

**“Updated User Guide for Job Seeker Circumstances in EA3000 now available” – 16/08/05**

The User Guide for updating and creating a Job Seeker Circumstances in EA300 has just been updated. This revised version reflects recent changes introduced in the administration of the JSCI such as the Direct Registration process. The new look User Guide describes the processes involved in updating and creating a job seeker’s JSCI, highlighting fundamental issues such as:

- Ensuring that the JSCI is updated because of a genuine change in the job seeker’s circumstances.
- Changes being made in the presence of, and with, the job seeker’s consent.
- Ensuring that all questions are read out and addressed by the job seeker.
- JNMs keep a signed record on file of the discussions with the job seeker which led to the change in recorded details.
- Both job seekers and JNMs keep final agreed copies of the *Record of Change of Circumstances*.

To access the revised User Guide, go to *JSCI and Change of Circumstances* section under the Operational Advice, Job Aids and Forms link on the ECSN website.