



**IN-STEP**

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*'Nurturing our youth, their future is in our hands.'*

## GET SET FOR WORK REFERRAL FORM STRICTLY CONFIDENTIAL

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Contact: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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To be eligible to participate in the Get Set for Work program, a young person must be between the ages of 15 and 17 and is:

- An early school leaver, who are unemployed or have minimal hours of employment and do not possess a vocational certificate qualification of Australian Qualifications Framework (AQF) Level II or above,
- A young person "at risk" of not transitioning into or completing their senior phase of learning and unlikely to make a successful transition into employment without assistance and for whom there is no other appropriate education program available.

**In my opinion, this student/young person meets the above eligibility criteria and may face multiple barriers that could interfere with the young person's educational attainment and successful transition. I have also received permission from the young person to provide IN-STEP with this referral.**

**Expression of Interest for**

Certificate II – Hospitality

Or

Certificate II – Retail

Organisation/ School Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position at Organisation/ School: \_\_\_\_\_

**Please send referrals to the IN-STEP Get Set for Work Facilitator  
Fax 4725 2699 or Email [in-step@in-step.com.au](mailto:in-step@in-step.com.au)**