

# Withdrawn

**This publication is withdrawn.**

This publication is no longer current.

## **Hints and Tips (PRE01 static version)**

**Work Programme Policy Team**

Version 1 February 2016

### Part 1: Participant details

Please enter the participant's full name, National Insurance number, telephone number and address in the fields provided.

**Please Note:** The address field must detail the address to where any posted mandation notifications have been sent.

You must also clearly detail which employment programme you are delivering, for which the participant is required to take part in.

### Part 2: Employment offer refused or failed to apply for

You must ensure you give details of the employment opportunity for which the participant is required to apply for as detailed on the MEN template you issued to the participant.

- **Job title:** the position for which the participant was mandated to apply for.
- **Employer name:** the name of the employer or organisation to which the vacancy relates.
- **Job reference:** where available, detail any vacancy reference codes/mnemonics.

**Please Note:** If the employment opportunity is a Universal Jobmatch (UJ) vacancy please ensure you record the UJ Job ID number.

- **Employer address:** the address for the employer or organisation.

**Please Note:** In the absence of an employer address (and where available in its absence) you should detail the address which any interview or application was to be made. This may include website or email addresses where applicable to the vacancy.

- **Employer contact:** where available, a named contact in relation to the vacancy.
- **Phone contact:** where available, the telephone contact number for the vacancy.
- **Daily pattern of hours per week:** where available, the notified pattern of employment, for example:

Mon	8-5	Tue	8-5	Wed	8-5	Thurs	N/A
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Fri	8-5	Sat	8-5	Sun	N/A
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- **Basic wage:** where available, the notified basic wage.
- **Bonus and overtime:** where available, you must also detail any information in relation to bonuses or overtime.
- **Was the job temporary:** please detail where it is apparent if the vacancy was temporary. Enter the dates for which the contract will run for.
- **What was the vacancy closing date:** where available, please enter the vacancy closing date.
- **What action was the participant required to carry out:** please select one of the two options. This must be what the participant was required to do as detailed on the MEN. Where you have mandated the participant to apply for a vacancy you must detail in the box provided how the participant was required to apply (for example submit their CV, complete an online application, contact the employer directly, or detail any other method as stated in the vacancy advert). You must also state by what date you required the participant to apply.
- **On what date did you notify the participant of the vacancy:** this must be the date you issued the MEN to the participant

**Please Note:** If the MEN was issued by post this must be the date you posted the notification.

- **MEN issued by:** Please select the method you issued the MEN to the participant (by hand or post).

### Part 3: What did the participant fail to do?

- **Did the participant (please select one of the below):** please select one of the six options.
- **On what date did the above failure or refusal occur:** please detail the date the participant failed to undertake what they were required, for example the date of the interview they failed to undertake, or the closing date of a vacancy for which they were required to apply.
- **Was industrial action taking place:** please select and detail dates where applicable.

#### **Part 4: Further Information.**

- **Was a PRE02 issued to the participant:**

**Please note:** Select '**No**' in all circumstances. The PRE02 is not relevant for this employment programme.

- **Please provide any further relevant information that may assist the decision maker in making the decision:** in this section, you are asked to provide any additional information that may assist the LMDM in making their decision. In addition (where appropriate) you must include:
  - any information volunteered by the participant as to why they failed to undertake, apply or take up employment
  - where a participant states the 'type' of work they were mandated to undertake does not match their desired employment sector and/or occupation type you should provide details as to why you deemed the job suitable and document any recorded information in relation to the 'type' of work the participant is seeking that supports this
  - where a mandated vacancy is via UJ, you must note that the vacancy is a UJ Vacancy and if you have issued a cookies factsheet.

#### **Part 5: Provider Details and Declaration**

Please enter the contact details of the person/provider completing the form and by so doing, you are confirming that the form has been completed fully and accurately.