ACTIVITIES AND PROGRAM DOCUMENTATION FLOWCHART

CORE ELEMENT

Locate

Referral of young person to Links to Learning and suitability identified

Engage

Induction and Individual Planning

Participate

Program Planning
Activities identified, designed and mapped against the key competencies

ACTIVITY

FORM TITLE AND PURPOSE

> Referral to Links to Learning Form
Identification of reasons for referral and known support needs, or
> Referral to Links to Learning Consent Form (if required)

> Participant Registration and Permission
Links to Learning Online Service.

> Participant Outcome Form (POF)
Links to Learning Online Service.

> Participation and Pathways Plan
(Step 1 – Profile)
Consider information provided in the Referral to Links to Learning Form and information gathered from the young person and use it to identify the young person’s short/long term goals, existing educational levels, barriers to learning, additional support needed and negotiate total contact hour.

> Plan of Activities
Outline and Session Plan developed and key competencies mapped against activities following consultation with partners, other stakeholders and young person.

> Project Confirmation Report
Confirmation of project activities prior to the commencement of first participants.
Group Session Attendance Record

Participation and Pathways Plan
Step 2 Individual Skills Progress
Monitoring of young person’s progress in achieving personal goals and developing key competency skills and life/other skills (review, comment and document).

Mid Activities Interview – Monitoring of individual Outcomes

Participation and Pathways Plan
Step 2 Individual Skills Progress and Step 3 Mid-activity Interview
Monitoring of young person’s progress in achieving personal goals and developing key competency skills and life/other skills (review, comment and document).

End Activities Interview – monitoring of individual outcomes

Participation and Pathways Plan
Step 2 Individual Skills Outcome and Step 4 Second Activities Interview
Assessment of young person’s achievements and preparation for the Next Step activity (review, comment and document).

Participant Outcomes Form (POF)
Links to Learning Online Service.

Departmental Monitoring Activities
Monitoring visit by Departmental representatives.
Agree to and implement any follow up action required.

> Management Self Report
Checklist of administrative, financial and client record keeping procedures certified by Chairperson.
**ACTIVITIES AND PROGRAM DOCUMENTATION**

**FLOWCHART (Cont...)**

- **Participant Activities**
  - Next Step planning
  - Next Step Referral/Transition Plan
    - Identification of support and assistance required for the young person’s transition to the Next Step.
  - Participant Outcomes Form (POF)
    - Links to Learning Online Service

- **Moving on**
  - Follow up with young person after engagement in next step
  - Participation and Pathways Plan
    - (Step 5 Next Step Follow-up)
    - Identification that the young person has remained in the next step for at least 12 hours. If appropriate, follow up at least one month and three months after completion of Links to Learning activities.
  - Participant Outcome Form (POF)
    - Links to Learning Online Service

- **Departmental Monitoring Activities**
  - Program evaluation
    - Activities reviewed against outcomes, consultation with stakeholders, future planning
  - Final Project Report
    - Outlines project outcomes and provides opportunity to reflect on areas and strategies for improvement

- **Audit**
  - Financial records audited
  - Audited Financial Statement