

**Referral and Eligibility for Building Better Opportunities Projects**

**Section 1: For Herts Youth Futures**

**Please provide as much detail as possible so we can signpost to the best tailored support available.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Referring Organisation |  | | | | |  |
| Name of Staff Referring |  | | | | |  |
| Contact Details of Referring Staff | Tel |  | | email |  |  |
| If you are referring a participant but are not employed by the BBO project, please ensure that the participant is aware that they will have to resubmit their documents so that we can comply with audit requirements. | | | | | | |
| Personal Information |  | | | | | **Evidence Required / Notes** |
| Full Name |  | | | | |  |
| Date of Birth |  | | | | |  |
| Address |  | | | | | Must live in Hertfordshire to be eligible |
| Postcode |  | | | | |
| Candidate Contact Details | Tel | |  | email |  |  |
| Parent/Guardian Contact Details | Tel | |  | email |  |  |
| NI Number |  | | | | |  |
| Barriers, Needs and Interventions |  | | | | |  |
| Disability status |  | | | | | attach any evidence available |
| Claiming disability benefits? |  | | | | | attach any evidence available |
| Any support or interventions received in the last 24 months (specify) |  | | | | |  |
| Is the candidate known to any statutory services? (Specify) |  | | | | |  |
| How much support do they currently need? |  | | | | |  |
| Summary of barriers to employment / learning |  | | | | |  |
| Education / Engagement |  | | | | |  |
| What type of school did the Candidate attend? | Mainstream  Special Education Needs (SEN)  Alternative Education/ESC/PRU  Other | | | | | Home School (EHE) |
| Name of school? |  | | | | |  |
| Is the Candidate NEET (Not in Employment, Education or Training)? |  | | | | |  |
| Has the Candidate been identified as at risk of becoming NEET? |  | | | | | If yes, please state reasons for this |
| Has this candidate been excluded / suspended? |  | | | | | Please give details |
| Please tick any of the below which apply to this candidate | | | | | | |
| Young lone parent | Young person with Learning Difficulties or Disabilities | | | | | Young Offender |
| Young person leaving care | Young person with caring responsibilities | | | | |  |
| Reasons for Participation in BBO |  | | | | |  |
| Why is this the right project for the candidate to take part in? |  | | | | |  |
| Planned outcome from participation in the project |  | | | | |  |
| Has the candidate taken part in any other BBO projects in Hertfordshire? |  | | | | |  |

**PLEASE ENSURE THAT THIS FORM IS SIGNED BY THE CANDIDATE - SEE NEXT PAGE**

|  |
| --- |
| Hertfordshire County Council’s BBO project takes your data privacy very seriously. We will only share your information with a third party where it is necessary for providing this opportunity to you. We will keep your data secure and retain until at least 31 December 2026 for evaluation purposes. After that time, it will be destroyed in a secure manner.    The full Building Better Opportunity privacy notice is available by contacting HAFLS BBO Team on 01992 588381 or emailing [bbo@hertfordshire.gov.uk](mailto:bbo@hertfordshire.gov.uk)  The Department of Work and Pension privacy notice can be read here  <https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>  If you would like to view our Equality and Diversity, Whistle Blowing, Anti-Fraud, Data Protection or any other Hertfordshire County Council Policy please visit  <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/our-policies-and-procedures/our-policies-and-procedures.aspx>  or visit <https://www.hertfordshire.gov.uk> and search for the policy you require. |
| If we have concerns that you are at risk from/to yourself and/or others we may as required as part of our duty of care inform the appropriate services. |

Candidate Signature …………………………………………………………………

Date ………………………………………………………………………………………………..

**BBO OFFICE USE ONLY:**

|  |  |
| --- | --- |
| Assessed as Eligible | Yes  No |
| If not eligible, reason why |  |
| Name of Assessor |  |
| Date of Assessment |  |
| Referred to (Project Name) |  |
| Referred to (Name of Mentor) |  |
| Referred to (Mentor’s Host Organisation) |  |
| Referred on (date) |  |

**Return address:**

**BBO Project -** **Hertfordshire Adult & Family Learning Service (HAFLS)**

Community & Specialist Services

Adult Care Services **I** Hertfordshire County Council **I** County Hall

Room 325-328 **I** CHO121 **I** Pegs Lane **I** Hertford **I** SG13 8DF

**Appendix 1**

**Unemployed:**

is defined as Not in paid employment or self-employment

**AND** currently available for work or self-employment

**AND** actively seeking work

**Economically Inactive:**

If someone is economically inactive then they are not registered as unemployed but are also not in work. Participants may be in receipt of certain benefits (such as incapacity benefit or Employment and Support Allowance) and could also be in training or education of some kind.

Part or full-time students and people on full-time parental leave (where this does not fall under the category of maternity or paternity leave) are considered inactive unless they are registered as unemployed.

**To be eligible the participant cannot work even 1 hour a week or have a zero hours contract. These both count as being employed**

**Evidence for Employment Status will be:**

**Registered as Unemployed –** A letter or document from the Department for Work and Pensions confirming this

**Unemployed but not registered –** A letter or document from a government agency, such as the Careers Service, confirming this

**Economically Inactive –** A letter or document to support this, such as a doctor’s letter, entitlement to state retirement pension letter or correspondence from an educational establishment**Appendix 2**

**We need to have evidence that the participant is eligible to live and work in the UK. The most common acceptable documents are listed below:**

* Passport showing that they are a UK citizen or from the EEA
* Full Birth or adoption Certificate issued by the UK or an EEA country
* For non-EEA nationals, a full passport either endorsed with indefinite leave to remain or that includes an unexpired work / residency permit or visa stamp with all related conditions met.
* An identity card issued by the Home Office confirming their right to stay, work or study in the UK
* A letter from UK Immigration and Nationality Directorate or the Home Office granting indefinite leave to remain or no time limit on their stay.
* A marriage or civil partnership certificate if their partner has the legal right to live in the UK and this can be evidenced.

Or if you are uncertain please contact the BBO Central Team by calling your Relationship Manager direct or call the central number on ***01992 556183.***

You must see and original document. Please photocopy the document, sign and date the document as being a true copy.

If you are referring a participant but are not employed by the BBO project, please ensure that the participant is aware that they will have to resubmit their documents so that we can comply with audit requirements.

EEA Countries. Nationals from these countries have the right to work in the UK. Evidence must still be collected to prove eligibility.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Austria | Belgium | Bulgaria | Cyprus | Czech Republic | Denmark | Estonia | Finland |
| France | Germany | Greece | Hungary | Iceland | Ireland | Italy | Latvia |
| Liechtenstein | Lithuania | Luxembourg | Malta | Netherlands | Norway | Poland | Portugal |
| Romania | Slovakia | Spain | Sweden |  |  |  |  |

In addition, Swiss nationals may work in the UK without restriction.