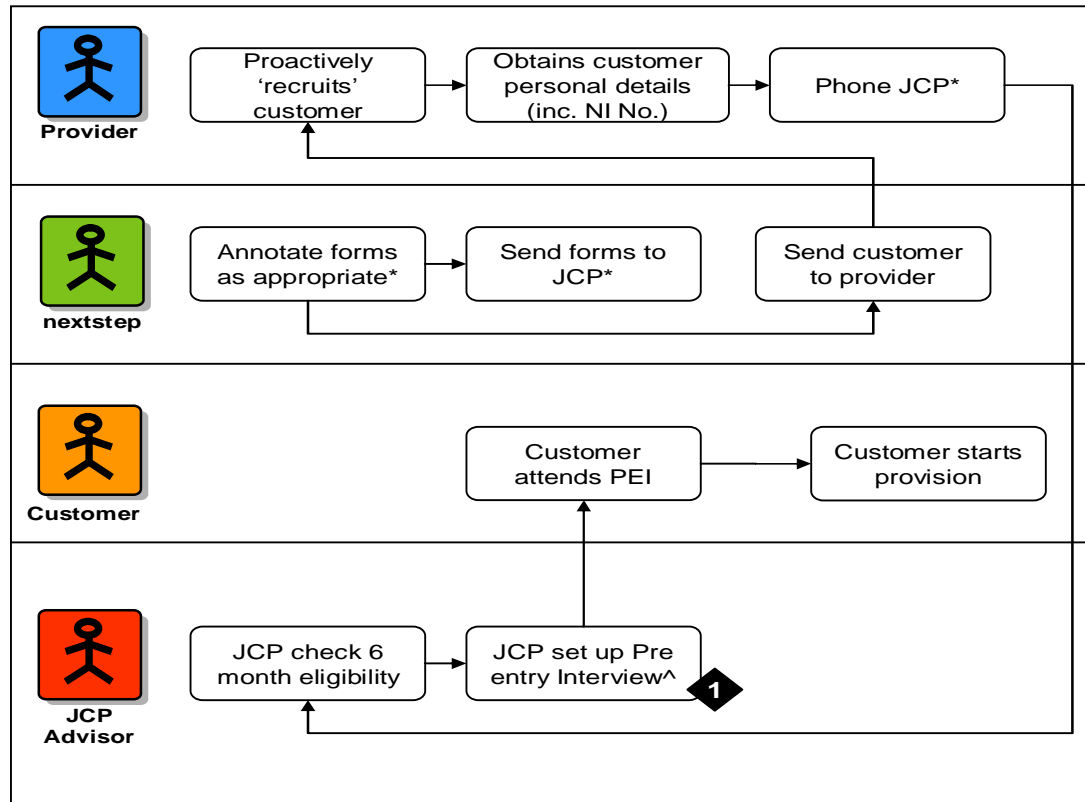


Annex A - Agreed Referral process with Jobcentre Plus

Proposed Process – Overview (Full Time Provision)



Leading learning and skills



KEY

Meetings /Visits

1 Pre-entry Interview. Will be in line with next 'signing' date where possible. A proposed start date for provision must also be provided (a date later than the PEI date), therefore appropriate processes (e.g. forward/backward signing) can be undertaken.

* The phone call may be undertaken in front of customer or at a later date, subject to obtaining informed consent of the customer. Conversation between provider and JCP would need to verify eligibility and provider would need to return available start dates

^ Pre-Entry Interview scheduled in line with next signing day. The proposed start date for provision must be after this date.

* Where customer has been referred to nextstep from JCP. This could be REF2 or SL2 depending on local JCP practice.

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