



Work Able Scotland Exit Report

This form is required to notify DWP of a leaver on Work Able Scotland. A copy of this form must be given to the Customer and their local Jobcentre within 5 calendar days of the actual end date of their training, with the original kept on file by the service provider for audit purposes.

Print and sign completed document.

The personal information provided on this form will be retained securely in compliance with The Data Protection Act 1998, SDS Privacy policy/ statement, and will be securely destroyed after it is no longer required for the administration of Work Able Scotland.

Section 1

Customer details

Title Mr Mrs Ms Miss	Work Coach name.....
Surname.....	Address.....
First name.....
NI number.....	Tel no.....
Date of birth.....	Email.....
Current type of benefit claimed.....	Customer's signature.....
Job centre.....	Date.....

Section 2

To be completed at the end of training

Actual end date.....

- Customer completed Work Able Scotland
- Customer disengaged from Work Able Scotland

Action Plan/goals completed

Detail.....
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Progression/outcome

Detail.....
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Service Provider's name.....	Tel no.....
Service Provider's signature.....	Date.....
Print name.....	