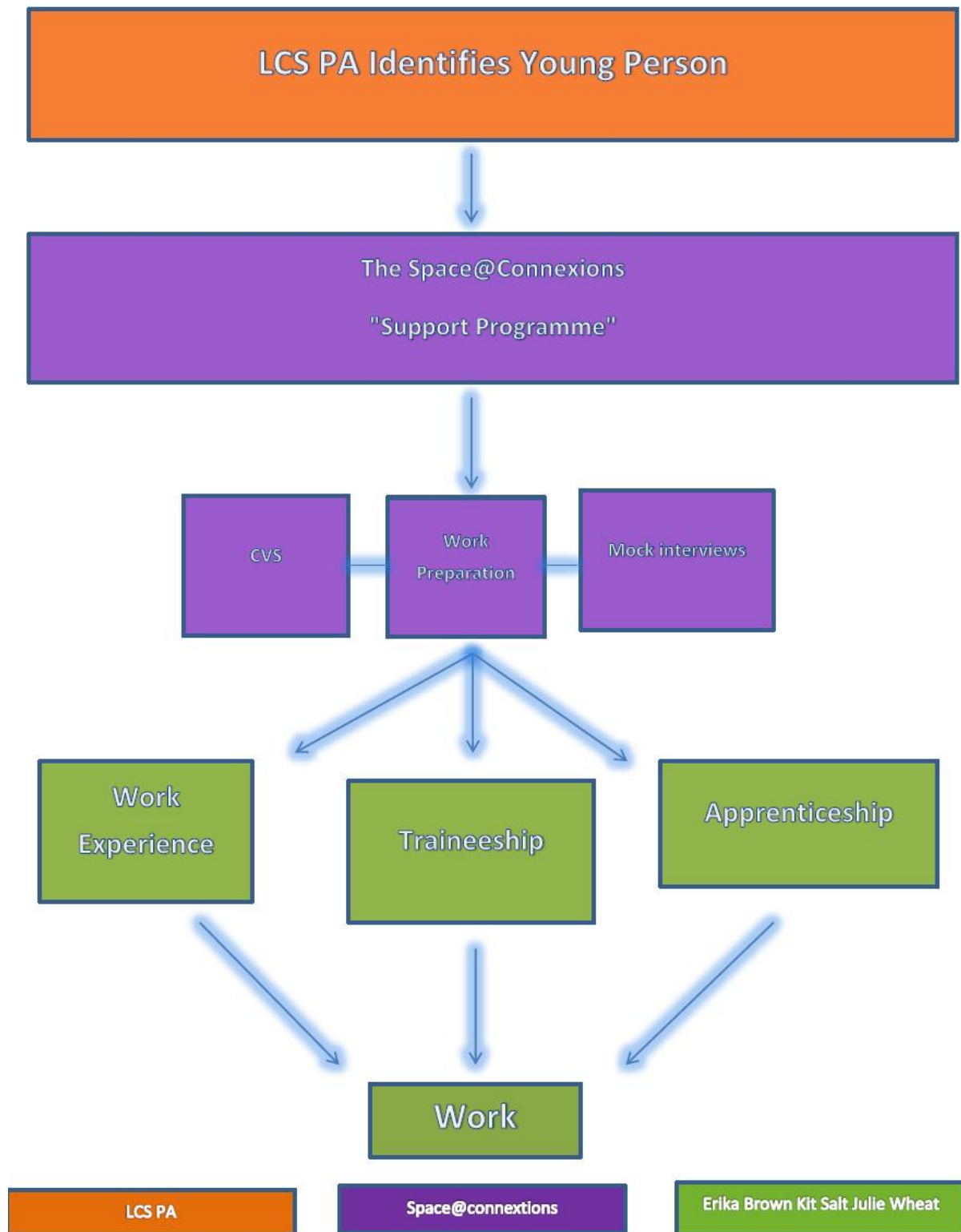


Care Leavers apprenticeship scheme

The Space@Connexions
Leaving Care Apprenticeship Chart



PROCESS

In order to make the Care Leavers apprenticeship scheme work, there will need to be a joined up approach between key stakeholders. Therefore, the process outlined on page 1 of this document provides an overview of the process we visualise that will help us to achieve our aim of increasing the numbers of care leavers accessing Derby City Council apprenticeships.

The process begins with the Leaving Care team and Space@Connexions PA and Manager meeting every month (as part of the regular Leaving Care Team Meeting) to share information on Care Leavers who are NEET, including their skills, aspirations and strengths. This information will be captured centrally by both teams on a database.

At this point in time, the Leaving Care Team and Space@Connexions will decide on which Care Leavers (who are NEET) will undertake preparatory work with the Personal Adviser linked to Care Leavers and which young people can be directed to the Apprenticeships Team for direct access to either work experience, a traineeship or an apprenticeship.

This information will be shared by the Space@Connexions PA with the Apprenticeships Team (which includes the Apprenticeships, Traineeships and Work Experience Officers) in monthly meetings. The Apprenticeships Team will provide details of all work experience, traineeship and apprenticeship vacancies/opportunities and will work with the Space@Connexions team to match Care Leavers with the most suitable pathway and options for them at that point in time based on the Care Leavers aspirations, interests and skills.

At this meeting, the Apprenticeship Team and Space@Connexions PA and Manager will develop a multi-agency support plan to outline to the team receiving the apprentice/trainee what support will be given to the Care Leaver throughout their time with that team.

The Leaving Care Team Manager and Space@Connexions Personal Adviser (linked to Care Leavers) will maintain a database of all NEET Care Leavers referred through this process, which will capture the Care Leavers names, skills, aspirations and strengths, when the Care Leaver was referred, where the Care Leaver was referred to, i.e. preparatory work, traineeship, work experience or apprenticeship and progress made.

This will then be discussed in every monthly Leaving Care and Space@Connexions meeting. Data from this database will be aggregated up every quarter by the Leaving Care Team Manager and presented to a steering group who will oversee delivery of this programme to ensure an on-going oversight of the direction of travel in relation to the Care Leavers apprenticeship scheme.

Care Leavers will need to apply for apprenticeships following the same route as per other young people to ensure compliance with the Equalities Act 2010. As and when Care Leavers are accepted on to work experience, a traineeship or apprenticeship, the Apprenticeships Team will inform the Leaving Care worker and Space@Connexions Personal Adviser (who is linked to Care Leavers) to ensure all relevant information is passed on.

When the Care Leaver starts work experience, a traineeship or an apprenticeship, there will be a structured review of their progress, which will form part of their statutory 6 monthly review of the Pathway Plan. The meeting will be attended by the appropriate member of the Apprenticeships

team, the Space@Connexions Personal Adviser linked to Care Leavers and other professionals as appropriate.

These reviews and the support outlined above will continue until a Care Leaver successfully completes the programme or leaves provision early. The 6 monthly reviews must be used as a vehicle to plan for the young person future education, employment and training to ensure as smooth a transition into further training or employment as possible.

Where there is a risk of a young person leaving provision early, consideration must be given to moving 6 monthly review meetings forward.

If the Care Leaver exits the provision early, then the case will be taken back to the Leaving Care and Space@Connexions meeting as per stage 1 of this process to ensure information is shared on why that Care Leaver left provision early. This must then inform a revised plan on what the next steps will be in relation to revising that young person's plan to gain education, employment and training.

Support from City Placements and Derby Adult Learning Service

Julie Wheat and Erika Brown of City Placements

Coordinate all requests for work experience that come into the City Council on a daily basis

Matching process then starts with their requirements and what departments are identified as suitable

Department is then approached with details of request

If positive response then progress on to completing the paperwork involved from school/college/university

Letter sent to applicant with reporting instructions and any dress code

Capture personal details for insurance purposes

Email managers near the date as a reminder and inform them of induction process for work experience students

Advertise vacancy through National Apprenticeship website

Deal with recruitment on to Apprenticeship

Carry out initial interviews with candidates

Arrange Training Provider assessment on capability to achieve qualifications

During Apprenticeship offer on going welfare support to apprentices

Work closely with Training Provider on any support needed

Support with applications to posts after Apprenticeship

Kit Salt of Derby Adult Learning Service

Work closely with the City Placements Team to provide support required over and above the apprenticeship framework requirements

Provide additional support for vulnerable young people including access to a bursary fund.

Regular visits (every 2 weeks) from an assessor to the workplace to support both the apprentice and link with the manager/supervisor

Offer additional training according to job role

Regular (monthly) progress reviews with manager, assessor and apprentice

Offer Traineeships (pre-apprenticeship programmes) with unpaid work placements from 6 weeks to 6 months

Key Contacts

Leaving Care PA's

Inderjit Bhogal	643938	07812300786
Craig Clements	643940	07812301884
Kelly Curtis	643934	07812300785
Julia Hendrickson	643936	07812300250
Bakshinder Kooner	643942	07812300784
Stuart Narine	643933	07812300790
Julie Samuda	643935	07812300788
Kirsty Seedhouse	643941	07812300783
Beverley Steadman-Edwards	643939	07812300787
Sharon Tildesley	643963	07812300792

SPACE@Connexions PA

Clara Morley	643962
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City Placement Support

Liaison Officer	Erika Brown	642633
Placement Support Officer	Julie Wheat	642632

Derby Adult Learning Service

Derby Adult Learning Service Manager	Kit Salt	642297
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Leaving Care Team Manager	Antony Mains	643898
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SPACE@Connexions Team Manager	Jonie Centro	643909
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Steering Group

Erika Brown, Debbie Cartledge, Jonie Centro, Andrew Kaiser, Antony Mains, Judith Russ, Kit Salt, Julie Wheat