

1.1 Action sheet following enquiry

To be completed by assessor following enquiry.

1.1.1 Name of person making enquiry

1.1.2 Carer information pack sent

(mark one) Yes No

If **yes**: Date sent

Now go straight to section 1.2.6 at the end of this form.

If **no**: Complete sections 1.2.3 - 1.2.6 below.

1.1.3 Please mark one of the boxes below and complete any necessary details.

enquirer placed on waiting list as agency is not recruiting at this time

enquirer did not fulfil the following essential criteria of our agency

Provide details

enquirer demonstrated inability to meet competencies (*please provide details below*)

Competency	Evidence that applicant cannot demonstrate this competency (See Section 9 of this Assessment Record for examples of "red lights" that indicate an applicant is not demonstrating competency to be a carer.)
Attitudes and connections	
Personal resilience	
Team work	
Child focused care	
Provide safe environment	

enquirer decided not to pursue their enquiry at this time

Other

Provide details

1.1.4 When and how was enquirer informed that agency would not proceed? *(mark one)*

During the initial telephone enquiry conversation

Other

Provide details

1.1.5 What other options (if any) were provided to enquirer?

Form completed by

Assessor

Date