

## **GUIDANCE FOR ARRANGING A POST 16 NEET PETP**

### **BEFORE THE MEETING**

The Social Worker arranges the **NEET** PEP meeting date with the MAT PA, carers, Personal Advisor and other professionals involved. VS Teacher in Charge and Post 16 Information Advice and Guidance Officer to be informed of the PETP arrangements. VSTIC/P/16 IAG will inform VS administration.

If a young person is NEET and has an Aftercare Worker, the worker should be invited to the PETP meeting.

The VSTiC will send out a copy of the Post 16 PETP and the Post 16 NEET PETP guidance to the MAT Personal Advisor. The MAT PA obtains the following information before the meeting:

- the most recent progress report e.g. action plans, previous PEPs, statutory review notes.
- the most recent academic tracking report
- attendance report
- any other relevant information

The MAT PA completes the NEET PETP Form. All attendees at the meeting review the targets and the planned actions so that they are in a position to report back to the next meeting. The young person's views 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 MAT PA/SW chairs the meeting.

The MAT PA keeps a record of decisions and completes the PETP Form. 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 MAT PA sends the completed PETP paperwork and all attachments to the VSTiC who circulates to relevant personnel:

PETPS should be returned by email to:

[viv.wilks@derbyshire.gov.uk](mailto:viv.wilks@derbyshire.gov.uk)

Or by post to:

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

**NB: Within three weeks the Post 16 NEET PETP is reviewed by a scrutinising panel and any issues followed up with Social Workers, 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.*

The social worker contacts the MAT PA

Social Worker and MAT PA jointly agree who needs to be invited to the PETP meeting, the time, venue and date.

The social worker contacts the VSTiC with the list of people to be invited and the details for the meeting/date and time.

The VSTiC sends details to everyone invited to the meeting, and paperwork to the social worker and MAT PA.

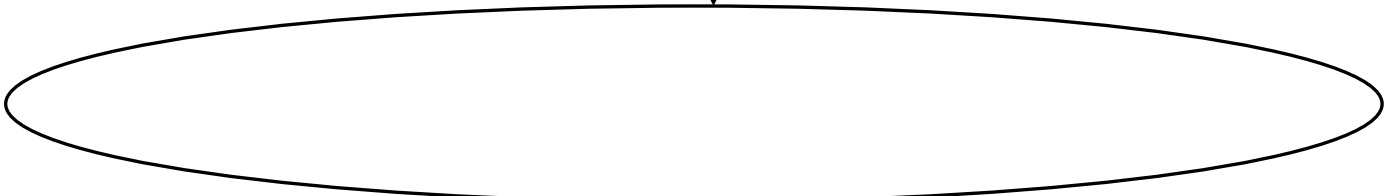
### AT THE MEETING

The SW/MAT PA chairs the meeting.  
The MAT PA writes the PEP.

The plan outlines any support the young person needs both in and out their Post 16 provision. The date of the next PETP meeting is agreed and written on the front of the PETP paperwork.

The MAT PA disseminates the completed PETP form to the VSTiC. The VSTiC records key information onto the relevant database, including the date of the next meeting.

The VS Administrator scans the PETP on to Social Services database.



**The VSTiC/ P/16 IAG Officer liaises with Social worker, Personal advisors, Creative mentoring, Aftercare workers and MAT PA to discuss and monitor progress.**

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