**London Councils ESF Programme 2014-2020**

**Frequently Asked Questions –**

**Initial Needs Assessment and Action Plan**

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| Q1 | What is best practice for the Initial Needs Assessment? |
| A1 | Please include as much detail about the participant and what was discussed in the session, discussing the participant’s barriers to employment, if any, and why their employment status is listed as it is. The needs assessment should tell the participant’s story and resolve any questions about whether they are economically inactive or long term unemployed.  |

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| Q2 | Can an INA/IAP be completed after a participant has started hours? |
| A2 | No, it is mandatory for the INA/IAP to be completed before sessions. This is to establish what activity will be best suited to the participant. Any hours completed before the INA/IAP is completed will not be counted. Please remember INA’s/IAP’s should not be completed/dated before the start date on the enrolment, otherwise these will have to be re-completed. |

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| Q3  | Do we need to specify dates on the action plan? |
| A3 | Yes, please set targets including the dates you set them and the date you hope the target will be achieved and the date at which it has been achieved. |