

**Target Devon – Referral Form**

At Target Devon, we advocate and encourage inclusivity for all. We recognise each person's individual strengths and talents, whilst also providing support for their differences and needs. Established since 2022 as a non-profit community interest company, we can offer paid employment in retail, hospitality, woodwork, and creative upcycling through Target Devon and our partner CIC’s Outcasts and the Wee Snug Cafe. We may also be able to offer placements in certain areas that are paid for by the individual via PIP, Council Direct Payments or privately.

We strongly believe that with the right support and understanding we can help individuals gain confidence and skills through various roles within our organisations. Our aim is to give them practical skills, knowledge, and confidence to be able to sustain mainstream employment with limited reasonable adjustments. We employ Job Coaches to aide and support individuals to learn and succeed in their chosen role. Bespoke reasonable adjustments are made within each job role as we recognise everyone learns differently.

Many suffer from the barriers imposed by societal norms, causing social exclusion and inequity. Some might not be able to communicate their needs or feelings and may struggle with impairing and harmful behaviours that impact their safety and well-being in everyday life. Understanding and embracing neurodiversity in communities, schools, healthcare settings, and workplaces can improve inclusivity for all people.

**~~ Our Mantra ~~**

**“*To advance neurodiverse individuals in life by promoting communication, social, academic, and daily living skills to maximise their quality of life and developmental potential. Provide support, activities and work experience which develop their skills, behaviours, and capabilities to enable them to participate in society as confident and independent adults.”***

**Referal Information**

**Please complete all information as fully and accurately as possible. It is important to be completely honest about your ability and the issues you struggle with, this enables us to make sure we give you the right support and in the right work placement. All information given will be treated in confidence and in accordance with GDPR guidance.**

**Personal Information**

|  |  |
| --- | --- |
| **Name:**  | **DOB:**  |
| **Address:**  |
| **Telephone No:**  | **Living Arrangements:**  |
| **Email:**  |
| **Benefits: UC / ESA / JSA / PIP / DLA** | **If on ESA do you have Permitted Work in place?** **Yes** / **No**  |
| **Driving Licence:**  | **Yes**  | **No** | **Convictions / Cautions:**  | **YES** | **NO** |
| **Do you have an Appointee - Yes** / **No** (this is someone registered with DWP to oversee your finances and commitments) | **Appointee Name:**  |

**Next of Kin / Emergency Contact Details**

|  |  |
| --- | --- |
| **Name:**  | **Relationship:**  |
| **Address:**  |
| **Email:**  | **Telephone:**  |

**Do you get any of these types of support?**

Select all types of support that apply.

* Adult Social Care advice or support from your local council
* Employment and Support Allowance (ESA) support group
* Assessed as having ‘limited capability for work and work-related activity’ by Universal Credit
* None of these types of support

**Have you had any of these types of education support?**

This can be now, or in the past.

* Education, Health and Care (EHC) Plan – England
* Personalised Learning Support Plan (PLSP) – Scotland
* Statement of Special Educational Need (SSEN) or Individual Development Plan – Wales
* None of these types of education support

**Details of known medical conditions or allergies**

*Please include any mental health conditions, if you suffer from fits, seizures or epilepsy please state the date of your last episode*

|  |  |  |
| --- | --- | --- |
| **Condition** | **Medication (if any)** | **Possible Effects** |
|  |  |  |
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|  |  |  |

**Available days / preferred days**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday  | Tuesday  | Wednesday  | Thursday  | Friday  | Saturday  |

**Site of interest**

|  |  |  |  |
| --- | --- | --- | --- |
| **Retail / Stockroom / Customer Service** | **Woodwork / Upcycling & Restoration (woodwork based)** | **Repurposing / Upcycling (craft based)** | **Hospitality / Cooking / Barista / Customer Service** |

|  |  |  |
| --- | --- | --- |
| **What are you looking for?** | Supported Employment | Workplace Placement |

**How will you get to the workplace?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Walk** | **Drive** | **Cycle** | **Bus** | **Lift / Taxi** | **Other** |
| **Do you need support to get to work?** | **YES** | **NO** |

|  |  |
| --- | --- |
| **Disability(s) / Conditions****(whether officially diagnosed or not)** |  |

**Areas needing support**

**Communication Possible Issues Give details of support needs**

|  |  |  |
| --- | --- | --- |
| **Reading / Writing** | Slow at reading or unable to read, struggles with long sentences / words. Unable to write, illegible writing? below expected levels?  |  |
| **Processing delay** |  Do you need time to digest and process Information or instructions?                 |  |
| **Taking things literally / Non-verbal communication skills** | Do you take things literally, word for word, cannot understand ambiguity?Can you understand body language, facial expressions, inuendo, ambiguity or humour?   E.g. inuendo – someone making “suggestive” comments   |  |
| **Communication style** |  Do you prefer short, precise, slow, key words, no ambiguity   |  |
| **Communication with others** | Shy / talkative, limit contact, need social skills developing? Will you ask if you don’t understand? Do you understand appropriate communication in the workplace?   |  |
| **Hearing difficulties** |  Do you struggle with hearing or are you over sensitive to noise and may need noise cancelling devices |                                YES    /    NO   |
| **Any other relevant info relating to communication** |  |

**Learning Possible Issues Give details of support needs**

|  |  |  |
| --- | --- | --- |
| **Task learning** | Take longer to learn? Need tasks broken down, simplified? Do you need regular breaks when learning? Can you follow a task unaided?   |     |
| **Learning style** |  Do you need; Visuals / shadowing /demonstrationsLists Pictures / diagrams |       |
| **Concentration & Engagement**  | Do you drift off or get bored easily?Are you easily distracted by your surroundings?Do you need prompts / reminders? Do you have tendencies to hyper focus / be difficult to move on to other thingsAre you motivated to achieve things Are you likely to miss out steps?  |         |
| **Identify / prioritise** |  Can you recognise tasks that need to be done?Can you understand priorities of tasks?   |       |
| **Memory & Recall** |  Short term / long term    |      |
| **Any other info regarding learning** |          |

**Other Possible Issues Give details of support needs**

|  |  |  |
| --- | --- | --- |
| Motor Skills / Dexterity / Physical difficulties  | Clumsy / Heavy Handed / Balance / General mobility  |     |
| Do you need any special aids to assist you?  | Eg, noise cancelling headphones, specialist desk / chairs, quiet spaces  |   |
|  Routine Led / How do you deal with change  |  Can you cope with change, new people, new situations? |       |
|  Behaviour  |  Any triggers? Any behavioural issues such as throwing things / aggression/ withdrawal.    |      |
| Does your condition vary depending on the day, time of day, environment or situation?   |                     YES    /     NO  *If yes, how, and what extra support is needed*  |   |
| Did you have extra support in previous jobs or schools?  |                     YES    /     NO *If yes, how and what extra support was needed*  |   |
|  Anxiety / mental health  |  Triggers / coping mechanisms / prevention and support. How do you want to be supported? |       |
| Goals & ambitions, interests, are you committed to gaining skills and employment? |  Short term / long term   |      |
| What would be your ideal job? |  |
| Do you like interacting with members of the public? |  |
| Are you committed to gaining skills and employment? |  |
|  Safeguarding Concerns   |  Danger awareness, vulnerable, easily coerced, money matters?  |     |

**I have completed this to the best of my ability**

**Name**

**Signature**

**Date**

**Please return to**

**info@targetdevon.co.uk**

**Attn of Employment & Target Devon Coordinator**

