**What is Work Ready?**

Work Ready is an offer that brings together the main areas of learning that prepares people for work. The qualifications that sit under the title of Work Ready enable centres to build customised programmes for those seeking employment or to progress within the world of work. Key qualifications within the Work Ready offer include:

* Employability skills – qualifications in Employability & Personal Development (7546) and Employment and Personal Learning at Work (7591)
* Unit Warehouse (9980) – a free-standing set of vocational units all available to centres under one approval. The units are eligible in England for unemployed adult unit funding.
* Workplace skills – short courses that open doors to various areas of employment, e.g. manual handling, food hygiene, health & safety etc.
* English and Maths skills – including specific qualifications such as Functional Skills, Essential Skills Wales, Essential Skills (Northern Ireland), as well as ESOL Skills for Life. It also includes the new unit-based English and Mathematics qualifications we are currently developing.
* Short vocational courses – awards in popular vocational areas

**Is Work Ready a qualification?**

No, it is an umbrella term we are giving to the overall offer detailed above. There is no qualification or certificate in ‘Work Ready’ or specified programme that learners must follow – rather it’s a coherent menu of qualifications and units that providers can easily use to put together appropriate programmes that will meet the needs of their learners. Learners will receive certificates for whichever qualification(s) and/or unit(s) they achieve.

**Who is Work Ready for?**

The qualifications that sit within the ‘Work Ready’ offer are suitable for anyone, but they are particularly relevant to people on Job Seekers Allowance or Employment and Support Allowance. Our provision allows you to create learner programmes that match referrals from Job Centre Plus, Work Programme Providers or Prime Contractors. For example:

* Full time learners ( 16-18 year olds) looking to enter work for the very first time
* Young people not in employment, education or training (NEETs)
* People who are long termed unemployed
* People who are unemployed through redundancy
* People who are underemployed in low paid and low skilled roles
* People who are looking for a career change
* People who are returning to work after a break
* People who are seeking supported employment
* People who are seeking  voluntary work
* Recent graduates
* Undergraduates who are looking to give themselves the edge in  the graduate recruitment market

In England some unemployed adults are eligible for unit funding.

**What are the funding pools available?**

In England, funding can potentially be accessed from:

* Skills Funding Agency (Adult Skills Budget)
* The Work Programme
* European Social Fund
* Adult Safeguarded Learning
* The Youth Contract
* Formal First Step
* OLASS (Offender Learning and Skills Service)
* Learn Direct (for English and Mathematic)

For more information read AELP’s guide called A Guide to Delivering Adult Skills Provision to the Unemployed.

**What is the Adult Skills Budget?**

The Adult Skills Budget is the main fund distributed by the Skills Funding Agency (SFA) in England. Where individuals on **Jobseekers Allowance** are referred to a learning programme by JobCentre Plus, in England this will normally be funded through the Adult Skills budget (including funding for individual units in some cases) . Qualifications within ‘Work Ready’ match the eligible units for funding so you can create individual learner programmes. By creating flexible programmes, learners meet the needs of employers to have a basic level of job readiness. From August 2012 Job Outcome Programmes will replace JOIP. Providers will not have 2.5% proportion of their adult skills budget ring-fenced for Job Outcome Payments, as result providers are not compelled to deliver provision for the unemployed, but strongly encourage from the SFA to do so.

**What is the Work Programme?**

Job Seeker Allowance customers in England, Scotland and Wales become eligible to be referred to the Work Programme if they are:

* 18-24 year olds and have been unemployed for more than 39 weeks
* 25+ year olds have been unemployed for more than 52 weeks

Please note there are expectations and some learners are eligible for the Work Programme earlier due to circumstances.

Within the 18 UK areas there are 40 Prime Contractors with the specification of developing individual learner programmes into sustained jobs for those on the Work Programme. The majority of their funding is achieved once the learner is in sustained work. These providers may provide the full service or sub-contract to other providers to support delivery.

**Are all learners eligible for funding?**

Our provision for the unemployed is fundable, however eligibility is down to circumstances so we encourage centres to visit appropriate sources like LARA, ESF or DWF.

For more information on the Adult Skills Provision on the Unemployed visit [www.aelp.org.uk](http://www.aelp.org.uk) and search for Provider Guide on the Adult Skills Provision on the Unemployed.

**What is the Unit Warehouse and how does it work?**

 The Unit Warehouse is made up of 160 free-standing units under the qualification code 9880-90 and can be accessed via the Walled Garden ([www.walled-garden.com](http://www.walled-garden.com))

All units in the Unit Warehouse have been taken from the SFA list (see above)

**Unit Warehouse (9980-90)**

1. **Quality assurance**

Centre approval – existing centres

* All centres currently offering the Employability and Personal Development qualifications (7546) have been given automatic approval for the unit Warehouse. They should have recently received a letter confirming this approval.
* If centres have Direct Claim Status (DCS) for 7546 then this is transferred across to 9980 automatically.
* All centres that **do not** currently offer Employability and Personal Development (7546) need to complete a special simplified Qualification Approval (QAP) Form on www.cityandguilds.com
* A full approval for an existing centre currently not offering Employability and Personal Development (7546) takes 30 days to implement. Your local office can support you through the process.
* Approval to offer the Unit Warehouse will be subject to certain conditions (risk-based). This will be assessed by the local office. Note centres must have approval for at least one City & Guilds qualification before approval to offer the Unit Warehouse can be considered.

Centre approval – new centres

* For non-City & Guilds centres approval is via the common centre approval process supported through the local office.

2. Resource Implications

* Human resources – Units were selected for the Unit Warehouse on the basis of not having prescriptive staffing or resource requirements, and no significant delivery risks. If there are any specified requirements within the assessment strategy for particular units, this will be stated in the unit pack.
* Centres need to ensure they have adequate resources for whichever units they are accessing from the Unit Warehouse – and they are obliged to let City & Guilds know about any staff changes, although they are all approved to access the full range of units.

3. Assessment

* All units within the Unit Warehouse are portfolio assessed.
* Candidate will receive a Certificate of Unit Credit (CUC) for any units that they achieve through the Unit Warehouse. If they subsequently complete any qualifications that include one or more units already achieved via the Unit Warehouse then they do not have to repeat them.

4. External quality assurance

* All Qualification Consultants (QCs) (formerly known as EVs) who currently quality assure 7546 have been given approval to quality assure the Unit Warehouse (9980-90).

5. Pricing

* The Unit Warehouse has been developed with a simple pricing structure. For more information visit Walled Garden and search under qualification code 9980.

6. Nominating additional units

* Any requests for additional units can be sent through to your Business Manager. However, we can only include units that are portfolio-assessed and don’t have any specific resource requirements. In addition, the unit must be included in at least one live City & Guilds qualification. If we are unable to include the unit within the Unit Warehouse, then it will still be available via its ‘parent’ qualification and in most cases there will be a unit route available.

**Employability and Personal Development**

1. Quality assurance

Centre approval – existing City & Guilds centres

* A full approval for an existing centre currently not offering Employability and Personal Development (7546) takes 30 days to implement. Your local office can support you through the process.

Centre approval – organisations that are not currently City & Guilds centres

* The Common Centre Approval process is required, please contact your local office.
1. Pricing

Employability and Personal Development qualifications have a simple unitised pricing structure.

**Functional Skills**

For information on Functional Skills visit [www.cityandguilds.com/functionalskills](http://www.cityandguilds.com/functionalskills).