

# Withdrawn

**This publication has been withdrawn.**

It is no longer current.

# European Social Fund Provider Live Running Memo

**To:** European Social Fund Providers  
Work Programme Providers  
Work Choice Providers  
Day One Support for Young People Provider

**From:** DWP Work Programme Division

**Memo Serial Number:** 024      **Date:** 10 April 2013

**Subject:** Generic Provider Guidance, Chapter 11, updated version published

**Action:** For information and action

**Timing:** Immediate

## Background

[Chapter 11](#) of the Generic Provider Guidance (ESF Requirements England Only) has been fully reviewed to ensure that it outlines current requirements and processes. The main changes are as detailed below:

- The Marketing and Publicity section has been enhanced to provide more clarity
- DWPF06 leaflet replaces the obsolete MKT8000
- Improved information in the section on providing Good News Stories. A combined Consent to Publicity and Good News Story Template has been developed (Annex 1)
- A Best Practice Template has been added (Annex 2)

## Summary and action

The review of Chapter 11 of the generic provider guidance has resulted in some minor rewording of the document and updates to the Marketing and Publicity section.

The layout of the Marketing and Publicity section has been changed and a small amount of detail added to assist with referencing information and to provide a clearer view of the ESF regulatory requirements in this area.

The MKT8000 is obsolete and was replaced some time ago with the DWPF06 (ESF provider memo 010 refers). A replacement leaflet has been produced in a black and white format to ensure this complies more closely with standards for the visually impaired and with DWP departmental guidelines regarding budgetary constraints. Please ensure that you issue leaflet DWPF06 to all individuals who agree to participate in any provision that is funded, or part funded, by the European Social Fund.

**DWPF06 forms can be obtained by ordering them from the company iON, further details can be found on the DWP Website – [Ordering from iON](#).**

It is a contractual requirement that providers supply DWP with good news stories/case studies, the section of guidance relating to this has been improved to provide more clarity. Currently providers use a number of different templates to gather this information. In order that a more streamlined process is adopted a new template has been developed to ensure the format and content is more consistent and that consent is obtained and forwarded to DWP in each case. It is required that providers now gather good news stories/case studies on the template (Annex 1) as published in the guidance.

DWP encourage the sharing of best practice amongst providers. A best practice template has been included in guidance (Annex 2) for providers to share with Performance Managers and ESF Managers.

### **Further information contact details**

All enquires 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.

**ESF Provision Policy Team**