

EduLinked Referral Process Guide

Supporting Schools, Organisations, and Individuals

This guide is designed to provide clear and accessible information on how referrals work at EduLinked. It outlines the step-by-step process, different types of referrals, required information, submission methods, review procedures, next steps, and accessibility supports. The aim is to ensure everyone—schools, organisations, and individuals—can confidently participate in the referral process.

Introduction

Referrals at EduLinked help connect students and community members with the right support services. Anyone—including educators, service providers, families, or individuals—can make a referral. The process is straightforward and inclusive, ensuring that support is accessible to all who need it.

Step 1: Identifying the Need for Referral

Begin by recognising when someone may benefit from additional support or services offered by EduLinked. This may include educational assistance, wellbeing programs, or community resources. If you're unsure, reach out to EduLinked for guidance before proceeding.

Step 2: Choosing the Appropriate Referral Type

EduLinked offers several types of referrals, including academic, wellbeing, and specialist support. Select the category that best matches the needs of the person being referred. Clear definitions and examples are provided on the referral form to help you decide.

Step 3: Completing the Referral Form and Required Details

Collect all necessary information before filling out the referral form. This typically includes personal details, contact information, reason for referral, and any relevant background. Be concise and specific to help EduLinked assess the referral efficiently.

Step 4: Submitting the Referral

Referrals can be submitted online via the EduLinked portal, by email, or in person at designated centres. Choose the method that works best for you. Instructions are available for each submission option to ensure the process is accessible to all.

Step 5: Referral Review Process

Once submitted, referrals are reviewed by EduLinked's support team. They assess eligibility, gather additional information if needed, and update the referrer regarding the progress. The review process is conducted promptly and transparently.

Step 6: Next Steps After Referral

After a referral is reviewed, EduLinked will contact the referred individual and provide information about available services. Follow-up communication ensures everyone is kept informed and supported throughout the process.

Accessibility: Supports Available for Participation

EduLinked is committed to accessibility. Assistance is available for completing forms, translation services, and alternate submission formats. If you require support, contact EduLinked and staff will help you participate fully in the referral process.

Contact Information

For more information or help with referrals, reach out to EduLinked by phone, email, or through the website. Support staff are available to answer questions and provide guidance.