

**TRAINING AND EDUCATION
TOWARDS EMPLOYMENT PROGRAMME**

Course:

This referral form is to be completed by the referrer with the applicant.

APPLICANT

First Name: **Surname:** **Title:**

Home Address:

..... **Postcode:**

Telephone No: **Mobile No.:**

Email: **Date of Birth:**

GP Details – We will not contact your GP without first discussing this with you.

Name of GP:

Address of GP:

..... **Postcode:**

REFERRER

First Name: **Surname:** **Title:**

Position/Job Title:

Address:

..... **Postcode:**

Telephone No: **Mobile No.:**

Email: **Date of Birth:**

Name and telephone no. of person other than referrer who can be contacted in crisis:

.....
.....

The requirements below need to be met by the applicant for successful registration. Please call to discuss these requirements further if required.

The applicant:

- Has an identifiable learning need which the training is offering to fulfil.
- Has the potential to participate in the training and the potential to relate to others.
- Indicates their readiness for the training and willingness to make a commitment to it.
- Shows the potential to progress to further mainstream education, employment and/or develop interests.

I confirm that the applicant meets the entry requirements.

Referrer’s Signature:

Date:

.....

Did the applicant complete education to 16?

YES

NO

Please detail any post 16 education:

.....

Please detail any work history:

.....

Please list any specific skills/strengths/abilities:

.....

Below are some features of the training. Please tick those that you feel may be beneficial to the applicant:

- | | | | |
|--|--------------------------|---|--------------------------|
| Learning in a small group. | <input type="checkbox"/> | Opportunity to develop social and communicative skills. | <input type="checkbox"/> |
| Pursuing work experience. | <input type="checkbox"/> | Opportunity to increase awareness and tolerance of others. | <input type="checkbox"/> |
| Taking part in social activities. | <input type="checkbox"/> | Taking part in group activities. | <input type="checkbox"/> |
| Gaining qualifications. | <input type="checkbox"/> | Having a sense of commitment and personal responsibility. | <input type="checkbox"/> |
| Increasing confidence and independence. | <input type="checkbox"/> | Developing new skills. | <input type="checkbox"/> |
| Establishing a meaningful structure to their week. | <input type="checkbox"/> | Opportunity to progress toward mainstream education/employment. | <input type="checkbox"/> |

Are there any skills the applicant hopes to gain at C4BH to help with future goals?

.....
.....

Has the applicant been assessed as being currently at risk to themselves or others: If yes, please give details:

.....
.....

Please detail any previous risk issues:

.....
.....

Details of any indications that we need to be aware of that suggest the applicant is becoming unwell and therefore not able to cope with training.

.....
.....

Please detail any medical conditions which might affect his/her ability to attend the training regularly or affect how we teach him/her and participate safely in all aspects of the training.

.....
.....

Please give details of any side effects of medication that may affect his or her wellbeing, e.g. danger from exposure to the sun, foods to be avoided, drowsiness, etc.:

.....
.....

Please attach further details (report/assessment etc.) which could help us meet this applicants needs.

Referrer's Signature:

Date:

.....

Declaration by prospective student

I would like to be considered for a place on the C4BH course and agree that this information can be passed on to appropriate staff. I understand that c4bh may contact my Mental Health Team in certain circumstances.

Signature Date

Please return to Administrator, C4BH, PRA Services, Bayford Mews, Bayford Street, London, E8 3SF. Tel: 020 8985 3570 Email: admin@praservices.org.uk

Notes For Referrers

Completing The Form / Frequently Asked Questions

How does the referral process work?

The referral form needs to be completed by the referrer and the student, and sent back to the Centre for Better Health (C4BH) at the address below. Once the completed form has been received, either further enquiries will be made as a follow up to the referral or the prospective student will be contacted straight away and invited for an informal interview.

What does the informal interview involve?

The prospective student comes to the C4BH and meets the course organiser and staff. This will be a chance for the prospective student to have a look around and discuss the course and see if it is the right course for them. Within a week of the informal interview the student will be contacted and told whether or not they have been accepted on the course.

Who can refer people to the course?

Social Workers, CPN's, Psychologists, Psychiatrists, Occupational Therapists and other mental health professionals working with the prospective student in statutory and voluntary mental health services.

Does completing a referral form mean that a client will get a place on the course.

No. Sometimes the student isn't right for the course or the course isn't right for the student at this time.

How long is the C4BH Course?

It will depend on the course from a minimum of 13 weeks to a maximum of 1 year.

Can people repeat C4BH Courses?

Yes.

What is the course fee?

Details of course fees are available on application.

Notes For Students

Considering The Course/Frequently Asked Questions

How does the referral process work?

Prospective students, or people involved in supporting them, can call administration and request a referral form. The referral form needs to be completed by the referrer and the student, and sent back to C4BH at the address below. Once the form has been received at the college, either further enquiries will be made as a follow up to the referral or the prospective student will be contacted straight away and invited for an informal interview.

What does the informal interview involve?

The prospective student comes to the C4BH and meets the course organiser and staff. This will be a chance for the prospective student to have a look around and discuss the course and see if it is the right course for them. Within a week of the informal interview the student will be contacted and told whether or not they have been accepted on the course.

If I am referred to the C4BH Course am I guaranteed a place?

No. Sometimes the student isn't right for the course or the course isn't right for the student at this time.

How long is the course?

It will depend on the course from a minimum of 13 weeks to a maximum of 1 year.

Can people repeat the C4BH Course?

Yes.

How much does the C4BH Course cost?

Details of course fees are available on application.

What happens if the Course is full?

The referral form will be held until there are places on the course.

Tel: 020 8985 3570
Email: admin@praservices.org.uk
C4BH, PRA Services
Bayford Mews, Bayford Street
London E8 3SF