

# Withdrawn

This publication is withdrawn.  
The publication is no longer current.

## Chapter 13: Exiting Provision

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This Section pertains to all referrals to SES provision during the contracts' extension period nationally from September 2017. For guidance pertaining to all referrals to SES made prior to this extension period please see the previous version of SES Provider Guidance which has been retained on GOV.UK for reference:

<https://www.gov.uk/government/publications/specialist-employability-support-provider-guidance>

### Leaver Reports

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

13.02 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 customer 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 customer will liaise with Access to Work.

13.03 In addition to the above, you should complete the Customer Exit Note see Annex 1 and input an end date on PRaP. Send the Customer Exit Note back to the original referring DEA/Work Coach by email.

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

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

**Post provision support**

13.05 Where employment is achieved and the customer exits provision, support can be provided to individuals to ensure that employment is sustained.

NOTE: Job outcomes cannot be paid where this support constitutes subsidised employment i.e. where wage incentives are paid.

13.06 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.