

Lifelong

Service

A person is identified as requiring support and a referral form is completed with that person's consent. It is encouraged that any professionals involved communicate to ensure a collaborative approach and to avoid duplication of referrals being submitted.

All referrals must be submitted using the on-line form. Referrals cannot be submitted directly to Lifelong Learning staff. All referrals will be received and allocated to the appropriate key lead in the Lifelong Learning team. Allocation decisions will then be made based on the service required and which area in D&G the person resides in. Or it will be recommended that the referral is signposted on to a more appropriate service.

The allocated worker will contact the person being referred to arrange an initial meeting. During this meeting information about the service will be shared with them, their learning needs will be established, and a learning plan identified.

The person will attend their allocated learning with regular reviews of their learning plan. If the person does not attend regularly to meet their agreed goals, then this may result in a change to their learning offer.