



1. Eligibility

Q1.1 Are individuals who work part-time eligible for WR?

A1.1 Yes, individuals who work part-time are eligible for WR. The eligibility criteria includes those already in employment.

Q1.2 Can an individual complete the WR Programme alongside another programme, i.e. Employability Fund?

A1.2 No, they must only participate in one programme at a time.

Q1.3 Is an individual who is in receipt of a DWP benefit eligible for WR?

A1.3 Yes, if they meet all the eligibility criteria in part 4.1 of the WR specification. If a Participant is in receipt of benefit the WR Provider must liaise with the Participant's DWP work coach to understand the impact on the Participants benefit before agreeing the duration of training and/or hours per week.

For example:

- A person in receipt of JSA cannot undertake any training or work placement for more than 16 hours per week;
- A person in receipt of UC cannot undertake any training (excluding work placement) for longer than 8 weeks.

Q1.4 Is there any additional criteria regarding the Participant's previous work experience?

A1.4 The Participant must have been employed/self-employed in the past and must sign the declaration in the Training Agreement to acknowledge that they understand that this is a requirement to participate in the Programme. It must have been more than 6 months ago but there is no upper limit to how long ago this experience took place or for how long it lasted. We would expect all previous work experience to be documented as part of the Initial Assessment process outlined in Part 4.2 of the WR specification.

Q1.5 How does a Provider check if an individual has any employment or funding restrictions?

A1.5 Providers should request to see the individual's Biometric residence permit (BRP) which clearly states any restrictions. The onus to provide the correct documentation proving the right to work and train in the UK always lies with the individual. No Participants should be started on WR without the relevant documentation. If you require any further information, please contact the SDS equality team at MAEquality@sds.co.uk.

Q1.6 Are there any eligibility restrictions for overseas nationals?

A1.6 An overseas national who is subject to an employment restriction or to a time limit on their stay in Great Britain or both except where the individual is a refugee or overseas national where the

Biometric Residence Permit (BRP) which is provided by the Home Office shows they have the right to work regardless of the time shown will not be eligible for WR.

Also, an overseas national who is subject to any funding restriction which would apply to the WR will not be eligible for WR.

Q1.7 Is a person that wasn't born a woman but is either a transgender or not fully completed the process but identifies as a woman eligible for the Programme?

A1.7 If a person identifies as a woman and meets all the other criteria then they are eligible for the programme.

Q1.8 Is a person currently on maternity leave eligible for the Programme?

A1.8 No, a person currently on maternity leave is still employed and therefore not eligible for the Programme.

2. Training hours and Holidays

Q2.1 With reference to part 1.6 of the WR Specification regarding maximum hours of 30 hours per week, what happens if an employer requests they work longer hours during the paid work placement element?

A2.1 There are no exceptions to this criterion and WR Providers will have to explain that WR participants are unemployed and must have time to undertake active jobsearch.

Q2.2 Is it ok to schedule holidays within the course delivery?

A2.2 The WR Programme is not prescribing the attendance pattern for participants. It is up to each contracted WR provider to establish their own system for authorised and unauthorised absence and agree the attendance pattern with each participant as part of the Learning Plan. If in receipt of DWP benefit the participant should inform their local Jobcentre of any plans for travel abroad as it may affect their benefit entitlement.

Q2.3 Do Providers need to keep attendance records?

A2.3 It is good practice for Providers to keep attendance records to support their claims and to evidence that the maximum training hours have not been exceeded. These can be in any format which is suitable for the Provider.

3. Documentation

Q3.1 Where do Providers find the WR documents?

A3.1 The documents are all on a dedicated page on our Corporate website [here](#).

Q3.2 If a Provider is unable to get an electronic or wet signature, what should be done?

A3.2 Please see part 3.9.1 of the WR specification for an alternative method of gathering signatures during COVID-19.

Q3.3 How will DWP and SDS CIAG staff know how to signpost suitable clients?

A3.3 We have collated information from all WR Providers and published on [MyWOW](#).

Q3.4 What forms should Providers use for WR Reviews and Learning Plans?

A3.4 Providers can use their own documents for participant reviews and learning plans. Please visit the WR Specification, part 4.2 to see what we expect to be included in a learning plan.

Q3.5 How do I update the mandatory Training Agreement if there are any changes to the Participants details?

A3.5 Please refer to Part 4.3 of the WR Specification for the process.

Q3.6 It is mandatory to capture the Participant's email address on the Training Agreement, what do Providers do if the Participant does not have an email address?

A3.6 If the Participant does not have a personal email address then the Provider must assist the Participant to set one up.

Q3.7 Where would I find information on the SDS equalities monitoring procedure?

A3.7 Information on the SDS Equalities Monitoring procedure is published on the SDS Provider Web Pages.

Q3.8 I am unable to open/send/receive files encrypted using AES-256?

A3.8 You must use 7-zip to open these files. (Right click on the encrypted file, select 7-zip then open in archive you will be asked to insert your password). If you do not have 7-zip, you can download 7-zip for free from this link <https://www.7-zip.org/>. If this does not resolve the issue, please discuss this further with your SIA.

4. Delivery

Q4.1 Will those who are on training through the WR Programme be able to access an Individual Training Account (ITA)?

A4.1 ITAs cannot be used by Participants to fund training delivered as part of the WR Programme or for any elements of the Learning Plan. Participants in the WR Programme will be ineligible to apply for SDS ITA funding or to renew an existing account for SDS ITA funding whilst participating in the WR Programme. However, FIPS will allow Providers to make WR registrations for individuals who have open ITA assignments, where the funding and training was sourced prior to the WR registration. Further information is available on the SDS website: Individual Training Accounts.

Q4.2 Do Participants get help with travel and accommodation expenses?

Please see paragraph 2.2 of the WR Specification for details. With regard to travel restrictions due to COVID -19, NTP Providers should follow the guidance issued by the [Scottish Government for the community learning and development sector \(CLD\)](#).

5. FIPS

Q5.1 What support is available for Providers with using of FIPS?

A5.1 Support materials have been issued to WR Providers and will be available on the FIPS page of the SDS Provider Web Pages.

Q5.2 How do WR Providers record work placement on FIPS if work placement is planned but an employer has not yet been identified?

A5.2 FIPS allows Providers to indicate that work placement is planned, and the employer details can be updated when they become available.

If you have any queries, please direct them to your SDS assigned Skills Investment Adviser in the first instance or alternatively you can email womenreturners@sds.co.uk