

**Birmingham Careers Service Referral Form**

**Young Person’s details:**

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| **Name:** |  | **Date of Birth:** |  |
| **Address:** |  |
|  |
|  | **Post Code:** |  |
| **Contact Details:** | **Tel:** |  | **Mobile:** |  |
| **Email:** |  |

**Birmingham Careers Service** is a careers information advice and guidance service for young people aged 16 to 19 (up to age 25 with SEND or additional needs) who are not in education, employment or training (NEET).

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| **2)Please indicate if the young person is in any of the following priority cohorts:** Please tick all boxes which apply |
| Learning Difficulties and / or Disabilities (SEND needs) with an EHCP [ ]  | Learning difficulties and / or disabilities (SEND needs) without an EHCP [ ]  |
| Pregnant [ ]  | Young Parent [ ]  |
| Young Offender [ ]  | Care Leaver / Child in Care [ ]  |
| ESOL needs [ ]  | Year 11 Elective Home Educated (EHE) [ ]  |  |
| Refugee/ Asylum seeker [ ]  | Year 11 No School Place [ ]  |  |

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| **1)Young Person’s Current Status:** Please tick in boxes as appropriate |
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| Post 16 - Not in Education, Training or Employment (NEET) [ ]  |

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| School/ College leaver at risk of becoming NEET (RON) [ ]  **(Referrals accepted from the start of the summer term)** |
| Post 16 on roll but about to disengage [ ]  |
| Name of current / previous school, college or provider: |  |
| If known, name of course, training, job title: |  |

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| **3)Why have you made this referral?** |
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| **4)For young people with an EHCP -please add the following details:** Please tick in boxes as appropriate |
| Date of most recent EHCP review |  |
| Copy of the most recent EHCP available [ ]  | Copy of the last EHCP review available [ ]  |
| Details of any other professionals supporting the young person |  |
| Is additional access support required including communication preferences? |  |
| Have the parents/carers been involved in making this referral | Yes [ ]  No [ ]  |
| **NB – SENAR retain the responsibility to secure appropriate provision** |
| **5)Other Useful Information** (e.g. health and safety risks; safeguarding issues; most recent action plan; outcome of any recent careers support etc) |
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| **6)Referring Service / Team / Organisation:** |  |
| Name of Referrer: |  |
| Referrer’s Organisation: |  |
| Contact Details: | Tel: |  | E-mail: |  |
| Date of Referral: |  |
| Is the client aware that this referral has been made?     |  Yes [ ]  No [ ]  |

The information you provide is confidential and subject to the requirements of the Data Protection Act 2018. You’re providing this information to Birmingham City Council for the purpose(s) of supporting your young person being referred with their career planning. We will look after their information and may share it with other Birmingham City Council services. For further information about our privacy notice, please visit [www.birmingham.gov.uk/privacy](http://www.birmingham.gov.uk/privacy)

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| **Sent to Birmingham Careers Service on:** |  |

Once your email is received, you will receive an acknowledgement within 5 working days.

Please re-contact us in the unlikely event that you have not had this confirmation.

**Please email this completed form to BCareersReferrals@birmingham.gov.uk**

***(PLEASE REMEMBER TO PASSWORD PROTECT ANY REFERRALS MADE VIA EMAIL)***

