



Corporate Parenting

Education, Training and Employment Policy

Key Stage 4 and Beyond

2016

Date:	24 th October 2016
Author:	Corporate Parenting
Version:	0.8
Review Date:	September 2018

Table of Contents:

1) Vision for Kent Children in Care and Care Leavers.....	3
2) Voice of the Young Person.....	3
3) Virtual School Kent	4
4) Unaccompanied Asylum Seeking Children/Young People.....	5
5) 18Plus Service.....	7
6) Vulnerable Groups.....	7
7) Other Key Agencies/Contacts.....	7
8) Transition Summary.....	8
9) Supporting Documents.....	10
10)18Plus Service Supporting Documents.....	28

1) Vision for Kent Children in Care and Care Leavers

- 1.1 The authority has a responsibility to provide a full range of opportunities and support to allow a young person to access and progress in Education, Training and Employment through their transition from Key Stage 4 into Key Stage 5 and beyond.
- 1.2 The authority's aim is to ensure every young person is engaged in purposeful education and training and is well prepared for skilled employment and further and higher learning.
- 1.3 We will achieve our vision by working in partnership across agencies, all types of providers, Health, Skills & Employability, Early Help and Preventative Services, Special Educational Needs & Disability, Youth Offending, Foster Carers, local communities and other relevant individuals to best support our young people.

2) Voice of the Young Person

Participation

- 2.1 The Participation and Engagement Team sits within Virtual School Kent. They run activity days for Kent Children in Care and Young Care Leavers in the school holidays that allow young people to give their opinions, meet other young people with similar experiences, build confidence and have fun.
- 2.2 The team also facilitate three council groups for young people to give their opinions about being in care and leaving care and how it can be made better. Each group has named themselves and have designed their own logos and decided how they want to run.

Our Children and Young Peoples Council (OCYPC)

- 2.3 Our Children and Young People's Council has been running for several years now and was originally the only group in Kent for young people to give their opinions about the care system. The group is now for 11-16 year olds.
- 2.4 The OCYPC have done a lot of work to help to shape the services that they use. Some of the work they have done includes: designing our Kent Pledge cards, given opinions on what makes a good social worker, attended the Corporate Parenting Panel and meeting with many senior members of Kent County Council staff and Council Members.

Young Adults Council (YAC)

- 2.5 The Young Adult Council is for 16+ young people. The group started in 2015 and is now very successful. Recently, the young people have helped to redesign pathway plans, given opinions on our website, floating support and accommodation services. They are also planning to do a 25km walk around London to raise money for The Who Cares? Trust.
- 2.6 In addition to giving opinions, the YAC group have been doing activities to develop their learning. This has included: CV Skills, First Aid, Cooking on a Budget and Health.

Interview Panels

- 2.7 Kent County Council believes that it is really important to include young people who have had experience of the care system when they are recruiting new staff who are going to be working with children and young people. Because of this, we have a number

of young people that regularly sit on interview panels for Social Workers, Foster Carers, IROs and other senior roles.

- 2.8 For each interview panel, young people will be supported by a member of the Participation Team and will receive a gift voucher for giving up their time. We also have training available for young people that want to be involved in interview panels that is a recognised national qualification.

Feedback

- 2.9 Feedback will be gathered from the young people through accessing the OCYPC and YAC forums, through staff reviews with young people, through end of academic year forums. This policy will be presented to OCYPC and YAC to capture feedback.

3) Virtual School Kent (VSK)

- 3.1 The Virtual School acts as a local authority champion to bring about improvements in the education and health of Children in Care (CiC) and Young Care Leavers (YCL) and to promote their educational achievement as if they were in a single school. Ensuring that they receive a high quality education is the foundation for improving their lives through:

- Influencing policy and developing and improving services for CiC and YCL.
- Promoting individual achievement, health, and wellbeing.
- Providing advice, support and training to professionals, schools, colleges and institutions.
- Improving access to specialist services, including health assessments, mental health assessments and treatment.
- Providing access to professional advice and guidance on education, training and employment.
- Providing additional opportunities for out of school learning and leisure.
- Facilitating access to early education and child care.

Key Stage 4 Structure:

- 3.2 Young people in Key Stage 4 are supported by the Virtual School Kent Locality Teams led by a VSK Assistant Head. The team includes a Year 11 Progression Support Officer who will be focusing on the year 11 cohort of young people to support and identify Key Stage 5 intended plans. This member of staff will work closely with the young person, their school, foster carer and social worker. Links will also be made with the Key Stage 5 team of Virtual School Kent.
- 3.3 The young person may be discussed at the local area District Partnership Meetings led by the Skills & Employability team. This meeting brings together key professionals from a variety of KCC teams, external education providers and lead professionals for the vulnerable cohorts to identify possible EET opportunities and to discuss local area needs and gaps in provision.
- 3.4 The Year 11 Progression Support Officers are funded through Pupil Premium + and work term time only.

Key Stage 5 Structure:

- 3.5 Young people in Key Stage 5 will be supported by the Locality Team if accessing a sixth form provision. All other young people will be supported by the Virtual School Kent Post 16 Team which includes Post 16 Support Officers.
- 3.6 All of the young people under the remit of the VSK Post 16 Team will be assigned to a member of staff whose role is to track, monitor and support the young person through Key Stage 5 and their transition to the 18Plus Service ensuring EET is a focus.
- 3.7 The Post 16 Support Officers work in collaboration with the Skills & Employability teams in their district areas to support local issues. They also work closely with the foster carers, education and training providers, Social Workers and other key professionals.

Personal Education Plan (PEP):

- 3.8 The ePEP system is a digital system which can be accessed by Social Workers, Foster Carers and education providers to track the educational progress of a young person.
- 3.9 The ePEP system now includes a '14-19 Transition' section to help support the onward progression of a young person, helping to identify goals and onward destinations. It also includes a section regarding applying for post 16 choices to help support the transition into post 16.

4) Unaccompanied Asylum Seeking Children/Young People (UASC)

- 4.1 Kent County Council has had to adapt its service in response to the huge increase of UASC arrivals during 2015-2016. This has had a large impact on the educational provisions available for the cohort. Virtual School Kent, working in collaboration with Skills & Employability, have developed provisions for the young people:

Pre 16 Kent & Medway:

- 4.2 During 2015-2016 Ready For School Hubs were set up around the county. Each KS4 UASC student was allocated a place at their nearest appropriate school by the local IYFA Panel, but spends an induction period of six weeks in the Hub school. Once the induction period was over they transferred back to their allocated school. Year 11 students starting after the end of Term 3 will stay at the Hub school until the end of Year 11 (June 30th).
- 4.3 Ready For School hubs were funded through a combination of PP+ and School EAL grants. Ready for School Hubs operated in Thanet, Canterbury, Swale, Folkestone and Dover. Where no Hub School was available as in North Kent and West Kent, this service was provided by Walk Tall and Catch 22 respectively funded by PP+. Gillingham Football Club Trust also offered places on their ESOL course for Year 11 students funded by PP+. This is often referred to as "Informal Education". There is currently no pre-school provision in Ashford.
- 4.4 There is an expectation that KS1, KS2 & KS3 pupils will be admitted directly to their nearest appropriate school, with PP+ and School EAL grants funding the extra help needed to support and sustain admission. A letter of direction to admit will be issued to any appropriate school refusing admission.

Out of Authority (OOA)

4.5 When UASC students are placed Out of Authority VSK liaises with social workers to establish the admissions process in that authority and an appropriate school is identified either by the social worker or the foster carer. VSK liaises with the local Virtual Head Teacher for CiC if this is necessary. It should be noted that very few of the children placed OOA are without a school place. Often this is because the London Boroughs, in particular, have a far wider range of options for pupils whose first language is not English.

Obstacles to Admission:

4.6 Reluctance on the part of schools to admit UASC into Year 11 given their inability to access GCSE and other KS4 courses. This makes them expensive to maintain with no accreditable outcome for the school.

4.7 Only the EFA (Education Funding Agency) can issue a direction to admit to an Academy and this process tends to be prolonged and unsuccessful.

4.8 Schools are suspicious of age assessing processes and cite risk of safeguarding issues as a barrier to admission.

4.9 Where schools are reluctant to admit UASC age assessed as 16 who are technically of statutory school age, but who have been placed in community housing rather than foster care, VSK are working with the Admissions Team of KCC to address this. Please see VSK website for more information - <http://www.virtualschool.lea.kent.sch.uk/professionals/education/school-admissions>

Medway

4.10 In Medway VSK have worked closely with Gillingham Football Education Trust who established short courses and regular classes for the UASC cohort who are unable to access a school place. VSK have also worked with the secondary school head teachers to establish a 'School Ready Hub' at one of the schools in Medway. The young people who attended the hub were allocated a school place when possible.

Post 16 UASC

4.11 Previously there had been very limited education provision available for the UASC cohort trying to access post 16 education, and was reasonably adequate for the numbers prior to the summer of 2015. With the increase in arrivals, the education provision was insufficient. Working with Skills & Employability, VSK have been identifying key gaps in provision and working with providers to establish educational opportunities across the county.

4.12 A UASC provider network has been established and has seen a positive step forward in provision being offered across the county. The challenge now is how to ensure provision is available throughout the academic year cycle, not just the September academic start of year time.

4.13 A VSK Post 16 Support Worker is assigned to each post 16-18 UASC to support them in accessing the provisions that are available.

4.14 A key area of development is the provision available in the North and the East of the county. VSK are working in collaboration with Skills & Employability to identify possible options.

5) 18Plus Service

- 5.1 As part of the Transition to Independence the 18Plus Service will ensure that all young people supported by the service have a clear identified route into education, training and employment and are fully supported to achieve their full potential.
- 5.2 The service will work with colleagues in Skills and Employability Service, VSK, local Education colleges and Training Providers. Split across 3 teams, the 18Plus Service will also have a VSK 18Plus Support Officer to work alongside the Personal Advisers offering guidance on Education, Training or Employment opportunities available.
- 5.3 For more detailed information regarding processes and supporting documents, please see page 27 onwards.

6) Vulnerable Groups

- 6.1 Through the partnership working with various Kent County Council teams, VSK are working to strengthen the links for those with additional support needs to access education, training and employment through:
- SEND– the Year 11 Progression Support Officers and Post 16 Support Officers are building on their links to ensure earlier identification of need and onward progression. Where an EHCP is in place, VSK staff are ensuring that this is shared with the onward educational provider for an earlier transitional support programme.
 - The Post 16 Support Officers are establishing stronger links with the Children Centres in their local areas through the Youth Hubs to ensure that any teen parents are aware of the support available and to encourage the young person to access the support.
 - Youth Offending links are also in development where required.
 - For more detailed information, please refer to the 'KCC NEET Handbook, 2016-2017 from Education and Young People's Services' and 'The NEET Strategy – EHPS Responsibilities, 2016'.
- 6.2 Tracking on IYSS:
- VSK are responsible for updating IYSS on those CIC/YCL that live in Kent in academic years 12 and 13 – updating the young person's EET status.
 - VSK Locality Teams are responsible for updating information regarding September Guarantee information for those in year 11 and 12.
 - 18+ Service are responsible for updating IYSS for YCL that live in Kent – updating the young person's EET status and September Guarantee information.

7) Other Key Agency collaboration

7.1 Skills & Employability

Working in partnership through the District Partnership Meetings to discuss those at risk of NEET, changes in provision, identifying gaps in provision, change in area of where cohort are living.

7.2 Designated Member of Staff

The Designated Member of Staff Group is a network of identified named staff in all of the Kent and Medway Colleges and Universities specifically for CiC/YCL. The group's remit is transition collaboration with the Kent and Medway College Designated Members of Staff specifically for CIC/CL and then ongoing tracking and monitoring of cohort, supporting PEPs and onward progression. VSK is planning to develop this role with Training Providers. VSK chair this group that meets 3 times per academic year cycle.

7.3 Care Leaver Progression Partnership

Strategic group overseeing the DMS operational group. VSK represent the LA at this group, looking to develop clear impact measures for the Colleges and Universities of Kent and Medway to work towards collaboration with both Kent and Medway LA's, Job Centre Plus, Kent Association of Training Organisations.

7.4 Foster Carers

VSK Post 16 Assistant Head offers training regarding the Post 16 Sector to foster carers, alongside the Post 16 team attending Foster Carer Support Groups to build links and answer queries regarding the opportunities for a young person entering post 16 education.

7.5 Social Workers

VSK Post 16 Assistant Head offers training regarding the Post 16 Sector; VSK staff also attend CiC team meetings to build links and answer queries.

7.6 Early Help and Preventative Services

VSK staff attends regular meetings to strengthen links with the various teams under the EHPS umbrella, offering signposting to other key organisations where necessary or to help develop inclusion activities across the county.

7.7 Education and Training Providers

VSK Post 16 team working with providers in local areas to build collaborations and understanding of the need of the cohort.

7.8 Medway Youth Trust and CXK

Working in collaboration with both organisations to support the delivery of information, advice and guidance for young people.

8) Transition Summary

Young people aged 16-18yrs are now required to remain in some form of education, training or employment through the following options:

- College
- Sixth Form
- Apprenticeship/Traineeship
- Employment with training
- Volunteering
- Work Based Learning

Year 11:

- 1) VSK Locality Team to identify cohort and risk of becoming NEET – recorded on VSK Locality Spreadsheets
- 2) Young person supported by VSK Year 11 Progression Support Officer to identify possible Post 16 plans through meetings (PEP/CIC/informal)
- 3) VSK Year 11 Progression Support Officer to link with onward destination (and Post 16 VSK team where applicable) to put in place a transition plan
- 4) For those at risk of NEET with no onward plan, young person to be discussed District Partnership Meetings and VSK team meetings
- 5) VSK to check onward destinations checked and recorded – including any change in plan
- 6) VSK to confirm transition plan and implemented
- 7) VSK to support at GCSE Results day to check if any impact on post 16 plans

Year 12:

- 1) VSK staff to identify those who are NEET or at risk of becoming NEET
- 2) Young person supported by VSK staff to identify onward plans
- 3) PEP meetings/Provider review meetings take place to monitor progress
- 4) VSK Post 16 Support Officers to have regular tracking and monitoring discussion with Post 16 providers – discussing cohort and any concerns, along with onward plans
- 5) For those at risk of NEET – to be discussed at District Partnership Meetings if required
- 6) Onward plans recorded and transition plan identified if required
- 7) VSK staff to support with transitions
- 8) VSK staff to support at results time to check if any impact on onward plans

Year 13:

- 1) VSK staff to identify those who are NEET or at risk of becoming NEET
- 2) Young person supported by VSK staff to identify onward plans
- 3) PEP meetings/Provider review meetings take place to monitor progress
- 4) VSK staff to link with 18Plus Service to support transition into year 14
- 5) For those at risk of NEET – to be discussed at District Partnership Meetings if required
- 6) Onward plans recorded and transition plan identified
- 7) VSK Staff to support at results time to check if any impact on onward plans
- 8) If young person still NEET, to be transitioned to the 18Plus Service towards end of year 13 or when 17.5 yrs of age – through a regular review meeting held between VSK, 18Plus Service, Skills & Employability, EHPS, SEN, YOT (where required)

Year 14:

- 1) For those accessing an education provider, VSK team to support with early transition in year 14 through to end of September/early October
- 2) Transition to the 18Plus Service

* For those in a school sixth form in years 12 and 13, if at risk of NEET, the Locality team to carry out a transition PEP meeting with the school to identify possible barriers and suggestions before referring to the Post 16 team.

- * Post 16 Providers refers to Colleges, School Sixth Forms, Training Providers, Work Based Learning, Apprenticeships, and Volunteering. For more localised information, please visit the district offer section - <https://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training/help-for-young-people-who-arent-in-education-or-training>
- * A new website is in development for the district offer – due to be launched in October 2016
- * New Website for Kent Apprenticeships - <http://www.apprenticeshipkent.com/>
- * For those aged 17.5yrs, links to be made with the local DWP Job Centre Care Leaver Leads to support transition to benefits
- * For work experience opportunities for young people within Kent County Council - <http://www.kent.gov.uk/jobs/starting-your-career/work-experience>

9) Supporting Documents

For more information regarding the following documents, please speak to the VSK Post 16 Assistant Head:

- A. VSK Transition Procedures
- B. VSK NEETs Prevention Process Flow Chart Year 11 and Year12/13
- C. VSK Year 12 and 13 Transition Flow Chart
- D. VSK, S&E, 18+ Flow chart of collaborative working
- E. VSK Transition Year Cycles – Year 11, Year 12, Year 13, Year 14 (*not included in this policy - please contact the Post 16 Assistant Head at Virtual School Kent for more information*)
- F. VSK Higher Education Checklist Year 12 (*looking to produce expand for year 11 and year 13 also*)
- G. VSK Year 11 Prompt Sheet for Staff
- H. VSK Foster Carer Checklist for progression into Post 16
- I. VSK Progression Letters – Year 11, 12 and 13

Additional Resources/Activities supporting transition (not included in policy):

- Locality Year 11 Tracking and Monitoring Progression Spreadsheet
- Annual Forum Plan/Outcomes to look at transitional support and NEET interventions
- Transition Section on VSK Website and Kent Cares Town in development
- Transition PEPs in place
- Application questions on EPEP KS4 in place
- Training for Foster Carers and Social Workers – ‘Understanding Post 16’
- VSK Award Ceremonies (September for up to KS4, October for KS5)
- VSK Newsletters
- CLPP Student Charter (*will be uploaded to the Personal Education Plan system*)
- Social Media – Facebook, Twitter
- Monthly top tips for young people on websites

- * Please see VSK website for transitional information from November 2016

A) Virtual School Kent Transition Procedures

To support the transition of the Kent Children in Care and Care Leaver cohort, Virtual School Kent has developed a wide range of transitional activities outlined below:

Year Group Transitioning	Activity	Who Responsible	Working With
Year 11 into Year 12	VSK Year 11 Progression Support Officers in place in all locality areas – to focus on cohort and link to Post 16 team and providers	Locality Assistant Heads	Post 16 Team, S&E, EET providers
	Risk of NEET to be identified on the VSK locality spreadsheets and RAP meetings taking place monthly	Locality Assistant Heads	Locality Teams, Post 16 Team, CXK, external providers
	VSK to send out a letter to all Year 11 outlining their post 16 options and support available from VSK	Post 16 drafted, Locality teams send out	n/a
	VSK staff have access to Kent Choices 4 U for VSK staff to support with tracking and monitoring of Post 16 Destinations by tracking applications and offers made from providers	Locality Assistant Heads	Skills & Employability
	VSK staff to have discussions at District Partnership Meetings across locality areas regarding providers and those at risk of NEET led by Skills & Employability. Also refer to EHPS, YOT, SEN where appropriate.	Locality Assistant Heads	Various KCC teams
	VSK staff to have discussions at the KCC Participation Progression Operational Group and Interdependencies Group regarding the barriers for the cohort for onward plans, identify gaps, discuss processes	Deputy Head and Post 16 Assistant Head	Various KCC teams
	VSK staff to be available during results time to support any impact on onward plans. Plan for supporting young person at results time onwards and into enrolment period	Year 11 Progression Support Officers	External providers
	PEPs and CIC reviews taking place to support onward progression and to identify any areas of concern (including focus on transition PEPs where Post 16 provider may attend)	Locality Assistant Heads	Education providers
	VSK Newsletters published with key information regarding support and options (General VSK newsletter, Post 16 Newsletter, YAC and OCYPC newsletters) – containing information regarding Post 16 plans	VSK Senior Leadership Team	n/a
	Training on the Post 16 Sector to Foster Carers, Social Workers, VSK staff to raise awareness of the options	Post 16 Assistant Head	Skills & Employability
	Information on Websites regarding options and support available to young person and other professionals – VSK and Kent Cares Town	Post 16 Assistant Head	n/a
	VSK staff to implement Monthly Top tips on website for young person outlining options and things to consider	Written by all of the Post 16 team	n/a

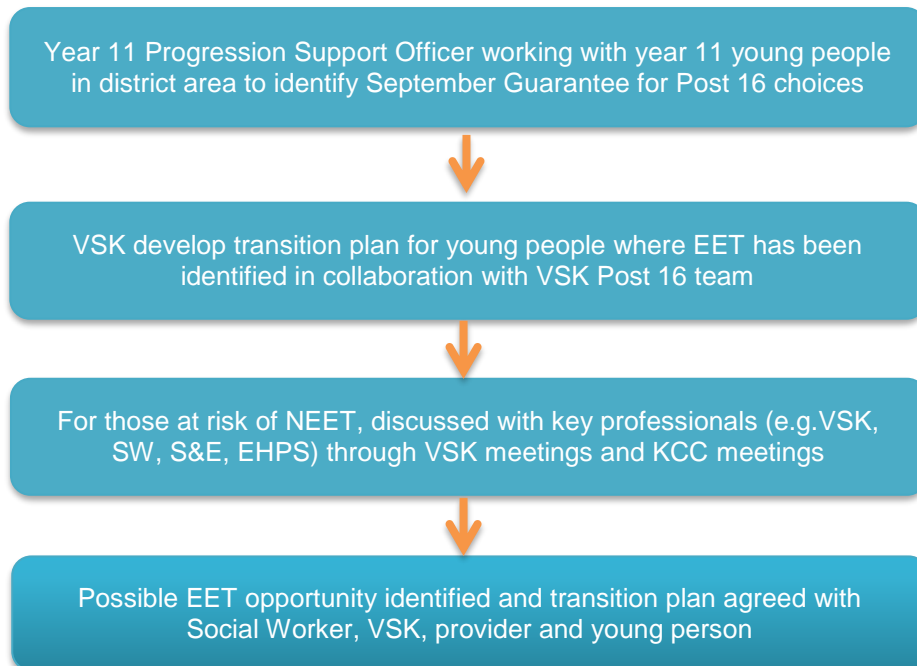
	Inviting EET providers to locality meetings to discuss cohort where appropriate for transition into their provider	Locality Assistant Heads	External providers
	Additional supporting transition meetings – e.g. meeting young person in intended destination placement early to settle any concerns with key contacts and any new staff that will be involved in your persons next destination	Locality Teams and Post 16 Team	External providers
	Link with College Designated Member of Staff contacts early where there are concerns over transition, in particular for those with SEN/EHCP	Locality Teams and Post 16 Team	External Providers
	Promote the council groups for young people to attend to raise their concerns and provide feedback (Our Children and Young Peoples Council and Young Adults Council)	VSK Participation Team	Post 16 Team
	Promote any Post 16 providers offering taster events/informal visits to support transition anxieties	VSK Post 16 Team and Locality Teams	External providers
	Carry out focus group with cohort to focus on support offered and impact - lead by the VSK Support Officers in locality areas	VSK Support Officers	n/a
	Training offered to EET providers regarding awareness of supporting CIC/CL cohort and identifying suitable providers, linking in with Social Worker	VSK Post 16 Assistant Head	External providers
Year 12 into Year 13	All cohort allocated a VSK member of staff – either the Locality Assistant Head or Post 16 Support Officer – responsible for tracking, monitoring and onward destinations	Assistant Heads	n/a
	Post 16 Support Officers attending monthly District Partnership Meetings in locality areas to discuss NEET cohort , identify gaps in provision and changes in provision. Also refer to EHPS, YOT, SEN where appropriate.	Post 16 Team	Various KCC teams and external providers
	PEPs and CIC reviews taking place during (including focus on transition PEPs where Post 16 provider may attend)	VSK staff	External providers
	VSK Newsletters published with key information regarding support and options (General VSK newsletter, Post 16 Newsletter, YAC and OCYPC newsletters) – containing information regarding Post 16 plans	VSK Participation Team and VSL SLT	n/a
	Training on the Post 16 Sector to Foster Carers, Social Workers, VSK staff to raise awareness and understanding of options	Post 16 Assistant Head	Skills & Employability
	VSK staff to implement Monthly Top tips on website for young person outlining options and things to consider	Post 16 Team	n/a
	To use the VSK Facebook and Twitter accounts to promote options, events and support - key information posted	SLT and Participation Team	n/a
	VSK staff to regularly meet with contacts in providers to look at onward plans of cohort, helping to identify those with no onward plans and risk of becoming NEET for year 13 or earlier	Post 16 Team	External providers
	VSK to identify those considering Higher Education and ensure supported with process. To share potential names with 18+ Service.	Assistant Heads	18+ Service
	VSK staff have access to Kent Choices 4 U for VSK staff to support with tracking and monitoring of Post 16 Destinations by tracking applications and offers made from providers	Assistant Heads	n/a

	VSK staff to have discussions at the KCC Participation Progression Operational Group and Interdependencies Group regarding the barriers for the cohort for onward plans, identify gaps, discuss processes	Deputy Head and Post 16 Assistant Head	Various KCC teams
	VSK staff to be available during results time to support any impact on onward plans. Plan for supporting young person at results time onwards and into enrolment period	Assistant Heads	External providers
	Information on Websites regarding options and support available to young person and other professionals – VSK and Kent Cares Town	SLT and Participation Team	n/a
	VSK staff continue to meet with young person and provider if required to support any transition unsettledness	Assistant Heads	External providers
	Additional supporting transition meetings – e.g. meeting young person in intended destination placement early to settle any concerns with key contacts and any new staff that will be involved in your persons next destination	Locality Teams and Post 16 Team	External providers
	Link with Designated Member of Staff early where there are concerns over transition, in particular for those with SEN/EHCP	Locality Teams and Post 16 Teams	External providers. KCC SEN
	Encourage young person engagement with the Young Adults Council to raise their concerns and provider feedback	Participation Team and Post 16 Team	n/a
	Promote and encourage providers offering taster events/informal visits to support transition anxieties	Post 16 Team	External providers
	Carry out focus group with cohort to focus on support offered and impact - lead by the VSK Support Officers in locality areas	VSK Support Officers	n/a
	Training offered to EET providers regarding awareness of supporting CIC/CL cohort and identifying suitable providers, linking in with Social Worker	Post 16 Assistant Head	External providers
Year 13 into Year 14	End of academic year transition meeting between VSK and 18Plus Service to handover caseloads and provide background	Assistant Heads	18+ Service
	PEPs kept open to continue into year 14 if required however VSK will not be monitoring them	VSK EPEP team	18+ Service and External providers
	VSK continue to be a source of information for 18Plus staff once young person is in year 14	Post 16 Assistant Head	18+ Service
	All cohort allocated a VSK member of staff – either the Locality Assistant Head or Post 16 Support Officer – responsible for tracking, monitoring and onward destinations so can support onward destination into the beginning of year 14	Assistant Heads	n/a
	Post 16 Support Officers attending monthly District Partnership Meetings in locality areas to discuss NEET cohort and share with 18Plus Service. Also refer to EHPS, YOT, SEN where appropriate.	Post 16 Team	Various KCC teams and external providers, 18+ Service
	VSK Newsletters published with key information regarding support and options (General VSK newsletter, Post 16 Newsletter, YAC and OCYPC newsletters) – containing information regarding Post 16 plans	VSK Participation Team and VSL SLT	n/a

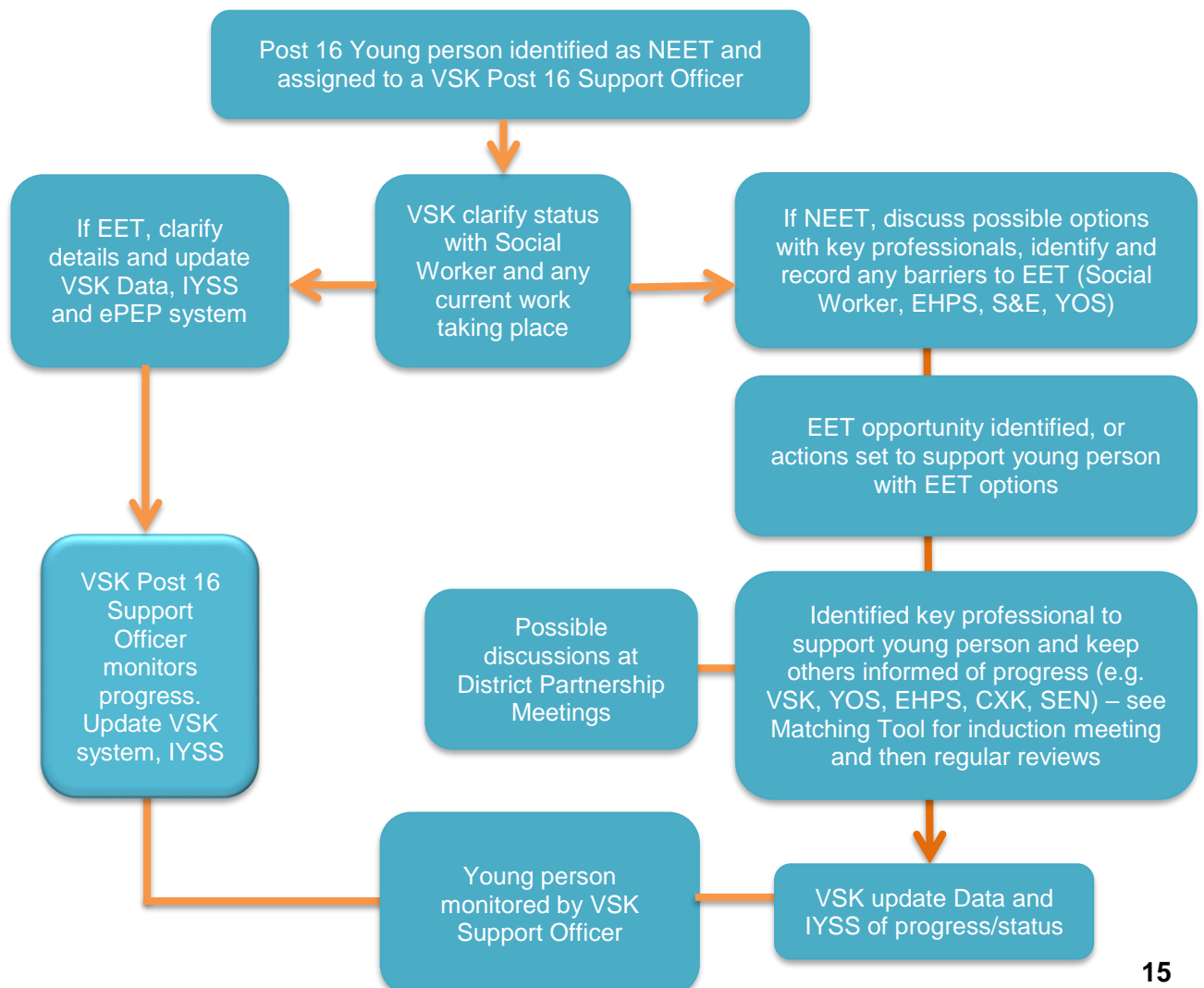
Training on the Post 16 Sector to Foster Carers, Social Workers, VSK staff to raise awareness and understanding of options	Post 16 Assistant Head	Skills & Employability
To use the VSK Facebook and Twitter accounts to promote options, events and support - key information posted	SLT and Participation Team	n/a
VSK staff to link with Designated Member of Staff early where there are concerns over transition, in particular for those with SEN/EHCP for progressing into year 14	Post 16 Team	External providers
VSK to identify those considering/applying Higher Education and ensure supported with process and inform 18+ Service	Assistant Heads	18+ Service
VSK staff to have discussions at the KCC Participation Progression Operational Group and Interdependencies Group regarding the barriers for the cohort for onward plans, identify gaps, discuss processes	Deputy Head and Post 16 Assistant Head	Various KCC teams
Information on Websites regarding options and support available to young person and other professionals – VSK and Kent Cares Town	SLT and Participation Team	n/a
VSK staff continue to meet with young person and provider if required to support any transition unsettledness	Locality Teams and Post 16 Team	External providers
Link with Designated Member of Staff early where there are concerns over transition, in particular for those with SEN/EHCP	Locality Teams and Post 16 Teams	External providers. KCC SEN
Encourage young person engagement with the Young Adults Council to raise their concerns and provider feedback	Participation Team and Post 16 Team	n/a
Training offered to EET providers regarding awareness of supporting CIC/CL cohort	Post 16 Assistant Head	External providers
Those that are in year 13 that are NEET and have no intended EET plan to be transitioned to the 18+ Service during the last term of academic year 13. Those that have an EET plan for year 14 to be supported by VSK into the first few weeks of academic year 14 if attending a college, sixth form or training provider. Then transitioned to the 18+ Service by early October in year 14	VSK Assistant Head	External providers. 18+ Service

B) Virtual School Kent NEETs Prevention Process Chart - 2016

Year 11 NEET Prevention Process



Post 16 NEET Process



C) Virtual School Kent Year 12-13 Transition to 18Plus Service

Year 12 or 13 young person - if attending a school sixth form will come under VSK Locality Assistant Head.
Any other EET status – will be allocated to one of the VSK Post 16 Support Officers who will work with them to track and monitor EET status.

Year 12 or 13 young person to receive x2 PEPs per academic year cycle.
VSK Post 16 Support Officer to carry out 3rd PEP as a tracking and monitoring visit with EET provider. VSK staff to add information to Young Person Support Log on the EPEP system

Year 12 young person - VSK to work with young person, Social Worker, EET provider to identify year 13 plans.

Year 13 young person - VSK to work with young person, Social Worker, EET provider to identify year 13 plans.

VSK to track and monitor young person during year 12.

If young person is NEET, VSK Post 16 Support Officer to work with young person and Social Worker/PA to identify possible EET options.

VSK to support year 13 progression plans through guidance and tracking. Transition support put in place where required.

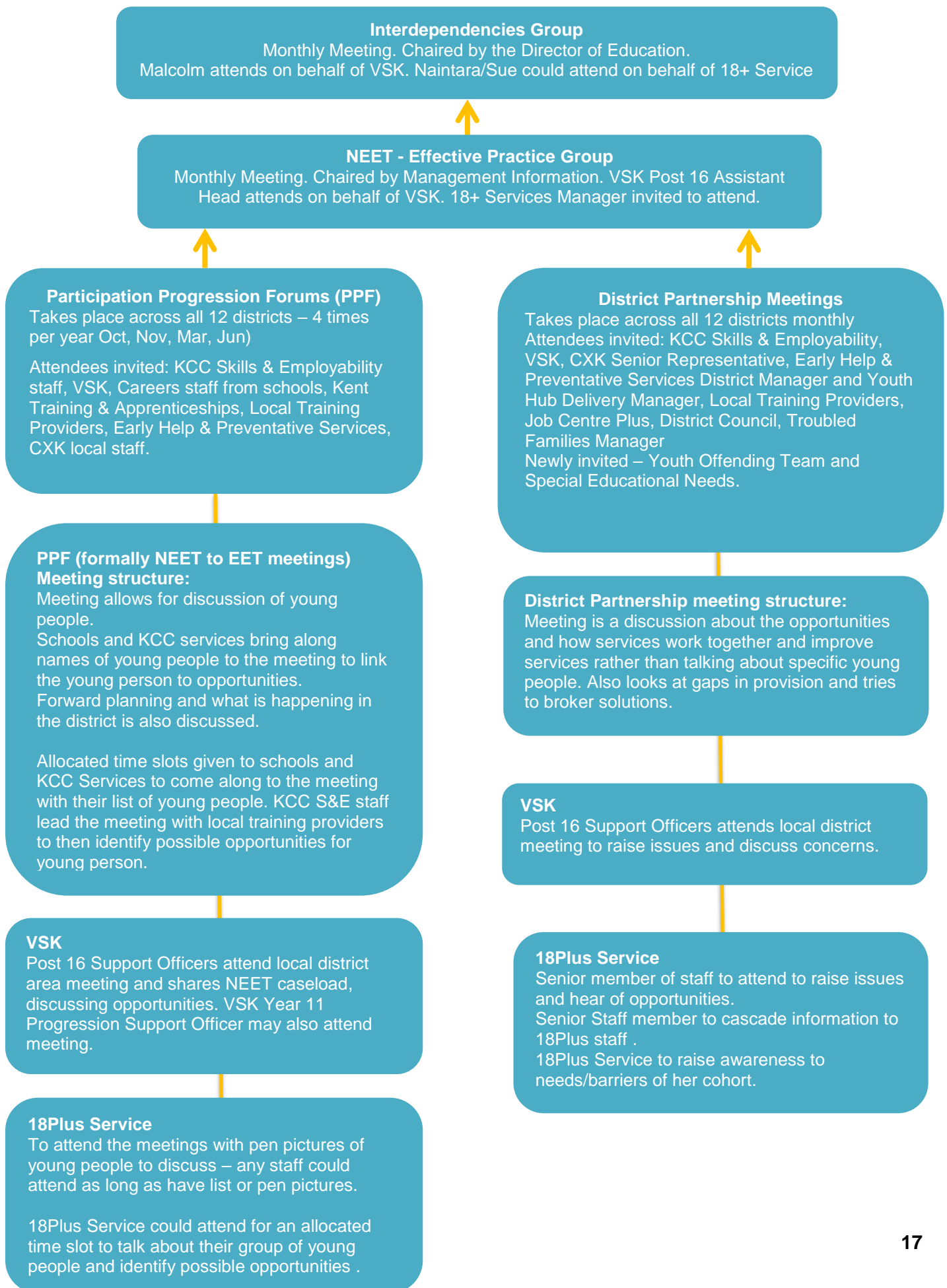
If young person NEET at 17.5 yrs, to discuss at regular review meeting with 18Plus Service in collaboration with other key teams within KCC

If young person EET, VSK support until the end of academic year 13. If young person accessing EET into year 14, VSK to support during first 4 weeks of term then handover case to 18Plus Team.

If NEET, 18Plus Worker to read notes on EPEP system to see chronology of support. VSK and 18+ to agree hand over timescale.

VSK to end chronology on EPEP and Masterlist. 18Plus Worker take over case of young person. To liaise with YOS, SEN, EHPS where required

D) VSK, S&E and 18Plus Service Collaboration

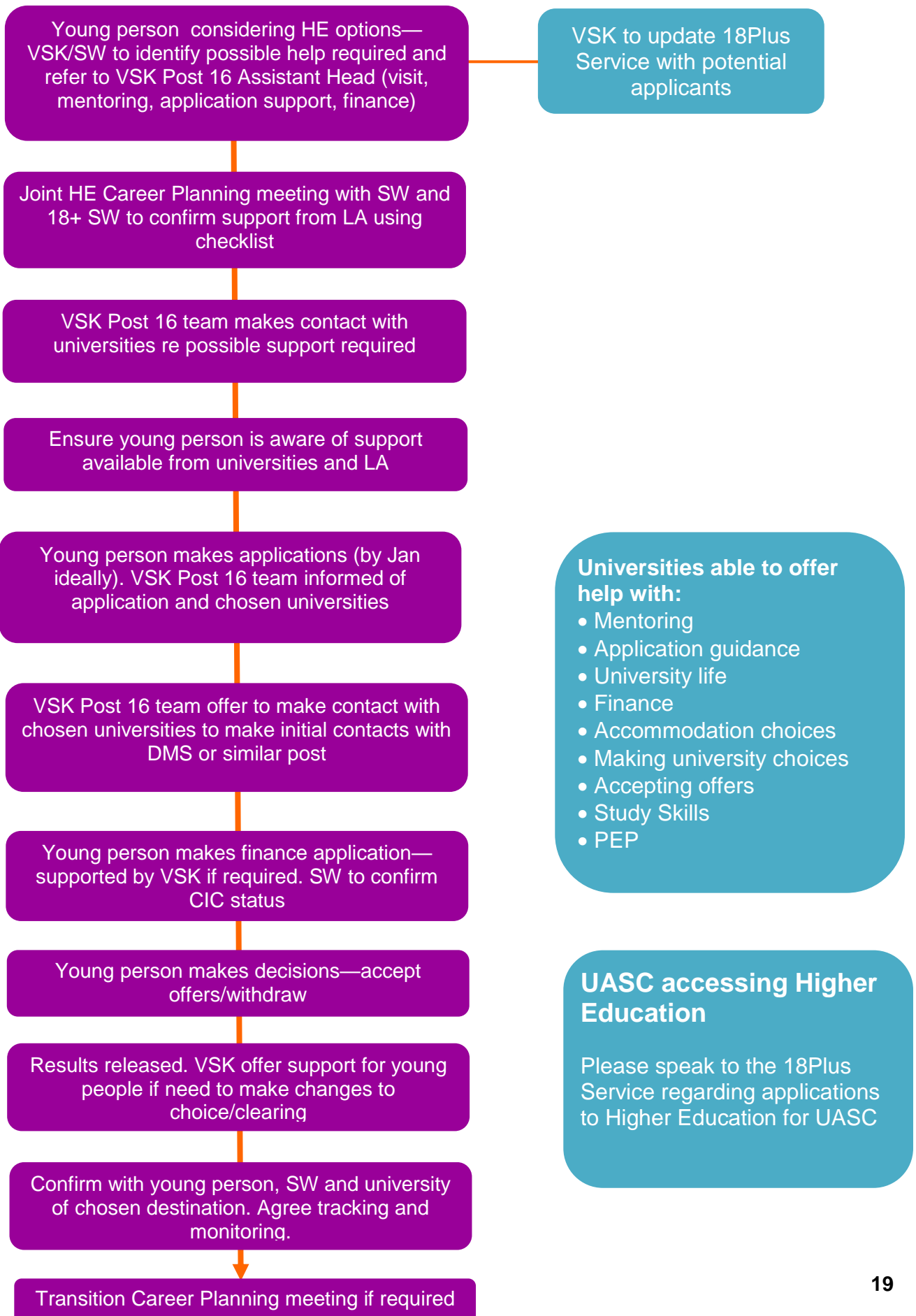


E) Transition Year Cycles – Excel Files

These files are an academic year plan for those in Year 10 through to Year 14 – outlining how the VSK team will work in collaboration with key agencies to support the transition of the young person into Post 16 and beyond.

For more information, please contact the Post 16 Assistant Head at Virtual School Kent at VSK.

F) Higher Education Process and Checklist



Career Planning Meeting—Checklist:

Young Person name:
Date of meeting:
Attendees:

Has the young person accessed an HE mentoring, or attended the CIC Summer School?

Does the young person need support in researching university choices?

Has contact been made with the University DMS?

Does the young person need support with the application process?

Does the young person need support with the financial application process?

Has the Social Worker completed the letter confirming status?

What is being considered regarding accommodation during the term and during the holidays? Is the young person clear on how to apply for term time accommodation? Has term time accommodation been applied for?

Has the data sharing agreement been completed?

Does the young person need support with accepting offers/ clearing/enrolment?

Any other comments?

Date of next meeting

G) VSK Year 11 Prompt Sheet for Staff

Young Person Name:	Date and location of interaction:
VSK Year 11 Progression Officer Name:	Social Worker Name and contact details:
Carers Name and contact details:	School and Name of Designated Teacher:
Does the Young Person have an EHCP: YES NO	Predicted Grades: Maths: English: Science:
Does the Young Person have an any additional support?: YES NO	Dates of PEPs: Last PEP date: Next PEP due date:
Applications Made:	September Guarantee: YES NO
Follow up Meeting Required?: YES NO	Date of Next Meeting:
What information does the next Education, training or employment provider need to know to help the young person succeed?	

Summary of Discussion:

Points to Discuss (*tick to confirm have discussed with Young Person*):

✓ to confirm discussed

- Have you considered all options?
 - College
 - Training providers or Work Based Learning
 - Sixth Form - either at your current school or another school
 - Apprenticeships and Traineeships
 - Working with training included
 - For ESOL provision please see the UASC section of the VSK website -

http://www.virtualschool.lea.kent.sch.uk/professionals/uasc	
<ul style="list-style-type: none"> • Apply, apply, apply! Apply via UCAS Progress 	
<ul style="list-style-type: none"> • Have you visited? Check for any forthcoming open days, make contact with the DMS and Post 16 Support Officer for that provision 	
<ul style="list-style-type: none"> • Get involved! <ul style="list-style-type: none"> ○ NCS ○ YAC ○ Greenwich Summer School 20-22 June 2016 ○ Volunteering 	
<ul style="list-style-type: none"> • You may be entitled to a bursary, make contact with your provider and fill in any relevant forms 	
<ul style="list-style-type: none"> • If you don't get the results you needed or have changed your mind, make contact with your training provider, you may be able to change the level of your course or change courses completely 	
<ul style="list-style-type: none"> • Process once Post 16 – you will have a Post 16 Support Officer if you leave School, PEPs are still required to offer continued support 	

Additional Notes:

H) Foster Carer Checklist for progression into Post 16

Has the young person explored all options available to them?

All young people now need to be engaged in something until the age of 18 which can be:

- College
- 6th Form at School
- Traineeship / Supported Internship / Apprenticeship
- Working/ Volunteering with training
- Work Based Learning

Look at the following study programme provisions within your area: <http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training>

Link in with your Post 16 VSK Support Officer (for those NOT staying on in 6th form):-

- Kate Corbishley (NON UASC – Canterbury & Swale)
- Vicky Crompton (NON UASC – Thanet, Deal & Sandwich)
- Jade Fray (NON UASC – Ashford, Shepway, Dover, Tonbridge, Tunbridge Wells and those placed outside of Kent)
- Lesley Lamb (NON UASC – Maidstone & Malling, Medway and North Kent)
- Wayne Aiken (UASC – Ashford, Shepway, Dover and Thanet)
- Afroza Ali (UASC – Swale, Maidstone & Malling, Tonbridge & Tunbridge Wells, Gravesend)
- Sam Sharkey (UASC – Medway)
- Matthew Willock (UASC – Dartford & Gravesend, Sevenoaks and those placed outside of Kent & Medway)
- Tracy Woodhall (UASC – Canterbury, Swale, Deal & Sandwich)

Have you attended one of the Colleges Open Days?

Find out when the next Open Days are by looking at <http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training/search-for-courses/open-days-and-application-dates> or visit the Colleges' websites:

- North West College (Dartford & Gravesend) <http://www.northkent.ac.uk/>
- Mid Kent College (Maidstone and Medway) <http://www.midkent.ac.uk/>
- West Kent College (Tonbridge, Tunbridge Wells and Ashford) <http://westkent.ac.uk/>
- Canterbury College (Canterbury and Swale) <http://www.cant-col.ac.uk/>
- East Kent College (Broadstairs, Dover and Folkestone) <https://www.eastkent.ac.uk/>
- Hadlow College (Tonbridge) <http://hadlow.ac.uk/>
- University for the Creative Arts (Canterbury & Rochester) <http://www.ucreative.ac.uk/>

Link in with the College's Designated Member of Staff (DMS)

The role of the DMS is to be the key contact at the College for all involved with the young person. They can meet the young person before applying, support them with viewing the College, provide support during the course and support at review meetings. The DMS would like to meet with the young person before they start their course, why not invite them to the PEP at the young person's school in year 11?

Complete an online application via <https://www.ucasprogress.com/search>

VSK can track and support throughout the application process. Lots of helpful information on this website.

Interviews

It is helpful if you are able to attend the interview with the young person to provide them with some extra support. Make sure that the young person is open and honest about any support they may need during their post 16 plans, i.e. will they require learning support? It is important to have these discussions early to ensure that there is a smooth transition from School and any additional support is put in place from the start. Find out about entry requirements and what happens if they don't meet them.

Financial Support

Has the young person applied for the bursary? Once the young person has been accepted on a course they should complete the bursary form. A bursary is up to the value of £1,200 per academic year if studying full time for Children in Care and Care Leavers to support with educational related costs for College and Sixth Form. Contact the DMS at the College about this, or speak to the Finance team at school.

VSK cannot provide funding for travel costs to/from College. If the young person does not have a Freedom Bus Pass they can use some of the funds from their bursary to cover travel.

Attended Open Day?		Contacted DMS?	
Post 16 Application?		Attended Interview?	
Applied for Bursary?		Explored all Options?	
Back-up Plan?		Linked with VSK?	

I) VSK Progression Letters to Young People

YEAR 11



Hi

As you are approaching the end of year 11, you will be thinking about your post 16 options and may have started making applications. We wanted to ensure you were clear of the options available and have outlined them below, along with other information that we hope you find helpful.

The Post 16 options available to you include:

- College
- Training providers or Work Based Learning
- Sixth Form - either at your current school or another school
- Apprenticeships and Traineeships
- Working with training included
- For ESOL provision please see the UASC section of the VSK website - <http://www.virtualschool.lea.kent.sch.uk/professionals/uasc>

Please take a look at the Kent County Council web link below for more information about these options- <http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training>

For more information on work based learning in your area please visit - <http://www.kelsi.org.uk/skills-and-employability/14-to-19-25-curriculum-pathways/district-employability-offer>

Should you decide to remain in school in the sixth form the Virtual School Kent Locality Team for the area where you are studying will continue to support you through your learning.

Should you chose an alternative provision to school we have dedicated Post 16 Support Officers working with colleges and training providers to ensure that your experience of further education is an exciting and positive one.

Please make sure you make any applications for your post 16 choices through Kent Choices 4 U/UCAS Progress where possible - <http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training/search-for-courses>

To give you a taster of your chosen career path, or something else, you may wish to consider doing some volunteering over the Summer time. The link below may be useful for you - <http://www.kent.gov.uk/leisure-and-community/volunteering>

Please find additional information that may be of use on the reverse of this letter.

Good luck with the end of your studies.

From the Virtual School Kent Assistant Heads Team

www.virtualschool.lea.kent.sch.uk | www.kentcarestown.lea.kent.sch.uk

When you have your exam results in August:

If you have got a college or sixth form place and your grades are different from what you expected, you will need to contact the college or school as soon as possible so that you can discuss your options. Sometimes you can move to another level of your chosen course, to another course, or to an alternative provider.

If you have not already achieved a grade C or above in GCSE English and Maths subjects, you will need to continue to study them both alongside your chosen pathway (e.g apprenticeship, college or sixth form).

Financial Support:

Currently Children in Care/Care Leavers in post 16 aged 16-18 years studying a fully recognised qualification are entitled to a bursary up to the value of £1,200 per academic year from the educational provider. This is to help with course related costs e.g travel, equipment, uniform and trips. This bursary is yet to be confirmed as continuing for Sept 2016, it is usually confirmed from March onwards.

Please speak to your chosen education provider from March onwards regarding applying for the bursary for September 2016. To access your bursary, you will need to provide a letter from your Social Worker confirming you are in care as evidence. Virtual School Kent are not able to help with any travel costs.

Personal Education Plans (PEPs):

To support you through your education/training journey you will continue to have PEPs twice per academic year in your post 16 education, training or employment pathway. There is now a Post 16 PEP focused on helping with your future plans, celebrating your successes and raising any concerns.

College Support:

There is a Designated Member of Staff (DMS) at the Colleges in Kent and Medway to support Children in Care and Care Leavers. They are your first point of contact for support and advice during your time at the college. The DMS can also help you with applying for your bursary and link you in with any other support services you may need. If you haven't made contact with your DMS already, please visit our website for their name and contact details - <http://www.virtualschool.lea.kent.sch.uk/professionals/post16>

Start of Term:

Most educational providers will hold their enrolment events at the end of August after GCSE results day. Please make sure you know when your enrolment date is and take along all of the relevant paperwork with you e.g. results, a letter from your Social Worker/Personal Adviser to confirm you are in care to be able to access your bursary. Enrolment can be a very busy time and seem a little chaotic, but don't worry, VSK will help you with this, just let us know if you are concerned about this.

As a young adult, you are taking on more responsibility and this involves you raising any concerns you have during your first few weeks of term. As you head towards the October half term, you may be able to change courses/providers to something else if the course was not quite right for you or what you expected. Speak to someone - course tutors, DMS, Social Worker/Personal Adviser, or VSK – as soon as possible to explore alternative options.

Young Adults Council:

Now that you are 16-18years old, you are invited to join Kent County Council's Young Adult Council (YAC) where you can take part in a variety of activities with other young adults. You can also join the forum to contribute towards making positive changes to the services available to young care leavers. Please see enclosed flyer for more information - <http://kentcarestown.lea.kent.sch.uk/our-children-and-young-people-s-council>

YEAR 12 AND 13 PROGRESSION LETTER



Hi,

We are writing to you as we approach the end of this academic year and wondered what your next steps are, and how we may be able to help you.

Virtual School Kent's role is to support you through your post 16-18 journey, to help you access the various provisions and to support you along the way as you transition into the 18+ services. We work closely with the Social Worker teams, Careers Services, Foster Carers and education/employment/training providers.

Just to remind you that the Post 16 options available to you include:

- College
- Training providers or Work Based Learning
- Sixth Form - either at your current school or another school
- Apprenticeships and Traineeships
- Working with training included
- For ESOL provision please see the UASC section of the VSK website - <http://www.virtualschool.lea.kent.sch.uk/professionals/uasc>

Please take a look at the Kent County Council web link below for more information about these options- <http://www.kent.gov.uk/education-and-children/college-sixth-form-employment-and-training>

For more information on work based learning in your area please visit - <http://www.kelsi.org.uk/skills-and-employability/14-to-19-25-curriculum-pathways/district-employability-offer>

To give you a taster of your chosen career path, or something else, you may wish to consider doing some volunteering over the Summer time. The link below may be useful for you - <http://www.kent.gov.uk/leisure-and-community/volunteering>

Please find information that may be of use on the reverse of this letter.

Should you wish to speak to somebody about accessing provisions, please email VSKPost16@kent.gov.uk who will then link you to the Post 16 Support Officer in your local area.

From the Virtual School Kent Assistant Heads team

www.virtualschool.lea.kent.sch.uk | www.kentcarestown.lea.kent.sch.uk |

 follow us on twitter to keep up to date with our latest news and information

Results:

If you have got an offer of a place on a programme for September 2016 and your grades are different from what you expected, you will need to contact the provider as soon as possible so that you can discuss your options. Sometimes you can move to another level of your chosen course, to another course, or to an alternative provider. If you have not already achieved a grade C or above in GCSE English and Maths subjects, you will need to continue to study them both alongside your chosen pathway (e.g. apprenticeship, college or sixth form). In addition to your lessons, we may be able help support you with English and Maths tuition.

Financial Support:

16-18 years – if you are studying a fully recognised qualification, you should be entitled to a bursary up to the value of £1,200 per academic year from the educational provider if studying full time. This is to help with course related costs e.g. travel, equipment, uniform and trips. If you have applied to college, you will need to ask for the application form for the bursary, please make contact with the college and ask to speak to the Designated Member of Staff for Care Leavers or the Finance Team. If you are attending a sixth form/training provider, please contact the Finance staff as soon as possible. To access your bursary, you will need to provide a letter from your Social Worker confirming you are in care as evidence, and in some cases you will need your own bank account. Virtual School Kent are not able to help with any travel costs.

19+yrs – you may be able to access financial support from the training provider to help with course related costs; this will vary depending on the provider so ask to speak to their Finance Team for more information as soon as possible. Please make sure you speak to your Social Worker/Personal Adviser about how benefits may impact on your chosen studies before you start the course (e.g. income support, council tax benefit, job seekers allowance/universal credit, housing benefit).

Personal Education Plans (PEPs):

To support you through your education/training journey you will continue to have PEPs twice per academic year. There is now a Post 16 PEP focused on helping with your future plans, celebrating your successes and raising any concerns. Please contact your Social Worker/Personal Adviser to arrange your next PEP.

College Support:

There is a Designated Member of Staff (DMS) at the college to support Children in Care and Care Leavers. They are your first point of contact for support and advice during your time at the college. The DMS can also help you with applying for your bursary and link you in with any other support services you may need. If you haven't made contact with your DMS already, please visit <http://www.virtualschool.lea.kent.sch.uk/professionals/post16> where you can find the names of those in the Kent and Medway Colleges and Universities. For outside of this area, please ask the provider direct.

Start of Term:

Most educational providers will hold their enrolment events at the end of August after GCSE results day. Please make sure you know when your enrolment date is and take along all of the relevant paperwork with you e.g. results, a letter from your Social Worker to confirm you are in care to be able to access your bursary.

As a young adult, you are taking on more responsibility and this involves you raising any concerns you have during your first few weeks of term. As you head towards the October half term, you may be able to change courses/providers to something else if the course was not quite right for you or what you expected. Speak to someone - course tutors, DMS, Social Worker/Personal Adviser, or VSK Support Officer as soon as possible to explore alternative options.

Young Adults Council:

Now that you are 16-18years old, you are invited to join Kent County Council's Young Adult Council (YAC) where you can take part in a variety of activities with other young adults. You can also join the forum to contribute towards making positive changes to the services available to young care leavers. For more information please visit <http://kentcarestown.lea.kent.sch.uk/our-children-and-young-people-s-council>

Apprentice Participation Worker Vacancies:

This is an exciting opportunity to undertake an Apprenticeship to gain a level 2 qualification in Business & Administration whilst working for the Virtual School Kent's Participation Team. The roles will be based in the West Malling or Whitstable areas of Kent, to start at various times in the academic year. If you are interested in working with children and young people in care and are a 'Care Leaver yourself', aged between 17 and 21 we would love to hear from you.

We are looking for someone with the right attitude who is motivated and keen to learn. If you are interested and would like further information, please contact Joanne.Carpenter@kent.gov.uk

A Kent County Council Apprenticeship will give you the opportunity to earn a real salary and gain a real qualification whilst gaining valuable workplace skills and experience.

10) **18Plus Service Documents**

Documents B, C, E, H and I below can be used with both pre 18 and post 18 young people:

- A. Practice Notes
- B. Pen Picture
- C. Matching Tool
- D. NEET Flow chart
- E. Support for those in year 14 accessing a college or school sixth form flow chart
- F. Support for those with an Apprenticeship or Training Prover flow chart
- G. Review Template for those young people accessing Apprenticeships or with Training Providers
- H. Review template for those in College or Sixth Form
- I. Young Person Feedback Form

A) Practice Notes

18Plus Service Education Training and Employment Policy

As part of the Transition to Independence the 18Plus Service will ensure that all young people supported by the service have a clear identified route into education, training and employment and are fully supported to achieve their full potential. The service will work with colleagues in Skills and Employability Service, VSK, local Education colleges and Training Providers.

Our aim is that our young people:-

- Have a clear transition route from VSK into 18Plus.
- Are aware of and can access high quality information, advice and guidance regarding work experience, apprenticeships and other training and employment opportunities
- Will be ambitious in their career plans.
- Have a Pathway Plan which contains a clear ETE plan with progress/targets being monitored and achieved.
- If in apprenticeships/traineeships are financially supported where required.
- Will be supported to complete their studies and gain appropriate qualifications
- Where appropriate, are supported into Higher Education (see Care Leavers Policy)
- Will be able to access all universal funding.
- Achieve economic stability and are in gainful employment or are engaged in learning with a clear plan regarding a longer term career by the time that the 18Plus services closes to them

Procedure

VSK:

Virtual School Kent track, monitor and support young people up until the end of year 13 through the support of a key member of staff linked to the young person through:

Year 13:

- VSK staff to identify those at risk of becoming NEET
- Young person supported by VSK staff to identify onward plans
- PEP meetings/Provider review meetings take place to monitor progress
- VSK staff to link with 18Plus Service to support transition into year 14
- For those at risk of NEET – to be discussed at district NEET forum meetings if required
- Onward plans recorded and transition plan identified
- VSK Staff to support at results time to check if any impact on onward plans

- If young person still NEET, to be transitioned to the 18Plus Service towards end of year 13

Year 14:

- For those accessing an education provider, VSK team to support with early transition in year 14 through to end of September/early October by liaising with the provider and 18+ Service to ensure young person has settled and any areas of concern are raised
- From the beginning of October, full transition to the 18Plus Service will take place through the VSK Staff liaising with the young persons allocated 18+ worker and sharing key information (18Plus worker can access Support Log on EPEP system for full information)
- Young person can continue with PEPs if they wish – the 18Plus Service can access the EPEP system

Where it is identified that a Young Person appears to be at risk of losing their placement with a training provider or from a College course the Personal adviser will

- Liaise with the college if issues re attendance behaviour is highlighted
- Liaise with the training provider if issues impacting on achievement is identified
- Discuss with VSK / ETE support offered.
- Arrange a joint meeting with the young person and appropriate representatives to discuss issues and put in place a support package required to maintain placement
- Continue to review

Where it is identified that a young person has become NEET (not in education training or employment) the Personal Adviser will **(see document D)**

- Visit the young person within 10 days
- Complete the Pen Picture and Matching Tool with the Young Person **(document B&C)** and discuss longer term plans with young person and VSK 18Plus support worker.
- Liaise with Skills and Employability Staff (see flow chart)
- If no suitable opportunities identified the pen picture will be taken to the Local District allocation by 18Plusteam manager or VSK 18plus Support Officer
- Review/update Pathway Plan
- Ensure Young Person is actively looking for education, training or employment
- Ensure young person has up to date CV and is prepared for interviews
- Support young person when interviews are arranged
- Ensure Young Person is registered for benefits and is maintaining claim

- Ensure the DWP Job Centres are aware that the young person is flagged on their system as a Care leaver
- Ensure Job Centre Plus staff have contact details of Personal adviser
- The 18plus Management team will review monthly the NEET spreadsheet and identify actions where appropriate.

Where a young person is called for an interview with college, training provider or apprenticeship traineeship the Personal Adviser will

- Prepare young person for interview.
- Offer to transport/accompany young person.
- Ensure young person has appropriate clothing for interview.
- Ensure transport costs are covered if they prefer to go alone.

Where a young person has been allocated a placement either with a College, Sixth form, training provider or apprenticeship/ traineeship the Personal Adviser will **(documents E&F)**

- Ensure the young person has any equipment clothing as required to undertake the course or placement
- Has a travel warrant or sufficient money for travel
- Take the young person on his/her first day
- Ensure that the person in charge/ course leader/employer is aware of contact details of the Personal adviser
- Review the placement after 1st week and then every 4 weeks with young person and placement representative **(document G&H)**
- Assist the young person in completing the review and feedback **(document I)**.

B) Pen Picture



Pen Picture ETE Referral

Section A; General Information

Name	
Age	
Date of Birth	
Living Situation	
Address	
Phone number	
Email	
Personal Advisor name	
Contact details	
Benefits Claimed	
External agencies working with client	
Health issues	
Criminal Record	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parental Responsibility	<input type="checkbox"/> Yes <input type="checkbox"/> No
UASC	<input type="checkbox"/> Yes <input type="checkbox"/> No
SEN/EHC statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Educational Attainment including level of English and maths	
Work Experience	

DATE COMPLETED: ____ / ____ / ____

Section B - To be completed by the Young Person

Q1: What was your favourite subject at school? Which were you best at?

Q2: Are you a creative person?

Q3: Would you like manual work?

Q4: Would you like office based work?

Q5: Would you like to work with the public? Would you feel confident in this role?

Q6: Do you have any specific interests?

Q7: What would be your dream job?

Q8: Would you like to go back to college or would you prefer an apprenticeship/training programme?

Q9: What do you think are your strengths?

Q10: What challenges do you think you face in finding work? How can we help resolve this?

DATE COMPLETED: _____/_____/_____

Section 3: To be completed by the Personal Advisor with the young person

Q1: What do you believe are the young person's strengths?

Q2: What do you think are the barriers to employment/education/training?

Q3: What role do you think the young person would be best suited to?

Q4: Please provide a rating if the likelihood of this young person engaging in education/training/employment:

- 1- Likely**
- 2- Unsure**
- 3- Unlikely**

Please explain this rating

Q5: Please provide any further information you feel is relevant.

DATE COMPLETED: _____/_____/_____

C) – Matching Tool

Young Person Name:
Young Person Date of Birth:
Young Person town living:
Area Young Person able to access:
PA/SW name and contact details:

Summary of young person pen picture:

Young Person EET aspirations:

Please Tick	EET	Ready to access EET	More support required	Action to be taken and by whom	Timescale
	Employed				
	Full time education				
	Part time education				
	Apprenticeship				
	Traineeship (max 6 months)				
	Supported Internship (must have EHCP)				
	Work Based training				
	Volunteering				
	Higher Education				
	Alternative option.....				
	No EET aspiration identified				

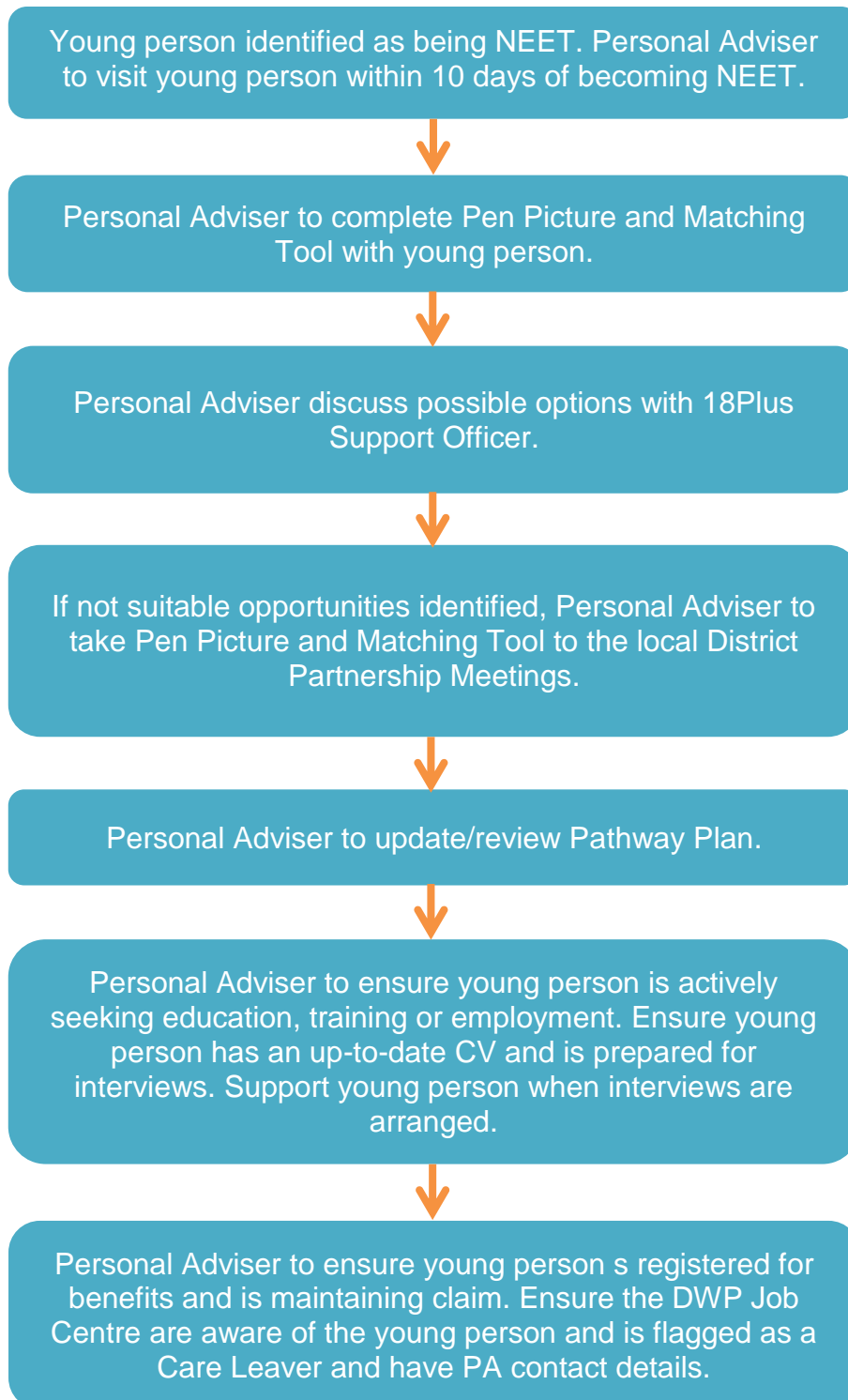
Local District Partnership Meeting Outcomes:

Date discussed at meeting	Outcome/Details of offer	Actions

Date Completed.....

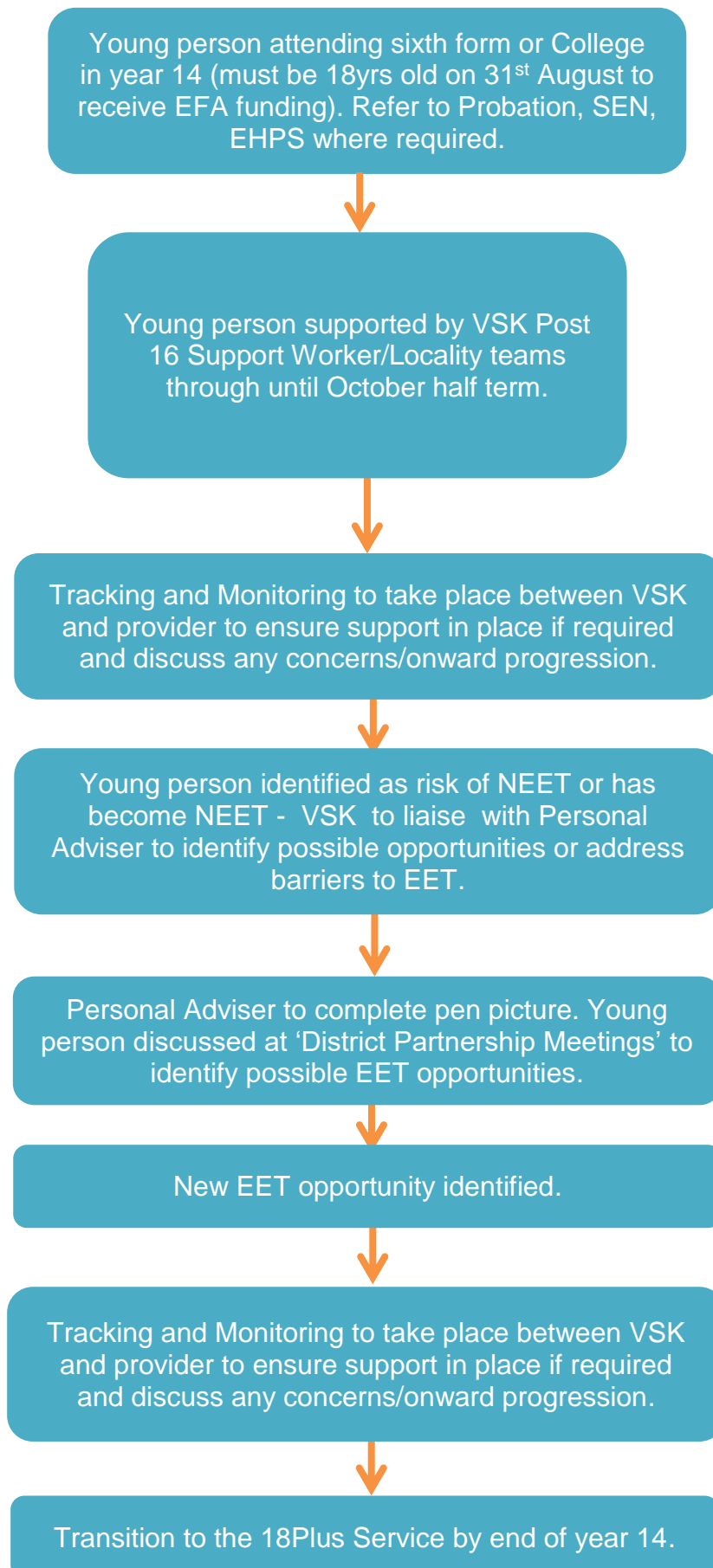
Completed by.....

D) 18Plus NEET Flow Chart

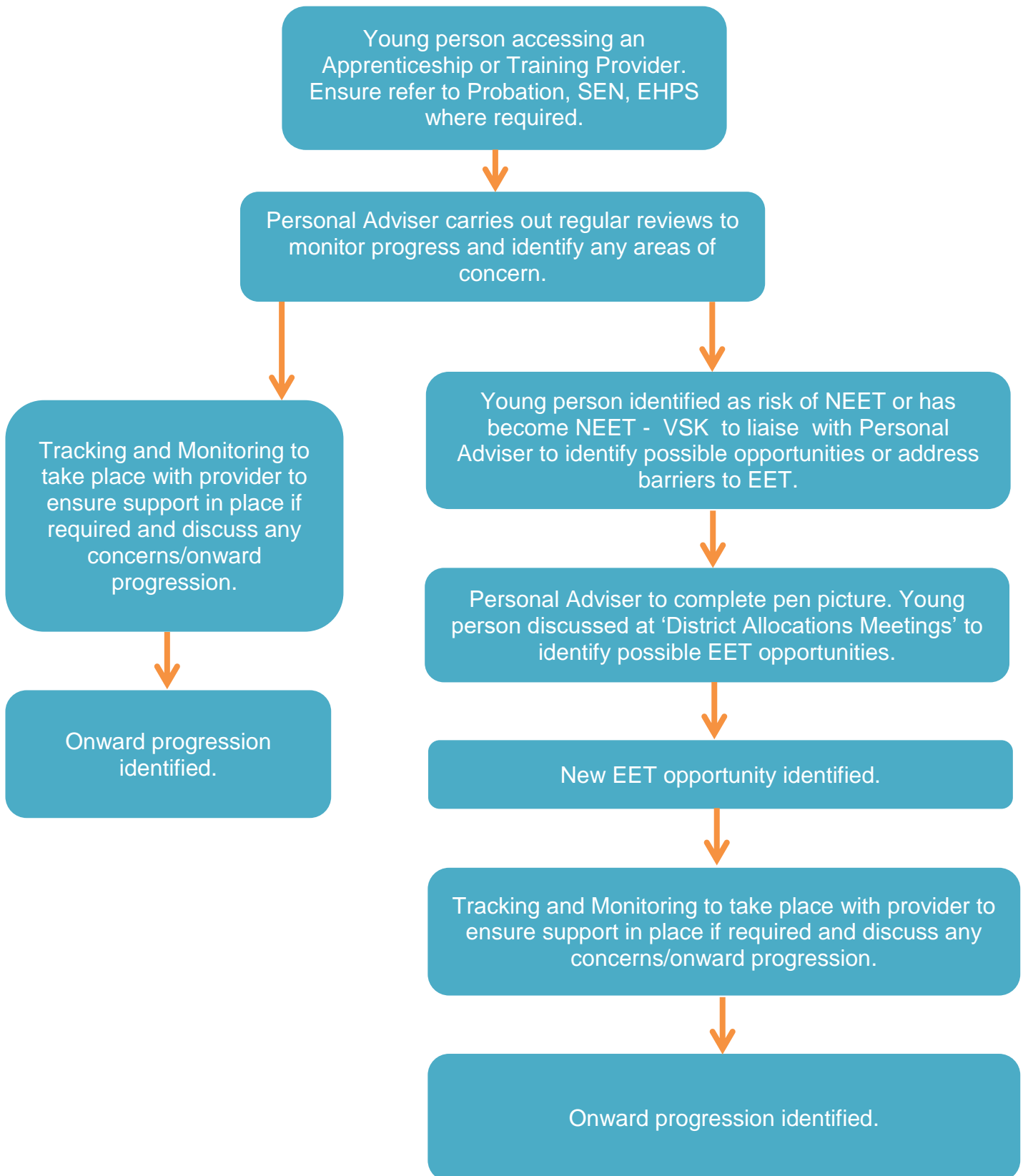


***The 18Plus Management team will review monthly the NEET spreadsheet and identify actions where appropriate**

E) Support for those in year 14 at College or Sixth Form



F) Supporting those in Apprenticeship/Training Provider



G) Review Template

Review of Work Experience, Training or Apprenticeship Placement

To be completed after one week of placement, then every six weeks by PA, Young Person and Placement.

Young Person Name:

Placement Name and Contact:

.....

Review Date:

Progress Update:

.....

.....

Attendance:

Punctuality:

Relationships:

.....

Strengths Identified:

.....

Challenges faced:

.....

Additional Support Required:

.....

Next Steps:

.....

Signed

Young Person:

PA:

Provider:

H) Review template of College/Sixth Form placement

Review of College / Sixth Form Placement

Young Person Name:		Date and location of interaction:	
Young Person Phone Number:		Young Person Date of Birth:	
VSK Post 16 Support Officer Name or 18Plus Worker Name:		Young Person Email Address:	
Does the Young Person agree to sharing contact details with other key agencies (training providers, KCC Data): YES NO		Attendees:	
Current Education Provider name:		Provider Staff Member link:	
Current Qualifications being undertaken including Level:		Attendance	Punctuality
• English			
• Maths			
• Other			
Summary of Discussion - progress update:			
Strengths identified:			
Areas to improve – challenges faced:			
Progression:			
TARGETS			
Target	Support/resources required	By Whom	By When

Signed

Young Person:..... PA:.....

Provider:.....

I) Young Person Feedback



Young Person's Review and Feedback Form

Comment and feedback on the progress of the placement to date:

.....
.....
.....

What support are you receiving?

.....

Is there any additional support that would assist?

.....

What do you think you are good at?

.....

What could we help you with more?

.....

What are the most positive things about the placement?

.....

Have you added these recent experiences and achievements to your CV?

Would you recommend it to anyone else and are you willing to provide some mentoring?

.....

Do you feel this has been the right placement for you?

Signed

Young Person:

PA:

Provider: