

**Policy and Procedure – Young Person Referral and Selection**

**GenYZ Mentoring**

**Purpose**

The intention of this policy and procedure is to establish a framework to attract and select young people who are eligible and stand to benefit from the GenYZ program.

**Policy**

GenYZ aims to undertake a well-considered referral and selection process to ensure the intake of young people into the program considers their safety and the likelihood of the young person participating and benefitting from their involvement. Our guiding principals include:

* to select young people who meet the eligibility criteria
* to encourage diversity amongst program participants
* to practice with patience, creativity, organisation and persistence
* to refine referrals and the selection of young people to targeted audiences that will best meet the needs of the program as a whole
* to select based on:
  + the nature and characteristics of our program
  + the requirements and preferences we have for young people
  + the demographics and geographical needs of the program
  + the young person’s interest in the program and its potential benefits
* to supply a clear selection message, including a young person position description and referral methods.

**Procedure**

1. Regularly monitor the intake of young person referrals, alongside team capacity and program demands.
2. Identify the capacity to take new referrals for young people and suitable timeframes associated with this.
3. Refine eligibility requirements and identify any program priorities, e.q. geographical and demographical needs, while keeping in mind areas of ‘high needs’ within the community.
4. Ensure the Young Person Position Description and referral paperwork is current.
5. Develop clear and concise messaging for young people and referrers.
6. Decide on effective engagement strategies such as brochures, social media or information sessions.
7. If required, create a presentation for referrers that clearly outlines the opportunity to participate.
8. Use known networks and build relationships with referrers who are likely to yield quality referrals.
9. Ensure all young people enquiries and referrals are followed up in a timely fashion.