome, technically there is no restrictions around this, so even a 1-day course would count as a result. The important point to note here is to remember that we need to be able to demonstrate a progression in participant's circumstances. For example, if a participant was already engaged in education and training at the start of the support (let's say they were doing a Level 1 Functional Skills) and your project helped this participant to progress on a higher level, this wouldn't count as a result as there's no 'change in circumstances'. However, if a participant was unemployed and not in education or training at the start of the support and your project has supported them to access education and training with a 3rd party, then you could demonstrate a progression in circumstances = ESF result.
>>
>> I'll go through outputs and evidence required by ESF during our Training Session on [REDACTED]. If you have any more questions, feel free to ask them via email or I'll try my best to answer them during our next meeting. Also, the attached guidance lists all types of preferred evidence for assessing ESF participant eligibility which I always find very useful (Table 2, p.15).
>>
>> Let me know if you need anything else.
>> Cheers,
>> J [REDACTED]
>>
>> [REDACTED]
>> Programme Support Officer
>> Phone:
>> E-mail: [REDACTED]
>>
>> Newcastle City Council
>> City Futures Directorate
>> Economic Development Unit
>> Civic Centre, 9th floor
>> Newcastle upon Tyne, NE1 8QH www.newcastle.gov.uk
>>
>>
>> -----Original Message-----
>> From: [REDACTED] therecruitmentjunction.com>
>> Sent: 20 April 2021 11:00
>> To: [REDACTED] @newcastle.gov.uk>
>> Subject: Last questions
>>
>> Hi [REDACTED]
>> [REDACTED] to get us trained on [REDACTED] has booked a call this week re [REDACTED]
>>
>> Can I ask for more clarity on the 2 points below:
>>
>> An "economically inactive" participant. If they are NOT in education/training, and are claiming an unemployment benefit, what else do we need to establish, to distinguish them from being "unemployed"? I know Vic had said they could be on Universal Credit but still be classed as inactive?

>>
>> And, for a training course to class as an outcome, is there any restriction on the type or duration of the course, as long as it's run by a proper institution? For example, we often put people on a 1-day asbestos course, for a 5-day CSCS card course; would these count?
>>
>> Many thanks
>>
> [REDACTED]
>>
> [REDACTED]
>>
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>>
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>>
>> *****
>> <data_evidence_guidance2019.pdf>
> *****
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>
> *****