

REFERRAL AGENCY BOOKING FORM

Referral Agency	
Address	
Unitary Authority	
Number of places required: (14 max)	
Option 1 course No. and start date:	
Option 2 course No. and start date:	
Support staff details	
Number of staff:	
Gender/s	

IMPORTANT Please Read

CONDITIONS OF BOOKING:

1. By completion and return of this form you are committing staff and young people to the project
2. All young people selected must provide 100% attendance for the duration of the project.
3. Young people should be delivered to the community fire station no later than 09.20 for a 9.30 start. Collection of young people will be arranged prior to the start of the project.
4. A young person's position on the project will only be secured following completion of a consent form and booking form from the referral organisation.
5. It is expected that young people will have sufficient maturity and physical development to take part in the project. Further information may be sought from the Phoenix project team.
6. Support staff from your organisation will be expected to fully support the young people before during and after the project.
7. South Wales Fire and Rescue Service will expect to revisit the group three and six months from the initial project; this may involve supporting staff, young people or both. The purpose of the revisit would be a brief update and evaluation of each young person's progress since the project.

Course Coordinator			
Name			
Position			
Signature		Tel No.	
Authorisation of Headteacher / Principal Manager			
Name			
Position			
Signature		Tel No.	

