

Community Employment (CE) Sponsor Briefing Pack



Appreciation

The Department would like to express our sincere thanks to the Sponsors of CE who give of their free time, to help CE Participants and assist in supporting services to local communities.

Go raibh maith agat!



Purpose of Community Employment

The purpose of CE is:

- * to assist job-seekers and other vulnerable groups to gain the skills, competencies and confidence to enable them to compete for jobs in the open market.
- * to promote social inclusion within local communities for individuals and groups who experience obstacles to participation and to break down the barriers of social exclusion.
- * through scheme activities, to provide additional support to the provision of a wide range of services to local communities.
- * **The service dimension is an important learning environment for CE participants.**



Current Picture

The Community Employment Programme

- * 25,300 Approved CE places nationally, over 1,000 schemes
- * Annual Budget of €356m
 - Supervisory Allocation
 - Materials
 - Training
 - Allowances
- * Progression Rate to Employment 30% (2013)
- * FETAC Awards – 36,000 minor awards



Context for CE

External Environment

- * Over 350,000 Jobseekers on Live Register
- * 186,000 persons over 1 year unemployed
- * Jobseekers Transitional Scheme (Lone Parents)

Progression to Employment

- * Best Chance = Skills & Work Experience
 - Engagement in work-related activities
 - Training & development of Participant
 - Job search supports
 - Contact with employers



Improvements & New Developments

The Community Employment Programme

- * Re- alignment of scheme places – maintenance of supervisor: participant ratio (1:25)
- * Larger schemes more viable
- * Renewed focus on development of the participant
- * New Childcare Programme for schemes involved in childcare services
- * Health & Social Care Programme coming on stream
- * New Social Inclusion Drugs Programme being developed
- * Financial, Training & Programme Monitoring in place
- * Supervisor Development Fund (updating skills and knowledge)
- * Importance of networking of schemes around activities and training procurement.



Sponsor Resource Pack

- * CE Procedures Manual (new combined Sponsor and Officer Manuals)
- * 3-Year CE Application
- * Corporate Governance Guide
- * The Role of the Sponsor and Supervisor
- * Financial Best Practice
- * Training and Programme Monitoring
- * The CE Childcare Programme
- * CE Childcare Support for Participants (CEC)
- * Drug Rehabilitation Programme - CE
- * CE Targets for the Participant (KPIs)



The CE Procedures Manual

- * The CE Procedures Manual has been devised to assist DSP personnel and Sponsor organisations in the management of Community Employment.
- * The **combined** Sponsor and DSP Officer manual provides one reference point for all.
- * The manual is updated regularly.
- * Schemes are alerted to updates



3-Year Application

- * Before completing the 3-Year Application, Sponsors should be familiar with the Community Employment Operating Procedures
- * Applications will be approved for 3 years, subject to the following conditions being met **annually**:
 - * compliant under Annual Financial Monitoring
 - * compliant under Annual Training & Programme Monitoring
 - * achieved the targets as per application on an annual basis
- ❖ **Subject to all conditions being met, annual renewal of contract**



3-Year Application Benefits

- * 3-year application instead of current 1 year system.
- * Letters of sign-off from two Trade Unions are required per application
- * Simplified system of assessment, based on compliant/non-compliant scheme
- * (Significant changes to scheme need to be notified and approved by DSP - may require sign-off by Trade Unions)
- * CE Places allocation based on budget and capacity of scheme



Corporate Governance Guide

- * **Aims to help you ensure that you have the structures and basic procedures in place to meet your legal responsibilities as a company.**
- * The Guide for CE includes the following:
 - * What is Corporate Governance and what does it mean in practice?
 - * Legal Structures and Status (limited companies, other types of legal structures, charitable status)
 - * Setting up Companies limited by Guarantee
 - * The Board of Directors (size of the Board, their role and duties)



Corporate Governance cont'd

- * Operation of the Board (meetings, managing conflicts of interest, main areas of administration)
- * Legislation (Overview of legal responsibilities, Companies Acts, Charities Act 2009)
- * Other relevant legislation (legislation affecting all Employers)
- * Supplementary Information (Insurance, Communications and Reputation Management)



The Sponsoring Committee is responsible for:

- * The management and the administration of the scheme
- * To provide a safe and secure environment for staff and participants
- * To comply with all statutory and legal obligations of a Sponsor/employer (see corporate governance guide)
- * To provide a meaningful work programme and training plan for each participant
- * To support participants in achieving employment and/or further training and development
- * The Sponsor must ensure that the supervisor is competent to oversee the administrative, technical and participant development aspects of the scheme
- * Comply with DSP requirements



Participant Development Officer

- * Sponsor Chair must nominate a member of the project management committee as a Participant Development Officer (PDO).
- * The role of the PDO is to oversee the development of participants on the scheme.



Role of Supervisor

- * The role of the Supervisor is to assist the Sponsor Committee in the delivery of the approved CE scheme.
- * The Supervisor will report to the Sponsoring Committee on the progress and administration of the scheme on a regular basis (as per Operational Procedures).
- * The Supervisor will keep the Sponsor's Participant Development Officer (PDO) informed of the progress of participants on the scheme.
- * To develop an Individual Learner Plan (ILP) for each participant and implement it.
- * To co-ordinate the intake and exit of participants to the scheme and liaise with employers.



Financial Best Practice

- * The Financial Best Practice Guidelines are to be used by Sponsors to assist them with maintaining and recording proper books of accounts
- * The Guidelines are the **minimum requirements** for the Accounting Records of the CE scheme.
- * Where a Scheme is using an Accounts Package and/or Payroll Software, the Reports must meet the conditions of the Financial Best Practice Guidelines



Financial Best Practice cont'd

- * The Financial Best Practice Guidelines cover the following areas:
 - *Expenditure – Payments Book
 - *Income – Receipts Book
 - *Bank Account and Bank Reconciliation
 - *Payroll Records
 - *Electronic Funds Transfers (EFT)/Bank Transfers
 - *End of Contract Reconciliation
 - *Sponsor Monthly Checklist



Programme & Training Monitoring

The purpose is to establish:

- * That the scheme is providing quality work experience, training and other supports to the CE participant
- * That approved training is relevant; leads to an accredited award & represents value for money
- * That there is an Individual Learner Plan for each participant
- * That job search supports are provided to participants
- * That the scheme is being managed in line with the Operational Procedures



Programme & Training Monitoring cont'd

- * **Part 1: Focused on the CE Participant and the Individual Learner Plan**
 - * Career plan, training, job search and exit planning and follow-up
- * **Part 2: Discussion of main points with Sponsor**
 - * Programme administration; data protection, training procurement.
- * **Part 3: Follow-Up with Participants** – views and value of scheme, training completed, job aspirations.



The CE Childcare Programme

Objective of Policy Proposal:

Provide CE participants on dedicated childcare places who work directly with children with:

- * quality work experience
- * training & qualifications in the childcare sector
- * a structure for CE participants in Early Years Services (care of children)
- * a clear career path to employment

Coherence between participation on CE and jobs market



The CE Childcare Programme cont'd

- * Phase 1: Entry to a Major Award in Childcare (12 months)
- * Applicant commits to achieving a minimum of 4 mandatory component Level 5 Awards within 12 months of starting the programme.
- * Phase 2: Completion of Major Award (12 months)
- * Participant proceeds to achieving the full FETAC Level 5 Award and when complete will be a basic Childcare Practitioner. (Phase 1 and Phase 2=2yrs)
- * Phase 3: Work Practice
- * Participant gains work experience both internal and external to the project to broaden their skillset and improve chances of gaining employment. Duration of Phase 3 is 1 year maximum.

CE Childcare (CEC) Support

- * **Childcare Available to CE Participants.** A CE Applicant who needs childcare in order to take up a place on a CE scheme is eligible for a CE Childcare (CEC) place.
- * In Budget 2014, it was announced that from 1 January 2014 childcare support would be available to Community Employment (CE) participants.
- * The Community Employment Childcare (CEC) Programme includes children up to 13 years of age.
- * There are 1,200 part-time places available for CE participants with children up to 5 years of age, and 800 places available for CE participants who require after-school childcare



CE Childcare Support cont'd

- * The budget for this childcare programme is €7.5m for 2014.
- * Places are filled on a first-come, first-served basis.
- * Services can be accessed through the County Childcare Committees. All schemes have been notified.



CE Drug Rehabilitation Places

- * There are 1,000 dedicated CE Drug Rehabilitation places to provide opportunities for people in recovery from substance misuse including alcohol to re-engage in community and working life.
- * 9 special conditions apply. (See CE Operational Procedures)
- * Additional features of a CE Drugs scheme –
 - * All participants must be referred from specialist services
 - * Participants encouraged to link with addiction/support services
 - * Participants do not necessarily need a job category as they are in rehabilitation
 - * Training and Education forms the core function of activity



CE Programme Targets – Annual and 3-yearly KPIs

- 1. Employment** – progression into Employment/Self-Employment
 - * Rate to be set by scheme
 - * Needs to be in line with level of Employment in area
- 2. Achievement of Major and Minor Awards**
 - * Number of minor and major awards per year/participant
- 3. All CE Participants have an Individual Learner Plan**
 - * All CE Participants engage in Training
- 4. External Work Experience** – prior to exit
- 5. Engagement in further education-** on completion of CE



Thank You!

The Department would once again like to express our thanks to the Sponsors of CE who give of their free time, to help CE Participants and assist in supporting services to local communities.

Thank you for your attention and attendance.

Go raibh maith agat!

