

POLICY NUMBER: SSCPOL009:3**POLICY TITLE: Referral & Acceptance of Referral to Support Services (internal and external)**

Supersedes: SSCPOL009:2

Release Date: January 2020

Review Date: January 2021

1.0 PURPOSE AND SCOPE

The purpose of this policy is to ensure all Skillset Senior College Limited (SSC) staff understand the issues and approach regarding referral to support services.

This policy relates to all SSC staff and students.

2.0 POLICY

Every student has the option for self-referral to Support Services.

A teacher can refer a student to support if they feel the student has an issue that is impacting on the student's ability to learn or progress within the school environment.

The teacher is to discuss with the SSC Head of College the issue of concern at the weekly student debrief meetings. A teacher who refers a student to support has the option to notify the student of the referral or not.

Once the referral to the SSC Head of College has been made he/she will then approach the student with regard to an appointment time. The SSC Head of College may delegate management of these issues to the relevant Campus Co-ordinator.

Initially, the SSC Head of College (or delegate) will make an appointment with the student from information gathered either by the SSC Head of College (or delegate) or provided to the SSC Head of College (or delegate) by other SSC staff. In this initial appointment the SSC Head of College (or delegate) and the student will discuss the reason why SSC is recommending a referral to support services. The SSC Head of College (or delegate) will discuss options for the referral and if the issue requires further exploration before a referral is recommended.

The student reserves the right to refuse the offer of further support.

Should the student and/or SSC Head of College or Deputy Head of College consider the issue to be beyond any assistance able to be provided directly by the school, then a referral will be made to either an appropriate internal or external service, most suited to the needs of the student.

Examples of internal referral opportunities for SSC students include:

- referral to Skillset Workforce Skills and Engagement Team where possible program choices include:
 - referral to the Skillset Workforce Youth Connect Program (funded by NSW Government Regional VET Pathways)
 - referral to the Skillset Workforce Skills4Trade Program (funded by NSW Government Training Services)
- referral to Skillset Workforce Apprenticeship and Traineeship program

Authorised by: Abbey Barrett

Position: SSC Head of College

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Examples of external referral opportunities for SSC students include:

- referral through the Local Health Districts to the CAMHS
- referral to the Primary Health Network to the local Headspace service
- referral to Veritas House for housing and accommodation services

Authorised by: Abbey Barrett

Position: SSC Head of College

Date: January 2020