



**REFERRAL FORM FOR AN ADULT WITH LEARNING DIFFICULTIES TO BECOME A MEMBER OF CREST'S
SUPPORTED ABILITY PLACEMENT SCHEME**

This agreement sets out some guidance of what can be reasonably expected from your placement **Crest's SAP scheme.**

Name of Service User:Todays Date:

Phone Number

Name of Referring Agency:

Address of Referring Agency:-

Normal day attending hours: 10am till 4pm, Monday to Friday.

Please indicate the number of days you would like to attend:

- half a day a week
- a full day a week
- 2 days a week
- 3 days a week
- 4 days a week
- 5 days a week

Notes

You expect to attend on the following days (tick which is most appropriate):

[illegible]

Crest is flexible about when you attend, but it is useful for the charity to have some expectation of when you are able to commit.

Date expected to start: { / / 2021

Please let the SAP Manager know if in the future you would prefer a different arrangement to the one you have outlined above – Crest will do everything we can to accommodate your choice of days with social distancing in mind with a new agreement put in place.

We are delighted that you have chosen to be a part of our Supported Ability Placement team here at Crest and hope that you will gain a lot from your time here and enjoy the experience. We are here to support you at all times, and will do our best to accommodate your wishes and needs.

Our commitment to you:

- **Induction:** We will provide an induction where we will explain what we do and how service users will spend their day doing different activities available to them. All service users are guided by the local Welsh Government regarding Covid 19 guidelines and ways of working.
- **Uniform, ID, and PPE requirements:** We will introduce you to the staff team and issue you with appropriate uniforms, an ID badge, and any Personal Protective equipment that you may require in order to fulfil your role in a safe and secure way. Care plans are made for all service users with their safety in mind. With Health and Safety procedures in place at all times.
- **Confidentiality:** In the course of your placement all service users are protected by confidentiality regarding personal information. We expect you not to use or disclose this information to any person either during your placement with us or at any time afterwards.

I have read and understand this agreement and the contents of the Referral

Referrals signature:Date.....

Print Referrals signature.....

Position:

Date.....

Please return this referral form to:

Tommy Lyness
SAP Supported Ability Placement Manager
Crest Cooperative Ltd,
Brierley House
Llandudno Junction
LL31 9SF
Tel: 01492-554748
tommy@crestcooperative.co.uk

Wendy Williams
Finance Manager
Crest Cooperative Ltd,
Brierley House
Llandudno Junction
LL31 9SF
Tel: 01492-554748
wendy@crestcooperative.co.uk

Crest will contact you shortly to arrange a preliminary visit.