**Guide to NEET PEPs and NEET Casework Meetings (September 2025)**

**What is a PEP?**

The Personal Education Plan (PEP) is a legal part of the Care Plan, which is a statutory requirement for Children in Care.

* All Norfolk young people in care **must** have a PEP completed **once per term** until the end of the academic year in which they turn 18.
* If the young person (YP) is in **education**, the PEP meeting takes place with the worker, YP, education setting, and carers/placement staff as appropriate.
* **NEET** (Not in Education Employment or training) **YP** still require a **termly PEP**, focusing on **re-engagement** with EET and positive activities. Workers may wish to discuss **some** of their YP at a NEET casework meeting.
* The only exception of when a PEP is not required is when the YP is in full time employment with no training.

**Purpose of NEET Casework Meetings**

NEET casework meetings provide a **structured forum** for professionals to discuss YP who face **significant barriers** to education, employment, or training (EET). These meetings help:

* Identify EET opportunities and positive activities
* Set **SMART outcomes**
* Provide additional **Information, Advice, and Guidance (IAG)** support

**Which YP should be discussed at a NEET Casework Meeting?**

Not all NEET young people require a casework meeting. Workers should attend **only if:**

* The YP faces **significant barriers** preventing EET engagement.
* There is **uncertainty** about the best EET pathway for the young person.
* The worker **requires additional IAG support** to develop EET outcomes.

If a **clear EET pathway** exists and IAG is **not required**, the worker should **complete the PEP record independently** with the young person and carers/placement staff as appropriate, ensuring **SMART outcomes** are set. A NEET casework meeting **should not** be booked.

In addition, there will be a small number of NEET YP whose current situation is so complex that exploring EET options is not a consideration for them and IAG is not required. The worker should complete these NEET PEPs independently, adding rationale to the PEP as to why EET is not being explored at the current time. Outcomes set should focus on the YPs immediate needs.

**Preparation**

* **Before the NEET casework meeting**, the worker is expected to have already **held the PEP meeting with the young person.**
* They should have **gathered their views on EET,** as well as those of carers and parents, when appropriate, and **completed** as much of the PEP record on Welfare Call as possible to ensure clear discussion points during the NEET casework meeting.

**During the NEET Casework Meeting**

Discussions should focus on:

* **Identifying barriers** preventing EET engagement.
* **Exploring realistic EET options**, including apprenticeships, training, and employment.
* **Setting SMART outcomes/targets** to support the YP’s progress.
* **Signposting to additional resources**, such as funding and positive activities.

**Who Attends the NEET Casework Meeting?**

YP **do not attend** these meetings, as they will have already shared their views during their **initial PEP meeting** with their worker. This is a **professionals-only** meeting, typically including:

* **Social Worker (SW) / Personal Advisor (PA)** – Provides an overview of the YP’s situation and views on EET.
* **Virtual School Representative** – Chairs the meeting, reviews the final PEP record to ensure quality and completion.
* **NEET Guidance Advisor** – Advises on available EET pathways, funding, and relevant support services.
* **Other Professionals (if applicable) EHCP Coordinator** (for YP with an Education, Health, and Care Plan) **Youth Justice Service (YJS) Worker** (if applicable) **Placement Staff** (if the YP’s living situation impacts their EET engagement.

**Scheduling & Invitations**

* NEET casework meetings are **calendared a term in advance**, with varied timeslots across the week to accommodate different working patterns.
* The **NEET Guidance Advisor** (or their business support officer) sends out the invitations to **the worker** and **EHCP Coordinator** (if applicable).
* **Workers must forward** invites to additional professionals (e.g., placement staff) that they want in attendance.

**Finalising and Signing Off PEPs**

* Once the worker has added the outcomes and signed off the PEP as complete, the **Virtual School** will review it.
* If any information is missing, the PEP is flagged as **amber**, and comments added to the notes section of Welfare Call outlining required improvements.
* Workers have **three weeks** to resolve issues before the PEP is force-completed as **amber**.

**Changes to Welfare Call**

Please inform the Virtual School PEP Manager of any changes needed on Welfare Call. This includes **change of worker** (e.g., **from a SW to a PA)** or **EET status** (e.g., **NEET to EET**). To request changes please contact [julie.steward@norfolk.gov.uk](mailto:julie.steward@norfolk.gov.uk)

**NEET (Not in Education, Employment or Training) PEPs for UASC**

For UASC NEET queries please contact Laura Bay (UASC Adviser) in the first instance [laura.bay@norfolk.gov.uk](mailto:laura.bay@norfolk.gov.uk)

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| **NEET UASC Group 1** | **NEET UASC Group 2** | **NEET UASC Group 3** |
| **New to Care** | **Year 12 and 13 (Aged 16-17 at the start of the academic year)** | **18yrs+ including Care Leavers and Adult Learners** |
| Education pathway is clear | If a YP has become NEET (e.g. withdrawn from college or is not on roll) then a NEET PEP needs to be completed by the SW/PA. SW/PAs need to be mindful of keeping the YP occupied.  Activities YP might want to consider include NIYP/New Routes, EET Network Opportunities, Learning Padlet for home activities and Flash Academy.  If they feel support is needed around setting outcomes and sourcing provision/positive activities, then the SW/PA should contact Laura Bay in the first instance to arrange the PEP meeting [laura.bay@norfolk.gov.uk](mailto:laura.bay@norfolk.gov.uk) | Disengaged from ESOL and unable to re-engage |
| An application is being or has been made for college | From Year 14 no PEP is needed. SW/PA can seek advice and guidance from Jamie Robson (no formal PEP is needed)  [jamie.robson@norfolk.gov.uk](mailto:jamie.robson@norfolk.gov.uk)  We encourage all SW/PAs to attend the EET Network meeting and look out for suitable provision advertised on the EET Teams Channel. |
| The YP is waiting for an assessment and enrolment date | Laura Bay will decide if a YP needs to be booked in for a NEET casework meeting and will arrange this with the NEET Guidance Advisor if appropriate who will send out the invites. |
| OR The YP is on a waiting list for a college place | Laura Bay can also signpost to possible sources of funding:  Inspiring Opportunities Fund (up to 25yrs) [Inspiring Opportunities Fund | Norfolk Community Foundation](https://www.norfolkfoundation.com/funding-support/grants/individuals/inspiring-opportunities-fund/)  and Independent Living Fund [Independent Living Fund (for care leavers) | Norfolk Community Foundation](https://www.norfolkfoundation.com/funding-support/grants/individuals/independent-living-fund-for-care-leavers/)  Positive Activities Funding (Year 12 and 13 NEET) – SW/PA will need to discuss in the NEET casework meeting. |
| * Virtual School to initiate the PEP with the SW/PA * SW/PA to carry out a NEET PEP with Laura Bay (UASC Advisor) [laura.bay@norfolk.gov.uk](mailto:laura.bay@norfolk.gov.uk) | SW/PA to update the PEP (Laura Bay will sign off the DT section) |  |

**Useful Contacts:**

* Post 16 Advisor[clare.cloves@norfolk.gov.uk](mailto:clare.cloves@norfolk.gov.uk)
* CIC NEET Guidance Adviser [emma.durand3@norrfolk.gov.uk](mailto:emma.durand3@norrfolk.gov.uk)
* EHCP Coordinator (City and South) [colette.lumpkin@norfolk.gov.uk](mailto:colette.lumpkin@norfolk.gov.uk)
* EHCP Coordinator (West and Breckland) [lesley.kemp@norfolk.gov.uk](mailto:lesley.kemp@norfolk.gov.uk)
* EHCP Coordinator (North, east and Broadland) [jennifer.rusdell@norfolk.gov.uk](mailto:jennifer.rusdell@norfolk.gov.uk)
* PEP Manager [julie.steward@norfolk.gov.uk](mailto:julie.steward@norfolk.gov.uk)
* Lead UASC Advisor [laura.abbro@norfolk.gov.uk](mailto:laura.abbro@norfolk.gov.uk)
* UASC Adviser [laura.bay@norfolk.gov.uk](mailto:laura.bay@norfolk.gov.uk)
* Welfare Call Helpline **01226 716333**