

Guidance on Completing the Referral Agency Form

- 1 **Purpose of the document** – This document aims to capture information gathered from a young person by a supporting referral agency e.g. Youth Offending Teams, Social Services etc. prior to referring them to an E2E provider. The information recorded on the form should show how the referral agency has reached the decision that they believe E2E is the most appropriate next step for that young person. The sharing of the information with the E2E provider should help ensure a seamless transition for the young person.

E2E aims to support young people to progress onto sustainable provision at level 2, **particularly Apprenticeships**, or other vocational pathways or employment with training. The LSC measures E2E providers' performance principally in this way. The scope of achievement for the young person entering and progressing through E2E is from entry to level 1 of the National Qualifications Framework. Some young people may enter E2E with learning difficulties and disabilities or may come into E2E below entry level. The role of E2E for these learners, and their progress and achievement through the programme will need to be carefully monitored. In deciding if E2E is the most appropriate next step, support agencies will need to consider whether a young person shows the willingness and readiness to engage in learning in order to progress. Young people with high levels of social issues may need intensive support from other support agencies to overcome these barriers before they are ready to enter learning.

- 2 **Who completes the document** – An appropriate member of staff from the referral agency.
- 3 **When should the document be completed** – The document will be completed by the referrer when carrying out initial assessment with the young person. It might be completed at the end of the process, or during the process, and then finally reviewed with the young person at the end.
- 4 **Information to be recorded:**
 - **Young person's details** – Enter the young person's name, date of birth, contact address, telephone numbers, email address and National Insurance number.
 - **Referral agency details** – Enter the name of the referrer, the name of the referral agency, contact address, telephone numbers (mobile telephone number only if appropriate), email address.
 - **E2E provider details** – Enter the name of the E2E provider to whom the young person is being referred, a named contact, provider address, telephone numbers (mobile telephone number only if appropriate), email address.

- **Where is the young person now** – Provide a short a summary of the young person’s current situation, including details of any qualifications and achievements gained any other agencies working with the young person e.g. *Joe left school nine months ago with 5 GCSEs grades at E and F, and has been unemployed ever since. He is currently under a supervision order for a number of car-related crimes and working with the Youth Offending Team. He lives in a hostel following a dispute with his father but would like to move into a flat with a group of friends.*
- **Where does the young person want to be at the end of their E2E programme and in the longer term** – Identify where the young person wants to be at the end of their E2E programme and in the longer term i.e. *Joe wants to do a Modern Apprenticeship and become a car mechanic or a joiner.*
- **What action does the young person need to undertake within E2E to help them get to where they want to be and what support will they need** – Enter details of what needs to be addressed during the young person’s E2E programme in order to help them progress e.g. *Sarah needs to improve her basic skills, experience a range of work tasters to help her make an appropriate career choice, and improve her levels of confidence and motivation.*
- **Does the young person have any comments on the proposed referral** – Record any comments, which the young person would like to make in relation to their referral.
- **How long have you been providing this young person with information, advice, guidance and support and how has that been provided** – Record over what period of time you have been engaged in working with the young person and how the support has been provided e.g. *I have carried out three interviews with Jon over a six week period.*
- **How has initial assessment been carried out with this young person** – Record all initial assessment activities carried out with the young person.

Initial assessment is a process of gathering information from a young person regarding their career aims and aspirations, their previous experience and achievements, as well as identifying their learning and support needs. There are a wide range of methods which can be used to carry out initial assessment with young people including interviews, reviewing written information, formal assessments, self-assessment questionnaires, observed activities and practical vocational activities. Whilst it is not expected that all of these will be used, it is important to identify what has been done to avoid the provider unnecessarily requesting the same information from the young person.

Unless the young person disagrees, the results of all initial assessment activities should be transferred to the E2E provider, by attaching them to the form. These will be used by the provider to identify what further initial assessment is necessary during E2E. If initial assessment results cannot be attached details should be entered of how the E2E provider can view or discuss them.

- **Summary of young person's details** – Please provide any further information that you believe may be useful to share with the provider, in relation to the young person, which has not been captured elsewhere in the document.
- **Will your agency continue to support this young person whilst they are on E2E and if so how** – If your agency intends to continue supporting this young person during their E2E programme please enter the name and telephone number of that person and describe how this support will be provided.
- **Young person's agreement to the sharing of information** – Ask the young person to sign the form, giving authorisation to share the results of all initial assessment activities undertaken with them. If the young person is not willing to share the outcomes of initial assessment a note should be recorded to this effect.
- **Referrer's signature** – Record the signature of the referrer and the date when they are referred.