

Switch Now Admissions process

Initial referral

(formal i.e. STA/ informal i.e. phone call, professional/ parent/ carer etc)



Switch Now will contact the relevant support and request a completed Registration Form



On receipt of the Registration Form a date/s for a visit to Switch Now will be offered
(it's encouraged that the young person (YP) is supported at the visit i.e. parents/ carer/ professional)



Once the visit has taken place a decision will be made to plan some tasters

Tasters usually = 2 morning sessions 9.30 – 12.30 and 2 full days, however they may be shorter or can be longer depending on the YPs needs

In some cases, Switch Now, the YP or their support may choose to no longer pursue Switch Now as an option at this time. If Switch Now feels this is the case, then we will give our professional guidance as to why.



Once the tasters have been completed, and are successful, a proposed start date can be arranged

In some case's i.e. a YP with an EHCP, the start date may fall in line with the academic year e.g. start in September



Once all relevant paperwork i.e. funding, registration form additional supporting documents are in place, days of attendance will be set and then the placement will go ahead

(Support from Switch Now with arranging transport can be given if required)



On starting the YP will become a co-worker and receive their work wear/ uniform and become part of the team, they will also be starting their journey to fulfilling their working/ employment potential