

Withdrawn

This publication is withdrawn.

This publication is no longer current. For referrals made from April 2017, read the [New Enterprise Allowance phase 2 provider guidance](#).

New Enterprise Allowance

Mentoring Provider feedback form

jobcentreplus

Department for
Work and Pensions

The Mentoring Provider fills in all sections of this form and sends to Jobcentre Plus.
This form should be used for all referrals to NEA from 05/01/2015.

Part 1: Office details

From

Mentoring
Provider

To

Jobcentre Plus
office
name/address

Work Coach
Name

Part 2: Claimant details

Surname

Other names

NI number

Date of birth

Part 3: Initial appointment outcome

Claimant's appointment to discuss
NEA was arranged for

Claimant attended
appointment

No
Yes

Claimant not accepted onto NEA

Mentoring Provider Contact Name

Mentoring Provider Contact Number

Part 4: Progress report

Jobcentre Plus will review the claimants progress 8 weeks after the initial appointment date, if the Business Plan has not been approved by that date. If the Business Plan is not expected to be approved by week 8, please give an update on how the claimant is progressing.

Is the Business Plan
likely to be completed
if more time is given?

No

Yes

If yes how long?

Up to 4 weeks

Over 4 weeks

Proposed extension end date

Mentoring Provider Contact Name

Mentoring Provider Contact Number

Part 5: NEA engagement ends

**Claimant's engagement in
NEA ended on**

Mentoring Provider Contact Name

Mentoring Provider Contact Number

Reason(s)

**Claimant considers that
Business start-up is no
longer a realistic goal**

**Mentoring Provider
considers that Business
start-up is no longer a
realistic goal**

Part 6: Business Plan approval

**I can confirm that a Business
Plan was approved for the
above claimant on**

Mentoring Provider Contact Name

Mentoring Provider Contact Number

Notes about completing this form

The Mentoring Provider will complete the form and send the form to Jobcentre Plus at certain times during the mentoring relationship.

Parts 1 and 2 must be completed in all cases.

Part 3

The Mentoring Provider will confirm if the claimant attended their initial appointment attended or not and whether the claimant has been accepted onto NEA.

Part 4

If the Mentoring Provider is not expecting the Business Plan to be approved by week 8, they must inform Jobcentre Plus whether the Business Plan is expected to be ready for approval if more time is given and, in their opinion, how much longer is required.

Part 5

If the claimant's engagement with NEA ends, without a Business Plan being produced, the Mentoring Provider should record the date engagement in NEA ended and return the form to Jobcentre Plus immediately.

Part 6

When the Business Plan is approved, the Mentoring Provider should input the date of approval, complete their details and return this form to Jobcentre Plus.

Parts 5 and 6 may be completed at any time after the first meeting with the Mentoring Provider. If the mentoring relationship comes to an end before the end of the initial 8 week period, because the Business Plan is approved or either party withdraws from the process, it may not be necessary to complete Part 6.