

## **QUALITY ASSURANCE GUIDANCE**

### **Cambridgeshire Virtual School – Post 16 Personal Education Plan Quality Assurance**

	Gold	Green	Amber	Red
<b>My Personal Details</b> (To be completed by the Social Worker)				
	Additional Notes: <ul style="list-style-type: none"> <li>EHCP Annual review dates should be set for Autumn term if young person is in transition year with new education setting named on the EHCP by spring term</li> </ul>			
<b>My Achievements</b>	No information required to be updated			

Post 16 PEP QA 2024-2025

<p><b>My Current Pathway</b></p>	<p>As Green, plus at least one of:            *Clear evidence of meaningful conversations with CYP, resulting in more detailed contributions from CYP and adults            *Strong pupil voice evidencing quality conversation has taken place            *Additional documents uploaded to add to CYP voice</p>	<p><b>Level 1/ 2 / 3 Education</b>            *Q1 Ensure correct drop down has been selected            *Q2 is pre-populated            *Q3 Can be blank            *Q4 Must be fully completed for relevant term            *Q5 Can be blank            *Q6 All boxes must be completed. Comments are clear and meaningful.            *Q7 must be completed.            *Qs 8 &amp; 9 can be blank if no warnings / suspensions            *Qs 8 &amp; 9 must be completed if there have been warnings / suspensions</p> <p><b>NEET/Re-engagement</b>            *Q1 Ensure correct drop down has been selected            *Q2, 3, 5, 6 must be completed            *Q4 must be completed if 'No' answered in Q3            *Q 7 must be completed            *Qs,8, 9, 10 Fully completed in line with the current term.            *Q11 can be blank</p> <p><b>Training or Employment</b>            *Q1 Ensure correct drop down has been selected            *Qs 2-13 All questions must be completed</p> <p><b>ESOL</b>            *Q1 Ensure correct drop down has been selected            *Q2 is pre-populated            *Q3 must be completed</p>	<p>*Partially completed.</p> <p>*Information given is brief and not specific enough to gain a clear picture of the CYP's needs / strengths</p> <p>*Single word answers / no CYP voice showing lack of conversation which is not mitigated by detailed adults' views or additional uploaded documents</p>	<p>Not completed</p>
----------------------------------	---	--	--	----------------------

Post 16 PEP QA 2024-2025

		<p>*<b>Qs 4&amp;5</b> as relevant</p> <p>*<b>Qs 6, 7, 8</b> must be completed</p> <p>*<b>Q9</b> as relevant</p> <p>*<b>Q10</b> Must be fully completed for relevant term</p> <p>*<b>Q11</b> Can be blank</p> <p>*<b>Q12</b> All boxes must be completed. Comments are clear and meaningful taking into account language barriers</p> <p>*<b>Q13</b> Must be completed</p> <p>*<b>Qs 14 &amp; 15</b> Must be completed where there has been a suspension/exclusion. Can be blank if no warnings or suspensions.</p> <p><b>SEND</b></p> <p>*<b>Q1</b> Ensure correct drop down has been selected</p> <p>*<b>Q2</b> is pre-populated</p> <p>*<b>Q3</b> Must be completed for relevant term</p> <p>*<b>Q4</b> Can be blank</p> <p>*<b>Q5</b> Must be completed. Where it is not possible for YP to verbalise contributions (eg CYP is non-verbal), other means of gathering the PV should be uploaded / adults' views should represent CYP</p> <p>*<b>Q6</b> must be completed</p> <p>*<b>Q7</b> must be completed if there have been any warnings or suspensions. Can be blank if no warnings / suspensions.</p> <p>*If no CYP voice, or short single word answers - <i>owing to refusal / lack of engagement</i> - adults must share knowledge of CYP voice gathered at various points and acknowledge lack of engagement by CYP</p> <p>* Where it is not possible for CYP to verbalise contributions (eg CYP is non-verbal), other means of gathering the PV should be</p>		
--	--	---	--	--

Post 16 PEP QA 2024-2025

		uploaded / adults' views should represent CYP		
<b>My Future Plans</b>	As Green plus explicit evidence of meaningful conversations with YP resulting in more detailed contributions from CYP and adults	* All questions in this tab to be answered by YP, supported by DT. Comments are clear and meaningful. <b>NB Q7 Careers Log – can be blank in the autumn term of Y12</b>	Partially completed. *Information given is brief, and not specific enough to gain a clear picture of the YPs views /interests  *Single word answers / no CYP voice showing lack of conversation which is not mitigated by detailed adults' views or additional uploaded documents	Partially or not completed
<b>My Targets</b>	As Green plus at least 1 of: *Review of targets is more detailed *New targets are clearly scaffolded	* <b>Q1</b> Is pre-populated unless it is the autumn term of Y12.	*Partially completed *Previous targets are inconsistently reviewed. If the targets have not been achieved it is unclear why not.	Not completed

Post 16 PEP QA 2024-2025

		<p><b>*Q2 Review of previous targets</b> are all reviewed unless this is the YP first PEP or it is the autumn term of Y12. If outcomes are not met, the comments column must be completed.</p> <p><b>Q3 New Targets</b> Targets are SMART and aspirational alongside actions which are appropriate and relevant. *Column 3 'Notes / Comments' can be blank *Areas of need identified elsewhere in PEP (eg. Well-being, Progress and Attainment, Attendance) are reflected in the outcomes as relevant. *There must at least one outcome related to Progress &amp; Attainment (unless the young person is NEET or in Employment / Training) *If a subject is BEP there must be an associated outcome *If <b>more</b> than one subject is BEP at least one of those subjects must have an associated outcome</p>	<p>*New outcomes are not SMART / it is unclear what the outcome of the intervention will be * Areas of need identified in the PEP have not been included in new outcomes *There are no A&amp;P targets *Where a subject is BEP there is no associated outcome (if more than one subject is BEP there must be at least one associated outcome)</p>	
My PEP Meeting (To be completed by the Social Worker)	As Green plus Explicit and meaningful additional information provided in <b>Q5</b>	<p><b>Qs 1 &amp; 2</b> must be completed <b>Q3</b> If relevant <b>Q4</b> If relevant <b>Q5</b> If relevant <b>Qs 6&amp;7</b> must be completed</p>		