

# Withdrawn

**This publication is withdrawn.**

This publication is no longer current.

## Work Clubs: case study checklist

Case studies are a great way to encourage other jobseekers or potential organisers who would like to get involved with Work Clubs.

You can use the checklist below to help you gather the right information and write your case study.

Information needed	Questions to ask	Done
<b>Contact Details</b>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Age</li> <li>• Address</li> <li>• Telephone number</li> <li>• Email</li> </ul>	
<b>History</b>	<ul style="list-style-type: none"> <li>• Did they work before?</li> <li>• If so, where and for how long?</li> <li>• What are they now looking for in a job?</li> <li>• How long have they been looking for a job?</li> <li>• Are there any challenges that they have had to overcome which are interesting?</li> </ul>	
<b>Their Work Club experience</b>	<ul style="list-style-type: none"> <li>• Why did they attend the Work Club?</li> <li>• What do they think it gave them?</li> <li>• Would they recommend the Work Club to other jobseekers?</li> </ul>	
<b>Their job</b>	<ul style="list-style-type: none"> <li>• What job have they now got?</li> <li>• How long did it take them to get the job?</li> <li>• Why did they get the job, for example was it due to volunteering or work experience?</li> <li>• Is there anything unusual about the job?</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Are they a lone parent?</li> <li>• Have they just returned to work after having children?</li> <li>• Have they just graduated / finished school or college?</li> <li>• Were they recently made redundant?</li> <li>• Do they have a disability?</li> </ul>	
<b>Photo</b>	Newspapers like to receive photos of the case study to illustrate a story.	
<b>Permission</b>	Make sure you have <b>written confirmation</b> from your case study that states that they are happy for you to use and publish the details they have supplied.	

Once you have all the information you need, you can start planning how you will write your case study. Use the short guide below to make sure you include all the relevant information in the right order:

**Paragraph 1** – Should briefly outline the most interesting elements of the case study, where they are from, what job they now have, what challenges they have overcome etc.

**Paragraph 2** – Should go into detail about the jobseeker's history and background

**Paragraph 3** – Should outline how the Work Club helped them to get a job

**Paragraph 4** – Should provide an endorsement for the Work Club