

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Chapter 14 - Exiting Provision

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Leaver Reports

14.01 Upon leaving your programme all Participants must have a personal Leaver Report developed and agreed, whenever possible, which reflects the participant's provision history, reason for leaving and recommended next steps.

14.02 The type of information required must include as a minimum:

- reasons for leaving SES, e.g. moved into employment;
- distance travelled e.g. new learning and development accomplished, including basic skills learning and development where appropriate;
- any recommended next steps to be taken by the participant to move closer to employment; and
- if employment has been secured, a note of any on-going Access to Work support with a full description of how participant will liaise with Access to Work.

14.03 In addition, you should complete the leaver information chapter on the Customer Tracker document [see Annex 1](#) i.e. Part 6 Leaver Information.

14.04 As well as giving a copy of the Leaver Report to your participant, you may, if your participant wishes (and with your participant's permission), send the Leaver Report to the local DEA or SRO, if the participant was introduced by an SRO, by secure post in order for them to assist the participant with next steps.

Note: This is if your participant wishes, it is not a programme requirement.

Post provision support

14.05 Where employment is achieved and the customer exits provision support can be provided to individuals to ensure that employment is sustained. NOTE: support should not constitute supported employment and a supported outcome gained via Work Choice will not meet the Job Outcome definitions

14.06 Support will vary to meet individual needs but may include frequent telephone conversations with the individual and face to face meetings. This list is not exhaustive.

14.07 SES contracts do not include in-work support but providers may wish to keep in contact with their customers to help them achieve sustained employment. Any support would be at the discretion of the provider in agreement with the customer and is not part of the delivery model. Any remunerative support such as wage incentives would be considered as supported employment.