

## **REFERRAL CHECK-LIST:**

**The person you are referring needs to meet the following criteria:**

- A history of homelessness (can include sofa surfing)
- A local connection.
- High motivation to transition to permanent full time work and independent living within the next twelve months.
- Abstinent from Class A drugs for a minimum of three months (if relevant).
- Alcohol use being actively and successfully addressed (if relevant).
- Understands Aspire work placements are initially unpaid, however full support is provided in securing paid employment (£5 daily lunch vouchers and bus fares provided).
- Understands the restrictions regarding permitted paid work if currently in receipt of benefits.
- Needs to have attained a basic level of reliability and time keeping skills.
- Needs to be clean and tidy in appearance.
- All Aspire work placement clients are required to actively job search and full support will be provided.
- All Aspire work placement clients are required to attend literacy and numeracy training at Ruskin College if applicable (i.e. no formal qualifications).
  
- **Please can referring agents advise and prepare clients at the application stage that being interviewed will not guarantee a placement.**

Any questions call Chris or Jane at Aspire Oxford: 01865 204450