



Department
for Work &
Pensions

National Jobs Guarantee Scheme Grant Guidance

June 2026

Ministerial foreword

We know that when young people are given the right support and opportunities, they will grasp them. But, for too long, too many young people have not had access to those opportunities and have been spending the first years of their adult lives out of work, training or education. This is not only blighting their lives but denying employers the workforce of the future and holding back our economy.

This is an ongoing challenge that demands decisive action. That is why in March this year, I announced an additional £1 billion of funding in employment and skills support over the spending review period to expand our Youth Guarantee offer. This takes the total investment in these youth employment programmes and the Growth and Skills Levy to £2.5 billion over the next three years.

Through the Youth Guarantee, the government aims to address the rising number of young people experiencing long-term unemployment and the life-long scarring effect this can have, with evidence showing that young people who experience long-term unemployment can lose up to £1,000,000 in lifetime earnings compared to their peers.

The Jobs Guarantee, which offers subsidised work to those who have been out of work for 18 months is a central part of the Youth Guarantee, supporting young people to take those crucial first steps into sustained employment where earlier support and opportunities may have not worked.

Our first phase of the Jobs Guarantee launched in April 2026 across six areas, allowing us to test the model. We have seen strong demand for it and the first cohort of young people have now started jobs through the programme with further starts scheduled.

We will be building on that foundation and rolling the Jobs Guarantee out nationally and expect to support over 90,000 eligible young people over the next three years.

All individuals aged 18–24 who have been claiming Universal Credit and looking for work for 18 months will be eligible. The programme will be delivered through DWP funded Delivery Partners split across 25 delivery areas.

The scheme will offer a guaranteed, fully funded 6-month paid job and the Government will fund 100% of employment costs for up to 25 hours a week at the relevant minimum wage, alongside tailored employability support to help Participants succeed in their role and progress into sustained employment.

Delivery Partners appointed to run the programme will play a central role in making this a success, utilising their knowledge of the local labour market to work with employers to create opportunities and matching young people to roles.

This national rollout is a major step towards delivering on our commitment to ensure every young person can fulfil their potential, breaking down barriers and making sure opportunities are accessible to those who need them most.

The Rt Hon Pat McFadden MP

Secretary of State for Work and Pensions

Contents

Ministerial foreword.....	2
1. Introduction	4
2. The Jobs Guarantee Grant	4
2.1. Aims and objectives of the Jobs Guarantee.....	4
2.2. Who can apply to deliver the Jobs Guarantee	5
2.3. Delivery Areas.....	5
2.4. Overview of the requirements of Delivery Partners.....	7
2.5. Referral volumes.....	8
3. Participants eligibility, suitability and needs.....	8
4. Grant funding	9
4.1. Summary of grant funding.....	9
4.2. Delivery Partner Grant Funding	10
4.3. Employer wage costs.....	11
4.4. Employer onboarding costs.....	12
4.5. VAT	12
5. Delivery Partner role and responsibilities	13
5.1. Participant Journey	13
5.2. Participant referral process	15
5.3. Sourcing jobs, employer requirements and job requirements	16
5.4. Matching to jobs.....	19
5.5. Wraparound support	20
5.6. End of the Scheme	22
5.7. Reporting and reviews	23
6. Evaluation	24
7. Data Handling and Security	25
8. Compliance and Fraud and Error Prevention.....	25
9. Administration of the grant application process.....	26

1. Introduction

The rollout of the National Jobs Guarantee Scheme (“the Jobs Guarantee” or “the scheme”) will begin in November 2026 across Great Britain (GB)¹. The scheme will provide fully funded six-month paid jobs to every eligible 18 to 24-year-old who has been on Universal Credit and looking for work for 18 months. The Jobs Guarantee will also provide wraparound support and training to help Participants succeed on the scheme and make a transition into sustained employment.

DWP is running a competitive grant application process to identify grant recipients (“Delivery Partners”) to deliver the scheme for two years from November 2026 to November 2028 (with final job starts in May 2028), with an option for a further one-year extension. DWP will appoint one Lead Delivery Partner for each of the 25 delivery areas.

Each Delivery Partner will be responsible for working with employers to source jobs, matching young people to suitable jobs, providing wraparound support and training throughout the Participants time on the scheme, and for the administration of the grant.

The application window will open for grant applications on 9 June and will be open for five weeks until 09:00 (9am) on Monday 13 July 2026. We will aim to notify successful applicants in early September 2026 with the intention of commencing the scheme from November 2026.

The purpose of this guidance is to support grant applicants in their applications to become Delivery Partners for the Jobs Guarantee in one or more of the delivery areas. The guidance sets out the expectations of Delivery Partners under the scheme. This document should be read in conjunction with the draft Grant Funding Agreement, the Grant Application Form Instructions and Assessment Criteria and other documents provided by DWP to support the grant application process. Nothing in this document will take precedence over the Grant Funding Agreement which will be signed between DWP and the Lead Delivery Partner.

2. The Jobs Guarantee Grant

2.1. Aims and objectives of the Jobs Guarantee

The aim of the Jobs Guarantee is to provide Participants with meaningful paid work, with wraparound support and training, that will give them the skills and experience to improve their chances of moving into sustained, unsubsidised, employment.

The objectives of the Jobs Guarantee are to:

- ensure that every eligible young person is guaranteed a suitable job – with the right number of jobs and the right type of jobs provided in the right places at the right time.

¹ Social Security and Employment Support are transferred in Northern Ireland.

- ensure that eligible individuals on the scheme have the support they need to address their barriers to employment and succeed on the scheme, gaining skills and experience to improve their chance of moving into sustained and unsubsidised employment, or to move into further education or training.

2.2. Who can apply to deliver the Jobs Guarantee

To deliver the Jobs Guarantee across GB, we are looking for organisations with relevant experience of working with long-term unemployed and disadvantaged young people and an understanding of the local labour market conditions. DWP welcomes grant applications from a wide range of organisations with experience delivering employment, skills, youth and wraparound support services, including but not limited to:

- specialist employment support organisations
- charities, non-profits, and social enterprises
- local authorities
- Mayoral Strategic Authorities (MSAs)

Delivery of the Jobs Guarantee should align closely with the goal or mission of the grant applicants. Funding should permit successful organisations to advance their goal or mission.

Delivery Partners can partner with – or subcontract to – other organisations to deliver aspects of the Jobs Guarantee. For example, it may be appropriate to subcontract the provision of specialist support which the Delivery Partner cannot provide themselves.

Where an application is made to deliver the scheme in a partnership or consortium a Lead Delivery Partner must be identified. The Lead Delivery Partner will be responsible for the delivery of the National Jobs Guarantee Scheme in their Delivery Area and will be the primary contact for DWP.

Applicants must demonstrate capacity to deliver at the required scale in the relevant delivery area and to be able to stand up the scheme at the required pace to start accepting referrals from November 2026.

2.3. Delivery Areas

DWP will award grants to successful Delivery Partners in each of the 25 delivery areas. Successful Delivery Partners will work with DWP to deliver the Jobs Guarantee across their delivery area, as in Phase One of the Jobs Guarantee. Organisations can apply for as many delivery areas as they want, subject to meeting the minimum criteria, but will only be awarded in a maximum of four delivery areas.

A separate grant application will be required for each delivery area. We expect organisations to demonstrate their ability to deliver across the entire delivery areas and must show an understanding local challenges and needs in each delivery area they apply for.

There will be one lead Delivery Partner awarded per delivery area who will sign the Grant Funding Agreement and Data Sharing Agreement with DWP. In the grant application DWP expects to see how the lead organisation proposes to work with other organisations and employers across their delivery area to deliver the scheme, including how they will leverage expertise to deliver specialist support or support specific groups.

When preparing grant applications, we expect applicants to have considered the range and suitability of employment opportunities within the delivery area they are applying for. The demand for the scheme will not be uniform within each delivery area and so applicants are expected to set out how they will manage any local variation within the delivery area they are applying for in their delivery plans.

The delivery areas, and expected demand in each between November 2026 and May 2028, are:

1. North and East Scotland: 1,900
2. South and West Scotland: 1,800
3. Wales: 2,200
4. North East & Tees Valley: 2,500
5. Cumbria & Greater Lancashire: 1,700
6. Lincolnshire, East and North Yorkshire: 1,700
7. Merseyside: 1,900
8. Greater Manchester: 3,600
9. West Yorkshire: 3,600
10. South Yorkshire: 1,700
11. The Shires, Cheshire and the Marches: 2,600
12. The Black Country: 2,200
13. Birmingham, Solihull and Coventry: 4,200
14. East Midlands: 2,200
15. Buckinghamshire, Berkshire and Oxfordshire, South Midlands, Leicestershire and Rutland: 3,500
16. Cambridgeshire, Peterborough, Norfolk and Suffolk: 1,500
17. Hertfordshire and Essex: 2,100
18. Devon and Cornwall: 1,000
19. Somerset, Gloucestershire and West England: 1,300
20. South Central England: 2,000
21. Kent, Surrey and Sussex: 3,100
22. West London: 2,500
23. East and South East London: 3,400
24. Central London: 3,800
25. South West London: 1,100

The delivery areas are made up of tier one local authorities or equivalents in Scotland and Wales, with no delivery area cutting across a local authority boundary. A more detailed breakdown of the delivery areas is provided on Find a Grant and GOV.UK, including a list of local authorities covered by each delivery area, a map of GB showing the delivery

areas, and heat maps showing the distribution of expected demand across each delivery area.

2.4. Overview of the requirements of Delivery Partners

Delivery Partners will be responsible for delivery of the Scheme across the entire delivery area they have applied for. The grant period, as set out in the draft Grant Funding Agreement, will:

- commence on the signing of the Grant Funding Agreement, expected ahead of November 2026
- first referrals to start in November 2026 (subject to Grant Funding Agreements and Data Sharing Agreements, and any other governance being completed)
- final funded employment to start by 1 May 2028 (to enable Participants to complete six months funded employment by 1 November 2028), with final referrals reflecting this
- final funded employment to finish by 1 November 2028
- grant funding period to end on 1 March 2029 to allow for final payments, wind-down and reconciliation activity

The Grant Funding Agreement retains an option to extend the Funding Period by a further period of 12 months at any point.

There are a range of requirements that Delivery Partners must fulfil under the grant funding agreement. These include:

- working with employers to fulfil requirements for jobs under the scheme – such as securing suitable jobs, matching the Participant to a suitable job and ensuring jobs meet the requirements of the scheme
- fulfilling the requirements relating to employer costs – this includes notifying DWP when young people start and leave jobs under the scheme to support timely reimbursement of employers and providing details of employer onboarding costs
- fulfilling the requirements for Delivery Partner costs – this includes the provision of wraparound support and training and evidencing relevant costs
- fulfilling requirements when young people fail to engage – including supporting them to re-engage and notification of non-engagement
- fulfilling reporting and review requirements – including the provision of monthly reports, engagement with quarterly reviews to demonstrate the grant funding is being used to deliver the grant objectives, which will require collecting data from employers, and engagement with controls assurance reviews
- fulfilling the grant payment conditions – as specified in the grant funding agreement to enable the payment of grant funding

Delivery Partners can also act as an employer under the scheme, though all employment must comply with the requirements set out in the Grant Funding Agreement and in this guidance.

Further details of the above requirements are set out below.

2.5. Referral volumes

Under the scheme, eligible young people will be referred by DWP from Jobcentre Plus to the relevant Delivery Partner. Only those referred by DWP will be eligible for the scheme and Participants cannot come through any other route. More detail on the process is provided later in this guidance.

For each delivery area, the Delivery Partner will be expected to accept the full anticipated volume for the delivery area they are applying to deliver in, in line with the volumes outlined in section 2.3. Delivery Partners must ensure that they have a sufficient supply of jobs so that every Participant (counted as a young person who attends the first meeting with the Delivery Partner) is offered a suitable job – this is a key principle of the Jobs Guarantee.

Delivery Partners should work with each Participant to support them to start a job and complete six months of funded employment, providing re-engagement support as needed. DWP acknowledges that there may be some Participants who leave the scheme early. Where this happens DWP will work with the Delivery Partner to refer additional young people to absorb any spare capacity.

As part of the grant application, Delivery Partners will need to provide their expected monthly referral profile, with referrals expected to start from November 2026, and the final referral to reflect the need for all funded employment to have commenced by 1 May 2028. This should reflect the expected demand above, with the full number of referrals being mapped across the period. While Delivery Partners are required to set out their planned referral profile, DWP would expect this to reach a monthly steady state following any mobilisation period. The final referral profile will be agreed with DWP during the grant agreement process.

Subject to the capacity and the successful delivery of the scheme by the Delivery Partner, there may be scope to increase the referral numbers. Any changes to the agreed referral profile will be by mutual agreement in line with the Grant Funding Agreement.

3. Participants eligibility, suitability and needs

Before making referrals, DWP will assess eligibility and suitability of Participants for the scheme. Referrals to the Jobs Guarantee cannot be made through any other route.

The Jobs Guarantee will provide a guaranteed work opportunity to eligible 18 to 24-year-olds who have been on Universal Credit continuously for 18 months in the Intensive Work Search regime (IWSR). DWP will determine if a young person is eligible for the scheme.

Young people will need to meet the eligibility criteria at the point of referral to the scheme and so may be aged 25 by the time they complete the scheme. The IWSR means that they have not been assessed as having Limited Capability for Work (LCW) or Limited Capability for Work and Work-Related Activity (LCWRA).

Eligible Participants will either have been out of work and education for the last 18 months and have minimal work history (have completed less than 50 hours of paid work) over the last 18 months.

DWP will also determine a eligible young person's suitability for the scheme. In some cases, there may be a good reason not to refer an eligible young person to the scheme, for example if they are completing other DWP employment support provision like "Restart". In these cases, a young person will be deemed not suitable for the Jobs Guarantee and their referral will be deferred. Delivery Partners will not be asked to make judgements about the suitability of young people referred to them for the Jobs Guarantee.

Delivery Partners can expect to support Participants with complex barriers to work, including expected lower levels of educational qualifications and health conditions. Some Participants may not speak English as a first language, may be care leavers, or may have childcare, care, housing related or travel barriers which they will need tailored support to overcome. The young people who will be eligible for the scheme will be a diverse group, and it is expected that they will have more complex needs on average than for other wage subsidy schemes such as Kickstart.

Given the expected higher rates of complex needs or multiple barriers to sustained employment, a tailored wraparound support package provided to Participants will be critical to the success of the scheme. Delivery Partners will need to set out the proposed support offer they will provide and how they will meet the varying needs of Participants.

As detailed in the draft Grant Funding Agreement, where there is spare capacity, DWP may vary the eligibility criteria to refer in more individuals who will benefit from the scheme.

4. Grant funding

4.1. Summary of grant funding

The Jobs Guarantee will be delivered under a Grant Funding Agreement. The grant is made up of three components:

- **Delivery Partner Grant Funding:** the funding paid to Delivery Partners to deliver the scheme. This is between £2,150-£2,650 per Participant and includes funding for the delivery of wraparound support and training, sourcing and matching young people to jobs, and the administration of the scheme.
- **Employer Wage Costs:** DWP will fund the wage costs (including wages, employer National Insurance contributions and employer minimum pension contributions) of Participants up to 25 hours per week at the age relevant minimum wage, for up to six months.
- **Employer Onboarding Costs:** up to £250 per Participant to reimburse employers for actual costs associated with the Participant starting a job.

Further details of the different components are provided below. All grant funding must be used to deliver the funded activities under the Jobs Guarantee and support young people

referred from DWP to the Delivery Partners under the scheme. Details on eligible expenditure and what constitutes 'funded activity' are set out in the draft Grant Funding Agreement. Further details on the payment mechanisms are provided below and in the draft Grant Funding Agreement.

In their grant application, Delivery Partners will only need to specify the amount of the Delivery Partner Grant Funding required and how this funding will be used. They will not need to specify the Employer Wage Costs or Employment Onboarding Costs expected to be required.

Delivery Partners must not seek to merge the Jobs Guarantee grant with existing funding that targets a different cohort. Delivery Partners are also prohibited from applying for or obtaining any duplicate funding for delivery of activities under the Jobs Guarantee which has been paid for in full using the grant.

4.2. Delivery Partner Grant Funding

Between £2,150-£2,650 per Participant is available to reimburse Delivery Partners for delivery of the scheme. A single funding pot is available for all Delivery Partner costs. This funding will be paid quarterly in arrears following Delivery Partners providing evidence of actual spend in that quarter.

While the funding will be calculated on a per Participant basis, it is expected that there will be some variation in the actual amounts spent on each Participant. Delivery Partners will be expected to adjust the amount spent to reflect the needs of each Participant, while staying within agreed funding levels.

As part of their grant application, applicants must set out the level of funding required to deliver the scheme for the expected number of Participants in the delivery area they are applying for, within the available funding envelope. Applications should be between £2,150 and £2,650 per Participant.

In their applications, applicants will need to set out how the required funding will be used, how it aligns with eligible expenditure, and how it will deliver value for money. The Grant Cost Register template (provided on the Find a Grant application page in 'Supporting Documents') will need to be completed to set out monthly anticipated expenditure across different spending lines, including any mobilisation payment. This Grant Cost Register will need to be uploaded with the grant application.

The Delivery Partner Grant Funding is intended to cover:

- the cost associated with providing tailored wraparound support and training to each Participant to support them to start in the job, succeed in the job and progress into sustained employment. This would be expected to cover work related support and support to address personal barriers to work.
- the costs associated with the sourcing of jobs and the matching of Participants to jobs: staff time to source the jobs, the production of promotional material, staff time to match a young person to a suitable job and staff time to assure the jobs

meet the scheme conditions. Delivery Partners cannot provide financial incentives to employers or individuals working for an employer as a means of securing jobs.

- the costs associated with grant management and administration: providing management information and reporting, including preparation of claims for grant funding, audit preparation, case management systems and licenses and evaluation and monitoring of the scheme.

Funding cannot be used:

- for the Delivery Partner to make a profit
- to support individuals not referred to the Delivery Partner under the Jobs Guarantee scheme
- to cover costs funded through other funding streams

Full details of eligible and ineligible expenditure are included in the draft Grant Funding Agreement.

Funding will be paid to Delivery Partners quarterly in arrears to reimburse for actual costs, in line with delivery plans. Delivery Partners will be required to submit evidence of actual spend, which will be reviewed by DWP to enable each quarterly payment to be released.

Delivery Partners can include in their Grant Cost Register an application for a mobilisation payment of up to 10% of the first year's grant value. This would be processed on signature of the Grant Funding Agreement and paid within 10 days thereafter to support with mobilisation. Any mobilisation payment taken by the Delivery Partner will reduce the grant payments for the following four quarters (the first year) proportionate to the value of the mobilisation payment. Delivery Partners will need to set out in their grant cost register, in month zero, the level of mobilisation payment required and, if any, what the money will be used for. This advance payment should be reflected in lower payments in the first four quarterly payments.

4.3. Employer wage costs

DWP will reimburse 100% of eligible wage costs for Participants in funded employment under the Jobs Guarantee. The grant will reimburse actual wage costs up to 25 hours per week for up to six months at the age relevant minimum wage, as well as associated employer National Insurance contributions (NICs) and minimum employer pension contributions where relevant.

DWP will reimburse employers for up to 6 months from the start of employment. This is based on calendar months and DWP will not reimburse wages for days beyond this date. For example, if an employee started employment on 1 February, wages would be funded up to and including 31 July.

Employers can choose to pay Participants at a higher hourly rate or for more hours per week, but they will need to fund this themselves (including any associated increase in employer NICs or pension contributions) and this will not be reimbursed by DWP.

Employer wage costs will be reimbursed via Delivery Partners. Delivery Partners will be required to notify DWP when a Participant starts a job, providing details of their employment, as well as notifying DWP immediately of any changes during their employment. DWP may also require Delivery Partners to provide a monthly report on wage payments using a form specified by DWP.

DWP will use this information to verify wage payments and provide reimbursement for eligible wage costs. DWP will make the first wage payment after the first six weeks, and then monthly afterwards, passing the payments to reimburse for wage costs to Delivery Partners. Delivery Partners must pass onto employers within five working days of receipt. Employers will not be required to submit any claims for reimbursement but will be required to share wage slip evidence with the Delivery Partners, which must be made available to DWP on request.

4.4. Employer onboarding costs

Up to £250 per Participant is available to reimburse costs incurred by the employer associated with the Participant starting in a job under the scheme. This may include, but is not limited to: uniform, Personal Protective Equipment or other safety equipment, basic equipment needed for the job and workplace adjustments directly required for the Participant that are not covered by statutory employer duties or other public funding (including Access to Work).

Delivery Partners will be required, as part of their delivery of the scheme, to reimburse employers for eligible employer onboarding costs. Delivery Partners will be responsible for managing claims from employers and validating claims before making payments. Where Delivery Partners are satisfied that the claim is valid, they will reimburse the employer for these onboarding costs. Delivery Partners will then include employer onboarding costs as part of their quarterly grant payments claims in DWP, though this will be treated as distinct from the funding for Delivery Partner costs. DWP will then reimburse Delivery Partners for employer onboarding costs paid following validation of the claim by DWP.

4.5. VAT

The Jobs Guarantee scheme grant funding is outside the scope of VAT. This means that no VAT is paid by DWP on payment of the grant to Delivery Partners. As detailed in the draft Grant Funding Agreement, Delivery Partners will be expected to reclaim any recoverable input VAT associated with Delivery Partner spending in the normal way from HMRC. Where the Delivery Partner cannot reclaim their input VAT from HMRC (where it is irrecoverable), then DWP expects the full, gross amount to be charged as part of the grant claim, treating it as outside the scope of VAT. Details of these costs can be provided in the Grant Cost Register provided with the application form.

DWP cannot offer third-party advice on whether input VAT is recoverable or on whether the claim should be made on a gross basis. It is for the Delivery Partner to review HMRC

legislation and guidance and make their own tax treatment determination. We recommend that Delivery Partners seek their own professional advice or reach out directly to HMRC for clarification on their specific tax treatment if they have any queries or are unsure.

5. Delivery Partner role and responsibilities

The successful grant applicants will be responsible for the delivery of the Jobs Guarantee across the delivery area, as well as the requirements related to costs and evaluation detailed elsewhere.

Delivery Partners will be responsible for sourcing jobs, matching referred Participants to suitable jobs, providing wraparound support and training throughout the Participant's time on the scheme and meeting all MI, reporting and assurance requirements.

The below sections provide more detail on the responsibilities of Delivery Partners for the different parts of the process.

5.1. Participant Journey

The below gives an overview of the Participant journey on the Jobs Guarantee to illustrate the roles and responsibilities of Delivery Partners within this. More details on the roles and responsibilities for Delivery Partners are provided in the relevant sections below. Any timelines below should be read as indicative and may be adjusted.

- i. **Participant identification:** DWP will identify eligible and suitable young people for referral to the scheme, in line with the eligibility and suitability criteria set out above. Delivery Partners will not be responsible for assessing the eligibility of Participants.
- ii. **Participant referral:** Following DWP identifying a young person who is eligible and suitable for the scheme, DWP will refer the young person to the Delivery Partner. Delivery Partners must not take referrals from any other source. To note that the Jobs Guarantee is a mandatory scheme and Participants will be mandated to take part and to engage fully with the scheme.

DWP will engage the delivery partner to book the first appointment between the young person and the Delivery Partner. This first appointment will be the point the young person will officially start on the scheme. DWP expects this first appointment to take place within a week of the referral from DWP. DWP will work with Delivery Partners to ensure that referrals align with the monthly volumes agreed in the delivery plan, or any mutually agreed variation.

- iii. **Pre-employment support and job matching:** Following the first appointment the Delivery Partner will work with the young person to support them to be ready to start a job and to match them to a suitable job. More details on the requirements for sourcing jobs and matching young people to jobs is provided below. It is expected that the young people referred to the scheme will need some support to be ready to

start work. Delivery Partners will be expected to make clear in their delivery plan the support and training they will provide during this period to prepare the Participant to start work.

While the time between young people being referred to the scheme and starting a job will vary, we expect this to happen quickly as the intention of the scheme is to provide young people with a guaranteed job with in-work support to help them succeed and progress into sustained and unsubsidised employment. DWP expects the majority of Participants to have been matched to a job within four weeks, and to have started a job within, at most, eight weeks from referral. DWP work coaches will continue to meet with the young person regularly until they start a job to check in on progress. From the eight week point these check-ins will become a more formal review with the young person to understand the reasons they have not started funded employment, with DWP also engaging with Delivery Partners to understand the reasons for any delays and plans for moving the Participant into work.

In exceptional circumstances where a Delivery Partner has been unable to place a young person into funded employment within six months of referral, the young person will leave the scheme and return to DWP. This period will only be extended by exception and agreement with DWP. We expect a very limited number of young people to reach this point and expect young people to have been referred back to DWP before this where Participant non-engagement is the reason they have not been matched to a suitable job.

See sections 5.4 and 5.5 for more details on Delivery Partner responsibilities relating to pre-employment support and the job matching process.

- iv. **In work:** Once in the job, Delivery Partners will be expected to provide wraparound support and training to the young person to help them succeed in their job. This should cover both work-related support and support to address the Participant's specific barriers to sustaining employment. Delivery Partners will need to work with the young person and the employer to manage the risk of the funded employment ending early.

Where a Participant leaves the funded employment before they have completed 6 months in work, Delivery Partners will be expected to work with the Participant and employer to see if they can be re-engaged with the same employer. Where this is not possible, and where the Participant has completed less than four months of funded employment, then the Delivery Partner will be expected to match the Participant to a new job to enable them to complete a total of six months supported employment on the scheme.

See section 5.5 for more details on Delivery Partner responsibilities relating to the provision of in-work support.

- v. **End of the scheme:** Before the end of the Participant's time in funded employment, the Delivery Partner will need to work with the employer and the Participant to identify possible onward destinations. This should include seeing if the employer

would want to keep the Participant on in a non-DWP funded role and continue to employ the young person at their own cost. Where this is an option, Delivery Partners should support the Participant in making that transition to unsupported employment.

If this is not an option, then the Delivery Partners must provide support to the Participant to help them seek onward employment, further education or formal training before they complete their Funded Employment. This will include helping the Participant consolidate the skills and experience they have gained through the scheme, CV preparation and interview practice and should involve engagement with other employers who may be recruiting permanently.

5.2. Participant referral process

DWP will identify eligible and suitable young people for referral to the scheme. Delivery Partners will only be funded to provide support to those referred to the scheme by DWP.

Delivery Partners will not be expected to assess a young person's suitability for the scheme, and DWP would only expect a young person to be referred back to DWP in exceptional circumstances, for example if the young person has started work between identification by DWP and the first appointment with the Delivery Partner.

Following identification of an eligible and suitable young person, the DWP work coach will engage the Delivery Partner to book the first meeting between the young person and the Delivery Partner.

Delivery Partners will need to provide a mechanism for these appointments to be booked via phone call with availability to receive calls Monday – Friday, 09:00-17:00. Where Delivery Partners are able to provide an acceptable² online booking tool, this can be phased in to live running following the necessary approval being achieved.

At the point of booking this meeting, DWP will need to be able to confirm to the young person the date, time and location, or virtual joining details, of the meeting. Following the appointment being made DWP, will send a referral form, containing details of the young person, to the Delivery Partner via email. As delivery of the scheme progresses, DWP will look to find digital solutions to some of these processes to reduce the reliance on clerical processes.

We expect most first meetings to be held in person between the Delivery Partner and young person, however, this meeting can be virtual where required. Following the young person's attendance at this first meeting they will officially be a Participant of the scheme. As participation in the scheme is mandatory, Delivery Partners are required to inform DWP if a Participant does not attend the first meeting.

² An acceptable booking tool will need to provide a mechanism for the DWP work coach to book a specific appointment for the young person, including a time, date and location or virtual joining details. Any booking tool will also need to be reviewed by DWP to ensure it meets DWP data requirements.

5.3. Sourcing jobs, employer requirements and job requirements

Sourcing Jobs

Delivery Partners are responsible for working with employers to create or source suitable jobs of sufficient quality. These jobs can be new roles or existing vacancies. Jobs must be genuine and offer meaningful employment. As part of any application, we would expect to see details of how applicants would work with a range of employers to source jobs.

Delivery Partners must engage a broad range of employers to ensure a range of opportunities for Participants. To support this, DWP will use its established relationships with large employers (those with 250 plus employees) to help identify suitable jobs with these employers. However, Delivery Partners remain responsible overall for building and maintaining a sufficient employer base.

Delivery Partners must ensure that there is an open, fair and transparent process for employers to access and participate in the scheme. Access to the scheme must be open to all employers who meet the requirements. Delivery Partners should encourage participation from a broad range of employers of various sizes and across different sectors.

Delivery Partners will be expected to source jobs across the full delivery area to ensure a sufficient supply of jobs for all Participants referred by DWP. Participants will be expected to take up a suitable job within a 90-minute travel radius of their home (unless a lower travel radius has been agreed by DWP). Jobs can be sourced outside of your delivery area, and Delivery Partners can coordinate with the Delivery Partner for a neighbouring delivery area to support the matching of Participants to jobs.

Employer Requirements

Delivery Partners must ensure that all employers provide the following information before offering jobs on the scheme:

- a) Employer name, company registration (or equivalent) and the primary location of the Jobs Guarantee role(s).
- b) A job description.
 - This could include core role responsibilities, line management and/or occupational and employability skills. The level of detail here is flexible to suit Delivery Partner's preferences but should balance the need for this process to be simple, proportionate and minimise administrative burden.
 - If an employer is offering multiple jobs, a role description does not need to be provided for each individual job. Jobs can be grouped if they are similar.
- c) Confirmation that the employer:
 - Understands the objectives of the scheme and agrees to take on young people who have experienced a period of long-term unemployment and may have additional barriers to work.
 - Will comply with and provide employment that meets the expectations of the Jobs Guarantee scheme and provide evidence that those expectations are being met on request.

- Holds relevant insurances, has basic health and safety arrangements and HR and safeguarding processes in place, and complies with core employment obligations and statutory rights.
- Is not currently subject to any known investigations, enforcement action, or regulatory sanctions that would reasonably call into question their ability to provide a safe, lawful, and suitable placement for a Jobs Guarantee Participant.
- Will ensure that Jobs Guarantee jobs will not displace any existing workers, contractors or apprentices.
- Will comply with the total £25m limit across the Jobs Guarantee and the Youth Jobs Grant over three years. (see below)
- Will comply with the ratio limits of permanent employees to Jobs Guarantee employees.
- Will provide evidence supporting wage payments

Delivery Partners will need to ensure that employers understand and comply with the wider obligations that apply under the Grant Funding Agreement. This includes, but is not limited to, obligations relating to monitoring and reporting, access for audit and assurance activity, financial management and the reporting of fraud or irregularity, confidentiality and data protection, publicity and branding. Delivery Partners should make sure employers are aware of these requirements at the outset and take action if employers do not continue to meet them throughout their involvement in the scheme.

To ensure that Participants in the Jobs Guarantee can be properly supported by their employer to succeed in their roles, limits on the number of Jobs Guarantee Participants an employer can have at any given time will apply. These have been set as a ratio of full-time employees. The ratio limits for the employers offering jobs under the scheme are:

Employer Size	Number of permanent employees	Ratio of Jobs Guarantee Participants
Micro	1 – 3 employees	Maximum of one job at a time
	4 – 9 employees	Maximum of two jobs at a time
Small	10-49 employees	Lower of (a) ratio of 4 full-time employees to one Jobs Guarantee Participant (20%) <u>or</u> (b) maximum of six jobs at a time
Medium	50-249 employees	Lower of (a) ratio of seven full-time employees to one Jobs Guarantee Participant (12.5%) <u>or</u> (b) maximum of 25 jobs
Large	250+ employees	Ratio of nine full-time employees to one Jobs Guarantee Participant (10%) up to a maximum of £25m in funding over three years.

A maximum employer funding limits of £25m has been set. Under the terms of the grant, and as set out in the draft Grant Funding Agreement, Employers will be limited to receiving a maximum of £25m in employer grant funding over any three financial year period. Employer funding from both the Jobs Guarantee scheme (both wage costs and employer

onboarding costs, from national roll out and Phase 1) and the Youth Jobs Grant scheme³ count towards this limit. This limit applies to these schemes only and does not apply to any other grant funding or subsidy employers may receive. Employers will need to remain within these funding limits and Delivery Partners will be expected to monitor the amount of funding paid to employers to help DWP monitor that employers remain within these limits.

Jobs Requirements

Delivery Partners must ensure that all jobs under the scheme must comply with the requirements for funded employment set out in the draft Grant Funding Agreement. The below provides a summary of these requirements.

Jobs under the scheme must offer genuine paid employment. Jobs should pay at least the relevant national minimum wage at 25 hours per week for up to six months. The exceptions to this are where the job is an apprenticeship, where a higher minimum hours applies, or where DWP would not require the Participant to work 25 hours per week, for example where they have caring responsibilities. Where a Participant has an easement to allow for fewer hours to be worked, this will be communicated by DWP to the Delivery Partner.

Employers may offer higher pay or additional hours for jobs under the scheme but must meet any additional costs themselves and ensure that additional hours are voluntary. Participants must receive statutory employment rights, including paid annual leave and Statutory Sick Pay.

Jobs under the scheme must provide meaningful work. Jobs should include a clear job description that references the Participant's roles and responsibilities, appropriate supervision and support, and opportunities for Participants to develop skills. The job must be equivalent to a job not funded by the Jobs Guarantee and must not involve significant classroom or online training beyond that provided to regular employees.

Jobs under the scheme must not displace employees. As set out in the Grant Funding Agreement, it is a requirement of the scheme that jobs created or sourced must not cause an existing employee or contractor to be displaced, dismissed, or to have their hours reduced. Employers will be asked to declare that this is the case.

An apprenticeship may be offered as part of the Jobs Guarantee where appropriate. Before offering an apprenticeship, Delivery Partners should ensure this option is suitable for the individual and they understand the requirements of this route. Where apprenticeships are offered, funding will be provided in line with the Jobs Guarantee policy; funding wage costs for 25 hours per week at the apprenticeship minimum wage for up to six months. The Jobs Guarantee will provide funding for the wage-related costs for an apprenticeship and funding for the wraparound support; formal training required under the apprenticeship will need to continue to be provided by the apprenticeship provider.

³ <https://www.gov.uk/government/news/major-employment-drive-to-help-unlock-200000-new-jobs-and-apprenticeships-for-next-generation>

Employers offering apprenticeships should be made aware of any additional funding they will need to provide or contractual requirements they will need to meet and confirm they are able to meet these. For example, confirming they will self-fund the remaining period of employment under the apprenticeship if it is longer than six months, as well as the additional weekly hours. Employers will still be able to access any financial incentives connected with the apprenticeship as normal.

Delivery Partners will need to ensure that employers are complying with the requirements of the scheme, including jobs being of sufficient quality to support Participants. Prospective Delivery Partners will need to set out in their grant application how they will monitor that employers are complying with the requirements of the scheme, how they will identify any issues, and the action which will be taken where issues are identified.

These compliance checks should include in person spot checks on employers. Following these compliance checks Delivery Partners will need to then RAG rate employers, in line with the proposed framework:

- Green - Requirements are being met. Job is safe, acceptable and providing meaningful work.
- Amber - Some issues identified which may impact quality or compliance but can be addressed in a timely manner.
- Red - Serious issues identified requiring immediate action, including potential risk to Participants or significant non-compliance.

Delivery Partners will be required to ensure that they keep a record of these checks, the outcomes of these checks including the RAG rating for each employer, and the action taken as a result of any areas of concern. A summary of any checks will need to be included in Delivery Partner monthly reports to DWP. Delivery Partners will also be required to notify DWP immediately of any serious concerns identified (those identified as red rated), suspected or reported to them. DWP will conduct checks to ensure this requirement is being met by Delivery Partners.

5.4. Matching to jobs

Delivery Partners are responsible for matching Participants to suitable jobs. As part of applicant's applications DWP will expect to see details of how Delivery Partners intend to match Participants to suitable jobs, including how they will work the Participant and employer to ensure jobs are a good fit.

Delivery Partners must ensure, before matching, that jobs meet the requirements of acceptable employment, as set out in the Grant Funding Agreement. Delivery Partners should use their judgement and a range of factors in the matching process. The factors used, and the weighting applied to them, may vary across each delivery area.

We anticipate that these factors could include, but are not limited to, the following:

- a. Participant preferences, suitability and experience
- b. Distance of Participant to employer
- c. Easements which could impact the type of job a Participant can do
- d. Progression routes available
- e. Skills that can be developed in role

- f. Relevance of experience to Participants goals
- g. Development support offered by employer
- h. Employers' ability to offer employment within the scheme's timescales
- i. Ratio(s) of permanent employees to Jobs Guarantee Participants

These factors cannot include:

- a. Employer size, where this is not linked to Participant preference
- b. Employer sector, where this is not linked to Participant preference
- c. Ease of working with the employer
- d. Previous relationship(s) with the employer

Delivery Partners should ensure that employers are aware of the factors for matching when applying and should apply these consistently across their delivery area. We recognise that Delivery Partners may need to judge employer applications more or less stringently depending on the supply of jobs at any one time.

Delivery Partners should not favour certain employers and should match Participants to a range of employers across their delivery area.

Employers may meet Participants as part of the matching process to understand suitability for the role. Suitability conversations must not create unnecessary barriers to participation. Where Participants or employers are deemed unsuitable following this conversation, Delivery Partners should either take steps to resolve this issue or ensure that Participants are provided with feedback and support to ensure they are successfully matched with a different employer.

Where apprenticeships are offered, Delivery Partners must only match Participants where this is suitable and they are ready to undertake the apprenticeship and associated requirements. Apprenticeships are a voluntary option; where an apprenticeship is not suitable, or a Participant does not wish to take this route, Delivery Partners must ensure the Participant is matched to an alternative suitable job.

5.5. Wraparound support

Delivery Partners will be responsible for providing tailored wraparound support to each Participant on the scheme. Once a referral is accepted, Delivery Partners should work with the Participant to develop a support plan to meet the individual's needs. Support plans should be documented and be made available to DWP on request.

As part of a grant applicant's delivery plan, we expect applicants to set out their support offer for Participants, covering pre-employment support, in work support and support to help Participants transition into unfunded employment, or education, or training after the scheme. Alongside details of any general offer, we would expect to see details of how prospective Delivery Partners would provide more specialist support to those with specific needs or barriers, and how any support would be tailored to the individual Participant.

Support should typically be delivered in person, but in some cases virtual delivery will be required to support young people in remote locations and may deliver better value for

money in some cases. However, applicants will be required to evidence that this approach is appropriate and meets the needs of Participants.

For all Participants, wraparound support should be provided prior to the job start and throughout the duration of the job. This should include the following:

Pre-work preparation. The purpose of this is to prepare the young person for work. Following referrals Delivery Partners will need to provide support and training to ensure Participants are ready to be matched to and start a job under the scheme. This should include building an understanding of the Participant's barriers to employment and identifying practical steps to overcome these. This may then include job specific training or support once a specific job or industry has been identified, or non-specific work readiness support before job matching or ahead of starting the job. This may also include the development of soft skills, mentoring to build confidence, or sessions on what to expect on their first day.

In-work support. The purpose of this is to help the young person stay in and develop in the funded job under the scheme. This may include providing support to overcome practical barriers to employment, such as travel costs (see further details below). This could also include soft skills development, such as time management or confidence to speak in meetings, to help a Participant succeed in their role. This may also include one-to-one mentoring, group sessions, or peer mentoring to build confidence and support them to stay in the role. This may also include providing on the job training related to the specific industry to help a Participant develop in their role and progress in the industry after the scheme.

Support to overcome specific barriers to work. It is expected that some Participants will need support to overcome significant barriers to work. The type of support will depend on the specific barriers, but may include things like:

- supporting Participants with childcare or caring responsibilities, or housing or travel -related barriers, to navigate these in the context of starting or maintaining a job
- supporting Participants who speak English as a second language to develop language skills
- Supporting Participants address self-reported health conditions, such as mental health conditions, like anxiety.
- Supporting Participants who may have low confidence or self-esteem that is a barrier to employment.

Support to overcome these barriers should be providing during their whole time on the scheme where needed.

Re-engagement support. Delivery Partners must provide support for individuals at risk of leaving the scheme to help them to remain on the scheme or in employment. They must support Participants to re-engage where they either leave the job early or disengage from the scheme.

Where a Participant leaves their funded job before completing six months, Delivery Partners will need to work with the Participant and the employer to support the Participant to restart the job to complete a total of six months, where appropriate. Where this is not appropriate or possible, and where the Participant has completed less than four months of funded employment, then the Delivery Partner must attempt to match the young person to another job under the scheme to complete the remainder of their six months of funded employment.

Where it is not possible to match the Participant to a new job, or they have completed more than four months, then the Participant will leave the scheme and the Delivery Partner will need to refer the Participant back to DWP.

Delivery Partners will be required to inform DWP if Participants are not engaging with them or the support offer, taking up reasonable offers of employment, or leaving work voluntarily. This will include if the Participant fails to attend the first meeting or, after attending the first meeting, fails to engage with the Delivery Partner, the support offer, or their employer. The Delivery Partner must refer the Participant back to DWP after a maximum non-engagement period of two weeks to ensure Participants can continue to be supported. Appropriate next steps will then be considered by DWP. Delivery Partners will not have any responsibility for the applications of sanctions, with all sanction decisions being taken by DWP.

Employability and retention support. The purpose of this is to help the Participant stay in or find employment after the end of their funded job. This may include support to develop their CV to reflect their experience from the scheme and preparation for interviews. Where the young person is intending to stay in the same job after the six months this should also include preparing to stay in the role without the funded wraparound support. There may be instances where it is more appropriate for a Participant to move into education or training; Delivery Partners should provide appropriate support to help them secure a place and transition into this opportunity.

5.6. End of the Scheme

Towards the end of the Participant's time on the scheme – as they approach the end of their funded employment - Delivery Partners must work with Participants to support them to transition off the scheme and consolidate the skills and experience they have gained.

Delivery Partners must work with the Participant and their employer to understand the options for the employer to retain the young person, either in the same or a different role. The decision to do so is at the discretion of the employer and not a requirement of the scheme. Where the employer chooses to retain the Participant the Delivery Partner must work with the young person to prepare them for the end of the wrap around support.

Where the Participant's employer is not able to retain them, or chooses not to, then the Delivery Partner must work with the young person to help them to identify and prepare for other employment opportunities. This would be expected to include CV and interview support, as well as supporting them to be able to communicate the experience and skills

they have gained on the scheme. This may also include working with the Participant to identify further training or education opportunities instead of immediate employment.

DWP expects Delivery Partners to meet with all Participants at the end of their time on the scheme to review their development on the scheme and agree how the Participant will build on their experiences. Following these conversations Participant Delivery Partners must provide all Participants with a completer summary of their time and experience of the scheme.

5.7. Reporting and reviews

Further details on the reporting and review requirements, including the Monitored Outcomes and Specific Indicators, are included in the draft Grant Funding Agreement.

Delivery Partners will be monitored through a number of methods to ensure the grant is used appropriately and for its intended purposes. Delivery Partner's delivery of the grant will be monitored against the Monitored Outcomes and Specific Indicators, as well as their compliance with the terms of the Grant Funding Agreement.

Delivery Partners will be required to submit monthly Management Information (MI) returns in line with the expectations in the draft Grant Funding Agreement. The format of this MI will be confirmed but is expected to be clerical at least initially. This MI return will include information, at a per Participant level, on the Participant's progress on the scheme, for example, first meeting date, job start date, job details, support provided, length of time in funded employment, and onward destinations.

This will help inform monthly review meetings between DWP and the Delivery Partners to monitor progress as well as quickly working through any issues. DWP will then hold quarterly formal review meetings with each Delivery Partner to review their progress against agreed Monitored Outcomes and Specific Indicators, as set out in Schedule 4 of the draft Grant Funding Agreement.

The monthly MI from Delivery Partners will be supplemented with feedback from DWP operational colleagues, employers and young people, DWP operational data, and other data sources to build a picture of Delivery Partner delivery. DWP will also use these other data sources to monitor delivery throughout the lifetime of the grant.

Delivery Partners will also need to report on Participants throughout their journey on the scheme. This is expected to include, but is not limited to:

- notification that a Participant has attended the first referral meeting or has failed to attend
- notification when the Participant starts a job under the scheme, including details of the job
- notification when a Participant finishes their job under the scheme, or any change in the job
- notification if a Participant disengages from the scheme or otherwise leaves early

Delivery Partners will be required to provide monthly statements of spend, detailing the expenditure of the Delivery Partner grant funding against the agreed delivery plan. This will support the monitoring and validation of spend and enable release of grant funding quarterly.

6. Evaluation

To provide accountability for the expenditure committed on the Jobs Guarantee, DWP aims to establish evidence on the impact, value-for-money and delivery of the scheme. DWP therefore plans to conduct an evaluation of the scheme and may commission elements of it to a third party.

Delivery Partners will be required to support this evaluation by actively participating and helping enable research, surveys and evaluation with Participants and employers. To support this, in addition to the data requirements below, Delivery Partners may be asked to gather qualitative feedback from young people and employers on matters such as their experience gained from the scheme, where they worked, the skills developed, and their future employability.

Grant applicants will need to demonstrate how they will support any evaluation in their grant application.

Delivery Partners will be required to securely provide personal data to enable DWP, and any Third-Party evaluation organisation appointed by DWP, to conduct research and analysis. This includes complying with reporting and MI requirements in section 5.7 of this document and by taking additional actions where requested to collect and store sample details, such as identifiers and contact details. Delivery Partners must ensure that the data recorded and provided is of a consistently high standard of accuracy, completeness and timeliness.

Delivery Partners should discuss with DWP the timings and implications prior to commencing survey fieldwork with this group as part of any local research or evaluation activities that they may conduct. Delivery Partners may receive further guidance on avoiding duplication of effort with the evaluation and minimising the burden on research Participants as part of any local research or evaluation activities that they may conduct.

DWP may require additional information, and/or introduce additional to Management Information requirements, to evaluate the scheme. Delivery Partners should set out an evaluation plan with data they can provide to support this.

This may include:

- data on Participant onward destinations
- support provided by the Delivery Partner
- feedback on the Jobcentre Plus referral process
- Participant surveys on their experience, which may include skills developed and confidence in applying for future jobs
- employer surveys, which may include performance, skills and attendance

DWP will provide advice and guidance to support Delivery Partners with their commitments to actively participate in the evaluation, including on providing data for evaluation purposes.

7. Data Handling and Security

Each Delivery Partner shall, in the delivery of the Funded Activities, ensure that it has in place and maintains appropriate technical and organisational measures to comply with its obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

The Delivery Partner shall ensure that all personal data, including special category data, is processed in accordance with the data protection principles set out in Article 5 of the UK GDPR. In particular, personal data must be processed lawfully, fairly and in a transparent manner, and in a way that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage. The Delivery Partner shall ensure that any transfer of personal data is undertaken securely and in accordance with applicable data protection legislation.

The Delivery Partner shall ensure that all information assets, and the IT systems, equipment and processes used to support their processing, are appropriately protected. The Delivery Partner must be able to demonstrate that it maintains an appropriate level of information security, including, as a minimum, controls equivalent to Cyber Essentials certification and, where proportionate, alignment with International Organisation for Standardisation (ISO)/ International Electrotechnical Commission (IEC) 27001 or an equivalent information security management standard.

Delivery Partners will need to ensure that they continue to comply with all DWP data requirements throughout the delivery of the grant.

8. Compliance and Fraud and Error Prevention

Delivery Partners must maintain verifiable evidence of costs incurred, as set out in the draft Grant Funding Agreement, and provide independent assurance that the grant has been used for the delivery of the funded activities if further assurance is required.

Delivery Partners must participate in DWP compliance checks and audits, and ensure strong antifraud processes, including employer verification and due-diligence checks. DWP should be notified immediately of any actual or suspected fraud, theft or financial irregularity. Grant applicants must cooperate fully with DWP and other government assurance activity where required and demonstrate their ability to do so in their grant application.

Delivery Partners will be expected to engage with the DWP controls assurance review process, which aims to assure that Delivery Partners have effective controls in place to

manage delivery of Jobs Guarantee objectives and mitigate key risks. This may include, but is not limited to, self-assessments, system walk throughs, staff interviews and file testing. Delivery Partners will be required to develop and implement an action plan to address any risks or issues identified through the review, as set out in the draft Grant Funding Agreement.

9. Administration of the grant application process

DWP will publish a list of successful applicants once the grants have been awarded. DWP will publish further information and guidance as necessary.

All grant applicants will be liable for all costs incurred in the preparation and submission of their grant application. DWP will not be liable for these costs, and the Delivery Partners cannot use their Jobs Guarantee grant funding to cover costs incurred in the preparation and submission of their grant application.

DWP reserves the right to:

- change the basis of or the procedures for the Jobs Guarantee grant award process at any time
- amend, clarify, add to or withdraw all or any part of the grant guidance, the grant application instructions and assessment criteria, the grant guidance, the grant funding agreement, and any documents attached or annexed there to, at any time during the grant application process, including varying any timetable or deadlines set out in these grant application Instructions and Assessment Criteria document
- cancel all or part of the Jobs Guarantee grant application or award process at any stage at any time

Grant applicants accept and acknowledge that the DWP is not bound to accept any grant application or obliged to award a Jobs Guarantee grant to any grant applicant at all.

Please be aware of sensitive information that you may wish to include in your grant application. Use anonymised information if you are referring to a specific example. Do note, the whole of the Jobs Guarantee grant application process and the issue and use of Jobs Guarantee grant(s) is subject to standard Freedom of Information requests.

DWP provides the application and associated information in good faith. However, DWP makes no warranty, representation, or guarantee as to the accuracy, completeness, or currency of this information. Grant applicants are advised to conduct their own due diligence, make their own assessments, and seek independent professional legal advice regarding the application and in particular (without limitation) TUPE, tax and subsidy control.

The grant applicant acknowledges that it assumes full responsibility and liability for all costs, claims, liabilities, and obligations associated with transferring employees. The grant applicant must ensure all TUPE-related costs are factored into their final grant application. DWP shall not be liable to the grant applicant for any loss, damage, or claim arising from any inaccuracies, omissions, or misstatements in the TUPE data provided.