

YOUTH EMPLOYMENT GATEWAY

DRAFT REFERRAL PROCESS

Work Coach identifies eligible claimants between week 5 and week 8 of their claim but before week 26 of their claim

Claimant agrees to participate in YEG & signs a DWP consent form and includes details in the Claimant Commitment

Work Coach telephones relevant LA to make referral providing the claimant's details including name, address NINO and contact number together with contact details of the Work Coach

LA confirms induction date, time and venue with Work Coach and followed up by text, email confirmation as appropriate to the claimant.

LA confirm claimants attendance at induction and confirms proposed start date on programme by contacting the Work Coach

LA confirms with the Work Coach that the claimant has started on programme

LA to confirm to Work Coach when the claimant either completes the programme or Fails to Attend the programme