

From Care2Work

Employability Support Work Plan

ONGOING ACTIONS

The work plan template is designed to enable you to demonstrate your commitment as a corporate parent and outline what steps you are taking as a local authority to improve the employability of care leavers; furthermore it provides an opportunity to record where progress is being made. The work plan is also part of the process for applying for the From Care2Work Quality Mark.

This work plan template is linked to the statutory guidance for local authorities 'Planning transitions to adulthood for care leavers' and other related guidance. You can find out how the work plan objectives are mapped against statutory guidance here:

<http://resources.leavingcare.org/uploads/f53e04b12b1791bfc8436c5d30354c33.doc>

From Care2Work is funded by the Department for Education and led by the Catch22 National Care Advisory Service. The project aims to support local authorities improve the support and opportunities offered to young people in and from care, and help develop the employability skills that will lead them into employment.

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Employability Support - Work Plan for Leeds City Council Local Authority

CONTACTS - Who are the lead contact and the strategic lead for From Care2Work in the local authority?

	Lead contact	Strategic lead
Name	Jackie Roper	Gail Webb
Job title	Children's Services Lead for LAC from Education to Employment	(Lead for MALAP sub group for Education to Employment for LAC/Care Leavers)
Area of responsibility		Virtual Head
Address	Adams Court	Merrion House
Office number	0113 395 2806	
Mobile number	07891 270 324	
Email address	Jackie.roper@leeds.gov.uk	

Who is involved in the progression of this development plan other than the lead contact and strategic lead?

NAME	Job title/role in creating employability opportunities for care leavers	E-mail
Michael Clarke		
Keith Lander		
Gary Milner		
Sally Lowe		
Sheila Duxbury		
Lynne McLaughlin		
Jane Hopkins		
Andy Pickering		
Date work plan completed		Date to review work plan

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COMMITMENT

Objective/Driver: 1. Employment and skills strategies and other strategic planning across the local authority, incorporate a corporate parenting commitment to improve the employability of care leavers.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Strategic partnerships broader than children's services.**
- **Employability of care leavers referenced in the local authority's strategic plans.**

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
1a) To ensure the work of the C2W group is promoted and embedded as part of the Leeds Safeguarding Children Board – Education Reference Group.	Jackie Roper		a) CLA and Care Leavers real time attendance at alternative provision is more traceable.	A
1b) To link with the 'Missing Education Missing Out' task group	Jackie Roper		b) Representatives on task group are from Childrens Services (Education and Social Care, Targeted Service), Employment and Skills, Jobcentre +/DWP, Igen	A

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COMMITMENT ctd

Objective/Driver: 2. Ensure the social care workforce has an understanding of building employability and career planning, so that appropriate next steps are reflected in individual pathway plans.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Steps to improve the skills of the workforce in employability and career planning**

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined></u>)	RAG rating
	Overall Lead: M Clarke			
2a) Carry out training needs analysis of PAs in 13+ and Connexions teams	MC/LM	03//14	a). 2/4/14 -MC - Identified that PAs need to know what's out there.(See training below).	A
2b) Make skills training/development opportunities available for both Connexions and LAC/Care Leaver PAs. CPD programme for 13 + teams to develop IAG skills.	MC/LM	03//14 Training dates: 28/5/14	b). 17/3/14 – Agreed to train all Care Leaver PAs + train at least 1 lead PA/champion per Area (to be identified after training event) – include champions in progressions/IAG practitioner meetings. LM, MC, SD to plan. 26/3/14 – At meeting of SD/LM/MC it was agreed that Connexions/School to Work Transition team would: - organise 2 hours of training for 60 advisers/social workers in MCs team (3 sessions for 20 people each on different days and at different times) at Connexions Centre. Training could be modelled on event in April for members/governors, incl awareness raising of all progression services, programmes and resources. Doodle to be used for booking training slots. 28/4/14 - update: MC sent over possible dates avoiding key hols – June best. 22/5/14 – update. Training to be delivered by SD, Gwen, Lead PA for Connexions, CLA Specialist advisors. At 3/6/14, 38 staff were trained. Mop up session to be put on 23/6/14 for 23	A

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		<p>29/5/14</p> <p>3/6/14</p> <p>+ mop up on 23/6/14</p>	<p>staff who were unable to do original training dates.</p> <p>27/6/14 update: Positive feedback from CLA staff attending training. Positive feedback also from Connexions trainers.</p> <p>28/4/14 –update: JR/SD to decide whether to deliver training via Jeanette Scott (Foster Carers Service Delivery Manager) or Workforce devpt.</p> <p>22/5/14 – update: JR met Jeanette and supervising social workers to be involved in training – 21/6/14 at Hough Lane.</p> <p>2/4/14 - MC provide names of staff to SD by 4/4/14. Also incl input from; Jobs & Skills and Offsite learning staff. Focus on networking as well as training. SD/LM to confirm date. 28/4/14 –update: DONE</p> <p>22/5/14 – update: training to run 7,8 July.. Further training to be given to those who will be lead contacts</p>	
2c) Put on other training/information sessions for social workers who are allocated to work with foster carers.	MC/LM	25/6/14	<p>c) IAG training to be delivered for supporting Social Workers for Foster Carers for NW team. 27/6/14- JR gave positive feedback from training held on 25/6/14.</p> <p>JR to plan future training at Fostering Managers meeting at Hunslet Hall.</p> <p>Plan to roll out drop in sessions for Foster Carers.</p> <p>Suggestion of creating a Foster Carer IAG checklist for aged 12-19 (25). Who to lead this?</p> <p>27/6/14 – future action should be to set up a network for professionals to share practice (see now action 2j).</p>	A
2d) Put on other training/information sessions for residential care staff.		<p>2014: 7/7, 8/7 17/7, 18/7</p> <p>9/2014 to 7/2015</p>	<p>d) Training for IAG has been arranged for 80 residential care staff over 4 days at Carr Manor Primary.</p> <p>Plan for 14/15 academic year to create at least 1 IAG 'champion' per residential home to be nominated by care home Service Lead. Champions will undergo continual training and be res</p>	A
2e). Identify a collaborative working approach of Connexions and LAC/Care Leaver PAs.	MC/LM/SD		e). 26/3/14 – Meeting of SD/LM/MC where it was agreed :	A

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		03/14	<p>i) Michael to discuss with Sal/Rob how best to provide professional advice via a named contact to Connexions area managers on appropriateness of particular referrals to social care; monthly quality check of referrals on an area basis proposed. Contact Centre Professional Helpline number to be recirculated as well.</p> <p>2/4/14 - Cxions PAs from Cardigan centre will help coordinate better work with Care Leavers on area basis incl visiting CSW Care teams. CSW LAC Area Managers to link up with Connexions Area Managers. LM provide good eggs.</p> <p>28/4/14 – update: MC will be the contact. 27/6/14 – update: LM reported positive working between PAs and Connexions PAs. Development needed in work with 18-22.</p> <p>ii) To explore potential for shared group work (Social Care/Connexions), e.g. over the summer holidays for those in Year 10, to maximise impact and make best use of limited resources (model of Herd Farm project work within the Youth Contract could apply). Clusters could be asked to contribute to costs.</p> <p>28/4/14 – update: SD to raise at Participation & Progression meeting.</p> <p>22/5/14 – update from SD: Not viable to do week residential at Herd Farm (already booked). Alternative proposal (to be consulted at PAs training) is to select 10 Care Leavers, involve in ½ day employability taster session led by EBP; invite to Inspiring Futures Event to meet employers (PAs to support); Follow up group with National Careers Service at Connexions Centre.</p> <p>27/6/14 – 18 Care Leavers referred from CLA team for 3 day ‘Ready for Work’ programme.</p> <p><u>29/7/14 – update: See evaluation of Ready for Work programme sent out by SD 16/7/14. 9 to 12 completed.</u></p> <p><u>To follow longer term impact of those who completed. MC via staff to follow up non-attenders/non completers to identify reasons. MC will encourage PAs to door knock/ accompany yp on initial days of a programme.</u></p>	
2f). Initially trial a joint working approach between Connexions and LAC/Care Leaver PAs through the use of the Hub in particular	MC/LM/SD	03//14	<p>f).28/4/14 – update: note that Eastgate developing as an interim Hub.</p> <p><u>29/7/14 – update from SD: SD is sending out communications to Social Care PAs advertising ‘Opportunities Day’ at Connexions Centre on 22/8/14. SD and LM meeting Paul Bollom &RM 4/8/14 – re interim arrangement for the Youth Hub and for Social Care presence in the Connexions Centre. To include young people and staff’s consultation e.g on practicalities as part of interim 1st phase.</u></p>	R

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2g). Igen and LCC workforce development to develop support pack around for Year 9+ , 16+ and HE applications regarding options choices post pathways. The support pack is for foster carers, care staff in residential homes, CSW Pas. Make hard copy and section on Pathways available for above staff.	LM/Andy Lloyd	03/14	g)	R
2h). Ensure the Hub at Eastgate will support integrated working and care leaver progression	LM, RM, Sue Pennycook		h). Remove this action as it is a developmental idea	R
2i). Commissioning EBP to provide Mentors for CLA	Jackie Roper/Julie Pocklington		i) 6/14 - Commissioning brief scoped out. Schools in high need have been identified. Feedback from schools on past mentoring has been considered as part of re-commissioning process.	A
2j) Develop an IAG network for identified champions from Social Care Services	Sally Lowe, Jackie Roper		j)	R

OPPORTUNITIES

Objective/Driver: 3. Operational processes allow care leavers to access a range of employability opportunities

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **A range of employability opportunities that are offered to care leavers**

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
3a). To develop a clear online route for CLA/Care Leavers to access employability opportunities from LCC and others via the 'Young Person's Online Gateway' (see also Objective 6i) .	Sheila Duxbury	?	a). See also Objective 6. 29/7/14 – (update from SD) - pages being set up and populated. Gwen has emailed contributors for what they want to include. Deadline <u>1/8/14</u> .	A
3b) Employability skills development (from Year 9) through Education Business Partnership	Jackie Roper	?	b)	R

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3c) Work experience – guarantee of a place with the Council for all LAC and if required post 16. Arranged via HR.	Keith Lander/ Emma Wyatt	?	c) <u>Update 29/7/14 - : Corporate HR developing mini action plan to improve and clarify offer.</u>	R
3d) Guarantee of an interview of any job within the council where the Care Leaver meets the criteria via Corporate HR.	Keith Lander/ Emma Wyatt	?	d). <u>Update 29/7/14 - Corporate HR developing mini action plan to improve offer. 3 jobs made available for CLs. CLA service seeking nominations from PAs to apply/be interviewed</u>	R
3e) Youth Offer to arrange guaranteed place for National Citizenship Service up to age 17	Jackie Roper/ Jean Ellison	?	e)	A
3f) Establish priority place model across existing Employment and Skills delivered and commissioned activity	<u>Jane Hopkins</u>	?	f) In place for 18-24 Headstart programme (Michelle Law), Devolved Youth Contract and Work @Leeds opportunities. The city's Talent Match programme (Gary Blake) will also comply.	A
3g). To develop and publish an offer of skills, apprenticeship, employment for LAC.	Jane Hopkins, Jackie Roper	?	g) 2/4/14 – Bus pass – MC to develop free bus pass for those young people who are seeking work or attending training. <u>29/7/14 - An offer drawn up in May/June 14 by JC+ for 18-24 as part of Youth Contract. Offer to go onto online gateway.</u>	A
3h) Undertake data analysis of need of Yr 11 / 12s with a target to map this against the PEP and ensure suitability	JR/ MC/ SL	?	h)	R

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3i) Leeds Rhinos potential bid – Youth Engagement Fund 18-24 new monies.	?	?	i)	R
3j) Ensure any future delivered or commissioned programmes include a priority model	?	?	j) Exploring opportunities within ESIF and Youth Engagement Fund and the Fair Chance Fund. <u>Update 29/7/14: From SD – Youth Engagement Fund bid is developing for submission to govt on 18/8/14. Focus of bid will be on 14-16 and 16/17 and on building emotional resilience. CLAs will be one of the target groups.</u>	R

OPPORTUNITIES ctd

Objective/Driver: 4. Financial policies and procedures clearly identify how young people will be supported with education, training and employment.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **A Financial policy that prioritises support for education, training and employment and incentivises engagement in ETE.**
- **Higher education bursary available to all eligible young people.**
- **Clear information about financial entitlements that support ETE, and how they can access this, is available to all young people.**

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
4a). To examine with schools how Pupil Premium is used to address LACs needs.	Jackie Roper/ Gail Webb, SD.	From April 14	a). 2/4/14 - Sue Ayres done paper and June 2014 currently in consideration by CSLT. .	R
4b) To consider any amendment required to current/future Connexions contract .	GM/SD	As required	b) 2/4/14 - Subject to scale of work being undertaken (SD). To be updated at future meeting. <u>28/7/14 – update: SD in discussion with key partners.</u>	R
4c) To clarify Financial policy	Michael Clarke	?	<u>27/6/14 – update from MC: - MC to send link to current policy. MC/JR to meet on this section 4</u>	R

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4d) MC to analyse and measure the financial support package for students accessing post 16 education and training.	Michael Clarke	?	d) MC/RM/JR attended 20/6/14 (termly) HEART's Looked After Young People's Steering Group to keep informed of national policy changes.	R
4e) Link to MALAP Care Leavers Plan of producing a Guide for Care Leavers of opportunities and financial support available.	Michael Clarke / Paul Skidmore	? MC to check		R

OPPORTUNITIES ctd

Objective/Driver: 5. The move on plans, or current accommodation, support care leavers to take up or maintain education training and employment opportunities.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **A process in place to ensure accommodation maximises education, training and employment opportunities when young people leave care.**

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
5a). The ' Staying Put Policy ' enables CLA to remain with Foster Carers until 21 (will be due to extend including in residential homes).			a) <u>29/7/14</u> - MC to send link for Staying Put Policy	A
5b) The ' Pathway Plan ' incorporates a section about moving on, also includes a 'Passport to Independence' as a checklist of a variety of skills gained including a section on education, training and employment. This is completed with the Care Leaver by a Social Care professional (e.g Social Worker, PA, Foster Carer, Residential worker, Housing Support worker). CLA service needs to launch the Passport and roll out training.	Michael Clarke/Rob Murray	Nov 2014	b) <u>29/7/14</u> - MC to provide link to The Pathway Plan	A
5c) Weekly meetings are held between Social Care and Housing Options and Flagship and supported housing providers for planning ahead for moving on accommodation for young people.	Michael Clarke	Ongoing	c) Any outcomes/figures?	A
5d). In addition to a Care Leaver's Social Care Worker, intensive levels of support (e.g Flagship consortium, 3 rd Sector) is provided to young people for pre-tenancy support, support whilst living independently and post tenancy	Michael Clarke	Ongoing	d) Any outcomes/figures?	A

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SUPPORT

Objective/Driver: 6. The local authority ensures all looked after children and care leavers get career planning support within the pathway planning process that raises their aspirations throughout their transition to adulthood.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- Young people involved in the development of their pathway plans.
- Career information, advice and guidance is provided to care leavers.
- Clear goal setting and action planning for Education, Training and Employment.
- Practical and emotional support is provided during the opportunities offered

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
6a). Delivery of Information Advice and Guidance to all LAC/Care Leavers through schools and Targeted IAG Connexions Contract with Igen. Specific support inc information around GCSE/option choices (yr 9); post 16 choices (yr 10); applications to colleges/apprenticeships (from yr 11).	SD/ LM/ schools		a). <u>29/7/14</u> – Update from SD: Connexions have reviewed needs of CLA with Schools for 2014/15 and will do same annually. Identified CLA will be on caseload accordingly.	
6b) Targeted support and IAG to those Care Leavers who are vulnerable to becoming NEET and those who have become NEET from aged 16 – 21/25.	SD/ LM		b) <u>29/7/14</u> - See above (ie part of case load if identified as vulnerable)	
6c) Support from Connexions and Schools around HE applications/personal statements from aged 17.	Schools		c)	
6d) Social Work (named) support from CSWS 13+team for LAC until aged 18 particularly leading on Personal Education Plan (PEP).	MC		d)	R
6e) non Social Work PAs (named) Support from CSWS 13+ team for Care Leavers from aged 18 particularly leading on Personal Education Plan (PEP).	MC		e)	R
6f) Check with schools, support work they are doing with identified LACs/Care Leavers and if schools have identified any as possible NEET	LM	10/3/14	f) 2/4/14 – LM sampled J Smeaton. All LAC are on Connexions caseload except 1 who is out of area and 1 who is sorted. Connexions will ask schools to identify LACs and ask	G

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			why they are not referring to Connexions. Nb. Each school should have a LAC contact.	
A range of specific actions to improve communication and information:				
6g) Identifying named IAG/progressions contact for Carers as well as for specifically Connexions advisor.	Schools/LM		g)	G
6h) to raise awareness and signpost LAC/Care Leaver PAs to existing info via young person's online gateway.	SD		h) 17/3/14 – revised this action from 'developing' pack to 'raise awareness (DONE – see opposite). <u>29/7/14 – (From SD) - Will do this action as part of eventual launch.</u>	A
6i) Develop and provide regular update/bulletin for carers.	MC		i)	R
6j) Disseminate update/bulletin via PAs to individual Carers and Carer Groups.	MC /Jeanette Scott (CSW LAC)		j) 2/4/14 – SD to discuss with Adam Quesne (AQ) to improve interactive. 22/5/14 – update from SD: SD spoke to AQ – web service can support online interaction for common interest groups but early days. Happy to set up group for foster carers – nb as a future development activity..	R
6k) Review parent/carers area of Leeds Pathways website.	SD		k) <u>29/7/14 – (from SD:) All being done as part of redesign of site.</u>	A
6l) To consider further improving use of wide range of modern new technology (inc social media) for young people and also Carers	MC	July 2014 (report)	l)	R
6m) Review and introduction of on line PEPs	??		m) (Andy Muhgan – consultant reporting to Gail Webb)	R
6n) Introduction of mentoring programmes targeted at key points in LAC/Care Leaver's education, to raise aspirations and support engagement	JR/MC /Julie Pocklington	Sept 2014	n) Spec drafted for EBP to support students of differing ages, support needs and therefore different mentor types working with CLA/Care Leavers at various frequencies and focus according to need. There will be specific outcomes and reporting milestones.	A

SUPPORT ctd

Objective/Driver: 7. Information is available to young people so that they are fully aware of the choices and options available to them and how they will be supported to access these.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- Processes in place so that all young people get a copy of their pathway plan that sets out personal ETE commitment from the local authority.**

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- Information is provided about the range of choices, options and opportunities available
- Information about the support from the local authority or other agencies.

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
7a). Helpline and named contact for foster carers of all children LAC and and over 18.	? & SD		<p>a). 28/4/14 – update: Leeds Pathways/Council website (young people’s Gateway) could host a special link page. Provide a contact within Igen as named lead for foster carer – propose to be Cxions Area Manager. SD to raise at Participation and Progression Group.MC to check if RM aware of Young People’s Gateway (SD to circulate the schematic).</p> <p>Continue having Cxions Advisors available in each wedge’s LAC 13+ teams.</p> <p>22/5/14 – update from SD: agreed with RM and Paul Skidmore that the landing page will have info/advice/resources for CLA/Care Leavers. To consult with PAs via training. SD to meet Paul Skidmore.</p>	R
7b) Link to MALAP Care Leavers Plan of producing a Guide for Care Leavers of opportunities and financial support available	MC		b) 28/4/14 –see action /progress a) above.	R
7c) To develop the Pathway Plan to make specific reference to the Care Leaver’s Charter	MC		c) ??	R
Any current processes in place for this section 7 –info from Michael CLarke/CSWS LAC service?????????				

SUPPORT ctd

Objective/Driver: 8. Processes are in place to support young people aged 21 to 25 who ask for assistance from the local authority with education or training under the provision of the Children and Young Persons Act 2008.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **An assessment process for young people returning to request support is in place.**
- **A policy around level of service, how to resume contact and how support will be provided.**

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- A process to inform young people when their case is closed about the support available and how to access it.

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
8a). Social Care to examine existing good practice and develop for Leeds a standard closure process . Link this closure process with the Online Gateway. (A case is usually closed at aged 21 unless a Care Leaver is in education, training or have additional needs (including in custody) at which point young people would have support until 25	Michael Clarke	Dec 2014	a)	R
8b) Standard Assessment process in place for returning to support			b) <u>29/7/14 - MC to provide link</u>	R
8c) Policy for resuming contact(see a)			c)	R

MONITORING

1. Objective/Driver: **9. Clear information, referral and monitoring systems are in place to manage employability opportunities for care leavers.**

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- **Analysis of the ETE status and activities of young people inform local authority work plans.**
- **Employability opportunities created are linked to analysis of young people's needs.**

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
9a) Provide to Connexions a full list of Care Leavers in Year 11 (followed by those LAC in years 9 and 10). To be identified ideally by school.	RM to LM via GW		a). 17/3/14 - Yr 11 Care Leavers received by LM. LAC yrs 9&10 to follow. 28/4/14 - DONE	G
9b) Provide updated 16-21/25 details to Connexions via GW	MC		b). 17/3/14 – LM received 16-19 yr old data. 19-24 to follow. 28/4/14 - DONE	G
9c) Check against CCIS if LAC/Care Leavers are on Connexions caseload	LM		c). 17/3/14 – Check done by LM and sent (paper) to JR. LM to send electronic version. 2/4/14 - 16-19 Neet cohort analysed and 19+. Yr 11 analysis is in progress.	G

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			Post 19 list to be sent from MC to Alison France (JC+) via Gwen and returned to identify Post 19 NEETs onto Head Start. 28/4/14. DONE	
9d) (Diane Terren) to send monthly update from Connexions to CLA Service (MC) to cascade to relevant LAC area teams to update Fi.	LM & MC		d).17/3/14 –MC & LM to share PA names per LAC/care leaver. JR shared schedule for cleansing data and to update Fi by 11/4/14. Extra admin to be deployed by MC into each of the 6 teams/Area Support Managers.	G
9e) Provide intended destinations of current Care Leavers.	SL/LM/MC		<p>e). 17/3/14 – SL/LM/MC - Check the intended destinations of LAC/Care Leavers against full list which is due in.</p> <p>28/4/14 – update: From MC - all Care Leavers now updated on Fi. Unclear if destinations are fully updated. JR and MC and SL to meet to look at Fi list and NEET list particularly focusing on which Yr 11s have got/not got Sept Guarantee(end April).</p> <p>28/4/14 - MC to have 6 month PEP review take place when Sept Guarantee milestone is being reached.</p> <p>26/3/14 – at meeting of :SD/LM/MC it was agreed:</p> <ul style="list-style-type: none"> - to focus any additional Connexions effort on the subset of LAC in Years 9 and 10 who would otherwise struggle already (nb Cxions already visit this cohort albeit not part of their contract; a particular priority is to support those young people in residential care and not attending school. 28/4/14 - staff also need supported. - to work out how to support 50 or so young people in learning outside Leeds. <p>2/4/14 –For those LAC in yr 11 and not with connexions, Gwen to ask Colin Fenwick to send to MC the schools return list. 28/4/14 – update: MC not received yet.</p> <p><u>29/7/14 –update from SL - In general Sept guarantee has been received from schools and currently being up loaded to Insight. Recently received from colleges the Sept offers (inc those on roll) and will get these monthly. These also currently being uploaded to Insight. Sept Guarantee reports to be available from start of Aug. Also currently updating Insight with the CLA and CL cohort. Nb delay has been due to designing an export tool to export data from Fi and another to import tool into Insight. 170 CLs and 30 CLAs (from Year 7) have been identified as not matching from Fi to Insight. Glenn Simpson (is identifying which of the 170 are with Leeds LA then new records will then be created where appropriate). After this we can the report on NEET, NK and Sept Guarantee for CLs and CLA.</u></p> <p><u>29/7/14 - List of CLs identified in the above report , needs to be shared with MC's team for PAs to follow up – SL to do.</u></p>	A
9f) Tracking - fully up to date information around the Care Leaver cohort shared with all relevant partners through Framework –i/Insight/DWP including	Claire		f). 27/6/14 – update from SL: CLA will be uploaded from Fi to Insight with exceptions to ensure Care Leavers/CLA are identified. Plan to provide sept guarantee (for year 11)	R

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direct access to Frameworki for igen LAC Pas (LCC – Data Team).	Walker/SL/MC		report 2 nd week of July, Aug, Sept.2014. SL provide to LM and MC for their staff. Will also provide Year 12 (ie aged 17) offer report (in Oct 2014). LM can pick up any NEET for Youth Contract. Activity survey also to be produced in Nov for CLA.	
9g) Consider how information is passed back ie data flow from Insight to Frameworki .	SL /JR/MC/		g) 2/4/14 – Currently transfer data via globalscape but pursue link between Insight and Fi. 29/7/14 – update from SL - MC, SL and JR to meet to establish a tracking calendar and info transfer process – consider 13+ teams having read only access to Insight .	R
9h) Monitoring and tracking of academic data for pre-16 and 16-19/25. Monitoring of educational progress to be shared with all relevant partners.	JR/SL/MC		h). 2/4/14 – predicted grades for LACs.	R
9i) Monitor and track LAC/Care Leaver cohort re September Guarantee	?		i). See h)	A

MONITORING ctd

Objective/Driver: 10. Feedback from young people is included in monitoring and evaluation.

To achieve the **From Care2Work Quality Mark** you must have in place or be working towards:

- Processes that capture feedback from young people to monitor and evaluate the employability opportunities and support available.

Milestones / Actions	Lead (bold)	Time scale	Progress (latest updates shown by <u>date and underlined</u>)	RAG rating
???????????????? MC Feedback from Care Leaver Group?	MC			R

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