



**INITIAL LEARNER REFERRAL FORM:
School to Learning Provider**

Name of Learner	
Name of School	
Date	

Initial Learner Referral Form: Vocational Learning Programme

Please complete one **Initial Learner Referral form** for each learner that will be attending the Gateshead Collective Vocational Learning Programme. The information on this document will be used by all of the vocational learning providers to ensure the best quality of learning experience possible. Once all of the information is in place, learners will be able to embark on their vocational learning journey that will engage and enthuse them to discover new skills, knowledge and understanding.

Personal Information Sheet: Contact Details

Please ensure information is written in learner friendly language.

Name of Learner		Date of birth	
Gender		Ethnicity & First Language	
School year		ULN	

Initial Assessment	Below Entry Level	Entry Level 1	Entry Level 2	Entry Level 3	Level 1	Level 2

School Contact Name		School Contact Telephone Number	
School Contact Email			
School Address			
Key worker		Key Worker Contact Telephone Number	
Key worker Email			
Parent/Carer Name (delete as appropriate)		Parent/Carer Contact Telephone Number	

Learner's Home Address	
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Personal information sheet: Additional Support Needs

Additional Support Needs & SEN information: *Please give as much detail of the required or potential support the learner may need during the course of their vocational programme.*

One to One Support Requirements	
Health/Medical requirements (including medication)	
Accessibility requirements (eg: wheelchair access, visual impairment, deafness, etc)	
Behavioural/ supervision requirements	
Support from other agencies (Please give details)	

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Personal information sheet: Educational Information and Personal Interests

Please ensure information is written in learner friendly language.

Educational information:	
Prior attainment and achievements	
Attendance records & Attitude to Learning	
Preferred learning style	

Learner information:	
Personal interests	
Aspirations & Targets	
Any other relevant info. Inc. any risk factors	

Initial Learner Referral Form: Vocational Learning Programme

Information Requirements: Partnership Agreement

The previous pages have outlined the information requirements of the programme. It is the responsibility of the home school to ensure parents and learners are aware of the requirements of the vocational learning programme. The school representative needs to ensure they have completed the required information as completely as possible and sign below.

School Representative (Name)	School Representative signature	Date	
<p>Vocational Learning Providers representatives need to indicate that they have received the required information for individual learners to ensure preparation for the vocational learning experience of each learner. This information should be received by each vocational learning provider at least two weeks before the learner starts their vocational learning programme.</p>			
Vocational Learning Provider (1) Company Name	Vocational Learning Provider (1) Named Person	Vocational Learning Provider (1) Named Person Signature	Date
Vocational Learning Provider (2) Company Name	Vocational Learning Provider (2) Named Person	Vocational Learning Provider (2) Named Person Signature	Date
Vocational Learning Provider (3) Company Name	Vocational Learning Provider (3) Named Person	Vocational Learning Provider (3) Named Person Signature	Date
Vocational Learning Provider (4) Company Name	Vocational Learning Provider (4) Named Person	Vocational Learning Provider (4) Named Person Signature	Date
Vocational Learning Provider (5) Company Name	Vocational Learning Provider (5) Named Person	Vocational Learning Provider (5) Named Person Signature	Date
Vocational Learning Provider (6) Company Name	Vocational Learning Provider (6) Named Person	Vocational Learning Provider (6) Named Person Signature	Date