

# Withdrawn

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## SES Live Running Memo

**To: SES Providers**

**From: Jo Salloumis**

**Copy:**

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PRaP team

**Date: 10 March 2016**

**Memo Serial No: SES LR05**

**Subject: Requirement to put Job Start details in PRaP as soon as they are known.**

**Action: For Action**

**Timing: Immediate**

### **Information**

In order to give Performance Managers an indication of your future outcome performance they need to be able to track what job starts you have already achieved but not yet claimed.

### **Action**

With immediate effect we request that you input any job start dates and the employer details into PRaP as soon as the participant starts their first job.

You should also subsequently add further job start dates and details if they drop out of work and then start back i.e. all job starts should be input including subsequent job starts.

To ensure we have a full and accurate picture of performance thus far, where you have not already done so, you will need to retrospectively put all job starts into PRaP since the commencement of your contract.

The SES provider guidance will be amended at chapter 11.33 to reflect this.

## **Further Information / Contact Details**

If you have any queries about this Live Running Memo please consult your Performance Manager or contact the SES Policy Team via the DWP SES Policy inbox: [SES.POLICY@DWP.GSI.GOV.UK](mailto:SES.POLICY@DWP.GSI.GOV.UK)