

PEP Toolkit Checklist

Toolkit Ref.	Checklist Have we:	Achieved Y/N	Work to do Actions:	Achieved Y/N
1.3	Followed the rules for ALR-funded PEP? <i>(ALR funded providers only)</i>			
1.4	Made use of the full range of LSC funding streams for PEP?			
1.5	Followed the rules for unemployed benefits claimants attending PEP?			
2.1, 2.3	Identified and gained buy in from staff cross-organisation?			
2.2	Secured suitable leadership for PEP?			
2.4	Embedded PEP in strategies, policies and plans?			
2.5	Embedded PEP in systems, processes and procedures?			
3.1, 3.2	Used Labour Market Information to identify PEP course themes?			
3.3	Linked PEP courses to real jobs/employment opportunities?			
3.5	Identified the qualifications that will be used to deliver PEP?			
3.4, 3.6, 3.7	Worked out course logistics? (GLH, roll-on roll-off, learner numbers)			
4.1	Formulated sound marketing strategies that target unemployed people?			
4.1	Registered our PEP on the national Careers Advice Service database?			

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4.2	Considered and implemented strategies for maximising learner numbers?			
4.3	Established clear methods for signposting and supporting learners to access their Skills Account?			
5.1	Established clear guidelines for PEP quality assurance in line with our standard procedures?			
5.2	Ensured access to sector-specific teaching and learning resources?			
5.3	Considered and implemented strategies for retaining PEP learners?			
6.1	Established progression pathways from PEP to opportunities in employment?			
6.2	Established progression pathways to link PEP learners once in jobs to further learning?			
6.3	Established progression pathways from PEP to further learning?			
6.4	Secured a local contact to refer learners for information about a range of support services?			
6.5	Opened regular lines of communication with JCP?			
7.1	Recorded PEP using the correct ILR codes? <i>(LSC funded providers only)</i>			
7.2	Recorded Offenders using the correct ILR codes <i>(LSC funded providers only)</i>			
7.3	Recorded PEP progression (including job outcomes)?			