

Notice to Providers

Programme Centre Leaver definition

17 March 2009

This notification is in relation to the completion of the Annex 10(Rev) /Management Information pack for Programme Centre provision.

Currently providers complete the Annex 10 or Management Information pack on a monthly basis and send to Commercial Employment Provision Contract Managers. Unfortunately we have become increasingly aware of some inconsistencies in the application of the leavers definition for Programme Centre provision.

For the recording of the management information for CEP a programme leaver is defined as:

For early leavers of programme centre provision - the definition of a leaver is the day after they last attended provision. However, this date is not recorded until the 4 week tracking period has expired and they can no longer return to provision.

For completers of programme centre provision - the definition of a leaver is the day after they last attended and they completed their time on provision.

If you feel that this definition has not been applied by you to your monthly returns for Programme Centre contracts, could I ask you to revise your data in line with this definition and send an updated return via your contract manager to ensure we are recording the correct level of leavers for your contract.

Yours sincerely

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Commercial Procurement Programme Management Team Leader