

Final Review (Exit Planning) with CE Participant

The questions below are to be used as prompts in a guided conversation

Participant Name

Date of Review

A look-back at all the planning and review sheets for your time on the project will help in carrying out this review. For each CE participant there should be an exit plan in place at least 3 months before they exit.

1. The main skills and abilities you have developed and qualifications achieved during your time on CE are?

2. What were the main benefits for you of participating on CE?

3. Preparation Checklist for Leaving CE

- | | | |
|--|------------------------------|-----------------------------|
| Have you received a copy of your Record of Achievement? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you received a copy of your Job Description? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you an updated CV? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you a draft letter of application for jobs? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you undertaken mock interviews & job-seeking skills training? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you made contact with Employment Services/Intreo? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you a list of Employers contact names and phone numbers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

4. Final Decisions / Action Plans Agreed / General Comments

Participant Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

DATA PROTECTION STATEMENT

The Department of Employment Affairs and Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments/benefits. Personal data may be exchanged with other Government Departments/Agencies where provided for by law. Our data policy is available at www.welfare.ie/dataprotection or in hard copy.

Applicant/Participant Signature: _____ Date: _____

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.