|  |  |  |
| --- | --- | --- |
| **Project** | **Question to ask** | **Tick ✓** |
| **All Clients** | * Is the client currently unemployed
* Is the client aware that this is a training programme to help move them into employment and education within the next 3 – 6 months? And do you think that this is achievable for the client?
 |  |
| **If yes to all** | **Ascertain which programme is appropriate:** |  |
| **BOSS** | Is the client 16- 19 years of age and live in City of Edinburgh? * Is the client in care / about to leave care / recently left?
* Or is the client living at home but is looked after / supervised by the local authorities?
* Or is there a perceived or emerging issue with the young person and substance misuse?

Ask Sex Offence question |  |
| **Passport - Young Male Offenders** | Is the client under 21 years of age and usually live in the City of Edinburgh? (if over = Passport – Adult Prison Leavers)* Is the client in Polmont Young Offenders Institute
* or did they leave Polmont within the last 3 months?

Ask Sex Offence question |  |
| **Passport - Adult Male Prison Leaver** | Is the client aged 21 or over and usually live in the city of Edinburgh? * Is the client male and currently about to leave prison or left prison within the last 3 months?

Ask Sex Offence question |  |
| **Transition –** **Recovering Substance User** | Is the client aged 18 years and over? * Is the client currently in recovery from a drug / alcohol problem?
* MELDAP only: **or** is the client a carer of someone who has this issue?

Ask Sex Offence question * Does the client reside in City of Edinburgh? If yes, take referral and book info session
* Does the client (or carer) reside in Mid or East Lothian? If yes, take referral and pass to MELDAP caseworker to book a 1-1 session.
 |  |
| **Sex Offence**  | **Question: Is the client on the Sex Offender register?**  |  |
| **If yes:** | Cannot engage with the client (unless criteria for Key to Success) |  |
| **If no:** | Take referral details overleaf |  |

|  |  |  |
| --- | --- | --- |
| **Project**  | **Questions to Ask**  | **No/Yes** |
| **Key to Success -** **Offending background**Male and Female;Edinburgh & Lothian | Do you (or your client) have any previous or current offence; or serving or completed a Community Payback Order. **🡪 if no, not eligible** |  |
| * Are you/your client in receipt of benefits (JSA or ESA)? **🡪** **If no, not eligible**
 |  |
| * Are you/your client on the Work Programme? **🡪** **If yes, not eligible**
 |  |
| * Are you/your client aware that this is a DWP funded programme and you/ they happy for us to contact you/their Personal Advisor? **🡪 If no, cannot proceed**

[They might want to speak with their Personal Advisor and refer in through them or phone us back at another time if they change their mind.] |  |
| **If eligible:** | * Do you know: does the client have a history of substance misuse? And do you know if they are still misusing substances (other than prescribed substances)?
 |  |
| * Do you know if the client’s offence related to a sex offence?
 |  |
| **If ‘no’ to both questions 🡪** | Take referral details (JCP/FSF form) & book ‘Key to Success’ info session. **Explain that we need to contact their Personal Advisor to confirm eligibility.** | **Complete****JCP/FSF** |
| **If ‘yes’ to either question 🡪** | Take referral and ask for date when they next sign on (if they sign on).**Explain that we will contact them and try to arrange an appointment to coincide with their next sign on date or at another time convenient for them.**  | **Sign on date:**  |

**Key to Success complete below but transfer to separate FSF referral form prior to Info Session:** [**M:\Passport\Key to Success\JCP forms\FSF.doc**](file:///C%3A%5CUsers%5C9024473%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CPassport%5CKey%20to%20Success%5CJCP%20forms%5CFSF.doc) **and keep for assessment with Data Consent Form:** [**M:\Passport\Key to Success\JCP forms\consent form.doc**](file:///C%3A%5CUsers%5C9024473%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CPassport%5CKey%20to%20Success%5CJCP%20forms%5Cconsent%20form.doc)

**Edinburgh Postcodes: EH1 – EH17 / EH28 – EH30**

**MELDAP Postcodes: EH18-26; EH31-37 (part of EH38); EH39-42**

**Referral Date: Taken by:**

|  |
| --- |
| **Client Details (and FSF form for Key to Success)** |
| **Client Name:** | **Gender:**  |
| **Client Address:** **Postcode: Client Phone No: Email:** |
| **DOB** | **N.I. Number:** |
| **Previous Involvement with this Project? Yes / No** **If YES, approx. date of last contact?:**  | **No of years /months unemployed :** |
| **Referral agency / self:** | **Agency contact name & number (Key to Success: JCP Advisor, number and Office to check eligibility)** |
| **How did you find out about Access to Industry**? E.g.: Website, ,Advert, Leaflet, Agency, GP, outreach visit etc.If a leaflet – where did they get it from? |

|  |
| --- |
| **Transition or ‘Key to Success’ Information Session**  |
| **1st Appointment** **2nd Appointment**  | Date: Date:  | Time: Time:  |
| **Text or Phone Reminder sent 1st Appt****Text or Phone Reminder sent 2nd Appt** | Date: Date | Initials:Initials:  |
| **Did they show ( please circle) 1st Appt****Did they show ( please circle) 2nd Appt** | Y / N Y / N  | Initials:Initials:  |
| **Key to Success Eligibility Check** |  |  |
| **Eligibility Confirmed** **FSF received from JCP**  | **Date JCP contacted:****Date:** | **Eligibility Outcome below (if not eligible, info session to be cancelled):**  |

|  |  |  |
| --- | --- | --- |
| **Assessment Appointment**  |  |  |
| **Appointment Details** | Date:  | Time: Worker:  |
| **Confirmation Letter or Text sent:**  | Date:  | Initials: |
| **Text or Phone Reminder sent** | Date:  | Initials:  |
| **Did they show ( please circle) :** | Y / N  | Initials: |

|  |  |  |
| --- | --- | --- |
| **Data entered in Caselink**  | Date:  | Initials: |
| **NOTES:**  |