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| **Project** | **Question to ask** | **Tick ✓** |
| **All Clients** | * Is the client currently unemployed * Is the client aware that this is a training programme to help move them into employment and education within the next 3 – 6 months? And do you think that this is achievable for the client? |  |
| **If yes to all** | **Ascertain which programme is appropriate:** |  |
| **BOSS** | Is the client 16- 19 years of age and live in City of Edinburgh?   * Is the client in care / about to leave care / recently left? * Or is the client living at home but is looked after / supervised by the local authorities? * Or is there a perceived or emerging issue with the young person and substance misuse?   Ask Sex Offence question |  |
| **Passport - Young Male Offenders** | Is the client under 21 years of age and usually live in the City of Edinburgh?  (if over = Passport – Adult Prison Leavers)   * Is the client in Polmont Young Offenders Institute * or did they leave Polmont within the last 3 months?   Ask Sex Offence question |  |
| **Passport - Adult Male Prison Leaver** | Is the client aged 21 or over and usually live in the city of Edinburgh?   * Is the client male and currently about to leave prison or left prison within the last 3 months?   Ask Sex Offence question |  |
| **Transition –**  **Recovering Substance User** | Is the client aged 18 years and over?   * Is the client currently in recovery from a drug / alcohol problem? * MELDAP only: **or** is the client a carer of someone who has this issue?   Ask Sex Offence question   * Does the client reside in City of Edinburgh? If yes, take referral and book info session * Does the client (or carer) reside in Mid or East Lothian? If yes, take referral and pass to MELDAP caseworker to book a 1-1 session. |  |
| **Sex Offence** | **Question: Is the client on the Sex Offender register?** |  |
| **If yes:** | Cannot engage with the client (unless criteria for Key to Success) |  |
| **If no:** | Take referral details overleaf |  |

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| **Project** | **Questions to Ask** | **No/Yes** |
| **Key to Success -**  **Offending background**  Male and Female;  Edinburgh & Lothian | Do you (or your client) have any previous or current offence; or serving or completed a Community Payback Order. **🡪 if no, not eligible** |  |
| * Are you/your client in receipt of benefits (JSA or ESA)? **🡪** **If no, not eligible** |  |
| * Are you/your client on the Work Programme? **🡪** **If yes, not eligible** |  |
| * Are you/your client aware that this is a DWP funded programme and you/ they happy for us to contact you/their Personal Advisor? **🡪 If no, cannot proceed**   [They might want to speak with their Personal Advisor and refer in through them or phone us back at another time if they change their mind.] |  |
| **If eligible:** | * Do you know: does the client have a history of substance misuse? And do you know if they are still misusing substances (other than prescribed substances)? |  |
| * Do you know if the client’s offence related to a sex offence? |  |
| **If ‘no’ to both questions 🡪** | Take referral details (JCP/FSF form) & book ‘Key to Success’ info session.  **Explain that we need to contact their Personal Advisor to confirm eligibility.** | **Complete**  **JCP/FSF** |
| **If ‘yes’ to either question 🡪** | Take referral and ask for date when they next sign on (if they sign on).  **Explain that we will contact them and try to arrange an appointment to coincide with their next sign on date or at another time convenient for them.** | **Sign on date:** |

**Key to Success complete below but transfer to separate FSF referral form prior to Info Session:** [**M:\Passport\Key to Success\JCP forms\FSF.doc**](file:///C:\Users\9024473\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Passport\Key%20to%20Success\JCP%20forms\FSF.doc) **and keep for assessment with Data Consent Form:** [**M:\Passport\Key to Success\JCP forms\consent form.doc**](file:///C:\Users\9024473\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Passport\Key%20to%20Success\JCP%20forms\consent%20form.doc)

**Edinburgh Postcodes: EH1 – EH17 / EH28 – EH30**

**MELDAP Postcodes: EH18-26; EH31-37 (part of EH38); EH39-42**

**Referral Date: Taken by:**

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| **Client Details (and FSF form for Key to Success)** | | | |
| **Client Name:** | | | **Gender:** |
| **Client Address:**  **Postcode: Client Phone No: Email:** | | | |
| **DOB** | | **N.I. Number:** | |
| **Previous Involvement with this Project? Yes / No**  **If YES, approx. date of last contact?:** | | | **No of years /months unemployed :** |
| **Referral agency / self:** | **Agency contact name & number (Key to Success: JCP Advisor, number and Office to check eligibility)** | | |
| **How did you find out about Access to Industry**? E.g.: Website, ,Advert, Leaflet, Agency, GP, outreach visit etc.  If a leaflet – where did they get it from? | | | |

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| **Transition or ‘Key to Success’ Information Session** | | |
| **1st Appointment**  **2nd Appointment** | Date:  Date: | Time:  Time: |
| **Text or Phone Reminder sent 1st Appt**  **Text or Phone Reminder sent 2nd Appt** | Date:  Date | Initials:  Initials: |
| **Did they show ( please circle) 1st Appt**  **Did they show ( please circle) 2nd Appt** | Y / N  Y / N | Initials:  Initials: |
| **Key to Success Eligibility Check** |  |  |
| **Eligibility Confirmed**  **FSF received from JCP** | **Date JCP contacted:**  **Date:** | **Eligibility Outcome below (if not eligible, info session to be cancelled):** |

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| **Assessment Appointment** |  |  |
| **Appointment Details** | Date: | Time: Worker: |
| **Confirmation Letter or Text sent:** | Date: | Initials: |
| **Text or Phone Reminder sent** | Date: | Initials: |
| **Did they show ( please circle) :** | Y / N | Initials: |

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| **Data entered in Caselink** | Date: | Initials: |
| **NOTES:** | | |