

To speak to a member of the Student Services Team please call 01494 585555 and ask to be put through to Student Services

# Students & Job Seekers Allowance

*Achieve Wonders*



**Amersham & Wycombe**  
College

**Equal Opportunities**

Amersham & Wycombe College positively respects, promotes and develops the diversity and ability of its current and potential learners, and values the contributions which people from a range of backgrounds bring to the institution.

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## GENERAL RULES

There are two types of JSA (Job Seekers Allowance)

- \* Contributory JSA paid for up to 182 days (based on National Insurance Contributions).
- \* Means tested JSA (Income based).

To qualify for income-based JSA you need to be habitually resident in the UK, aged 18 or over (special rules for 16/17 year olds) not working 16 hours or more.

It is possible to claim Job Seekers Allowance and study part time at College.

### Definition of a Part-time student

The Job Centre will regard a person as a part-time student if the course they are studying involves 16 or less guided hours a week.

Part-time student-is a person who is attending or undertaking a course of study who is not a full-time student.

### Definition of a Full time student

Is a person who is aged 19\* or over but under pensionable age and attending a course of study which is 16 hours and as defined in the **JSA reg 13**.

jobcentreplus

## Student Services

### GLD (Guided Learning Hours)

Guided learning hours are those times when a member of staff is present to give specific guidance towards the qualification being studied. General study time for example in a library is not included as guided learning times nor is time spent doing unpaid work experience unless a member of staff is present to give specific guidance towards the qualification or to assess students achievements, for example as part of a NVQ assessment.

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### LEARNING AGREEMENT

Each student has a signed learning agreement with the College which details the number of weekly guided Learning hours for that student. The student must show the Job Centre staff their learning agreement to establish whether they are a full or part time student according to JSA reg.

### ACTIVELY SEEKING WORK

You must be available for and actively seeking work

To show availability for work a Student must be:

- \* Willing & able to take time off the course to attend an interview
- \* Able to be contacted promptly
- \* Employment or be prepared to abandon the course of study in order to take up any full-time employment.
- \* Willing to follow the Helping you Back to work plan drawn up at their initial interview.
- \* Able to show proof of applying for jobs.

## JOBSEEKERS AGREEMENT

You will have to sign a document called a Jobseekers Agreement when you first sign on. The agreement includes:

- \* The hours you are available for work.
- \* Any restrictions you are allowed to place on the work you are prepared to do.
- \* The type of job you're looking for.
- \* The steps you will take to actively seek work.
- \* A statement of your rights if you and the Advisor cant agree about what should be in the agreement.



### NEW DEAL & PART-TIME STUDY

Students claiming JSA may become eligible for the New Deal programme.

After 6 months for those aged 18-24 years old, and after 18 months for those aged 25 or older. This is a compulsory requirement. Anyone over 50 receiving JSA or any other qualifying benefits for 6 months or more may also apply.

### HOW TO APPLY FOR JOBSEEKERS ALLOWANCE

New claims for benefits have to be made by telephoning 0800 0556688.

Customer Advisers at the Job Centre. Should be able to offer assistance with this should you need help.



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