



Activity Agreement



Activity Agreement Referral Form

PLEASE COMPLETE ALL BOXES IN BLACK INK AND IN CAPITALS

Referrer	<input type="text"/>	Referrer Telephone	<input type="text"/>
-----------------	----------------------	---------------------------	----------------------

Organisation	<input type="text"/>	Date of Referral	<input type="text"/>
---------------------	----------------------	-------------------------	----------------------

Young Person Name	<input type="text"/>	Young Person Telephone	<input type="text"/>
--------------------------	----------------------	-------------------------------	----------------------

Address	<input type="text"/>	Mobile	<input type="text"/>
----------------	----------------------	---------------	----------------------

Postcode	<input type="text"/>	E-mail	<input type="text"/>
-----------------	----------------------	---------------	----------------------

Last School Attended	<input type="text"/>	NI number	<input type="text"/>
-----------------------------	----------------------	------------------	----------------------

School Leaving Date	<input type="text"/>	Date of Birth	<input type="text"/>
----------------------------	----------------------	----------------------	----------------------

Reasons for Referral (See Note 1)

Other Agency Involvement
Please give details

Does the young person wish the referrer to be present at initial contact with SDS Yes No

How should the young person be contacted
e.g. via referrer, direct

Data Protection Act
Information provided by you may be held on computer files. Any information held in this way will be used for the purposes of assisting Skills Development Scotland to place young people in suitable vacancies or training, and monitoring the progress of young people whilst they are registered with Skills Development Scotland. By signing this referral form, you are agreeing to your information being held.

Referrer Signature:

Date:

Young Person Signature:

Date:

Guidelines for making a referral to Skills Development Scotland for an Activity Agreement assessment

Skills Development Scotland (SDS) aims to provide support to young people aged primarily 15 – 18 (at point of transition) to improve their employability and to address barriers to progression into education, training and employment opportunities. SDS has been tasked with carrying out assessments to ascertain whether or not individual young people are eligible to progress onto an Activity Agreement.

Eligibility Criteria:

The young person may fall into one or more of the following target groups:

1. looked after and accommodated children (LAAC)/Care leavers
2. the young homeless
3. young offenders
4. young people with physical disabilities (includes sensory impairment visual and hearing)
5. young people with learning disabilities and / or difficulties:
 - 5.1 emotional and behavioural difficulties
 - 5.2 learning disabilities (A lifelong condition that starts before adulthood affecting a person's intellectual development and sometimes their physical development)
 - 5.3 autistic spectrum disorders (e.g. autism, aspergers)
 - 5.4 other learning difficulties (e.g. dyslexia, dyspraxia)
6. young people with mental health problems
7. young people with drug / alcohol problems

and / or meet one or more of the following criteria:

- willing to engage with a trusted professional to identify barriers to progression and access support to address barriers to progression into education, training and employment
- willing to engage in individual or group activities developed and delivered by partner agencies to improve employability
- have limited involvement with other agencies offering support to address barriers

If the young person falls into any of these categories then they may be eligible for help and support under the Activity Agreement programme.

Please complete the Activity Agreement Referral Form (AA001) with the young person and submit it to the local SDS Careers Centre. A second copy must also be forwarded to the 16+ Learning Choices Central Team by email to 16+learningchoices@argyll-bute.gov.uk or by post to the following address:

Opportunities for All, Argyll House, Alexandra Parade, Dunoon PA23 8AJ

Skills Development Scotland will contact the referral agency / young person (within 5 working days of receiving the referral form) to organise for an Activity Agreement assessment to be carried out.