

The documents below can support those working with a young person to access education, training or employment:



[Pen Picture ETE Referral](#)

Section A: General Information

Name	
Age	
Date of Birth	
Living Situation	
Address	
Phone number	
Email	
Personal Advisor name	
Contact details	
Benefits Claimed	
External agencies working with client	
Health issues	
Criminal Record	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parental Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No
UASC	<input type="checkbox"/> Yes <input type="checkbox"/> No
SEN/EHC statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Educational Attainment including level of English and maths	
Work Experience	

Section B: to be completed by the Young Person

Q1: What was your favourite subject at school? Which were you best at?

Q2: Are you a creative person?

Q3: Would you like manual work?

Q4: Would you like office based work?

Q5: Would you like to work with the public? Would you feel confident in this role?

Q6: Do you have any specific interests?

Q7: What would be your dream job?

Q8: Would you like to go back to college or would you prefer an apprenticeship/training programme?

Q9: What do you think are your strengths?

Q10: What challenges do you think you face in finding work? How can we help resolve this?

Section 3: To be completed by the Personal Advisor with the young person

Q1: What do you believe are the young person's strengths?

Q2: What do you think are the barriers to employment/education/training?

Q3: What role do you think the young person would be best suited to?

Q4: Please provide a rating if the likelihood of this young person engaging in education/training/employment:

- 1- Likely
- 2- Unsure
- 3- Unlikely

Please explain this rating

Q5: Please provide any further information you feel is relevant.

DATE COMPLETED: _____/_____/_____

Matching Tool

Young Person Name:
Young Person Date of Birth:
Young Person town living:
Area Young Person able to access:
PA/SW name and contact details:

Summary of young person pen picture:

Young Person EET aspirations:

Please Tick	EET	Ready to access EET	More support required	Action to be taken and by whom	Timescale
	Employed				
	Full time education				
	Part time education				
	Apprenticeship				
	Traineeship (max 6 months)				
	Supported Internship (must have EHCP)				
	Work Based training				
	Volunteering				
	Higher Education				
	Alternative option.....				
	No EET aspiration identified				

Local District Partnership Meeting Outcomes:

Date discussed at meeting	Outcome/Details of offer	Actions

Date Completed.....

Completed by.....