

Firstly you must have one of these – a Key Worker, Social Worker, Care Worker, Carer/Parent/Sibling, Community Practice Nurse (CPN), an Occupational Therapist Worker or a Support Worker. Someone that helps to take care of you or supports you.

This person will need to complete part/or all of your Referral Form and attend quarterly training and development reviews throughout your training with us. This person will also need to supply us with a care plan and risk assessment.

You or someone on your behalf will need to download and print out an application pack from this website. The pack will contain a Criteria for Admission, a Referral Form (we will also need a current care plan and risk assessment to complete your application) and a Consent Form.

When these forms have been completed please send them to:

**By post:**

Ursula Boardman  
Training & Development Manager  
The Crumbs Project  
Hibberd Court  
20a Hibberd Way  
Bournemouth  
BH10 4EP

**By email:**

ursulab@crumbs.org.uk

You may also hand them in at our reception at the address above.

## What happens next

Once we have received your referral we will begin the application process. The Training and Development Manager will let you or the person that has referred you know that your referral has arrived safely. Your referral will be checked through to see if you are suitable for training with us and that our training programme is suitable for you. Our training is very popular and you may need to go on our waiting list. We will contact you letting you know there is a vacancy or that you will be placed on our waiting list.

Once a vacancy becomes available we will contact you and your referrer to visit us for an informal meeting and look around the training centre. This will give you and your referrer the opportunity to see what goes on and who you will be training with. From that meeting we will agree on a start date for your induction training. Induction training is for two days per week and will last from 2 weeks up to 6 weeks depending on your ability. During this time you will become familiar with the people working / training at Crumbs and the lay out of the building.

**During your induction you will learn:**

- time-keeping
- the importance of attendance and commitment to your training
- basic health and safety in the work place
- fire and emergency procedures at Crumbs
- safe guarding
- trainee code of conduct
- planning your training

If you live permanently in the Bournemouth area we will claim funding for you. However for people living out side of the Bournemouth area you will need to fund your own training with us. This is £45.00 per day.

**Induction training**

- You will be given the dates and start times for your first and second day of induction in advance. You will then be given a time-table that covers the rest of your induction.
- You must ensure that you are free from sickness, clean and well presented. (No nail varnish or strong smelling perfumes or aftershaves).
- You will need to wear smart black trousers and black shoes. We will supply you a T-shirt, hat and apron.
- You must ensure that you have your own bus fare or bus pass for travelling to and from the training centre.
- You will be given a locker to secure all your personal items.
- You will be given lunch and tea breaks.

**For any enquires or needing more information please contact Ursula on 01202 519320 or email [ursulab@crumbs.org.uk](mailto:ursulab@crumbs.org.uk)**