

Youth Guarantee - DATA MANAGEMENT TIMELINE

To do every month

School staff

Core ECG group

Identified support workers/carers etc

Wider employability group

SDS Data

- Update leavers data on 16+ tab in SEEMIS. It is vital that this data is accurate to support the work of SDS & other partners and for sharing with the Scottish Government
- Monitor Risk Matrix and identify pupils at risk of a negative destination (considering all pupils to determine level of risk). Discuss those highlighted at risk of negative destinations at ECG's.
- Record leaver information as per timeline. **Update the 16+, leavers and address tabs when every child is taken off the school roll.**

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<p>Confirm and record actual destination for Summer leavers on 16+ tab in SEEMIS</p> <p>Share destinations of recorded 'unknowns' with SDS through ECG Group for 5th October</p>	<p>Data Hub Report per school to check destinations up to date and complete for October data lift.</p>	<p>Data lifted for SLDR 5th Oct</p>		<p>Confirm and record actual destination for Winter leavers on 16+ tab in SEEMIS</p> <p>SLDR Report</p>		<p>Data Hub Report for School / Authority to align with self evaluation using Insight.</p>			<p>Capture all S3-S6 intended destinations from form and fill in 16+ section on 16+ tab in SEEMIS</p>	<p>SLDR Update</p>
<p>SDS work with schools on unknowns</p>										
<p>Confirm and record actual leaver destinations and contact details on leavers form (follow up with PT pupil support if unconfirmed or unknown)</p>										
<p>ECG meet to identify pupils not returned & run risk matrix to identify Summer leavers</p>	<p>Plan & co-ordinate interventions of support through full ECG group</p>	<p>Highlight opportunities and support Winter leavers into positive destinations (ECG)</p> <p>Discuss, support and monitor UCAS applications</p> <p>Discuss, support and monitor College applications for all who have indicated FE as their intended destination</p>		<p>ECG meet to identify pupils not returned & run risk matrix to identify Winter leavers</p>	<p>Plan & co-ordinate interventions of support through full ECG group</p> <p>Highlight opportunities and support Summer leavers into positive destinations</p> <p>Employment / training / FE/ HE</p>				<p>Reflection on destinations patterns in relation to support and planning for choices and changes</p> <p>Wider Employability Group plan universal and targeted support with all partners and following evaluation of update SLDR.</p>	