

Work Placement Experience Programme (WPEP)

Social Welfare Services
WPEP7
Data Classification R



Notification Participant Early Finish

What is the purpose of this form?

Where a Work Placement Experience Programme (WPEP) Participant finishes the programme before their six month finish date, this form should be completed by the WPEP Host Organisation. To fill in this form use a black ballpoint pen, capital letters and place an X in the relevant boxes. Once completed, this form should be scanned and emailed to **wpep@welfare.ie** within five working days of the early finish date.

1. Host Organisation name	<input type="text"/>
2. Host telephone number:	<input type="text"/>
3. WPEP vacancy number:	<input type="text"/>
4. Participant's surname:	<input type="text"/>
5. Participant's first names:	<input type="text"/>
6. Finish date of placement:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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7. Reason for early finishing:

Employed by Host	<input type="checkbox"/>	Placement not suitable	<input type="checkbox"/>	Personal	<input type="checkbox"/>
Employed by Other	<input type="checkbox"/>	Participant not suitable	<input type="checkbox"/>	Unable to contact	<input type="checkbox"/>
Self Employed	<input type="checkbox"/>	Gone abroad	<input type="checkbox"/>	Other	<input type="checkbox"/>
Progressed to Education	<input type="checkbox"/>	Maternity or Paternity	<input type="checkbox"/>		

Please provide any additional information in the box below:

Signed on behalf of Host Organisation.

Date:

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Send this completed form to **wpep@welfare.ie**

Data Protection Statement

The Department of Social Protection administers Ireland's social protection system. Customers are required to provide personal data to determine eligibility for relevant payments and benefits. Personal data may be exchanged with other government departments and agencies where provided for by law. Our data protection policy is available at **www.gov.ie/dsp/privacystatement** or in hard copy.