**EMPLOYABILITY PROGRAMME & REFFERALS (2022)**

The Employment and Support Team, part of Virtual School for Children Looked After, **can support a young person from 16 to 25 years old with support into employment.** **Support can range from a work experience placement, Apprenticeships, employment (both full and part time).** Our work is on a 1-1 basis and put the young person at the centre of the support offered. We specialise in taking 'work ready' young people and supporting them into employment. On receipt of the completed referral form to the [employmentsupport@lancashire.gov.uk](mailto:employmentsupport@lancashire.gov.uk) mailbox, a manager will review and then assign to an Employment Officer, who will be in touch shortly to arrange to meet the young person with you, for you to introduce us.

**Please note**: If your young person needs a one-off career session or you want some advice on education options, please email the team for a discussion. If they need 'work ready/preparation' training, then please use this link to book them on directly to available courses in your area. <https://www.movingonlancs.co.uk/opportunities-map/> **Consider:** Have they any work experience or done any volunteering? achieved any qualifications? or completed something like Princes Trust?

|  |  |
| --- | --- |
| Name of young person and preferred name (if different): |  |
| LCS SU Number: |  |
| Address of young person (if different to LCS): |  |
| Contact telephone number of young person: |  |
| Name of Person referring:  Role of person referring:  Contact Number: |  |
| CLA status:  (please highlight) | Eligible Relevant  Former Relevant Qualifying |
| What career/area of work are they interested in? |  |
| What are the young person's barriers to work? |  |

**Risk Assessment Pro Forma**

Please ensure you complete all sections which may have an impact on the placement the client is supported into.

Convictions, cautions, reprimands or final warnings – include nature of incident and dates

Incidents which have not resulted in a conviction or a caution and any forthcoming court appearances

Health Information – disability, mental ill health (now or in the past), medication, allergies

Other – please provide any other information we may need to know about the client (for example debt, drug use, been excluded from certain training providers)

**Criteria checklist (to be completed by the referrer)**

**To make this referral the following statements must all be fulfilled.**

* **The referral is with the young person's consent**
* **They have secure accommodation**
* **They have a bank account, NI number and photo ID**
* **They will partake in an unpaid placement (max 2 weeks)**
* **They are not drug and alcohol dependent**
* **They have access to a computer/laptop, with wifi**
* **They have a mobile phone**
* **They have a good understanding of the English language - both written and spoken - to enable them to follow direction in a workplace setting including Health and Safety policies**
* **Their KIT code will be updated to P5 on confirmation of a start date**
* **They will receive the £25 training bursary from CSC as long as they are committed to the Employability Programme**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to [employmentsupport@lancashire.gov.uk](mailto:employmentsupport@lancashire.gov.uk)