

Exit Feedback Template

A1.1 You must ensure the below information is included as a minimum:

- Claimant Curriculum Vitae attached:	Yes / No
- References attached:	Yes / No
- Supervised Jobsearch overview:	
<i>This should be an overview of the positive aspects of the claimant's attendance whilst on Supervised Jobsearch specifying: the duration; behaviours; performance; enthusiasm; and any issues encountered for the claimant, and how they were overcome.</i>	
- Supervised Jobsearch activities:	
<i>This section should cover the activities undertaken and the reasons why these activities were chosen for the claimant.</i>	
- Claimant Performance and Skills Development:	
<i>This should be similar to the information detailed in the provider reference regarding performance and the skills the claimant has developed / expanded (where appropriate) whilst undertaking Supervised Jobsearch.</i>	
- Further feedback and suggested next steps:	
<i>Additional to the claimant portfolio information, and should include any further information relevant to the claimant, including any other issues and/ or poor performance encountered, how it was addressed, and suggested next steps (minimum of at least one) for the claimant, including e.g. suggested further interventions required and sector/ occupation best suited for.</i>	

A1.2 **Please Note:** You must send a hard copy of the exit feedback to JCP with the original retained with the individual claimant record by the provider.

A1.3 The Exit Feedback Template must reach JCP within 5 working days of the claimant completing Supervised Jobsearch and will be used by JCP to take forward and build on any progress made.