Year 11 Transition Action Plan

This template has been designed as an action plan and checklist to help a young person prepare and to identify areas of support that a young person may need to make a successful transition to their post 16 destination.

Each section includes some prompt questions and a space to write notes and agreed actions. It is written from a young person’s perspective to encourage them to take ownership of their own transition wherever they can. The last page of the document is a blank action plan that you can use with a young person to detail the actions that they are responsible for.

It is important to gain consent from the young person if you both feel there is information that will be useful to share with their college or training provider. This can be transferred onto the Year 11 Transition Referral Form or sent as an attachment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School |  |  | Date form completed |  |
|  |  |

Yes

No

Education and Health Care Plan (EHCP)?

|  |  |
| --- | --- |
| Name |  |
| Age |  |
| DOB |  |
| Address |  |

**Details of who is completing form with the young person**

|  |  |
| --- | --- |
| Name |  |
| Contact details |  |

**Actions/Notes:**

1. **Post 16 Destination**

Have I accepted my post 16 offer for September?

**If yes –** Have I heard from the college, sixth form or training provider, since accepting the offer? Do I know the date for enrolment?

**If no –** Do I know how to contact the college / training provider or can someone else do this on my behalf?

**2. Preparation - Practical**

**Actions/Notes:**

Am I ready? Have I:

* All the documentation I will need for college, 6th form, or training?  
  For example **Photographic Identification, Bank Account.**
* Worked out how I will travel there?
* Applied for my **Our Pass** bus pass?
* Know what I have to wear, what I will need to take, and any special equipment I need?
* Worked out a budget for travel and refreshments - do I know about bursary schemes?

**3. Preparation - Readiness and Resilience**

What have I been doing to help myself to prepare for my next step?

Have I

* Looked at resources on the college / sixth form website to support my transition?
* Attended, or am planning to attend any virtual events that my post 16 provider is offering?
* Looked to see if there are any activities in my local area that I can do, over the summer, that will help me develop my skills?
* Kept in contact with my friends / peers who are going to the same place?

**Actions/Notes:**

**4. Reducing barriers to participation - Home life**

What are the things about my home life that will help me make a successful transition to my Post 16 destination? E.g. a supportive parent/carer or sibling, a place to study, or access to food and washing machine etc.

Do I have access to the internet / wifi at home and a laptop to help me prepare, enrol and study?

Is there anything in my home life that might act as a barrier, or get in the way of making my next step e.g. caring responsibilities, accommodation issues, no access to internet etc.

Actions/Notes:

**Actions/Notes:**

**5. Reducing barriers to participation - attitude to learning and behaviour**

What are the things that I am good at, that will help me to transition and settle into my new course, e.g. time management, coping with change, motivation, having routines, and making friends?

What are the things I need to do, to help me transition and settle into my new course? E.g. work out a routine, make contact with the support services at the college, and develop coping strategies that work for me

**6. Reducing barriers to participation - health**

**Actions/Notes:**

What are the positive things that I do to maintain a healthy lifestyle (physically and emotionally) e.g. eating well, exercising etc?

Is there anything about my physical or emotional health and well being, that may prevent me from making a successful transition e.g. managing my asthma, or feeling anxious, or low mood etc

**8. Career Connect can support you over the summer, and help you to make a successful transition into college.**

**Would you like your details passed on to Career Connect, or would you like to get in touch with them yourself?**

**Contact Career Connect: eet@careerconnect.org.uk**

**or call 0161 232 7863**

Career Connect

**Actions/Notes:**

**7. Are there anything else I need to know or do, to help me make a successful transition?**

**Actions/Notes:**

|  |  |  |
| --- | --- | --- |
| **Action** | **What do I need to do** | **Who’s going to make it happen?**  **Who can help?** |
| EXAMPLE:  Apply for Our Pass (bus pass) | * Read the guidance on the [Our Pass website](https://ourpass.co.uk/before-you-get-started) about what evidence I need. * Set up an email address * Take a photo on my phone * Take a photo of my birth certificate * Take a photo of a letter with my name and address on it * Check all the things above match what it says on the [Our Pass website](https://ourpass.co.uk/before-you-get-started) * Get all the evidence above ready and then go on the [Our Pass website](https://ourpass.co.uk/before-you-get-started) to apply | I can ask my friend to help with setting up an email account/address  I can take a photo of myself – there is guidance on the website to help me  I need help applying for my Our Pass. I can ask \_\_\_\_\_\_\_. |
|  |  |  |
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**Action Plan**

Career Connect can help you if you are worried about what will happened in September. You can contact them on [eet@careerconnect.org.uk](mailto:eet@careerconnect.org.uk) or call **0161 232 7863**