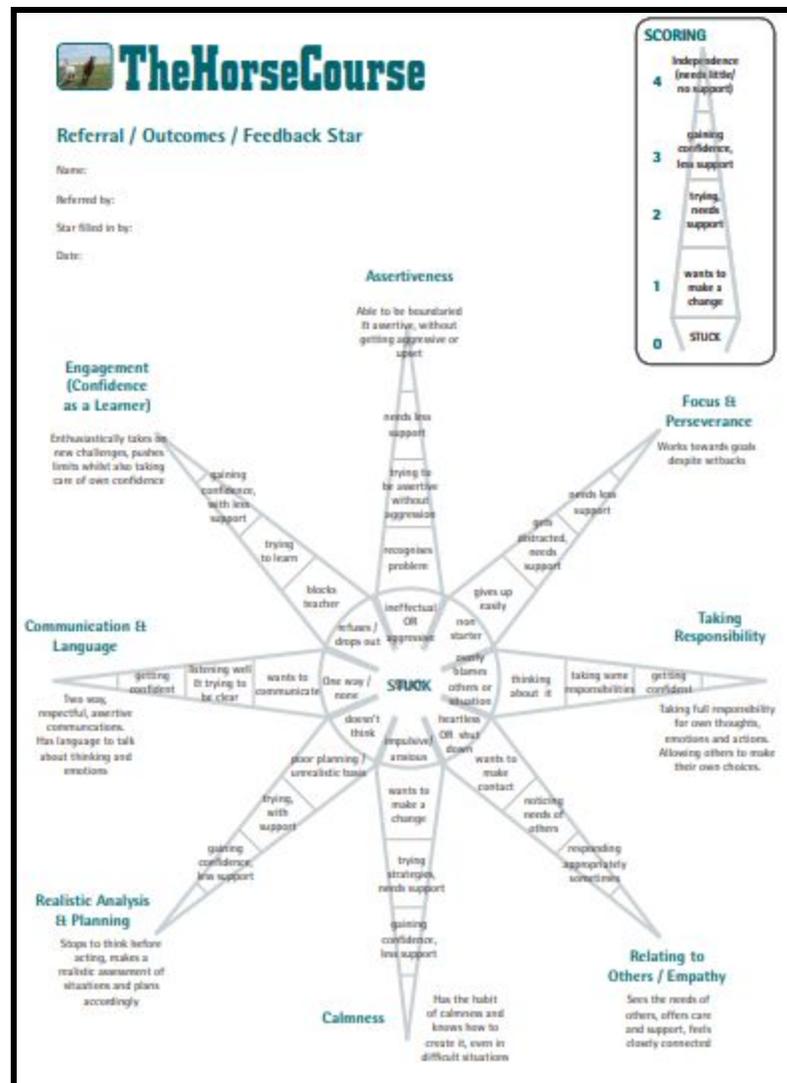


REFERRAL REQUIREMENTS

Once you have expressed an interest in referring a client to Viewpoint Centre:

PRE-COURSE

- We require a signed electronic or hard copy of our referral and consent form a minimum of 2 weeks before the course start date to secure the place. Please request paperwork by emailing info@viewpointcentre.org
- The main criteria for acceptance of the referral is scoring of 0-2 for most, not necessarily all, of the 8 skills on the star (see below) as our courses are designed to for hard to reach young people, where talking therapies etc. have not worked and they are invariably NEET.
- When assessing the scores, we ask you to consider each skill based on their holistic challenges and not how they are in the exact moment.
- If you are unsure about the scoring in any way, please do not hesitate to get in touch with us .
- Suitability for lone working is another important factor as nearly all courses are 1-1, 1 participant with one facilitator.



Score 0 for the middle of the star - graduating out towards the tips for higher scores

DURING COURSE

- Please call us on 0300 7729692 to notify us of any changes as early as possible on each day of the course
- Friday is all about celebrating achievement so we ask referrers to attend along with participant's family members, if possible. The presence and support of family sets everyone up for success. Not only does it make a huge difference to the self-esteem of each participant in that moment as they showcase their new skills, it also gives family members a valuable insight into our method, enabling them to support and extend the work ongoing. Parents & support workers are welcome to observe the whole week, however we appreciate that sometimes for various reasons this is often not viable.

FEEDBACK

There are 3 forms of feedback we require in addition to the original referral form and the facilitator feedback, which feed into data monitoring, impact evaluation and case studies for reporting back to funders and trustees:

1. Confidential Participant Form - the participants fill this very simple 5? Question form rating the experience 1- 5 in at the end of the course before they leave.
2. Immediate feedback (Not Confidential) - within a week or so post course we contact the referrer some spontaneous, immediate responses and testimonials from various sources - either themselves or parent, support worker, school etc that everybody is happy for us to use and share on our website, publicity and social media.
3. 2 Month Confidential Follow-Up - 2 months post-course, we send out a confidential feedback form for the **original referrer** to fill in. This is an opportunity for you to re-score the 8 skills areas, so we can monitor longer term outcomes and complete our data for evidence and research purposes. Please pass this onto the relevant key worker if you are no longer working with the person.

Thank you for your help!