

Withdrawn

This publication is withdrawn.

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Community Work Placement Live Running Memo

To: Community Work Placement Providers

Cc: Non-Work Programme Policy Team Managers
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Senior Performance Managers (non-Work Programme)
Supplier Managers
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From: Jo Ratcliffe-Lewis

Memo Serial Number: CWP LR03

Date: 24 October 2014

Subject: Community Work Placement – Employment Officer Designation Order

Action: For information and action

Timing: Immediate

Background

From 27 October 2014, two separate designation orders will provide greater clarity and transparency to DWP contracted providers on how to undertake the activities required when mandating claimants to apply for specific jobs and to obtain follow-up evidence and feedback from employers.

The Employment Officer Designation Order grants CWP providers Employment Officer Status, which will formalise the processes for them when mandating claimants to apply for a specific job

Action

Where a CWP Provider wishes to mandate a CWP Participant to apply for a specific job they must follow the attached guidance.

Guidance

[Guidance: provider mandation to employment for JSA claimants](#)

[JSA MEN1 mandatory employment notification form](#)

[PRE01 provider refusal of employment referral form](#)

[Universal Jobmatch: what you need to know about cookies](#)