

SCHOOL EMPLOYABILITY COORDINATION

2020-2022

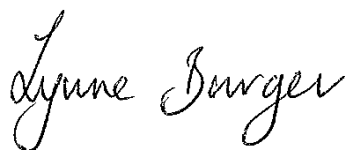
Policy and Guidance for staff in Schools, Employability and Skills, Skills Development Scotland, and partners working to deliver the Dumfries and Galloway Youth Guarantee.

Dumfries and Galloway Youth Guarantee

The aim is every young person in Dumfries & Galloway eligible to leave compulsory education receives an appropriate offer of post-16 learning, training, employment or personal skills development with 100% positive destinations for all school leavers in Dumfries & Galloway.



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<http://www.dgtap.co.uk/node/561>

S:\Learning & Teaching\Curriculum For Excellence\Employability\School ECG

January 2020 To be reviewed: January 2022



Youth Guarantee and No-one Left Behind

Policy Context: [No-one Left Behind including Opportunities for All](#), 16+ Learning Choices, [The Learner Journey](#); GIRFEC and Developing the Young Work Force – [Scotland's Youth Employment Strategy](#); Youth Guarantee for Dumfries and Galloway

This policy and guidance has been developed in consultation with Education, the Employability and Skills service, Skills Development Scotland, the Supporting Learners Team and partners in Youth Services to support the delivery of our Dumfries and Galloway Youth Guarantee which aims for 100% positive and sustained destinations for all our young people leaving compulsory education.

School-led Employability Coordination Groups objectives are:

- To develop a clear and consistent approach to Senior Phase transition by implementing a mechanism to ensure positive, sustained post school destinations for all our young people.
- To use the SEEMIS Risk Matrix and other indicators to identify young people without a destination or in danger of not sustaining their chosen destination.
- To identify goals and interventions required to address any barriers that targeted individuals may be facing.
- To work with wider partner agencies to avoid duplication and ensure provision of timely interventions to enable young people to progress along the Strategic Skills Pipeline into a sustained positive destination.

Policy and Guidance on Universal support

Guidance and Policy on recognising skills and achievements is being developed to explain how schools, working with partners, provide universal support for all children and young people to develop and articulate skills and achievements in preparation for lifelong transitions.

School led Partnership & Planning for supporting targeted individuals

School staff, Employability Key Workers and Skills Development Scotland Advisors for each school will meet and use the Matrix of Need, SEEMIS RAG status and Pupil Support information to agree / validate the status and level of support required by each learner in order to identify targeted pupils who, without support, are unlikely to move into a positive destination.



How it will work:

The core Employability Coordination Group (ECG) will have representation from school Pupil Support, Skills Development Scotland and the Employability & Skills Service. Other partners will be consulted and updated where appropriate and will meet to consider **all** pupils (S4-S6) to determine their level of risk of not achieving a positive destination.

S2>S3

Skills Development Scotland work with partners (Attendance Support, Autism Outreach Support & LAC Support Officers where appropriate) to deliver targeted support in S3.

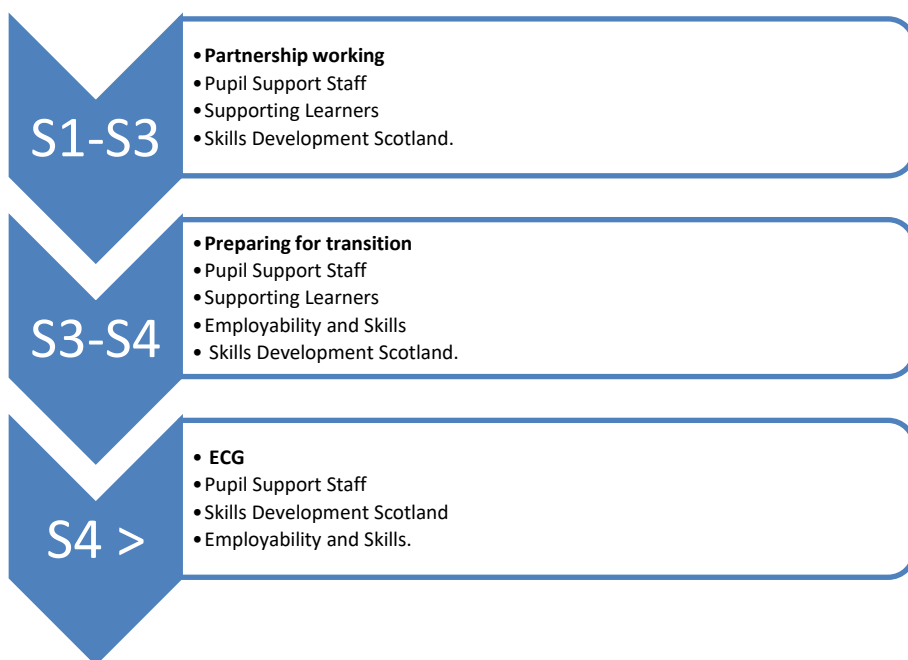
S4

The first ECG for S4 will ask for relevant information from Attendance Support, Autism Outreach Support & LAC Support Officers to supplement information from SEEMIS and ensure that all young people who are at risk of not achieving a positive destination are considered for support as part of the Opportunities for All commitment in No one Left Behind.

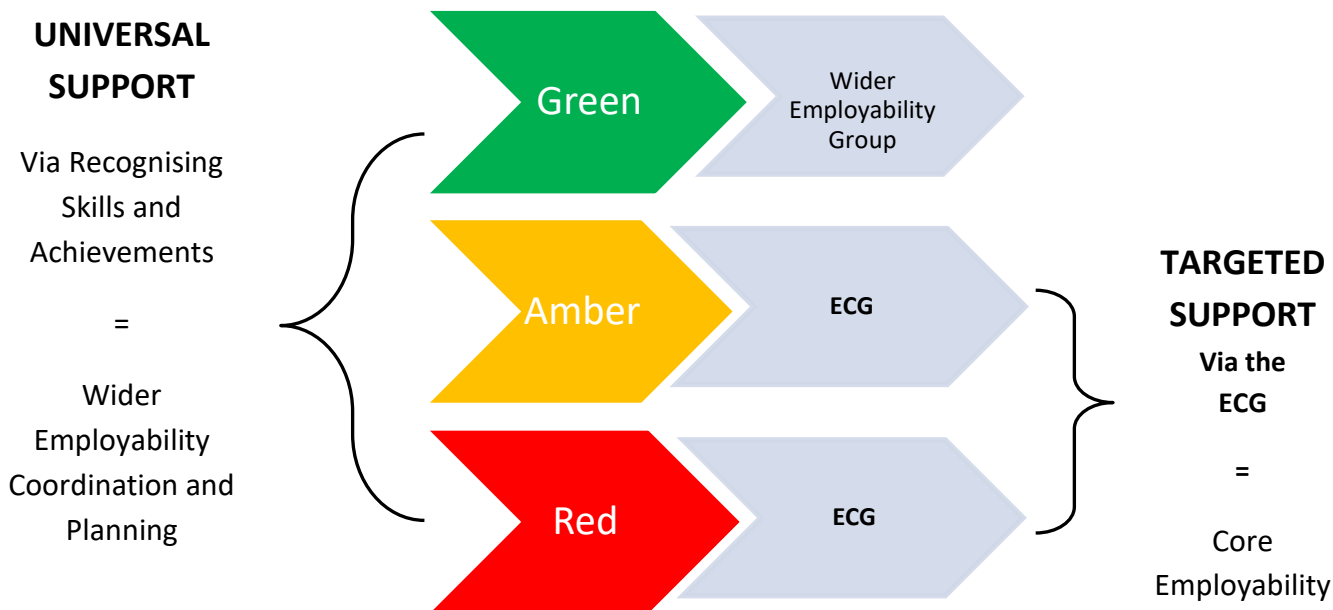
S4>S6

The core ECG group are responsible for ensuring appropriate support is offered to meet the needs of any young person identified at risk and where appropriate, support by wider partners delivering senior phase transition work. Details of interventions and outcomes should be recorded in pastoral notes in SEEMIS to inform post school support services. An example of information recorded can be found in Appendix 1.

Summary of progression for **targeted** support.



Summary of universal and **targeted** support.



Risk of leaving without a sustainable positive destination based on RAG status



Transition for 16-18 year olds leaving school

Young people who have planned positive destinations will require no more than Skills Development Scotland and Employability and Skills contact details which will provide them with the information about where to access support for career information, advice and guidance and employability support they require or need to **opt in** to this service post school.

As part of the Dumfries and Galloway Youth Guarantee young people from aged 16-24 who are not participating in education, training or employment will be contacted and support offered to move into an appropriate positive destination.

For those young people transitioning from school with a Child’s Plan the Employability Key Worker and Skills Development Scotland Careers Advisor will be invited to transition meetings prior to the young person leaving school and work with partners to agree appropriate support.

Please consult Appendix 2 for information relating to the named person service.



Roles and Responsibilities

The Core School - Employability Coordination Group will:

- Work together to identify those at risk of not achieving a positive post-school destination using the SEEMIS Risk Matrix.
- Identify the most appropriate support for all young people at risk.

The School will:

- Ensure regular update of SEEMIS 16+ page to support the SDS Data Hub for all pupils from at least S3 onwards (using [Planning for your Future support sheets](#))
- Support the use of the SEEMIS Risk Matrix
- Provide appropriate representation at ECG meetings
- Have a systematic process to provide information from staff on individual young people being discussed at ECG
- Ensure completion of leavers form for all pupils to record:
 - > Accurate note of post school destination (16+tab)
 - > Up to date personal email address and phone no. for young person (address tab)
 - > Accurate leaving date (mark leavers tab)

The Pupil Support Lead for individual pupils will:

- Seek practical support to address barriers at ECG meetings for young people identified as at risk.
- Liaise with relevant partners to ensure support is in place for those most at risk.

Supporting Learners Team

Supporting Learners Officers can provide support with attendance issues, autism outreach and Looked after Children. For individual young people officers will work with partners to identify needs and develop interventions and strategies by:

- passing on appropriate information to support employability coordination teams working with targeted young people who do not have a positive destination but are intending leaving school
- working with schools to improve pupils' school attendance rates by promoting attendance, investigating reasons for absenteeism, and providing support to pupils and their families in order for attendance to improve.
- support children and young people with social communication difficulties, including autism spectrum disorders, working in partnership with schools, families and other statutory and non-statutory agencies and health professionals that support children/young people and families
- work with looked-after children and young people (LAC) to help improve engagement and enable them to achieve successful educational outcomes and positive destinations



Employability & Skills Service

Employability Key Workers can work with young people up to 6 months prior to leaving school who have multiple barriers (as detailed in ESF) and need support to ensure they progress to an appropriate positive destination, which they can sustain. For individual young people we will:

- offer practical support to address barriers for up to 6 months prior to leaving date using assessment and progression tools to support young people in the development of an action plan and monitor and assess their progress, reporting on progress to schools.
- offer Youth Guarantee Support (previously Activity Agreements) for young people leaving school without an offer of education, employment or training
- support the School Youth Guarantee Lead to coordinate joint working and signposting to all appropriate partners in their community identifying associated relevant opportunities for targeted young people ([directory of services](#))

Skills Development Scotland

Skills Development Scotland Careers Advisors provide a range of core service activities and flexible activities across every secondary school in Dumfries and Galloway outlined in the Recognising Skills and Achievements Policy and agreed at School Partnership Agreements. For targeted individuals identified through the ECG we will:

- pass on appropriate information to support employability coordination teams working with targeted young people who do not have a positive destination but are intending leaving school
- provide 1-2-1 sessions for those pupils in S3 with greatest need to provide enhanced support
- provide targeted 1-2-1 sessions for S4 –S6
- follow up on guidance referrals with 1-2-1 sessions for S4 –S6

Youth Work Service

Youth workers work with young people aged 12 to 25 years and at key transition stages to access universal and targeted youth work provision in a range of settings. To support the Employability Coordination Groups we will work with individual young people to achieve their personal development goals and national youth accreditation awards to support their progress to an appropriate positive destination which they can sustain by:

- working alongside teaching staff to provide support to schools on wider achievement through curricular and extra-curricular use of nationally recognised awards with pupils that are levelled on the SCQF
- providing advice, support and practical assistance to young people, with regard to issues affecting their participation, health and wellbeing, and learning in a youth work setting



Appendix 1

Examples of records for individual pupil (held in pastoral notes)

Source: SDS advisor
Event type: Transition from school meeting
Detail: discussion of potential job vacancies
Action: help with applications, assist with CV completion
Outcome: CV complete Another meeting arranged to complete job applications to Houston's and Henderson's (butchers). 21.11.19

Source: Employability and Skills Key Worker
Event type: 121 Support meeting
Detail: discussion of interventions
Action: sign up for Workplace Skills Award and secure extended work experience placement
Outcome: agreed with young person, school and parent/guardians Another meeting arranged to complete induction and registration for award on 21.11.19



Appendix 2: Named Person Service for 16 – 18 year olds not in school

All post school services will continue to work in partnership to support young people with a view to delivering our Youth Guarantee.

Most young people who have positive destinations will require no more than contact details of post school services which will provide them with the information they require should they wish or need to **opt in** to these post school.

Some young people may need more, including those who:

- Have a Child's Plan.

Do not have a Child's Plan but:

- May not have secure positive destinations.
- May have a destination which is at risk of not being sustained.

For these young people the following points should be considered **prior** to the young person leaving school:

- ✓ **Assessment** - Does there need to be an updated assessment in order to understand what needs there may be in relation to transition or the impact of this transition?
- ✓ **Child's Plan** - Has the Child's Plan been reviewed to include details of this transition and any necessary changes made?
- ✓ **Child's Plan Meeting** - Has a representative from the Employability and Skills Service (Post School Service) e.g. an ESS Link worker been invited to a Child's Plan meeting prior to the transition?
- ✓ **Transition ECG Meeting** –young people without a child's plan with insecure destination. Has a representative from the Employability and Skills Service (Post School Service) e.g. an identified Employability Key Worker been invited to an ECG meeting prior to transition to review and agree a transition plan?

In all cases:

- ✓ **Information Sharing** – Has the sharing of relevant and proportionate information from chronology been discussed with the young person prior to sharing with new support workers/post school services?

Has the current plan, been shared with the relevant people?

- ✓ **Contingency Planning**

Has consideration been given to what will happen if the Child's Plan is not progressing or if it needs to change as a result of transition?

Has consideration been given to what happens if the destination arrangements are not sustained or if extra support is required as a result of transition?



Version History	Details	Date
School Employability Coordination January 2020 V1	Updated to replace previous guidance which contained both universal, targeted and wider employability support from DYW and partners. Universal support, recognising skills and achievement will be contained in a policy provided by Children, Young People & Lifelong Learning	January 2020 Melanie McEwen
School ECG Policy and Guidance 2018	Updated to include Developing Young Workforce	October 2018 Melanie McEwen
School ECG Policy and Guidance 2017	Updated to include provision of universal support	October 2017 Melanie McEwen
Employability Coordination Group Guidance 2015	Original Document	October 2015 Lynne Burgess

