

CSW - Transitions

Our role

CSW deliver, on behalf of the Local Authorities of Cornwall, Devon, Plymouth, and Torbay, a statutory targeted transition support service for young people including:

- Support for young people with Education, Health, and Care Plans (EHCP) and those in vulnerable groups considered at risk of being not in education, employment or training (NEET);
- Information, advice and guidance (IAG), signposting and referrals for young people who are NEET; and
- An Identification, tracking and monitoring service to identify and support young people who are NEET (not in employment, education or training) and to enable the Local Authorities to report NEET, Not Known, and participation data to the Department for Education.

The support CSW provides as part of this contract complements, does not replace, the support the school already provides through their careers education programme including Personal Guidance.

Year 9

CSW will:

- Make an introductory phone call to all parent / carers of students with an EHC plan to introduce CSW Group, the post-16 options, discussing any actions needed, and obtaining post 16 intended destinations. Where necessary/more efficient, deliver workshops to parent/carers and their young people. This can include attending Options evenings as required;
- Start an Options Appraisal Form for any student for whom a post 16 out of area or high-cost placement may be being considered.
- The form will be updated in years 10 and 11 and sent to the Council 0-25 team, parent/carers and young people in year 11

Note; Attendance at review meetings is by exception only. The Local Authority will notify CSW if they expect attendance at an annual review. This applies to Year 9, 10, 11 and Post 16.

Year 10

CSW will:

- Collect intended post-16 destinations by liaising with the school SENDCO, or by making follow-up phone calls to parent / carers of students with an EHC plan where the intended post 16 destination is not known.
- Identify those intending to make a transition at the end of Year 11 to full time education, providing individual support to those students, through 1:1 interviews or group sessions, and contact with parent/carers.
- Start an Options Appraisal Form or update the form if started in Year 9.
- Students who are undecided whether they are staying in the same school post 16 or leaving are not in scope for support and would need to be supported by the school.

Year 11 and Post 16

CSW will:

- Collect intended post-16 destinations by liaising with the school/college SENDCO and with the students and parent/carers where necessary
- Complete an Options Appraisal Form for each student transitioning to full time education including apprenticeships and supported internships at the end of the current academic year. This includes 1 to 1 support sessions with students and contact with parent/carers where necessary. The form is then shared with the young person, and their parent/carer to support them with their next steps. Schools can request the forms directly from the young person or their parent/carer.
- The Options Appraisal Form will be shared with the 0-25 SEN team and will be used by them to inform the consultation process.
- Support young people with an EHCP in Post 16 education that are at risk of disengaging from their current provision to understand the post 16 options except for Plymouth schools/colleges.

Identification, Tracking and Monitoring

CSW:

- Conducts the: Year 11 Cohort Checks; obtaining of Year 11 and 12 Intended Destinations; September Guarantee; and The Activity Survey;
- Processes data on Intended Destinations to prioritise follow up activities, continuing to contact & support students who do not have an offer under the September Guarantee; and
- Provides schools with a Destinations Report in the Spring term; this report contains summary data on leavers from the previous Year 11 cohort, based on their destination at the end of November.
- Submits September Guarantee information to the Department for Education (DfE)

Schools and Colleges responsibilities

CSW Group is contracted by the four commissioning local authorities to assist them in meeting their Statutory Duties under the Education and Skills Act 2008. These duties relate to the provision of services to encourage, enable or assist young people in effectively participating in education or training. To do this we are required to undertake tracking activities and to provide information to the DfE and the Local Authority in respect of personal information; individual characteristics and the current activities of young people aged 13-19.

Schools should support this activity by providing the following data:

- By the end of third week of September - Sims Data – Years 9-11 and post 16 enrolment data
- End of December – Complete and return at risk of NEET spreadsheet
- End of third week in April - Provide information on the intended destinations of students in Years 11
- End of third week in April - Cohort check support to ensure the Year 11 cohort locked and reported to DfE in May each year is accurate.
- April – to the end of the summer term - Provide September Guarantee data for students in Years 11 and 12, including details of those offered 6th form places
- End of third week in May - Provide information on the intended destinations of students in Years 12
- Termly updates on any students who have joined or left school roll;
- Contact details of key school personnel

It vitally important that Schools/Colleges share all relevant data with CSW to ensure we can report accurate summary data back to schools on the Activity Survey destination data. It also helps us keep in touch with young people to ensure they receive support if they are NEET. CSW will send schools a list of any year 11 students whose destination is not known, for final checking, giving schools an opportunity to reduce the Not Knowns prior to CSW reporting to DfE at the end of January. Summary reports are sent to schools during February/March once the data has been confirmed and cleared. Names of NEET young people can only be shared with schools where they give their consent to CSW to do so.

It is vital that schools and colleges support CSW by facilitating appointments with eligible young people and sharing relevant data. This data could include student contact details, current situation, EHCPs, review dates, current progress/needs, predicted grades, intended destinations, September Guarantee information and any other information that may impact on future choices.

This information should be available prior to the young person being seen across all year groups. Where possible, appointments should be booked in whole day blocks as this is the most efficient use of adviser time and maximises the number of students who can be seen.

The CSW adviser will require access to confidential space suitable for 1:1 interviews, including access to Wi-Fi where possible. CSW will make leaflets available which introduce the company and their commissioned service. These can be used on school websites and in communications to parents and students.

Meet your CSW Transitions Team



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