**Opportunity Pathways – Social Impact Investment**

**Referral Form**

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| **About the Program** |
| The Opportunity Pathways – Social Impact Investment (‘OP-SII’) is a trial program based on Opportunity Pathways (a three-year initiative under Future Directions for Social Housing in NSW). It aims to help people receiving social housing assistance to access education, training, and work.The NSW Department of Communities and Justice (‘DCJ’), the Australian Government and Wesley Mission are working in partnership to deliver this Program. You have been selected for referral as a possible candidate to participate in this Program. Participation in the Program is voluntary. |
| **The Referral Process** |
| ***What is the Referral Form?*** Before you can join the Program, we need to verify whether you are eligible to participate. The Referral Form explains how the Program will handle your personal information and asks you to consent to this process to allow the Program to assess your referral and eligibility. Please read this Referral Form carefully or ask someone else to help you. Please ask questions about anything that you don’t understand or want to know more about.You do not have to provide the information requested in this form or provide your consent. However, if you do not complete the Referral Form or choose not to consent, you will not be referred to the Program.Please note that completing the Referral Form does not guarantee you a spot in the Program.***How will my personal information be used to refer me to the Program?*** The Program will use the personal information provided in this Referral Form and any relevant personal information held about you on DCJ’s Housing database to process your referral and assess your eligibility to participate in the Program.Your personal information will be used to:* Locate and review any information held about you in the DCJ’s Housing database;
* Assess whether you meet the eligibility criteria for the Program;
* Contact you to discuss the Program and your referral;
* Provide advice to you about how the Program may assist you and if it is the right fit for your lifestyle and needs; and
* Evaluate the OP-SII Program Referral process.

***How will my personal information be stored and when will my personal information be added or updated in the DCJ Housing database?***Information you provide in this form will be stored on the DCJ’s housing database and Wesley Mission’s electronic records management system. The DCJ database is protected, with access limited to DCJ staff and staff from Wesley Mission, who are delivering the Program.Depending on your previous contact with DCJ Housing and whether you have an existing profile on the Housing database, your basic personal information (name, address, gender, DOB, email and phone number), will be updated as follows:* **If you are a tenant of DCJ Housing,** are on the NSW Housing Register, or receive Rent Choice, information will already be held about you on the DCJ database. If your basic personal information has changed since you last updated this with DCJ Housing, you will need to visit the My Housing App, My Housing online or visit a DCJ Housing office to update your personal information with DCJ. The Program will not update your basic personal information based on any updated information provided in this referral form.
* **If you are a tenant of a community housing provider (CHP)**, DCJ may hold information about you from the period before you entered into your CHP tenancy (this information is therefore likely out of date). The Program will use the basic personal information provided in this form to update your information on DCJ’s database.
* **If you are referred to the OP-SII program but have never been on the NSW Housing Register or a client of DCJ Housing**, there may not be any information about you held in DCJ’s database. If this is the case, the Program will use the basic personal information provided by you in this form to create a profile for you on the housing database.

It is important your information is updated in the DCJ database to ensure the Program can assess your eligibility accurately and contact you using your correct and up to date information. If in the future you engage with DCJ Housing, or DCJ Housing is required to contact you, DCJ will have access to and use this basic personal information, contained in your profile on the DCJ database. All other information provided in this form will be held separately from any existing information about you on the DCJ Housing database (for example information about a current DCJ Housing service you receive). Information is kept on DCJ’s Housing database indefinitely.***Who will the Program share my personal information with?*** In processing your referral, your personal information will be shared with the following organisations: * Wesley Mission to assess your eligibility and contact you to discuss the Program and your referral.
* DCJ, to locate information about you held on the Housing database, to update or add information about you to the database and to arrange for the evaluation of the referral process.
* In limited circumstances, for other lawful purposes including law enforcement.

***Who can I contact to ask questions or make a complaint about the Program?*** If you have any questions about the referral process and eligibility for the Program, or if you change your mind and no longer wish to be referred to the Program or do not want your eligibility to be assessed, you can contact your referring organisation or Wesley Mission to withdraw your consent. If you want to ask any questions about how Program handles your personal information, or to make a complaint you can contact the Program team at OpportunityPathways@dcj.nsw.gov.au. ***After completing this Referral Form, what are the next steps?*** Once you have completed the Referral Form, the organisation who referred you can assist you to submit it to the Program. Wesley Mission will aim to contact you within five working days to discuss your referral and how the Program may assist you. Following that conversation, the Program will assess your eligibility by: * Reviewing the information provided in the Referral Form;
* Reviewing the information held about you (if any) in DCJ’s Housing database.

Once your eligibility has been assessed, the Program will contact you and confirm, either: * You are not eligible for the Program;
* You are eligible for the Program and you will be asked to sign the Program Consent Form.
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| **Consent** |
| I confirm: [ ]  I consent to the Program collecting my personal information, provided in this form and using it to process my referral, to update my information in the DCJ Housing database (if required), and assess my eligibility for participation in the Program. [ ]  I consent to the Program using my personal information contained in the DCJ database (if any) to process my referral and assess my eligibility for participation in the Program. [ ]  I consent to a representative from the Program contacting me to discuss my referral and eligibility and to provide me further information about the Program. [ ]  I understand I can withdraw my consent at any time by contacting Wesley Mission. |
| **Signature** |  | **Date** |  |

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| **Referring organisation:**  |
| Name of the agency/ organisation  |  |
| Referral contact name  |  |
| Referral contact number |  |
| Referral contact email address |  |

[ ]  Self-referral

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| **Client Information:** |
| We need to know some personal details so we can contact you and assess your eligibility for the Program. |
| Last Name |  |
| First Name |  |
| Previous/ Other Names |  |
| Date of birth (DOB) |  |
| Gender | [ ]  Male [ ]  Female [ ]  Other |
| Unit number/ Street number |  |
| Street address |  |
| Suburb |  |
| Postcode |  |
| Mobile/Phone |  |
| Email address |  |
| Do you need an interpreter? | [ ]  Yes [ ]  No |
| Preferred language |  |

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| **Housing Status** |
| OP-SII is a Housing Program. We need to know about your current Housing situation to assess your eligibility and refer you to the Program. |
| [ ]  Living in public housing | [ ]  Household member of a Public Housing tenant |
| [ ]  Living in Aboriginal housing | [ ]  Household member of an Aboriginal Housing tenant |
| [ ]  Living in Community Housing  | [ ]  Household member of a Community Housing tenant |
| [ ]  On the NSW Housing Register  |  |
| ☐ Rent Choice recipient  | [ ]  Household member of a Rent Choice recipient |

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| **Housing Reference Number**  |
| Please provide your **Housing Reference number,** if known**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please select which type of number this is: |
| [ ]  DCJ Housing Application Number | [ ]  DCJ Tenancy Reference Number |
| [ ]  DCJ Customer Reference Number  | [ ]  DCJ Rent Payment Reference Number |
| [ ]  Community Housing Reference Number | Community Housing Provider Name |

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| **Employment Status** |
| The OP-SII program assists participants with employment and education. To assess whether you are eligible for the program we need to know about your current employment and education status. |
| Are you currently employed? [ ]  Yes [ ]  No | If yes, average number of hours worked per week? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If yes, please select the most appropriate from the below:[ ]  Employed - Full-time [ ]  Employed – Part-time [ ]  Employed - Casual |

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| **Education Status**  |
| Are you currently studying? ☐ Yes ☐ No |
| If yes, what course(s) are you currently enrolled in? |
| What is your highest level of education? Please tick the option below that applies to you: |
| [ ]  Did not go to school  | [ ]  Year 6 or below  |
| [ ]  Year 7 or equivalent | [ ]  Years 8 or equivalent |
| [ ]  Year 9 or equivalent | [ ]  Year 10 or equivalent |
| [ ]  Year 11 or equivalent | [ ]  Year 12 or equivalent |
| [ ]  Certificate I/II | [ ]  Certificate III/IV (incl. trade certificate) |
| [ ]  Advanced diploma/diploma | [ ]  Bachelor’s degree  |
| [ ]  Graduate diploma/Graduate certificate | [ ]  Postgraduate degree |
| [ ]  Other non-school |  |

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| **Please tell us what you would like to achieve through the OP-SII program?** |
| [ ]  Employment opportunity  | [ ]  Employability skills  |
| [ ]  Increase in employment hours  |  |
| [ ]  Complete a course (Certificate III or above)  |
| [ ]  Housing independence (move from social housing to private rental market)  |
| Additional notes: |

Please return completed and signed form to the email address mentioned below.

Wesley Mission

ABN 42 164 655 145

Suite 5/6, 14 Pioneer Avenue Tuggerah NSW 2259

**Phone: 1800 931 108**

**OpportunityPathways@wesleymission.org.au**

[**wesleymission.org.au/opportunitypathways**](https://www.wesleymission.org.au/opportunitypathways)