



Job Finding Support

Job Finding Action Plan (JFAP)

The purpose of this Job Finding Action Plan (JFAP) is to detail the participant's progress on Job Finding Support, the activities undertaken, the participant's next steps, and if applicable the reason for the participant leaving early.

The Participant and the Provider will work together to create and agree the actions detailed on this personalised plan based on the Participant's requirements.

This JFAP must be issued to the Participant and a copy retained by the Provider during the provision.

About the customer

Surname name	<input type="text"/>	First	<input type="text"/>
NINO	<input type="text"/>	Tel No.	<input type="text"/>
Email	<input type="text"/>		
Start Date	<input type="text"/>	End Date	<input type="text"/>

Summary

All Participants will receive tailored support to enable them to develop a personalised CV and a Job Finding Action Plan. As appropriate to the needs of the Participant, the service offered will include but not be limited to:

- A mock interview
- A digital group session
- Help to identify their transferable skills
- Sector specific job advice
- Job matching to suitable vacancies
- Advice/links about suitable employers

A record of the conversation to ascertain the Participant's needs, activities and services offered will be detailed in the Action Plan below. This will be shared with Jobcentre Plus on request.

1st Meeting

Summary of discussion and agreed actions:

Provider:	
Date:	

Participant:	
Date:	

Record of Activities

Activity	Required Yes/No	Received Yes/No
Personalised CV (all Participants)	Yes	
A mock interview		
Digital group session		
Help to identify transferable skills		
Sector specific job advice		
Job matching to suitable vacancies		
Advice/ links about suitable employers		

Details of any additional activities:

Agreed next steps for Participant:**Any further information:**

	Provision Completed
Provider:	
Date:	
Participant:	
Date:	

	Job Finding Action Plan shared with Jobcentre Plus
Date requested by Jobcentre Plus	
Date sent to Jobcentre Plus	