

Learner Referral In

Use this form to track referrals from other organizations in your community. This is a CALP reportable measure. The information on this form It may also act as a starting place for your first conversation with the learner.

Date: March 26th

Learner: Beverley Hill

Contact Info (phone/email): bev123@mymail.com

Referring Organization: Anytown FCSS

Contact Person: George J

Phone: 123-456-7890 **Email:** georgej@anytownfcss.ca

Reason for referral: Beverley went to FCSS looking for help with her resume. After a brief conversation, George realized she may need a bit more help with her reading and writing skills so he referred her to our CALP.

Learner Referral Out

Use this part of this form if you have referred the learner to another community organization.

Note: this type of referral is not CALP reportable, but keeping track can help you make knowledgeable referrals in your community based on learner feedback.

Date: March 26th

Learner: Beverley Hill

Contact Info (phone/email): bev123@mymail.com

Referred to (organization name): Anytown Employment Services

Contact: Sue M

Phone: 123-654-9807 **email:** suem@anytownes.ca

Did you hear back from the learner about their experience? Yes No

If yes, what was the learner's feedback?

Beverley was very happy after her meeting with Sue. Even though she hasn't had any interviews yet, she is confident Sue can help her find just the right fit.