**Apprenticeships Suffolk Referral Form**

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| **How did you hear about our service?**  *e.g. Work Coach, Family/Friend, Careers Event, Young Person’s Worker, employer* |
|  |

**Type of Referral**

Referring myself

Referred by other

*If referred by other, please complete below:*

|  |  |
| --- | --- |
| Referred by:  *e.g. Organisation name and your full name* |  |
| Relationship to participant:  *e.g., Parent/Carer, Work Coach* |  |
| Contact Number: |  |
| Email: |  |

**Participant Personal Details**

|  |  |
| --- | --- |
| **Date referral form completed:**  DD/MM/YYYY |  |
| **Full Name:** |  |
| **Are you known by any other name(s) or aliases:** |  |
| **Date of Birth (DOB):**  DD/MM/YYYY |  |
| **National Insurance Number:** |  |
| **Please tick your age bracket:** | 16-21  22+ |

**Participant Contact Details**

*If possible, please supply us with both an email address and telephone number.*

|  |  |
| --- | --- |
| **Email address:** |  |
| **Telephone number:** |  |
| **Full Address:**  (Including postcode) |  |

**Please select your status from the list below:**

☐ Paid Employment (full time/part time)

Self-Employment

Volunteering

Apprenticeship

Education

Unemployed

Not actively seeking work

☐ Other

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| --- |
| **If selected ‘Other’ please provide further details of your current circumstances:** |
|  |

**Are you currently in receipt of any benefits?**

Yes

☐ No

☐ Application in progress

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| **Please summarise below what you are looking for and hoping to achieve?**  *E.g. Sector/level or ideal/preferred role* |
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| --- |
| **Additional Information:** *e.g. Support need, learning disability, learning difficulty, financial hardship, ill health, person with a criminal conviction.* |
|  |

**Equality and diversity monitoring data**

|  |  |  |
| --- | --- | --- |
| Gender | Female |  |
| Male |  |
| Non-binary |  |
| Prefer not to disclose |  |
| Tick here if your gender is different to that assigned to you at birth | |  |

|  |  |
| --- | --- |
| Current Age |  |

*All data is anonymously collected and used for statistical purposes only to inform project characteristics. By completing this form, you are agreeing to allow this data to be held and used for this purpose*

|  |  |  |
| --- | --- | --- |
| **Which ethnic group do you identify with: -** | | |
| Asian or Asian British | Bangladeshi |  |
| Chinese |  |
| Indian |  |
| Pakistani |  |
| Another Asian background |  |
| Prefer not to say |  |
| Black, African, Black British or Caribbean | African |  |
| Caribbean |  |
| Another Black background |  |
| Prefer not to say |  |
| Mixed or multiple ethnic groups | Asian and White |  |
| Black African and White |  |
| Black Caribbean and White |  |
| Another Mixed Background |  |
| Prefer not to say |  |
| White | British, English, Northern Irish, Scottish, or Welsh |  |
| Irish |  |
| Irish Traveller or Gypsy |  |
| Another White background |  |
| Prefer not to say |  |
| Another ethnic group | Arab |  |
| Another ethnic background |  |
| Prefer not to say |  |
| If you identify with another ethnic group that you feel has not been represented, please give details. |  | |

|  |  |
| --- | --- |
| Is English your first speaking language? | Yes  No |
| Do you consider yourself to have a learning disability and/or autism? | Yes  No |
| Do you have, or have had in the past, an EHCP?  (Education Health Care Plan) | Yes  No  Application in progress |
| Are you registered/ been previously registered with the Looked After Children Service? (Care Leaver) | Yes  No |
| Do you have a criminal conviction? | Yes  No |
| Are you a prison leaver? | Yes  No |

Apprenticeships Suffolk is an impartial and completely free service being offered by Suffolk County Council as part of their strategic aim to increase the quality and quantity of apprenticeships within the county, thereby supporting business and economic growth.

This project is part-funded by the UK Government through the UK Shared Prosperity Fund (UKSPF) supporting Suffolk’s district and borough councils to deliver a 1-year project to engage and support individuals 16+ break down barriers to gain meaningful employment, provided 121 supports with coaching and job searching or signpost into other skills-based opportunities and actively promote Apprenticeship opportunities to support employment in Suffolk.

The UK Shared Prosperity Fund is a central pillar of the UK government’s Levelling Up agenda and provides £2.6 billion of funding for local investment by March 2025. The Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

**GDPR - Privacy Notice:** Suffolk County Council has a data protection policy which gives information regarding how it handles your personal information. It is available at: [Children and Young People Services (CYP) privacy notice - Suffolk County Council](https://www.suffolk.gov.uk/about/privacy-notice/children-and-young-people-services-privacy-notice)

**Your Declaration & Consent -** I am satisfied that the appropriate advice and information about the project has been made available to me prior to my engagement. I have read and understood the Privacy Notice, by signing this declaration, I accept and agree to how my personal information will be used. I will advise you if there are any changes to my contact information or if there are any other changes to my personal circumstances which could affect my eligibility for funding. I understand that false information given above may lead to inappropriate use of public and Government funding and I confirm that all information is accurate and correct to the best of my knowledge.

I understand that my consent can be withdrawn at any time by contacting the Apprenticeships Suffolk Team on the contact email and telephone number below and my request will be processed within 48 working hours.

Date: Signed:

If you would like to apply for one of our vacancies, which can be found of the [jobs page](https://apprenticeshipssuffolk.org/jobs-page/) of our website (<https://apprenticeshipssuffolk.org/all-jobs/>). You will first need to have a conversation with our participant advisor, and if appropriate, we will then look to send your CV over to the employer for their consideration.

**Please send your completed referral form to** [**apprenticeships@suffolk.gov.uk**](mailto:apprenticeships@suffolk.gov.uk)

**If you require assistance or have any questions, please email** [**apprenticeships@suffolk.gov.uk**](mailto:apprenticeships@suffolk.gov.uk) **or telephone us on 01473 263 555**