

**Lets Work Together**

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| 1. ***Eligibility*** | | | |
| *The course is funded by the European Social Fund and will therefore be free for the learner. There is certain eligibility criteria and evidence the learner will need to evidence to be able to enrol onto the course.*  Does the individual being referred have the following:  (Please tick Checkmark Symbol ✓ - How to Insert in Excel, word &amp; mac and state which type of evidence will be provided) | | | |
| National insurance card | **National Insurance Number**  *(No formal document needed, just the correct number)* | |  |
| Bank StatementJob Centre Go 1 | **Learners must be either unemployed or economically inactive (***please specify***), and provide evidence of benefits if claiming.**  *(Bank statement, DWP letter—must be dated within the last three months)* | |  |
| Tenancy AgreementGas Bill | **Evidence of residency/address**  *(Driving licence* ***not*** *acceptable, instead: utility bill, bank statement, tenancy agreement, council tax bill—must be dated within the last three months)* | |  |
| Passport Man | **Evidence of right to work in the UK.**  *(Passport, birth certificate, visa)* | |  |
| Learners must live within the following Boroughs to be eligible for funding:  *Nonetheless, the training provided is aimed to be face to face and will require completing work experience placements within* ***Brighton and Hove****, so learners will need to be able to travel to and from Montefiore Road, Hove.* | | | |
| Grace Eyre Foundation, Hove, East Sussex - We&#39;re a unique charity  supporting people with learning disabilities and mental health needs across  Sussex to gain... - Venues4Hire.org**https://cdn.shopify.com/s/files/1/0606/1553/products/Address-Street_large.png?v=1431180639** | * Arun * Adur * **Brighton & Hove** * Chichester * Crawley * Epsom and Ewell * Horsham * Mid Sussex * Mole Valley * Reigate and * Banstead * Tandridge * Worthing | | |
| *The funding from the ESF has been provided to specifically work with individuals who consider themselves as having a long-term disability, learning disability and / or autism, or learning difficulty.*  Please give details of the support the individual will require during learning, and any reasonable adjustments we can make: | | | |
| Easy Read LogoSocial Welfare History Project Disability | |  | |

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| 1. ***Suitability of Training*** | | | |
| *The Let’s Work Together Project sets out to work with individuals for 11-month period, as part of this learners must commit to:*   * *Participating in at least 20 hours of work experience* * *Engaging in at least 48 hours of employment training*   Please detail any educational and / or personal barriers to completing the training programme, and what we can do to help overcome barriers | | | |
| Phases All | |  | |
| *The funding from the ESF has been provided to specifically help individuals make meaningful steps towards employment, and therefore progression into paid employment, or further education is important.*  What progression does the individual want to achieve from doing the course? Please tick Checkmark Symbol ✓ - How to Insert in Excel, word &amp; mac | | | |
| RefundPaid Employment | ClassroomFurther Education | | Other (please specify): |

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| Please detail any specific areas of employment training that the individual would benefit from, for example, customer service skills, building a CV, job search skills, completing an application, attending an interview, etc… | |
| CV 1 |  |
| Any additional comments: | |
| Speak |  |

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| 1. ***Personal details of individual you are referring / or your personal details if self-referring*** | | | | | |
| BSL Name | | Full Name | |  | |
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| **https://cdn.shopify.com/s/files/1/0606/1553/products/Phone-Number-Mobile_large.png?v=1581339743** | | Phone number | |  | |
| **https://cdn.shopify.com/s/files/1/0606/1553/products/Email-Address_large.png?v=1431180123** | | Email address | |  | |
| Birth Date | | Date of Birth  *(Must be 18 + to enrol)* | |  | |
| What is the best way to contact the referral? Please tick Checkmark Symbol ✓ - How to Insert in Excel, word &amp; mac | | | | | |
| [Telephone](https://www.photosymbols.com/collections/things/products/telephone)  Landline | [Mobile Phone](https://www.photosymbols.com/collections/technology/products/mobile-phone)Mobile | | [Email Address](https://www.photosymbols.com/collections/technology/products/email-address)Email | | [Address Post Code](https://www.photosymbols.com/collections/information/products/address-post-code)Letter |