

Appendix 2

NEET and Not Known Action Plan

This document identifies the developmental actions to be taken by Connexions partners to reduce the number of young people who are Not in Education, Employment or Training (NEET) or whose current situation is Not Known. This Action Plan does not document all the work that takes place in Leeds to reduce the number of young people NEET. Work takes place within statutory, voluntary, community and faith organisations to reduce NEET. There are a number of plans for Leeds that identify actions that will help to reduce the number of young people who are NEET, including the Children and Young People's Plan, the 14-19 Strategy, the Children Missing Education procedures, the Teenage Pregnancy and Parenthood Strategy, the Multi Agency Looked After Plan, the Youth Justice Plan and individual organisational plans.

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
Ownership and recognition of NEET Strategy	NEET Strategy and Action Plan to be agreed by Leeds Local Management Committee (LMC) and 14-19 Strategy Group	LMC and 14-19 Strategy Group Members	JP GM		Nov 07
	Responsibility of NEET Strategy Group to review NEET Action Plan.	NEET Strategy Group Members	MB		Quarterly
	NEET targets (for Year 11 leavers) to be identified for each school and included in their Partnership Agreements with Connexions, building on formative target setting agreements in 2007	igen, Schools, Education Leeds	TW		Oct 08
	Regular analysis of NEET and Not known cohort is undertaken by Connexions in partnership with igen and the LDP group. Analysis is used to inform operational practice.	CxWY, igen, LDP Group	GH	Connexions Management Information used to provide monthly	Monthly

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
				analysis.	
Partnership Working	Schools will be supported to identify models of good practice and improve multi agency working (including the context of extended services) in order to enable young people to progress into and remain in post-16 learning. Appropriate referral systems will be identified.	Schools, igen, Youth Work Partnership, Education Leeds, VCFS	TW		June 09
	Colleges will be supported to identify models of good practice and improve multi agency working in order to enable young people to remain in post-16 learning. Appropriate referral systems will be identified.	Colleges, igen, Youth Work Partnership	TW		June 09
	Training Providers will be supported to identify models of good practice and improve multi agency working, in order to enable young people to remain in post-16 learning. Appropriate referral systems will be identified.	WYLP, igen, Youth Work Partnership	TW		June 09
	Connexions West Yorkshire project to ascertain quality of inputting into CCIS by PAs and identify any gaps and training needs.	Cnx WY	GH	Project started	Jan 08
	Establishment of referral protocols between Connexions Providers, taking in to account the young person's view and role in the	Cnx providers	MB		March 08

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
	referral. 1 st stage: Models of good practice identified for referral and handover of young people, who are NEET, to most appropriate Connexions PA and other Support Services.				
	Development of an integrated management information system for Connexions PAs that is used by all providers, to improve data sharing and tracking of young people's situation.	IYSS, Cnx Providers	JP	Continue with existing system during 08/09 whilst integrated system is put in place.	April 09
	Providers of Connexions Services encouraged to sign up to protocols around data exchange and tracking mechanisms within the partnership.	Cnx West Yorkshire, Cnx Providers	GH		Ongoing to March 08
	Year 11 annual Activity Survey takes place to accurately record young people's situation. Connexions providers input their information in to Activity Survey	igen supported by other Cnx providers.	TW		July-Dec 07
	There will be increased joint working between PAYP keyworkers and Connexions PAs. PAYP keyworkers will be encouraged to attend Connexions Knowledge Network sessions.	PAYP Team Cnx providers	SC HW		Ongoing

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
	The PAYP manager will attend the Connexions PA Managers Forums. PAYP workers details to be placed in the Connexions directory. Exploration of joint training activities to promote PAYP to Connexions PAs.				
	Links made with the Worklessness Groups. Attendance at Joint Worklessness Partnership Meeting by NEET Coordination Officer. Ensure communication between strategies targeting workless adults and young people NEET.	Ed Leeds, JobCentre Plus	MB		Ongoing
Information/ Resources	Geographical map of Connexions services produced and made available for Partners and young people	Cnx WY, Cnx providers	PB		Dec 07
	Establish a protocol for the sharing of job vacancy information and vacancy submissions between Connexions providers, enabling easy access to information for all young people and providers. Ensure young people can access vacancy information both online and in person.	Cnx Providers	TW		Oct 07
	Connexions PAs involved in the development of the Common Application Process to ensure it meets the needs of young people who are NEET.	Education Leeds, Cnx providers	AC		Ongoing

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
	Connexions PAs and school staff trained in the use of the Common Application Process to explore opportunities available and track the applications made by young people.	Education Leeds, Cnx providers, schools	AC		Dec 08
	Further development of a resource listing all Personal Development Opportunities (PDOs) available to be used by workers. Resource placed on Connexions West Yorkshire site. Updated regularly.	Education Leeds, Providers of PDOs	MB	Use of table produced by igen as basis of resource	September 07 – initial resource. Ongoing updates
	Geographical mapping of NEET young people to establish super output areas where levels of NEET are high.	Cnx West Yorkshire	MI		Oct 07
	Staff working with young people are involved in the development of the electronic Individual Learning Plan (eILP) including Connexions, Youth Services, Social Care, Schools, Colleges and Training Providers. Ensuring that the eILP can be used as a tool to encourage young people to participate in learning.	Education Leeds, Cnx Providers, Youth Work Partnership, Social Care, Schools, Colleges, WYLP	RH		Ongoing
	Training for staff on the use of the eILP and how it can help to engage young people in planning and decision making to remain in learning. Training for Connexions PAs, Youth Workers, Social Care, school, college,	Education Leeds, Cnx Providers, Youth Work Partnership,	RH		Dec 08

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
	training provider and Education Leeds staff.	Social Care, Schools, Colleges, WYLP			
Staff Development	PA training session to share good practice on “how we prepare our clients for EET”. Review of event to establish ways of sharing good practice between PAs.	Cnx Providers	HW	Workshop scheduled for November 07.	Review of workshop – Dec 07
Provision of Opportunities for young people	The September Guarantee to be monitored by Cx WY and LSC. September Guarantee Liaison Officer to identify gaps in provision.	Cx WY, LSC, Igen	RM		Jan 08
	Engagement Programme run in specific schools in Leeds. Targeted at learners in Years 10 and 11 not engaged in mainstream education to enable participation and progression in to EET post-16.	Ed Leeds, Schools	GM		June 08
Vulnerable Groups	Analysis of NEET cohort to identify other groups over-represented in the NEET cohort. Work done to establish if there are high numbers of NEET young people within: <ul style="list-style-type: none"> • Gypsy, Roma and Traveller Communities • Young Carers • Refugee/ Asylum Seekers • Homeless Young People and young people whose families are in temporary or refuge accommodation. 	Ed Leeds, Connexions providers	MB		March 08

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
Teenage Parents	Promotion of Care to Learn to Training Providers, development of case studies to highlight use of the scheme to Providers.	igen, Ed Leeds WYLP Teenage Pregnancy and Parenthood (TPP) Partnership	MB		March 08
	Training developed for Health visitors and Centre Managers in Children's Centres about working with Teenage Parents to include information about Connexions PA support for Teen Parents.	TPP Partnership	KS		March 08
	Consultation with young parents about development of a range of courses for young parents including part-time and taster courses at FE Colleges.	Ed Leeds, Colleges, Cnx WY	MB		June 08
Young Offenders	Clear guidelines established with FE Colleges and Training Providers about how they deal with a disclosure of an offence by a young person. Young person friendly leaflet produced which explains when a young person must disclose a conviction. Leaflets distributed to workers to use when advising young people.	FE Colleges, Training Providers, YOS, Cnx WY	MB SM		March 08

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
	Dance United project run for young offenders across West Yorkshire to access. Dance project engaging hard-to-reach young people and leading to participation in full-time education. Secure further funding for YOS referrals from Leeds to the programme.	YOS	JH		Ongoing
	Cnx PAs based in YOS teams. One PA to take a lead on young offenders accessing arts based provision, with a record of success in engaging hard-to-reach young people.	YOS, igen	JH		Ongoing
	Keeping Young People Employed (KYPE) service to support young offenders into Education, Training and Employment (ETE). Primary focus of the KYPE programme is the prevention of custody (or return to custody) through enhancing the activity of Leeds YOS ISSP team. The service will develop and support a number of volunteer mentors.	YOS	JH		March 08
Young people with LDD	Contact with LSC to engage in ongoing discussions around the provision of appropriate FE courses and WBL to young people with LDD.	Cnx WY, Cnx Providers, LSC	PH		Ongoing
Young people in-care/ Care leavers	Establish protocol with Colleges for how they exchange information with Pathway Planning Team, to ensure similar communication to	Colleges, Pathway Planning, Ed	MB, PS		Jan 08

Theme	Action	Partners	Lead responsibility	Progress to date	Target date
	that between Colleges and parents re young people's attendance, behaviour etc.	Leeds			
	To improve availability of work experience and preparation for work for young people In Care. Evaluate practice from Princes Trust programme in Bradford and The Hub in Kirklees. Produce model for West Yorkshire LAs	NEET Care Leavers project advisory group	JC		Oct 07
	Improve study support available for young people In Care/Care Leavers for KS4 and beyond. Evaluate practice from Middlesbrough, Calderdale and Wakefield. Produce a model for West Yorkshire Local Authorities.	NEET Care Leavers project advisory group	JC		Oct 07
	Improve education, training and employment aspirations of young people from care. Produce a guide to financial support and incentives for achievement at school and in further and higher education for young people in-care/care leavers.	NEET Care Leavers project, Pathway Planning Team, igen, Young people	JC		Jan 08
	Work experience / employment opportunities for care leavers. Establish a written protocol on preferential treatment by LCC. Testing of a protocol by young people wanting employment	NEET Care Leavers project, Pathway Planning	JC, PS		Jan 08

Future Developments

Work needs to be developed with partners around the following areas, to establish specific actions:

- Building on the results of the analysis of the NEET cohort to inform improved ways of working with those vulnerable groups of young people identified.
- Engaging with parents/carers in work to increase the number of young people in EET.
- Training developed with, and delivered by, young people to enable the wider professional network to understand the needs of groups most likely to become NEET.
- Considering the range of mentors working with young people in Leeds and how we can use that resource to promote young people entering EET.
- Develop a strategy for engaging and working with Employers which will take in to account the needs of young people with LDD.
- Look at how becoming a parent affects young men and affects decision making in relation to EET options. Use this to establish if there is a need for staff training around teenage fathers.

Key

AC = Andrea Cowans, 14-19 Project Manager, Education Leeds
GH = Gerry Hudson, Area Manager, Connexions West Yorkshire
GM = Gary Milner, 14-19 Team Leader, Education Leeds
HW = Hannah Williams, Connexions Training and Development Coordinator, igen
JC = Jo Coles, NEET Care Leavers Project Manager, National Leaving Care Advisory Service/ Connexions West Yorkshire
JH = Jim Hopkinson, YOS Manager, Youth Offending Service
JP = John Paxton, Head of Youth Services, Leeds City Council
KS = Kiera Swift, Teenage Pregnancy Coordinator, Education Leeds
MB= Mary Brittle, NEET Coordination Officer, Education Leeds
MI = Manni Imiavan, MIS Manager, Connexions West Yorkshire
PB = Paul Baker, Area Manager, Connexions West Yorkshire
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PS = Paul Skidmore, Pathway Planning Team, Children and Young People's Social Care
RA = Richard Amos, Leeds Partnership Manager, LSC
RH = Rob Hodgson, Personalisation Projects Coordinator, Education Leeds
RM = Ruth Morris, September Guarantee Liaison Officer
SC = Sally Coe, Out of School Activities Team Leader, Youth Service
SM = Steve Maw, Operational Manager (West), Youth Offending Service
TW = Terry Walsh, Director, Leeds Careers, igen