

Manchester Virtual School Guidance for Transition from Year 11 to Year 12

Please contact a Virtual School PEP QA Teacher for advice and support at any stage

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KS3 and KS4	Autumn Term Year 11	Spring Term Year 11	Summer Term Year 11	Autumn Term Year 12
<p>CEIAG ongoing throughout Key stages 3 and 4.</p> <p>Post sixteen options will have been explored and suitable providers identified.</p>	<p>Young Person (supported by carers and school):</p> <ul style="list-style-type: none"> • Attend open days, taster days, and information evenings at colleges and school sixth forms • Register on apprenticeship website (if applicable) • Attend careers events to meet potential employers • Research local skills events (apprenticeships/work based learning) <p>PEP held in Term 1 and transition support discussed</p> <p>Ensure that application deadlines and procedures are identified. Post 16 applications to be made.</p>	<p>PEP held in Term 2 and transition support discussed</p> <p>Update ePEP with:</p> <ul style="list-style-type: none"> • Post-16 contact details • Scheduled visits • Reflections on careers events and employer exposure <p>Predicted GCSE grades should inform a preferred option and an appropriate 'back up' plan.</p>	<p>Secondary designated teacher ensures designated teacher from Post-16 destination attends the final Transition PEP.</p> <p>Ensure that all transition sections of the PEP are completed outlining a clear plan to support transition. Include plans for both preferred and 'back up' options.</p> <p>Use pupil premium to purchase any resources or equipment needed at post sixteen destination.</p> <p>Young Person is supported to attend taster days at post sixteen destination.</p> <p>Everyone to be aware of any start dates or application updates.</p> <p>Secondary designated teacher completes GCSE results form and forwards to Virtual School.</p>	<p>Post 16 designated teacher ensures they have access to ePEP, including all relevant information from secondary school and social worker.</p> <p>Post sixteen designated teacher ensures all teaching and support staff have a copy of any transition plans and are confident in implementing the support.</p> <p>Ensure that young person is aware of bursaries available and has applied for relevant financial support.</p> <p>PEP held in Autumn Term. Round Robin from Post sixteen staff/ supervisors/assessors and mentors used to inform PEP planning. Y12 attainment uploaded onto Welfare Call.</p>