

# Department for Work and Pensions

## Work Programme Live Running Memo

**To:** Work Programme Providers

**From:** Work Programmes Division

**Memo Serial Number:** 121

**Date:** 7 June 2013

**Subject:** Exit Reports – Updated Templates to be used for the Work Programme

**Action:** For Information and action

**Timing:** Immediate

### Background

The purpose of this memo is to update you further following the publication of Memo 116 (Exit Reports - Templates to be used for the Work Programme).

### Summary and action

The Exit Report you send to Jobcentre Plus will be a key tool used to determine the most appropriate type of support for participants upon their return to Jobcentre Plus.

We have updated our Exit Report template to include the current correct logos. Copies of the template can be obtained from [CCSD Business Management Team](#). There are three templates for use dependant on the part of the country your CPA covers. These are as follows:

- For use in England except for the Cornwall area.
- For use in Scotland and Wales
- For Cornwall only

If your CPA covers the London area please use the template for the England area as the London template is no longer required.

Please Note: The Work Programme is European Social Fund (ESF) funded and you must display the ESF logo on all your participant facing materials including your own Exit Reports (DWP Provider Guidance Chapter 11 - ESF Requirements (England Only)). You must also display the Jobcentre Plus logo (communication centre) alongside the ESF logo. It is important that you access the most up to date information on logos whenever you make a change to your notifications.

## **Further Information Contact Details**

All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

**Work Programme Provision Enquiries Team**