

## GUIDANCE FOR POST 16 PETP

### BEFORE THE MEETING

The Social Worker arranges the PEP meeting date with the Virtual School Teacher in Charge (Year 11 transition/Post 16), carers, Personal Advisor and other professionals involved. VSTiC informs PEP administrator of date and time of the meeting.

If the young person has SEN or EHC Plan it is often helpful to schedule one of the PEP meetings to coincide with the SEN annual review.

The VSTiC will send out a copy of the Post 16 PETP and the Post 16 PETP guidance to the designated tutor or MAT Personal Advisor if the young person is **NEET**, prior to the PETP meeting.

The Designated Tutor/VSTiC/ MAT PA obtain:

- most recent progress report
- the most recent academic tracking report
- attendance report
- *(if appropriate)* behaviour log/rewards/sanctions report and most recent IEP
- *(if appropriate)* most recent statement/annual review
- Any other relevant information
- MAT PA Action Plan/ECHP report/document/additional SEN reports.

The Designated Tutor/MAT PA or VSTiC completes the PETP Form. (Personal Advisor if the young person is NEET).

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

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 Designated Tutor chairs the meeting.

The Designated Tutor/VSTiC keeps a record of decisions and completes the PETP Form. **NB:** If the young person is **NEET**, the young person's Personal Advisor will keep a record of decisions.

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

1. Around three targets for the young person, with appropriate actions.
2. Targets must be SMART with clearly identified actions/interventions for adults to promote the young person's progress

The targets and actions 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 PEP meeting.

### **AFTER THE MEETING**

The Designated Tutor /MAT PA send the completed PETP and all the attachments to the VSTiC who circulates to relevant personnel:

PETPS should be returned by:

- The college's secure extranet clearly labelled as per the guidance

9999\_VS\_PEPLS\_20130722

DFE  
No.

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Service  
Code

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Description

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Date/ Version  
No.

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Or by post to:

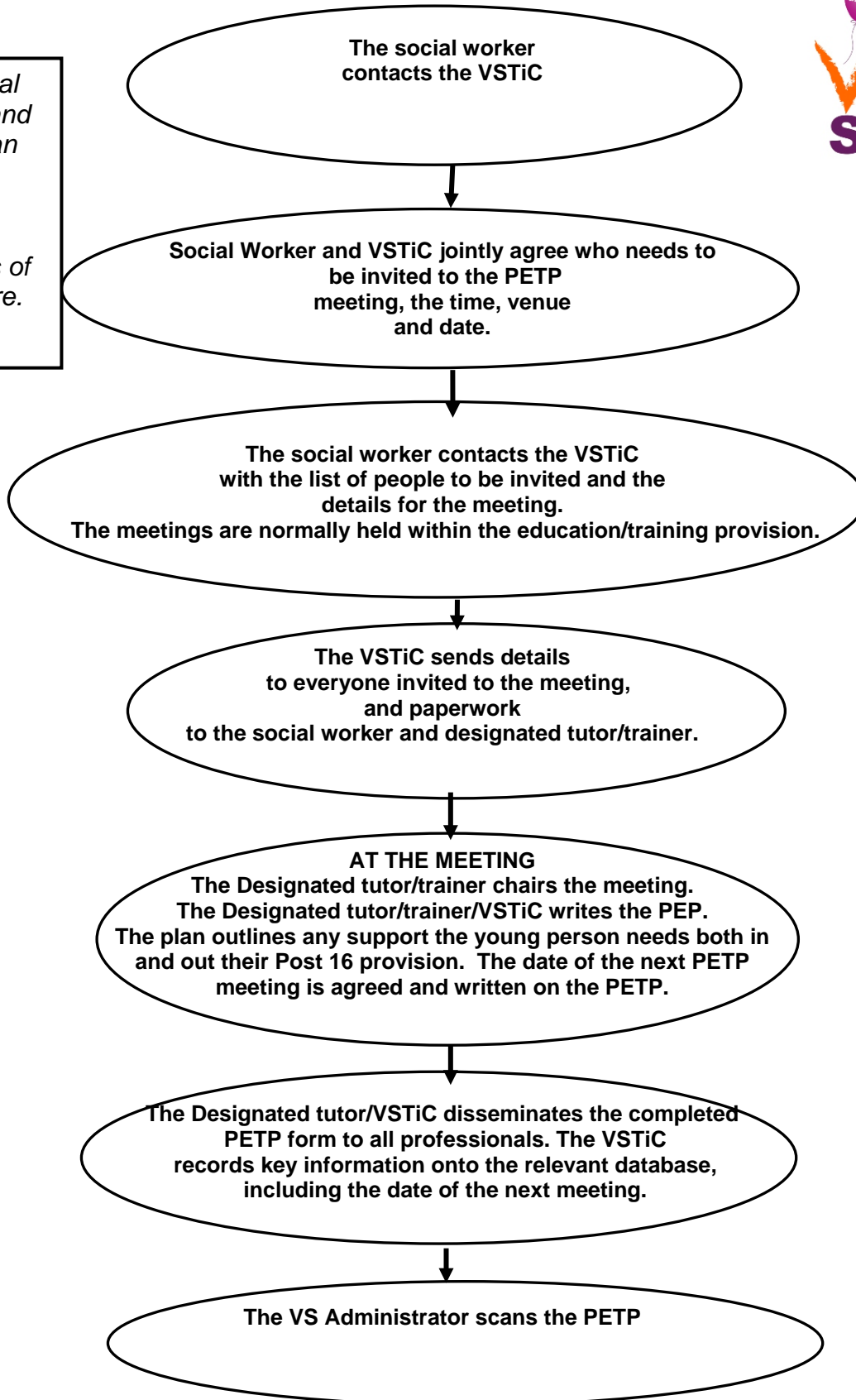
Viv Wilks  
Teacher in Charge – Year 11 Transition/Post 16  
The Virtual School  
Chatsworth Hall  
Matlock  
Derbyshire, DE4 3FW

**Within three weeks the Post 16 PETP is reviewed by a scrutinising panel and any issues followed up with Social Workers, Designated Tutor/Trainers, Carers, Personal Advisors and others as appropriate.**

## Personal Education Training Plan (PETP) PROCESS



*The Personal Education and Training Plan should be completed within 10 school days of entering care.*



on to Social Services database.



The VSTiC liaises with Social worker, Personal advisors, Creative mentoring, Aftercare workers and designated tutors to discuss and monitor progress. PETPs for all NEET young people will be completed by the PA. VSLT will attend the PETP meetings.