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| **POST-16 PERSONAL EDUCATION PLAN (PEP)****Reviewing & Planning for Success in Further/Higher Education & Training****For Looked after Children / Care Leavers at Year 12+** |

This form contains three sections: Section 1 to be completed by the Social Worker or Personal Advisor (PA) prior to the meeting, Section 2 to be completed by the education / training provider and student prior to the meeting, and Section 3 to be completed during the meeting.

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| **SECTION 1 – TO BE COMPLETED BY THE SOCIAL WORKER / PA** |

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| **Date of this PEP Meeting** |  | **Date of Next PEP** | ` |
| **Is this the first PEP?** | **Yes ☐** | **No ☐** |  |
| **Please tick if any of the following have changed since the last PEP?** |
| **Designated Tutor [ ]**  | **Education/Training Provider [ ]**  | **Social worker or Personal Advisor [ ]**  |

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| **STUDENT PERSONAL INFORMATION** |

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| **Name** |   |
| **DOB** |     | **Age** |   |
| **UPN** |  | **Curriculum Year** |   |
| **Legal Status** |  |
| **To whom should information be sent regarding the student:** |

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| **CARER & SOCIAL WORKER CONTACT DETAILS** |

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| **Carer / Key Worker:** | **Social Worker:** |
| **Type of Placement:**  | **Personal Advisor:**  |

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| **Any relevant details of the care or Pathway Plan which may impact on education (e.g. issues around contact, friendships or potential placement changes):****Please also include details of any care / pathway planning meetings, or similar, which the education or training provider should be aware of** |

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| **SECTION 2: TO BE COMPLETED BY THE EDUCATION / TRAINING PROVIDER** |

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| **Establishment Name & Address:**  |  |
| **Designated Tutor:** | **Name:****Tel:****Email:** |
| **Title & duration of course(s) studied:** |  |

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| **WEEKLY TIMETABLE** |

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| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **AM** |  |  |  |  |
| **PM** |  |  |  |  |

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| **Please record the dates of any times that the students is expected to be off-timetable, or other important dates such as parents evenings or progress review days:** |
| **Will the student be attending any planned college trips or excursions during their course and do any arrangements need to be put in place for these?** |
| **Is the student in receipt of 16+ Bursary funding? If so, how is this funding being utilised?** |

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| **ATTENDANCE** |

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| **Attendance % for this school year:****If below 95%, what is the reason and what is being done to address this:** |

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| **EXCLUSIONS (since last PEP)** |

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| **Summary of any Exclusion(s)** | **Total No of Days** | **Any further Action / Information** |
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| **Attainment at Key Stage 4:** |
| **Subject** | **Qualification** | **Result** |
| Maths |  |  |
| English  |  |  |
| Science |  |  |
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| Subjects I enjoy / don’t enjoy:

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| **Student’s comments on progress** |

Subjects I am good at / would like to improve in:Any clubs or activities I would like to become involved in: |

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| **SECTION 3: TO BE COMPLETED DURING THE MEETING** |
| **Special Educational Needs & Disability (SEND)** |
|  No SEND [ ] Type & Level of SEND:Does the young person have an Education Health Care Plan (EHCP)? Yes [ ]  No [ ] If yes, who is the SEND Education Officer?What are the main areas of difficulty as summarised in the EHCP and what support is in place to address these : |
| **Any other issues or difficulties which impact on learning** |
| Describe any other difficulties, including emotional, behavioral and attitude to learning, and what support is in place to address these:  |

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| **CURRENT PROGRESS** |

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| **Course / Qualification** | **Expected current level** | **Actual current level** | **Tutor’s comments** |
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| **LEARNING TARGETS (short, medium & long term)** |

**Targets can include:**

* **Target grades**
* **Breaking these down into achievable aims, eg. the completion of a particular project or assignment**
* **Any wider aims or objectives which could impact on progress, eg. improvements in attendance or punctuality or a relevant activity outside college / training hours**
* **Targets should be Specific, Measurable, Attainable, Realistic (Relevant) and Time related**
* **Please also consider expected progression from current course**

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| **Previous PEP Targets** | **Progress** | **Any further Action / Information** |
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| **New Targets** | **Support required** | **Lead professional** | **Timescale** |
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| **Career / Progression Plans:** Please note future career plans / aspiration for the YP |
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| **Record of meeting invitees:**  Name & signature Role Attended meeting? |
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Signed (on behalf of education setting:

Signed (Young person)

Signed (PA / Social Worker)

Date