

# Targeted program Referral process



The following process is for referring a young person to one of PCYCs targeted programs.

Targeted programs are solely referral based and cater to those young people identified as needing additional support by a referring agent. These programs provide opportunities for personal development through a variety of activities that engage young people and encourage and empower them to recognise their full potential.

Please note this is not a case management service.

Referrals are not required to attend PCYC Drop In programs.

## How does it work?



### STEP 1:

- Complete the referral form with the young person
- Email the referral form to your local PCYC centre.

» PCYC staff will contact referrer to acknowledge receipt of referral.



### STEP 2:

- PCYC staff will notify referrer of the outcome
- If successful, you will be asked to complete an enrolment form. This form provides consent to participate and medical and emergency contact information.

» PCYC staff will contact the young person to organise an introduction to the centre, if required.



### STEP 3:

- Once the enrolment form has been submitted, young person begins attending targeted program.

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Centre Name

Program

## Referrer Details

Referrer name

Name of agency/organisation

Phone number

Email

Date of referral

Relationship to young person

How long have you known the young person?

## Young Person's Details

Name

Preferred name

Date of birth

Age

Cultural identity

Gender

Pronouns

Mobile number

Email

## Reasons for referral to PCYC

Please provide us with as much detail as possible about the young person - strengths, like, dislikes, barriers, current situation, behaviours etc.

Is young person aware of referral?

Yes  No