



NEET (Not in Education, Employment or Training) PEP's for Year 12 & 13's

This process flowchart relates to CiC or Care Leavers aged 16 – 18 who are in Year 12 or 13 and are **NEET** (not in education, employment or training). It includes those who turn 18 during Year 13. If you are working with a NEET UASC who you feel would benefit from a NEET PEP meeting, then please refer to the separate UASC NEET PEP process. For UASC NEET queries please contact Laura Abbro (UASC Adviser) in the first instance.

NEET CIC and Care Leavers in Year 12 & 13 will need to be discussed at a Professionals NEET Casework meeting, Virtual School discussion or attend a PEP meeting <u>once every term</u> so that their education progress can be monitored, and the PEP completed.

Social Workers and Personal Advisers will use the NEET RAG rating tool to decide the most appropriate route for completing each young person's NEET PEP every term



The young person is actively seeking education, employment, or training (EET) and does not have significant barriers preventing them from doing this. (See RAG rating tool – Green)



The young person's Social Worker or Personal Adviser contacts the CIC Guidance Adviser to arrange a NEET PEP meeting. There is an expectation that the young person will attend this meeting. Other professionals involved in supporting the young person (e.g., placement staff) will be invited by the Social Worker or Personal Adviser.



If the young person has an EHCP, the CIC Guidance Adviser will notify the EHCP Coordinator.





The young person has some barriers to education, employment, or training but with support may be ready to return to learning at the start of next academic term. (See RAG rating tool – Amber)



The young person's Social Worker or Personal Adviser requests a 'slot' at a NEET Casework meeting by contacting the CIC Guidance Adviser. This is a professionals meeting, and the young person does not normally attend. Instead, their views are captured by the Social Worker or Personal Adviser prior to the meeting.



Once a 'slot' has been agreed, the young person's worker will need to let the CIC Guidance Adviser know if there are any other professionals who should be invited to the meeting, including YJS/Probation/PFAL etc. If the young person has an EHCP, the CIC Guidance Adviser will need to notify the EHCP Coordinator so they can attend if necessary.



The young person's situation has stayed largely unchanged since the previous term's NEET PEP Casework meeting or Virtual School discussion, and they are not able to consider Education, Employment and Training currently (See RAG rating tool - Red



The young person's Social Worker or Personal Adviser requests a NEET PEP discussion with a Virtual School member of staff. This can be done by contacting Clare Cloves (Post 16 Adviser)



It is helpful if the Social Worker or Personal Adviser completes Page 2 of the PEP (young person's views) with the young person before the meeting takes place.







During the meeting the Social Worker or Personal Adviser will be responsible for recording the key points from the discussions in the PEP record on Welfare Call. All sections of the PEP record on Welfare Call need completing as fully as possible. All sections need to be checked for accuracy as some sections of the PEP pull information through from the previous PEP.







The Social Worker or Personal Adviser can upload documents to the PEP record. For example, copies of the young person's education related certificates, bespoke education plans/timetables, photos of project work completed.







The date of the next PEP meeting needs to be added by the Social Worker or Personal Adviser before they click on the *red completion button* on the PEP form. The completion of all NEET PEPs will be monitored by the Virtual School PEP Manager.







The Virtual School will sign the NEET PEP off at this point. <u>ALL PEP's must be completed within 10 days of the meeting / discussion taking place</u>. Failure to do this will result in the worker receiving alerts from Welfare Call and emails from the Virtual School PEP manager.

Useful Contacts:

Maria Borrego (CIC Guidance Adviser) E: maria.borrego@norfolk.gov.uk

Laura Abbro (UASC Adviser)
E: laura.abbro@norfolk.gov.uk

Julie Steward (PEP Manager)

E: julie.steward@norfolk.gov.uk

Clare Cloves (Post 16 Advisor)
E: clare.cloves@norfolk.gov.uk

Colette Lumpkin (EHCP Coordinator)
E: colette.lumpkin@norfolk.gov.uk



NEET (Not in Education, Employment or Training) PEP's for UASC

NEET UASC Group 1	NEET UASC Group 2	NEET UASC Group 3
Either at risk of becoming NEET or Technically NEET and recorded as NEET		
New to Care	Year 12 and 13 (Aged 16-18 at the start of the academic year)	18yrs+ including Care Leavers and Adult Learners
Education pathway is clear	Are at risk of becoming NEET due to low attendance, disengagement and/or mental health barriers then the PEP should happen with the setting and targets set should identify support to address barriers.	Disengaged from ESOL and unable to reengage
An application is being or has been made for college		Not yet at EL3 ESOL reading and writing
The YP is waiting for an assessment and enrolment date	OR have been removed from roll and are NEET then arrange a NEET PEP via Maria Borrego: maria.borrego@norfolk.gov.uk Ideally looking at re-engagement provision.	If in Year 13, Arrange a NEET PEP via Maria Borrego: maria.borrego@norfolk.gov.uk
OR The YP is on a waiting list for a college place	SW/PA will still need to complete a NEET PEP or on roll PEP for the YP We need to keep YP occupied – NIYP/New Routes; EET Network Opportunities Positive Activities Funding (Year 12 and 13 NEET) Inspiring Opportunities Fund (Up to 21/22yrs)	If in Year 14 Seek advice and guidance from Jamie Robson (no formal PEP is needed) jamie.robson@norfolk.gov.uk Also, attend the EET Network and look out for suitable provision advertised the EET Teams Channel.
 SW/PA to initiate the PEP SW/PA to carry out a NEET PEP yourselves if not on roll within 1 month 		