

Orchard Place Workshop

Referral Criteria and Process

Orchard Place Workshop is designed to provide a work place environment in which people with serious and enduring mental illnesses are supported in their recovery by providing help in building their confidence, developing social skills and most of all, gaining experience and training in a work setting. Referrals are made with the support of the secondary mental health team.

The referral form is designed to be completed by the service user after they have visited the Workshop (the form can be completed whilst at the Workshop). The referral form needs to be acknowledged by the Lead Professional and be returned to us, accompanied by a valid care plan.

It is most important that details are entered on sections 3 & 4 of the referral form, so we can determine what objectives/ goals they wish to work towards. Once these have been achieved then the service user will be signposted towards employment, further education, voluntary work or discharged back to the lead professional.

If the service user wishes to join any of the reablement projects then the lead professional will need to make the referral to the Reablement Hub Service.

A copy of our Conduct policy needs to be read by the applicant before starting any sort of activity, this can be downloaded from our web site or read within the Workshop. As part of the referral process, we suggest that the Service User is given our Brochure to see what vocational activities are available. Brochures can be obtained by calling 01527 488701 or by visiting the website at www.orchardplaceworkshop.co.uk.

REFERRAL PROCESS

1. Contact the Team Manager in order to identify current vacancies.
2. Arrange for the Service User to come visit the workshop for an informal visit.
3. Complete the referral form and send it onto the Workshop Manager.
4. Once the referral has been discussed, you will be informed of the outcome and, where appropriate, arrangements will be made for the Service User to commence their vocational involvement within the Workshop.