



Prince's Trust

Referral Form

POST 16

Please ensure you complete section one for every young person you are referring to The Prince's Trust. Section two is not mandatory but should be used if the young person has any support needs that you feel it is important we are aware of to help ensure we support them appropriately. If the young person is an (ex) offender, please read the [Working with Offenders Policy](#) and ensure that you complete section three.

1 SECTION 1: COMPLETE FOR ALL YOUNG PEOPLE

YOUNG PERSON DETAILS

Name:		Date of birth:
Address:		
Postcode:	Phone number:	
Email:	Prince's Trust programme being referred to:	

ELIGIBILITY

Eligible age group (tick as appropriate): Recommended Education Age <i>Please complete Qualification level question only</i> Left Compulsory Education <i>Please complete Employment and Education status questions only</i>
Employment status (tick as appropriate): Not working at all Working less than 16 hours per week Working 16 hours or more per week If unemployed, how long for:
Education status (tick as appropriate): Not in education In education or training less than 14 hours per week In education or training 14 hours or more per week In custody
Qualification level: Achieved five A*-C GCSEs/ Standard Grades at Credit Level or National Qualification five or equivalent Yes No

REFERRAL AGENCY DETAILS

Referral agency:	Type of agency:
Name(s) of worker(s):	Role(s) of worker(s):
Address:	
Contact number:	Email:
Does the young person have any other workers allocated to them from different agencies? If yes please give details:	



REFERRAL AGENCY DETAILS (continued)

Reason for referral

Why do you wish to refer the young person to The Prince's Trust?

Other information

Is the young person an (ex) offender? Yes No *If yes, complete section 4*

Does the young person have any other support needs? Yes No *If yes, complete section 3*

Referrer signature: Please sign or type your name here to confirm that you understand that the information that you are providing in both the Mandatory Information and Optional Information sections of this form is being collected under the Data Protection Act 1998. It will form part of the young person's file and if the young person requests to see information that The Prince's Trust holds on them, under the Data Protection Act 1998, we would release this information.

Name:

Date:

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SECTION 2: BACKGROUND DETAILS ABOUT THE YOUNG PERSON

Please complete if the young person has any support needs we need to be aware of. Please provide as much detail as possible as it helps us assess whether the programme is appropriate for their needs and allows us to adjust our support as relevant for each young person.

Support needs

Not applicable

Does the young person have any other support needs (e.g. child care, caring responsibilities, social care involvement, ESOL, SEN etc.)?

Substance misuse

Not applicable

Please give details of any current or past substance misuse, triggers for relapse, issues surrounding addiction etc.:

Behaviour

Not applicable

Please give details of any known violent or challenging behaviour and strategies you have found useful in recognising triggers or dealing with such behaviour:

Other factors

Not applicable

Please give details of any other factors we need to be aware of (e.g. child care, caring responsibilities, social services involvement, ESOL, SEN etc.):

If the young person is an offender, please read [Working with Offenders Policy](#) and provide the following details:

Offending background

Details of any unspent convictions:

Date the convictions will become spent:

Were any of the unspent convictions for :

Serious violence Arson Sexual offences Offences against children

Date of last conviction:

Length of sentence:

Number of prison sentences:

Is there a risk of the young person re-offending? Yes No

If yes, please rate level of risk: Low Medium High

Has the young person been in trouble with the police?

(i.e. never been convicted but has been getting in trouble and starting to enter the criminal justice sector)

Custody details

Young Offender Institution or prison name:

Prisoner number:

Earliest date of release:

Contact address on release:

Is the young person subject to any electronic monitoring requirements? Yes No

Is the young person subject to a curfew? Yes No