

Withdrawn

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Department for Work and Pensions

Work Programme Live Running Memo

To: Work Programme Providers

From: Work Programmes Division

Memo Serial Number: 116

Date: 24 May 2013

Subject: Exit Reports – Templates to be used for the Work Programme

Action: For Information and action

Timing: Immediate

Background

The purpose of this memo is to update you further following the publication of Memo 115 (Exit Reports - Further detailed process for when a participant is due to complete the Work Programme).

Summary and action

The Exit Report you send to Jobcentre Plus will be a key tool used to determine the most appropriate type of support for participants upon their return to Jobcentre Plus.

We have updated our Exit Report template to include the appropriate logos. Copies of the template can be obtained from [CCSD Business Management Team](#).

There are four templates for use dependant on the part of the country your CPA covers. These are as follows:

- Annex A – For use in England except for the London and Cornwall area
- Annex B – For use in Scotland and Wales
- Annex C – For London only
- Annex D – For Cornwall only

Please Note: The Work Programme is European Social Fund (ESF) funded and you must display the ESF logo on all your participant facing materials including your own Exit Reports (DWP Provider Guidance Chapter 11 - ESF Requirements (England Only)). You must also display the Jobcentre Plus logo

(communication centre) alongside the ESF logo. It is important that you access the most up to date information on logos whenever you make a change to your notifications.

Further Information Contact Details

All enquiries on the subject of this memo should be raised with your Performance Manager in the first instance; they will endeavour to provide you with an answer as soon as possible.

Regards

Work Programme Provision Enquiries Team