

GUIDANCE FOR POST 16 PETP

A Level/BTEC L3 and Young People educated Out Of County

BEFORE THE MEETING

The VS Teacher in Charge Post 16 arranges the PETP meeting date with the Social Worker/Designated Tutor, carers and other professionals involved. The VS Teacher in Charge informs the PEP Administrator at the Virtual school of the date, time and venue for the meeting.

If the young person has an EHC Plan it is often helpful to schedule one of the PETP meetings to coincide with the EHCP annual review.

The VS PEP/PETP Administrator will send out a copy of the Post 16 PETP paperwork and Post 16 PETP Guidance to the VS Teacher in Charge, Designated Tutor and Social Worker prior to the PETP meeting.

The VS Teacher in Charge should obtain the following from the Designated Tutor at the Post 16 PETP meeting:

- Progress report.
- Academic tracking report.
- Post 16 attendance report.
- Behaviour log/rewards/sanctions report (*if applicable*).
- EHCP annual review report (*if applicable*).
- Bursary information.
- Transition.
- Any other relevant information.

The VS Teacher in Charge or Designated Tutor completes the Post 16 PETP Form.

All attendees at the previous meeting review the targets and the planned actions so that they are in a position to report back to the next meeting. The provision based outcomes on the action plan would be best completed before the meeting.

NB: If there are any issues which need to be resolved between the adults before the meeting these should be addressed either by phone/email or by a professionals pre-meeting (i.e. *the adults will often/usually meet and discuss the information and advice available before the young person joins the meeting*).

AT THE MEETING

The Social Worker **or** Designated Tutor chairs the meeting.

NB: If this is a **NEET Post 16 PETP** meeting the young person's SW chairs the PETP meeting.

The VS Teacher in Charge/ Designated Tutor keeps a record of decisions and completes the PETP Form.

The meeting should consider all the data, information and advice available and agree:

1. At least three targets for the young person, with appropriate actions, e.g. support to ensure progression, targets for HE study (if applicable), revision support, work experience, behaviour and attendance etc.
2. If the young person is **NEET** (not in education, training or employment) then the targets should be around supporting the young person to access education.
3. Targets must be SMART with clearly identified actions/interventions for adults to promote the young person's progress.

The targets and actions for adults should reflect the progress which can be reasonably expected by the time of the next PETP. These will usually be different or additional to the targets/actions agreed for the young person to do.

The outcome of the meeting should be:

- A celebration of the young person's achievements and everyone's high aspirations for the future.
- A shared understanding of the young person's progress, strengths, needs and interests.
- Targets and actions for the young person.
- An effective individual action plan setting out SMART targets and adult interventions to address the key issues for the young person and to promote their progress.
- Clarity about the resources and strategies which will be used.
- An agreed date for the next PETP meeting.

AFTER THE MEETING

VS Teacher in Charge sends the completed PETP and all the attachments to the PETP Administrator at Virtual School who will scan on framework I, and circulated to the relevant personnel.

Post 16 PETP should be returned by post to PETP Administrator, Virtual School, B Block, Chatsworth Hall, Chesterfield Road, Matlock, Derbyshire, DE4 3FW, or emailed to belinda.smith@derbyshire.gov.uk using Office 365 Encrypted email Option.

Within three weeks the Post 16 PETP paperwork is reviewed by the Virtual School.

What is a Post 16 Personal Education and Training Plan (PETP)?

There is a **legal requirement** to ensure every young person in the care of the local authority has a planned and monitored education or training route to the age of 18 years. Derbyshire young people in Year 12 and 13 will have at least one Personal Education and Training Plan (PETP) meeting per academic year. Young people with **additional needs** will be required to have at least two PETP meetings per academic year. Post 16 PETPs aim to discuss young people's progress attainment and agree targets to support young people's learning pathway. **SMART TARGETS** are set at the meeting, which will help to remove barriers, improve attainment, track attendance, plan transitions and support our young people into longer term employment.

Adults involved in the Post 16 PETP meetings are required to also agree and write within the PETP **'actions from the meeting for adults'** that will support the young person's academic, social or emotional well-being.

How is a post 16 PETP meeting arranged?

The Personal Education and Training Plans are arranged jointly by the young person's MAT Personal Advisor, Social Worker and Education Provider. The Designated Tutor chairs the meeting, their carers', aftercare workers and all relevant professionals supporting the young person's education will also be invited to attend a young person's PETP meeting. Each PETP contains a '**hopes and aspirations**' page allowing our young people to express their voice/views as part of their PETP plan.

The role of the Virtual School

Derbyshire Virtual School works with all education providers which includes schools, training providers and colleges. All young people in the care of the local authority are on the roll of the Virtual School. The Virtual School ensures young people's Post 16 PETPs are robust, clear and positive.

As part of the Post 16 PETP support, the VS Teacher in Charge (Post 16) will liaise with the MAT PA's and social workers to ensure that a date is set for the Post 16 PETP meetings and that the MAT PA receives the Post 16 PETP paperwork before the meeting. Once completed, the MAT PA will return the completed PETP to the VS PEP/PETP Co-ordinator.

Quality Assurance PETP auditing

Post 16 PETPs (**OoC, BTEC L3, A' Level only**) are moderated by the Virtual School Team. Each Post 16 PETP will receive a grade of:

- Excellent
- Good
- Adequate
- Needs Improvement

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