

## Transition to Work referral form and eligibility check list

### Young Person's Details

First Name		Last Name	
Date of Birth		Age	
Gender			
Address			
Contact Number		E-mail Address	
Name(s) of parent(s)/guardians (if under 18)			
Address			
Parent/Guardian Phone			
Is the family and young person aware of this referral?			

### Eligibility Questions – Some further eligibility questions may be asked after referral.

Is the young person aged between 15 and 24 and either: <ul style="list-style-type: none"> <li>• an Australian citizen;</li> </ul> or the holder of: <ul style="list-style-type: none"> <li>• a permanent visa; or</li> <li>• a New Zealand Special Category Visa (a protected Special Category Visa; or non-protected Special Category Visa); or</li> <li>• a Temporary Protection Visa or Safe Haven Visa.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the young person Aboriginal or Torres Strait Islander	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the young person in a receipt of a Centrelink support payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the young person receiving assistance from any other program in relation to looking for work? If Yes please provide details:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the young person currently working? If yes - what is the average number of hours worked over the last 4 week period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the young person currently enrolled at School or with any other training organisation? If Yes: What level of school/ qualification are they enrolled in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the young person is currently enrolled in years 9 or 10, have they been disengaged from School for a period of 4 weeks or longer? If Yes, how long?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the young person have an exemption from the legal requirement to attend school? (if currently on a 100 day exemption the young person is not eligible for TtW)	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Referring Person Details

Name		Phone/Email	
Date of Referral		Relationship to the young person	
Reason for Referral			

**Please note:** If the young person is aged between 15 and 17 enrolled at school and does not hold a RoSA they MUST have an exemption from enrolment at School. This is to be completed by the Principle prior to commencement with TtW.

If you have answered no to any of these questions or are unsure about eligibility, please contact Global Skills to discuss as you may still be eligible for services.