

Halton 14-19 Programme Team
Education, Inclusion and Provision Department
People Directorate

14-19 Work Priorities
2017 -2020

2019 Review of work priorities

Work priorities

The work priorities for the 14-19 Programme Team, identified from the Strategic Analysis, have been grouped by the statutory duties the local authority is required to meet:

1. Secure sufficient suitable education and training provision for all young people aged 16 to 19 and for those up to age 25 with a learning difficulty assessment (LDA) or Education, Health and Care (ECH) plan.

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>a. Share information with Post 16 Education Institutions in the borough about the cohort size across the next three years and the current range of provision available across Halton.</p>	<p>Actions: Review cohort information again and check for any updated data projecting beyond 2020.</p> <p>14-19 Programme Manager to maintain communications with providers to continue to encourage new provision that complements the borough's current provision as well as maintaining communication about each provider's current sustainability, offer and progression routes.</p>	<p>Progress: Cohort information shows the growth shown in cohorts leaving school in 2020 - 2022 maintains at approximately that level for a further 7 years.</p> <p>There has been new provision in Halton through: a) current providers offering new programmes, including Supported Internships b) new providers coming into the borough. Unfortunately one new provider completed a programme with young people and has not returned to offer any further courses. A second new provider had to suspend delivery within days of start, although we anticipate the provision will return in January 2020.</p> <p>Traineeship provision has significantly reduced in Halton following decision of main contractor to stop sub-contracting the programme.</p> <p>Provision for young people with Special Educational Needs and/or Disabilities (SEND) has been explored in a number of providers outside Halton, where the needs can't be met in borough.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
		<p>Actions: Maintain regular communication with providers about their offer and progression routes, making providers aware of each other's offers.</p> <p>Encourage communications with other providers who may be open to delivering new provision in Halton.</p> <p>Update Directory of Provision for learners with SEND and the information available on the Halton Local Offer website.</p>
<p>b. Present data and information to the Liverpool City Region (LCR) Area Based Review (ABR) Strategic Planning and Oversight Group (SPOG) about the current limited range of provision available in Halton Post 16 and the potential growth in the Post 16 cohort by 2020.</p>	<p>Actions: Maintain overview of LCR activities to be aware of any future opportunities to raise issues.</p>	<p>Progress: No opportunities to effect change that could support new providers delivering in Halton.</p> <p>Actions: Continue to maintain overview of LCR activities to be aware of any future opportunities to raise issues.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>c. Share information with Post 16 Education Institutions about the level of attainment in the borough, in particular attainment of vulnerable groups.</p>	<p>Actions: 14-19 Programme Manager reviewing what further information can be shared automatically through SIMS or other routes.</p>	<p>Progress: No action taken place due to 14-19 Programme Manager role being vacant during the year.</p> <p>Actions: New 14-19 Programme Manager to review progress made to date in discussions with SIMS team and identify next steps.</p>
<p>d. Track the Special Educational Needs and Disabilities (SEND) cohort 19-25 years old who have an Education, Health and Care plan and identify their current and future provision needs, including a review of the 18 year old cohort's needs.</p>	<p>Actions: Maintain review of 19-25 cohort and membership of Tracking Group.</p> <p>Consider how to capture progression data before needing to delete records from 14-19 database.</p> <p>Maintain dialogue with SEND team about provision requirements and future developments in recording processes.</p>	<p>Progress: Active members of the Tracking Group and information proves useful to track young people.</p> <p>Deletion process agreed and documented, first deletion implemented autumn 2019.</p> <p>Have fed into the Peopletoo review looking at planning for SEND provision.</p> <p>Actions: Capture progression information for SEND learners in summer 2020 and review deletion process before next deletion in autumn 2020.</p> <p>Maintain an overview of the Peopletoo review and resulting actions.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>e. Work with the Local Authority SEND department to identify how the High Needs Students Assessment Framework should be developed to reflect High Needs commissioning pre 16.</p>	<p>Actions: Work with new SEND Divisional Manager to develop a process for High Needs place funding across 0-25 age range.</p>	<p>Progress: Peopletoo review taking place. 14-19 Team fed into review to give post 16 commissioning perspective.</p> <p>Actions: Maintain overview of Peopletoo review and resulting actions.</p>
<p>f. Work with Post 16 Education Institutions delivering traineeships to ensure young people have a clear progression route and plan post completion.</p>	<p>Actions: Clarify quality of information held about Traineeships and whether further work needs to take place in relation to what's given to the LA and how that is recorded.</p>	<p>Progress: Numbers studying Traineeships such a small amount, particularly now provision has reduced significantly, therefore this action is no longer being progressed.</p>

2. Make available to all young people support that will encourage, enable or assist them to participate in education or training.

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>a. Link with services available in Halton what provide support and guidance to young people, including the SEND Department, the Virtual School, the Youth Offending Service and Social Services.</p>	<p>Actions: Once new Divisional Manager in place for SEND meet to discuss work between both teams, including addressing the issue of POST 16 Not in Education, Employment or Training (NEET) with or without EHCPs.</p> <p>Meet with Behavioural Support Service and explore potential links.</p> <p>Review Children in Care (CIC) and Care Leavers (CL) performance quarterly and report into Children in Care Partnership Board.</p> <p>New members of staff within other teams – do we need to be doing update sessions to make sure all staff aware of who we are?</p> <p>Report to Young Carers Group autumn 2019.</p> <p>Maintain 1 day a week extra support for Youth Offending Service (YOS).</p>	<p>Progress: Awaiting new SEND Divisional Manager and conclusion of Peopletoo review.</p> <p>Individual discussions with members of the Behaviour Support Service taken place where young people known to both services. Service links in with the NEET Vulnerable Group meetings for any Year 11 pupils relevant to both services.</p> <p>Updates teams about 14-19 Team’s work including Children in Need Teams, iCART, Education Welfare Service, SEND Assessment Coordinators and Leaving Care Personal Advisers.</p> <p>CIC and CL reports being monitored and reported to Partnership Board. 14-19 Team cohort differs from Social Care cohort due to residency and age. Average EET for CIC/CL cohort recognised by 14-19 Team is 78%.</p> <p>Annual report to Young Carers Group completed and cohort reviews continue to take place to ensure regular follow up for 16 & 17 year old Young Carers.</p> <p>Careers Adviser work within YOS continued, team have managed a reduction in hours for the YOS Education Officer with cover being provided by the Careers Commissioned Service.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
		<p>Actions: Maintain overview of Peopletoo review and resulting actions.</p> <p>Maintain awareness of other services/teams working with young people and ensure they are familiar with the work of the 14-19 Team.</p>
<p>b. Use Young People Caseworkers to identify the needs of young people who are not participating and to plan appropriate intervention.</p>	<p>Actions: Recruit to the Young People Caseworker (YPCW) vacant post.</p> <p>Analyse the 5th Caseworker cohort to identify the most common reasons for young people being placed here.</p>	<p>Progress: Four permanent YPCWs in post, although long term illness for one has resulted in reduced capacity within the team. This person will retire at the end of December 2019 and the vacant post will not be recruited to due to efficiency savings. Additional responsibilities given to another YPCW temporarily from July 2019 – May 2020. This means the team have been operating with 2.6FTE caseworkers since July 2019, therefore reducing the team’s capacity to work with the whole NEET cohort.</p> <p>5th Caseworker analysis shows 55% of the cohort are 18/19 year olds. Main reasons for being on 5th Caseworker is those refusing support or females post maternity leave who don’t want to consider EET.</p> <p>Actions: Manage Young People Caseworker priorities given reduced team.</p> <p>Analyse the 5th Caseworker cohort annually to review if any changes in makeup of cohort.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
c. Provide careers information, advice and guidance for young people who are not in education or training and for whom this has been identified as a need.	<p>Actions: Continue monthly reviews of service and Quarterly Contract review meetings.</p>	<p>Progress: Contract with commissioned service extended to March 2020. Further options to extend up to March 2022 within the contract.</p> <p>Actions: Continue monthly reviews of service and Quarterly Contract review meetings.</p> <p>Commission service for period April 2020 – March 2021.</p>
d. Maintain a social media presence to provide up to date career opportunities and information about where young people can access careers support.	<p>Actions: Review data on Facebook usage and consider further expansion into other platforms.</p>	<p>Progress: Review taken place of who is accessing information and what is being shared regularly.</p> <p>Actions: Improve the basic information about the service, including imagery.</p> <p>Increase the range of services linking in to our information.</p> <p>Consider paid promotion once site information/look improved.</p>
e. Identify any patterns in the barriers young people who are not in education, employment or learning present with.	<p>Actions: Use review of 5th caseworker cohort to compare with current issues raised.</p>	<p>Progress: Analysis of NEET cohort across 3 month average identifying those educated out of borough who transition back in Post 16 an area to review.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
	<p>Analyse the NEET cohort across the 3 month average period (Dec – Feb) to identify those who remain NEET across all three months and what their barriers are.</p> <p>Engage in the new Teenage Pregnancy Operational group.</p> <p>Maintain awareness of services available to young people that may be able to support those in the NEET cohort.</p> <p>Maintain discussions with new and existing providers about support they can offer to accommodate young people with criminal offences.</p>	<p>Analysis of 5th caseworker cohort and also the experience of commissioned services highlight undiagnosed mental health issues a prominent feature of barriers to EET. Work taken place to understand all the different services and provision available in relation to mental health. Feedback also taken place to Commissioning Partnership, with a request to be included in discussions about Thrive evaluations.</p> <p>Member of Teenage Pregnancy Operational Group and able to maintain awareness of services available through this, as well as highlighting services to other group members.</p> <p>An incident in a provider has resulted in further tightening of admissions criteria Post 16, reducing further the provision options within Halton for young people with criminal offences.</p> <p>Actions: Continue to review NEET 3 month average cohort and 5th Caseworker cohort. Feed information about cohort make up and needs into Commissioning Partnership.</p> <p>Continue to be aware of services available that may be able to support those in the NEET cohort.</p> <p>Continue to hold discussions with new and existing providers about support they can offer to accommodate young people with criminal offences.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>f. Work with the Local Authority Education Welfare Team so that all Year 11 pupils electively home educated are known to the 14-19 Programme Team.</p>	<p>Actions: Maintain relationship with Education Welfare team and visit every electively home educated Year 11 pupil to offer careers support.</p>	<p>Progress: Difficulty accessing a small number of families this year, worked closely with Education Welfare Team for additional support. Overall cohort was 14 young people and 11 of those progressed into Post 16 education or training.</p> <p>Actions: Continue to visit every electively home educated Year 11 pupil to offer careers support.</p>
<p>g. Work with Family Nurse Partnership (FNP) and Children's Centres to offer support to teenage mums.</p>	<p>Actions: Review progress since discussion with Early Intervention Divisional Manager and take action as appropriate.</p> <p>Carry out periodic reviews of the teenage parent cohort to build further information about the cohort makeup.</p> <p>Career service staff to attend events targeted at teenage parents in Children's Centres to engage with young people there.</p> <p>Young People Caseworker to continue joint home visits with Careers Service to meet teenage parents.</p> <p>Continue discussions with Bridgewater to identify if data about teenage pregnancies/birth can be shared with the 14-19 team.</p>	<p>Progress: Budget cuts for adult education within Children's Centres meant less craft provision for Teenage Parents, however new Talk Project now in place. Have discussed with Children's Centres Managers how the project could be used to engage Teenage Parents whilst meeting the project objectives.</p> <p>Teenage parent cohort analysed again to give two years' worth of data. No specific patterns and data does differ from one year to next therefore will continue analysis again in future years.</p> <p>Joint home visits with Careers Service successful in building a closer relationship with a young person, helping when communicating about EET opportunities and support.</p> <p>Discussions with Bridgewater have been ongoing all year. Changes in systems and personnel their end has resulted in limited progress. Has been identified</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
		<p>to Children’s Trust Commissioning Partnership as an issue the 14-19 Team require help with.</p> <p>Actions: Engage with Talk Project team and maintain awareness of engagement with teenage parents.</p> <p>Continue annual analysis of teenage parent cohort, looking for patterns that could help guide support requirements.</p> <p>Continue joint home visits with Careers Service.</p> <p>Continue work to secure information from Bridgewater.</p>
<p>h. Promote Apprenticeship opportunities through social media, through Liverpool City Region supported websites and by supporting the work of the Liverpool City Region (LCR) Apprenticeship Hub.</p>	<p>Actions: Continue frequent sharing of apprenticeship opportunities.</p> <p>Maintain support for LCR Apprenticeship Hub to offer events for school age pupils.</p> <p>Support the LCR Apprenticeship Hub Skills Show in Halton in March 2019.</p>	<p>Progress: Apprenticeship opportunities shared with staff and services weekly, also selected apprenticeships shared on Facebook.</p> <p>New LCR Be More website in place and promoted. Eight secondary schools have had the ‘Have you heard about Apprenticeships’ performance for pupils. Eight secondary schools and the College also attended the Halton Skills Show in March 2019.</p> <p>Actions: Continue highlighting opportunities through social media and to staff.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
i. Track 18 year olds so their activity is known and those who are not in education, employment or training can be identified.	<p>Actions: Continue work to track 18 year olds during January 19 – March 19.</p>	<p>Progress: Reduced tracking activity for 18 year olds due to capacity within the team, resulted in a higher number of young people whose activity was not known.</p> <p>Actions: Tracking of 18 year olds cohort has to stop due to reduced team staffing, both Young People Caseworker post and Young People Tracking Service Officer post proposed for deletion from structure.</p>
j. Support schools and provision in their statutory duty to provide careers information, advice and guidance	<p>Actions: Continue supporting, tracking and reporting on LCR activity in schools.</p> <p>Report to Policy and Performance Board (PPB) annually on progress against recommendations from the scrutiny topic.</p> <p>Amend the documentation used in discussions with schools to include 6th form data where appropriate.</p> <p>Request September Guarantee information from schools earlier in the school year to be able to highlight back to schools those without an offer.</p>	<p>Progress: Six of eight Halton secondary schools now part of the LCR Careers Hub, bringing additional support, resources and expectations about quality of careers Guidance in schools.</p> <p>Report to PPB is prepared for presentation in January 2020.</p> <p>Use of 6th form data was reviewed and identified what was possible to provide in discussions with schools.</p> <p>All schools provided September Guarantee information in a timely manner. Information allowed for additional conversations with schools about young people who did not have an offer. Overall September Guarantee results increased to 97.45% for Halton compared to 95% Nationally.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
		<p>Actions:</p> <p>Report back to schools on data from 2018/2019 academic year and process for 2019/20.</p> <p>Continue supporting schools and providers being aware of Careers activities available to them.</p>

3. Promote the effective participation in education and training of 16 and 17 year olds with a view to ensuring that those persons fulfil the duty to participate in education or training.

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>a. Maintain the NEET Young People Vulnerable Group (VG) to allow institutions to present to the group for support any young person at risk of not progressing in education from one academic year to the next.</p>	<p>Actions: Manage schools prioritising the cohort referred in 2018/19 to reduce overall number of referrals. Encourage schools to support other learners before considering a referral to the group.</p> <p>Ask schools to identify those young people most at risk of not having identification documentation/bank account and provider support to help them secure these.</p> <p>Review the membership of the group to ensure it is still appropriate.</p> <p>Carry out an analysis on the destination of the 2017 NEET VG cohort and whether they have transitioned into EET one year later.</p> <p>Cross reference those referred to the NEET Vulnerable Group in 2018 with those 16 year olds who are NEET during the 3 month average period from December 2018 to February 2019.</p>	<p>Progress: NEET Young People Vulnerable Group referrals reduced by 68 young people to 134. Only those RAG rated red were discussed in the meetings. Some pupils RAG rated as Green did require individual conversations with schools. It was felt this would benefit from being earlier in the process in future. Overall progression into EET was 84%.</p> <p>Raised the issues of not having identification documentation with schools, who are all supportive of providing help. No analysis available of how many secured identification and whether Post 16 providers still experiencing this problem.</p> <p>Reviewed group membership and also checked nominated persons with schools. Some issues where attendees don't have enough information to make the discussion effective, this was discussed with school in preparation for the 2019/20 meetings.</p> <p>Analysis took place of the 2018 NEET VG cohort who had been referred to a Commissioned Service and their progression one year later. 76% sustained</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
		<p>their progression in Year 1, this dropped to 51% staying in some form of education or training in Year 2 of Post 16.</p> <p>Of the 60 16 year olds who were NEET in one of the 3 month average period 35 had been identified as at risk of not progressing into Post 16 education when in Year 11. This means there were an additional 25 Year 11 who didn't sustain EET in Post 16.</p> <p>Actions: Continue to run the NEET Vulnerable Group work, identifying how to manage the workload with reduced capacity in team.</p> <p>Gather feedback from Commissioned Services whether accessing Identification Documentation is still an issue.</p> <p>Analyse 3 month average cohort for 2019/20 to identify the background to the cohort, what previous support had been received and what are the main barriers to progression evident.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>b. Provide schools with a summary of their performance in meeting the September Guarantee duty, their pupils meeting the Raising the Participation Age Participation requirements and the number of the previous Year 11 cohort who are not in education, employment or training since leaving school.</p>	<p>Actions: Continue to request meetings with those schools who have yet to agree/confirm a meeting since summer term 2018.</p> <p>As previously noted: - Request September Guarantee information from schools earlier in the school year to be able to highlight back to schools those without an offer. - Amend the documentation used in discussions with schools to include 6th form data where appropriate.</p>	<p>Progress: All schools visited during academic year 2018/19 and again in autumn 2019 to discuss 16 year olds who are NEET or whose activity is not known to the authority. Discussions also covered the September Guarantee, reasons why a small cohort did not have a September Guarantee and identification to the NEET Vulnerable Group.</p> <p>All schools sent in September Guarantee information, including those with 6th form provision. Obtaining the information earlier allowed for further conversation with schools about those who did not have a September Guarantee. Overall results for September Guarantee was 97.4% with a positive offer, up from 96.9% in 2018.</p> <p>Actions: Update school information sheets to record September Guarantee secured by school and final September Guarantee data after 14-19 Team's work. Include Year 12 cohort where appropriate.</p> <p>Report back to schools on data from 2018/2019 academic year and process for 2019/20.</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>c. Work with services providing information, advice and guidance to support 16 and 17 year olds to seek education or training opportunities, not work that has no training attached.</p>	<p>Actions: Review participation data to identify how many of the Year 13 cohort are 18 years old and therefore eligible to be in employment without training.</p> <p>Review the data on employers to look for any specific companies who employ young people without training and identify what type of work that is.</p> <p>Review the cases of the 6 young people who left apprenticeships for employment without training to identify if we know the reason why.</p>	<p>Progress: Due to capacity issues review of 18 year olds did not take place. It was decided that as the Department for Education would still count the cohort into the overall figures the review was not an efficient use of time.</p> <p>Review of employers identified a number of large employers with known training courses marked as employment without training. Further guidance has been given to staff to avoid this in the future.</p> <p>Review of the 6 cases taken place but limited information available as most progressed straight from Apprenticeship into job and therefore had no contact with the team.</p> <p>Actions: Before March 2020 return review the employment without training cohort and check accuracy of data.</p> <p>Continue encouraging all services working with young people to promote education and training for 16 and 17 year olds rather than employment alone.</p>

4. Make arrangements to identify 16 and 17 year olds who are not participating in education or training.

Work area	Going forward into 2019	Progress & Going forward into 2020
<p>a) Maintain a tracking service to identify the participation activity of all 16 and 17 year olds.</p>	<p>Actions: Identify those providers who don't submit starts/leavers data and discuss with those providers how to support them in doing so.</p> <p>Maintain regular checks that all NEET young people have an allocated Young People Caseworker.</p> <p>Continue to meet all DfE reporting requirements.</p>	<p>Progress: Information has been inconsistent from some providers, this has been discussed. Errors in information were still present in autumn term returns therefore conversations continue to take place.</p> <p>Cohort allocation checks maintained and all returns to DfE completed successfully.</p> <p>Actions: Manage capacity issues within Young People Tracking Service with one post removed from structure by reducing recording of information for 18 year old cohort.</p>
<p>b) Develop the schedule for autumn term tracking when the Department for Education system resets and the activity of all young people becomes unknown. At this point all information about the activity of young people has to be collected and entered for the new academic year.</p>	<p>Actions: As previously noted: - Request September Guarantee information from schools earlier in the school year to be able to highlight back to schools those without an offer.</p>	<p>Progress: All schools provided September Guarantee information during spring and summer terms. Data matched to NEET Vulnerable Group cohort and Alternative Provision cohort and any missed young people followed up with schools.</p> <p>Actions: As previously noted: Update school information sheets to record September Guarantee secured by school</p>

Work area	Going forward into 2019	Progress & Going forward into 2020
		<p>and final September Guarantee data after 14-19 Team's work.</p> <p>Report back to schools on data from 2018/2019 academic year and process for 2019/20.</p>
<p>c) Data sharing agreements are in place with all institutions, providers, organisations and services that provide information to the 14-19 Programme Team. The agreements and practice will need to be reviewed to reflect the General Data Protection Regulations 2018.</p>	<p>Actions: Update Consent to Share documentation when providers change in the borough.</p> <p>Audit use of Consent to Share documentation and of recording when information shared.</p> <p>Seek new Information Sharing Agreements from providers where the current agreement comes to an end in 2019.</p> <p>As previously noted: Continue discussions with Bridgewater to identify if data about teenage pregnancies/birth can be shared with the 14-19 team.</p>	<p>Progress: All Information Sharing Agreements updated.</p> <p>As previously noted: Discussions with Bridgewater have been ongoing all year. Changes in systems and personnel their end has resulted in limited progress. Has been identified to Children's Trust Commissioning Partnership as an issue the 14-19 Team require help with.</p> <p>Due to capacity audit of when sensitive information is shared hasn't taken place.</p> <p>Actions: Audit use of Consent to Share documentation and of recording when information shared.</p> <p>As previously noted: Continue work to secure information from Bridgewater.</p>

Performance Measures:

Description	2018 target	2018 actual	2018 National	2019 target	2019 actual	2019 National
Reduce the percentage of 16-17 year olds not in education, employment or training (CYP Business Plan reference PED05 01)	4.4% *	4.8%	2.6%	4.4% *	4.0%	2.7%
Reduce the percentage of 16-17 year olds whose activity is not known (CYP Business Plan reference PED05 02)	0.8% **	0.3%	2.9%	0.8% **	0.3%	2.8%
Increase the number of 16 and 17 year olds participating in education or training (Known as Raising the Participation Age and differs from NEET because employment without training is not counted here)	92.5%	90.8%	92.1%	93%	89.9%	92.6%
Increase the percentage of 16 and 17 year olds who have an offer of education or training for September of each year. (Known as the September Guarantee)	98.0% ***	96.9%	94.5%	98.2% ***	97.4%	95%

* Budget cuts made in 2017/18 means the commissioned Careers Service and Coaching Service are now running at a reduced level, meaning fewer young people are able to access the services, therefore maintaining the performance from 2016/17 would actually be a sign of increased performance. Any further budget cuts for 2018/19 and beyond may reduce further to capacity to offer support and guidance to young people.

** Budget cuts made in 2017/18 means the commissioned tracking service is now running at a reduced level, therefore maintaining the performance from 2016/17 would actually be a sign of increased performance. Any further budget cuts for 2018/19 and beyond may reduce further to capacity to track young people's activity.

*** Gaining the information to inform the September Guarantee result comes from schools and colleges partially but also from the commissioned tracking service, therefore the reduction made above also affects the ability to gather September Guarantee information and therefore any increase in performance is hindered by the reduced service.