

Welfare Benefits Training Courses January 2025 to April 2025 Winter Programme

- ❖ Introduction to Benefits
- ❖ Introduction to Universal Credit
- ❖ Universal Credit - the Claimant Commitment
- ❖ WCA: Universal Credit and ESA
- ❖ Personal Independence Payment
- ❖ Form Filling: PIP2
- ❖ DLA to PIP Migration
- ❖ Benefits and Work
- ❖ Benefits and Young People
- ❖ Benefits and Older People
- ❖ Benefits and Disabled Children
- ❖ Benefits and People from Abroad
- ❖ DWP Social Fund: Grants and Loans
- ❖ Welfare Reform
- ❖ Disputes and Appeals

This training programme is delivered by the Specialist Support: Benefits and Information Team of the City of Wolverhampton Council's Welfare Rights Service. The Specialist Support Team provides a FREE specialist advice and information service on benefits and welfare reform matters to organisations and groups providing services to people living in Wolverhampton.

Bookings: If you would like to make a booking for yourself and/or a colleague, then simply email us with the name and date of the course(s) you would like/they would like to attend. Please see page 5 for more information and for details on who is eligible for FREE places and who need to pay for any training.

Enquiries: If you would like to find out more about the courses we provide or find out more about the contents and suitability of a particular course or our in-house course delivery then simply email us.

wrs.training@wolverhampton.gov.uk

Our courses are available both face-to-face (at the Civic Centre) and online (on Microsoft Teams).



A wide range of training courses for those who wish to enhance their knowledge of Social Security benefits and welfare reform.

See inside for further details...

Places on these courses are **FREE** to people from not-for-profit groups and organisations working with people living in Wolverhampton.

City of Wolverhampton Council
Welfare Rights Service

Name of course	Venue, date and time	
<p>Introduction to Benefits</p> <p>This one-day course explains the structure of the benefit system whilst providing an overview of the workings of the key benefits available when people are at work and at times of unemployment, sickness, disability and retirement. The course explains the roll-out of Universal Credit and how it is replacing the historic 'legacy benefit' system. The course is ideally suited to those who wish to obtain a better understanding of the benefits system and the key benefits that are available to people.</p>	<p>Civic Centre</p> <p>28th January 2025 9.30 am to 4.30 pm</p> <p>27th March 2025 9.30 am to 4.30 pm</p>	<p>Microsoft Teams</p> <p>27th February 2025 9.30 am to 4.30 pm</p> <p>TBA</p>
<p>Introduction to Universal Credit</p> <p>This half-day course explains the roll-out of Universal Credit - both 'natural migration' and 'managed migration'. It provides information on who can apply for Universal Credit, how claims may be made and how entitlement is actually calculated for single claimants, couples and families. The course also outlines some of the key challenges affecting potential Universal Credit claimants.</p>	<p>Civic Centre</p> <p>5th February 2025 9.30 am to 12.30 pm</p> <p>TBA</p>	<p>Microsoft Teams</p> <p>30th April 2025 1.30 pm to 4.30 pm</p>
<p>Universal Credit: Managed Migration</p> <p>Managed Migration is the process through which people who remain on 'legacy benefits' will be expected to move on to Universal Credit. It is understood that claimants of 'legacy benefits' living in Wolverhampton will start to receive 'migration notices' at some point after the New Year. This course looks at how Managed Migration is being expanded and what will be expected of claimants.</p>	<p>Civic Centre</p> <p>TBA</p>	<p>Microsoft Teams</p> <p>30th January 2025 9.30 am to 12.30 pm</p>
<p>Universal Credit: Claimant Commitment</p> <p>Under Universal Credit, claimants (and their partners) are expected to agree a 'claimant commitment' which sets out the work-focused interview, work preparation, work search and/or work availability requirements upon which their claim will be dependent. This course examines these, so called, 'work-related requirements' and provides information on the sanctions which can be imposed when people fail to meet them.</p>	<p>Civic Centre</p> <p>2nd April 2025 1.30 pm to 4.30 pm</p>	<p>Microsoft Teams</p> <p>TBA</p>
<p>Courses are now being held face-to-face at the Civic Centre.</p>		



<p>WCA: Universal Credit and ESA</p> <p>This half-day course examines the operation of the 'Work Capability Assessment' - the tool which determines who may be treated as being too sick to work (i.e. those who have 'limited capability for work' and 'limited capability for work-related activity'), for Universal Credit / ESA purposes. Those who complete the UC50 and ESA50 forms will benefit from this course. The options available to those who are found 'fit for work' will be discussed.</p>	<p>Civic Centre</p> <p>10th April 2025 9.30 am to 12.30 pm</p>	<p>Microsoft Teams</p> <p>7th February 2025 9.30 am to 12.30 pm</p>
<p>Personal Independence Payment</p> <p>This half-day course provides information on the basic qualifying conditions for Personal Independence Payment and highlights the disability-related qualifying conditions which govern entitlement to the 'daily living component' and 'mobility component'. The course explains how claims may be made and how people may challenge / dispute unfavourable decisions.</p>	<p>Civic Centre</p> <p>20th March 2025 1.30 pm to 4.30 pm</p>	<p>Microsoft Teams</p> <p>17th April 2025 9.30 am to 12.30 pm</p>
<p>Form Filling: PIP2</p> <p>This half-day course is designed to provide useful information and 'good practice' tips on completing the PIP2 'How your disability affects you' form. The course also examines the implications of failing to complete this particular form when asked to do so.</p>	<p>Civic Centre</p> <p>25th March 2025 9.30 am to 12.30 pm</p>	<p>Microsoft Teams</p> <p>23rd January 2025 1.30 pm to 4.30 pm</p>
<p>Benefits and Work</p> <p>This half-day course provides details of how benefits can be affected by work and what benefits may be accessed by those in work. In particular, it seeks to explain how Universal Credit is calculated for those in work situations. It also examines what happens if someone is working but then becomes too sick to work.</p>	<p>Civic Centre</p> <p>TBA</p>	<p>Microsoft Teams</p> <p>11th March 2025 1.30 pm to 4.30 pm</p>
<p>Benefits and Young People</p> <p>This half-day course is designed to specifically highlight the circumstances in which young people can apply for Universal Credit when unemployed, too sick to work, working and/or in education. It also looks at the situation of young carers and young mums. By use of case studies, it shows how much people can expect to get by way of Universal Credit when entitled.</p>	<p>Civic Centre</p> <p>4th March 2025 1.30 pm to 4.30 pm</p> <p>Benefits training... Benefits training... Benefits training... Benefits training...</p>	<p>Microsoft Teams</p> <p>TBA</p> <p><i>"really informative and great exercises"</i></p>

<p>Benefits and Older People</p> <p>This half-day course is aimed at those working with and advising older people. It examines the key differences between State Retirement Pension and the New State Pension. It explains eligibility to Pension Credit (including the position of mixed age couples) and the potential amounts paid. Also examined will be the rules surrounding entitlement to Attendance Allowance and Carer's Allowance.</p>	<p>Civic Centre</p> <p>13th February 2025 1.30 pm to 4.30 pm</p>	<p>Microsoft Teams</p> <p>11th April 2025 9.30 am to 12.30 pm</p>
<p>Benefits and Disabled Children</p> <p>This half-day course examines entitlement to Disability Living Allowance for children (children aged under 16) who may need help with their personal care and/or mobility due to disability. It looks at when extra amounts may be awarded to families with a disabled child under Universal Credit. It also examines the benefits available to carers of disabled children.</p>	<p>Civic Centre</p> <p>TBA</p>	<p>Microsoft Teams</p> <p>13th March 2025 1.30 pm to 4.30 pm</p>
<p>Benefits and People from Abroad</p> <p>This half-day course explains the situations in which people coming to the United Kingdom from abroad may be able to claim Social Security benefits. The main focus of the course will be the examination of the rights of EEA nationals who are living, looking for work, working or studying in the United Kingdom in the wake of Brexit.</p>	<p>Civic Centre</p> <p>20th February 2025 9.30 am to 12.30 pm</p>	<p>Microsoft Teams</p> <p>22nd April 2025 9.30 am to 12.30 pm</p>
<p>DWP Social Fund: Grants and Loans</p> <p>This half-day course is designed to provide an overview of the rules surrounding the Sure Start Maternity Grant, Funeral Expenses Payment, Budgeting Loan and Short-term Benefit Advance provisions. It also highlights the system that exists which is designed to help new claimants of Universal Credit who have insufficient means to make ends meet before they are due to get their first payment of Universal Credit.</p>	<p>Civic Centre</p> <p>TBA</p>	<p>Microsoft Teams</p> <p>18th February 2025 1.30 pm to 4.30 pm</p>
<p>Welfare Reform</p> <p>This half-day course examines some of the key benefit reforms which have been introduced under recent welfare reform measures including the benefit cap, bedroom tax and two child limit. The course looks at the impact these reforms can have on individuals as well as looking at how they impact on the Wolverhampton economy.</p>	<p>Civic Centre</p> <p>29th April 2025 9.30 am to 12.30 pm</p>	<p>Microsoft Teams</p> <p>TBA</p>

Disputes and Appeals

This half-day course explains how benefit decisions may be challenged by 'mandatory reconsideration' and 'appeal'. It looks at the processes and time limits involved. It explains what happens when disputes go to appeal before a First-tier Tribunal and how decisions are reached by such tribunals.

Civic Centre

12th March 2025
9.30 am to 12.30 pm

Microsoft Teams

3rd April 2025
1.30 pm to 4.30 pm

Bookings:

You can make a booking for yourself and/or a colleague by simply emailing us at:

wrs.training@wolverhampton.gov.uk

When doing so please provide:

- the names and email addresses of the people who will be attending the course; and
- the details of the course you want each person to attend (i.e. the name of the course and the date on which it is due to take place).

Also, when doing so PLEASE CHECK to make sure that you are fully aware of how the course is being delivered - face-to-face (at the Civic Centre) or online (on Microsoft Teams).

Free and Fee-Paying Places: You will not have to pay for a place on a course if you work or volunteer for the City of Wolverhampton Council or a voluntary or charitable organisation working with people living in Wolverhampton. If this does not apply, then the fee is **£150.00 per place** on the one-day Introduction to Benefits course and **£95.00 per place** on any of our half-day courses. If you need to pay for the training, then when making your booking can you include details of any relevant Purchase Order number and details of the person to whom any invoice needs to be sent if that person is not you.

Training Materials and Certificates:

Each course is supported by a detailed set of Information Guide / Fact Sheet training materials covering the themes and topics covered on the course. Those attending will also receive a pdf copy of the PowerPoint slideshow supporting the course in question. Moreover, participants will get a certificate confirming their attendance on the course.

Cancellations:

We expect course participants to let us know in good time if they are unable to attend. This will enable us to offer their place to other people who might wish to attend. Should the course be cancelled for any reason, we would look to let participants know as soon as is practicable.

IMPORTANT: Please be aware that due to the demand for places on our courses and the limited availability, if a booking is made for a person who then fails to attend without a period of reasonable prior notice, then if they are fee-paying we reserve the right to charge them the full fee for their place and if they are not fee paying to charge the organisation that they represent, **30% of the course fee** (i.e. £28.50 for a half day course and £45.00 for a full-day course) irrespective of whether the course is held online or it is one of our face-to-face courses.

More information...

Please *click* [HERE](#) for more information about making a booking, our training courses, training materials and venue details.



In-house Course: Please note that our courses can be made available in-house. Do get in touch if you would like to discuss this with us.