



Guidance on Post 16 PEPs (Year 12 and Year 13)

What is a PEP?

The Personal Education Plan (PEP) is the statutory tool to ensure that everyone is actively prioritising the education of the young person, carefully tracking their progress, and supporting them to achieve well and to be aspirational.

All Children in Care have a statutory Care Plan, which is drawn up and reviewed by the Local Authority that looks after them. The Personal Education Plan (PEP) is a legal part of the Care Plan, which is a statutory requirement for Children in Care from being in preschool provision up to the age of 18. In Norfolk Children in Care continue to have a PEP up until the end of the academic year in which they turn 18 (the summer term of Year 13)

The key people who should be involved in every PEP meeting are:

- The young person
- The young person's Social Worker or Personal Adviser
- The young person's carer / and parents (where appropriate)
- The Designated Teacher (or named lead) for Children in Care from the young person's education setting or training provider.

PEPs identify Children in Care's educational needs and promote and raise expectations and aspirations. All PEP meetings for Norfolk Children in Care are recorded on an electronic web-based system, hosted by a national company called Welfare Call.

Allocated Social Workers / Personal Advisors and their team managers will have access to the system. The system will also be available to the Designated Teacher (DT) at all education and training providers currently attended by Norfolk Children in Care. This includes those outside of Norfolk.

Which young people require a Key Stage 5 PEP?

It is a statutory requirement for all Children in Care in Years 12 & 13 (aged 16-18) to be invited to attend a PEP meeting once a term. This continues to be the case even when the young person has turned 18 up until the end of the academic year. The only exception of when a PEP is not needed is when the young person is in full time employment with no training.

What are the advantages of having a KS5 ePEP?

All age range PEPs will be hosted in one place (Welfare Call) which will enable users to access a young person's full education history. Additional documents, including photos can be uploaded to support the PEP.

The Designated Teacher (DT) will be able to access all PEPs relating to young people who are on roll at their school sixth form, college, or training centre. If a new student joins them the DT will have access to their PEP as soon as Welfare Call are notified that they are on roll.

School sixth forms, colleges and training providers should use the PEP to evidence how they are supporting the learning of their Children in Care. PEPs are signed off by the Virtual School which allows them to be evaluated, quality assured and followed up if improvements are needed. PEPs should include SMART targets and outcomes for the young person and should reflect their views.

It is essential that the Julie Steward (PEP Manager) at The Virtual School is notified promptly of staff changes so the appropriate access to Welfare Call can be maintained. This includes changes of social worker / leaving care personal advisors.



What if the young person is NEET?

Young people who are not in education, employment, or training (NEET) are still required to have a PEP on a termly basis with the focus being on re-engagement with education, training, or employment. The PEP will include the setting of SMART targets and actions for those supporting the young person to re-engage. The minutes section should be used to give an update on steps taken and discussions around re-engagement.

Education, Employment and Training (EET) Casework Meetings:

To support more complex NEET Children in Care and Care Leavers, e.g., those involved with county lines, youth justice teams, who have complex SEND needs (including those with an EHCP), mental health issues or young parents we have set up EET casework meetings.

These meetings offer case consultation / signposting and the minutes provided can be used to complete NEET PEPs. Where appropriate we will look to invite representatives from YJS and other professionals.

Please refer to the NEET PEP's flowchart process (Year 12 and Year 13) to determine whether a young person should be referred to the NEET Panel or whether a different route to complete the NEET PEP is more appropriate.

Please contact the **Maria Borrego, Guidance Adviser** (Children in Care & Care Leavers) to book a slot at an upcoming NEET casework meeting maria.borrego@norfolk.gov.uk

Maria can offer support to Children in Care and Care Leavers that are NEET. This includes attending the NEET e-PEP meeting to plan any work, 1:1 career guidance, information and advice around education, employment and training pathways, practical support around finding work, e.g., CVs, interview preparation, job search, applications etc, arranging visits to training providers and colleges.

To be eligible for support from Maria the young person must meet the following criteria:

- Be NEET
- Be a Child in Care or Care Leaver
- Be in Year 12 or Year 13
- Have no current YJS order or EHCP
- Be a resident in Norfolk

YJS teams take the lead around education, employment, and training options for young people they are supporting. For Children in Care and Care Leavers who don't meet these criteria Maria is able to offer case consultation to their workers rather than direct input with the young person.

What if I am new to Welfare Call or the PEP the process?

If Social Workers or Personal Advisors do not already have access to Welfare Call but they are responsible for the completion of the KS5 PEP for specific young people in the care of Norfolk, you will need to request access to Welfare Call.

Please inform the **Julie Steward** (PEP Manager) julie.steward@norfolk.gov.uk that you need access to Welfare Call, and she will arrange this for you.



Social Workers and Personal Advisors will receive details of how to log on to the secure Welfare Call site and how to create their own secure password. Firstly, you will then receive an introductory e mail from Welfare call. This will include NCC’s introductory letter and confirmation of Welfare Call’s web address: <https://extranet.welfarecall.com>

This will be followed by a second email from Welfare Call providing you with your username and initial password (both case sensitive) to access the system. Please keep the code quoted in these original emails – as they may be needed later.

Once on the system staff will be able to access and work on their PEP documentation when it suits them, in advance of the meeting itself. If you have forgotten your password, please contact the Welfare Call Support helpline on **01226 716333** and they will help you reset it.

The Welfare Call ePEPs meet all local and national requirements for the secure transfer of confidential student level data. DT’s will have access to the Welfare Call site in the same way as social workers / leaving care personal advisors.

Don’t forget to save information on Welfare Call as you go!

You will have to refresh pages to see any updates you have included. Click save as you go along when recording information on Welfare Call as the system will automatically timeout after 40 minutes. (If you do get logged out, ring Welfare Support helpline on **01226 716333** who will attempt a recovery of data.

Sections on Welfare Call are colour coded by text. This highlights who is responsible for completing each section of the PEP.

- **Blue** = social worker / leaving care personal advisor
- **Red** = school / college/ training provider
- **Purple** = both / either

We advise that you type straight into the PEP templates at the PEP meeting, or you can download and print each page to take to the meeting and then complete on-line as soon as possible after the meeting. However, it is important that all sections of the PEP on Welfare Call are completed **within 10 working days** of the PEP meeting taking place.

You will receive regular reminders from the PEP manager for any PEP records that have fallen out of timeframes. If a PEP meeting did not take place, please remember to change the date to avoid the reminders being sent.

How to complete the PEP record on Welfare Call?

1.Introduction	2.Young Person's Views	3.Skills and CV Builder	4.Record for this PEP Meeting	5.EET or NEET	6.Young Person Details	7.Attainment	8.Personal Education Plan Summary
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Tab 1: Introduction. This page gives an overview of how to complete the Post 16 PEP record and what information is needed. If you are new to completing Post 16 PEPs on Welfare Call, then it is important to read this information.

Tab 2: Young Persons Views. This section needs to be done with the young person and it is often best to complete this section before the meeting. Remember this is a PEP record and so the focus should be on education, employment, and training. It is important to refer to this information when deciding on SMART targets to set for the young person as well as actions by the adults supporting the young person.



This first section should be completed by the young person using their own words. This will give an overview of what is going well, what concerns there are and what needs to happen next.

Please complete all the questions on this page fully. Please write N/A if not applicable so we can see that all sections have been discussed.

Tab 3: Skills and CV Builder. This section is to record whether the young person would like any help with their CV and is a place to record any work experience or achievements since their last PEP meeting. Copies of any certificates and / or photos can be uploaded in the documents section.

Tab 4: Record for this PEP meeting. Please ensure that the views of the social worker / personal adviser, carer and parent views are captured here. Please include a rationale as to why these sections have not been completed. For example, parent views may be missing if the young person is an unaccompanied minor and is not in contact with parents.

Minutes of the meeting on this page are from the perspective of the professionals working with the young person.

Review previous targets and create new targets. Please make sure that any targets set are SMART (specific, measurable, achievable / aspirational, realistic and time bound)

It is important to record who attended the meeting. If not updated the record will show attendance at the previous meeting as this section is pre-populated from the previous PEP.

Set a date and time for the next PEP meeting. This can always be amended if it needs to be changed later.

PEP MEETING ON: [SET PEP DATE](#)

Tab 5: EET or NEET.

If the young person is in education, you will need to choose 'education' from the drop-down menu. This section is to be completed by the DT in the sixth form, college, or training provider. All sections need to be completed fully including attendance.

If the young person is NEET, you will need to choose 'NEET' from the drop-down menu. Complete

Record key barriers to learning by clicking all that apply and explaining what strategies have been used to address these barriers.

Tab 6: Young Person Details. Please complete all sections fully. Questions 13 – 18 only need to be completed for unaccompanied minors.

Please check that the young person's details are complete and up to date as this information is pre-populated from the previous PEP.

Tab 7: Attainment. Please update this page with any relevant formal qualifications.

Tab 8: Personal Education Plan Summary. This is a summary page and so no new information needs to be added.

Once all sections are completed fully click the red completion button.



DT: ! 'Click' when completed

SW: ! 'Click' when completed

Once the PEP record has been signed off by the sixth form, college or training provider and the Social Worker / Personal Advisor then the Virtual School will review the PEP.

If all sections are complete the PEP record will be signed off 'green' by the Virtual School. This will allow the PEP meeting to go ahead the following term.

If the PEP is incomplete (for example, the young person's views are missing, or SMART targets have not been set) then it will be signed off as 'Amber' by the Virtual School. The SW /Personal Advisor will receive an alert from Welfare Call and / or will be contacted by an Advisor or the PEP Manager at the Virtual School and asked to add the missing information or make the necessary improvements to the PEP to allow it to be signed off as 'Green'

Elements of a Good PEP Record

- The young person's voice is heard, is evident in the PEP and links to SMART targets/discussions
- Aspirational and SMART targets are influenced by the discussion at the PEP and focus on education, training, employment (EET) or re-engagement with EET if NEET.
- All sections are completed with context where appropriate (e.g., parent views have not been obtained as the young person is an unaccompanied minor and is not in contact with their parents currently)

What training is available?

The Virtual School offers training to all professionals responsible for the completion of PEP documentation. This includes training for those completing Post 16 (KS5) PEPs. The aim is to develop a collective understanding of what a high-quality PEP for KS5 students looks like.

Bespoke training can be arranged for teams or individual workers. If you would like to arrange Post 16 PEP training or have any general queries regarding the Post 16 PEP please contact Julie Steward (PEP Manager) on 01603 222414 or by e mail julie.steward@norfolk.gov.uk in the first instance.