

The Informal PEP – Guidance

The Informal PEP

The informal PEP is available on ePEP to any young person in years 12, 13 or 14; it represents a significantly abridged version of a formal PEP document. Where a formal PEP requires the input of a range of professionals prior to, during and after the PEP meeting (including the social worker and designated teacher), the informal PEP requires the input of fewer professionals to be considered complete.

For this reason the informal PEP is only used in extenuating circumstances and wherever possible a formal PEP document should be completed for the young person.

What are the time lines for an Informal PEP to be completed?

Informal PEPs should still be completed in line with the statutory time lines for PEP completion. In the case of a new placement into care, or change in education status or provider the Informal PEP should be completed within twenty school days. In the instance that circumstances remain unchanged the Informal PEP should be reviewed and completed on an on-going six monthly basis.

Under what circumstances are Informal PEPs used?

Informal PEPs are only used if the correct set of extenuating circumstances is reached. These circumstances can be broken down into three main categories.

1. The young person is in year 12 or 13 and is currently NEET.
2. The young person is in year 14 (18+) and is currently NEET. (If the young person is in year 14 and is still in full time education it remains the responsibility of the education provider and social worker for completing the formal PEP as usual.)
3. The young person is in year 12, 13 or 14 and is currently accessing only part time education, training or is in employment.

Who's responsible for completing the Informal PEP?

- In the instance of circumstances 1 or 2, that is the young person is in year 12, 13 or 14 and currently NEET it remains the responsibility of the social worker to complete the informal PEP, this should be done with the collaboration of the relevant Post 16 Support Officer at VSK (see Appendix for Allocation Areas).
- In the instance of circumstance 3 that the young person is in part time education, training or in employment, it remains the responsibility of the social worker and education provider to complete the Informal PEP.
- Finally it is worth noting again for posterity, that in the case that the young person is engaged in fulltime education it remains the responsibility of the social worker and education provider to lead in completing the Formal PEP.

How can the Informal PEP be accessed on ePEP?

The informal PEP is available for use on the ePEP system for any young person that is currently in Year 12, 13 or 14. In the instance that the young person is not within these academic years the Informal PEP will not be available on the ePEP system.

The informal PEP can be found on the young person's overview page and sits just beneath the Current Formal PEP area.

About Training (U101283) Edit

Full Name: Training Young Person 3

Date of Birth: 21/02/1998

UPN Number: 888999555

School: [Training School](#)

School type: Other

Date Added: 24/02/2014

Date Entered Care:

Record Owner: Training DMS 1

Days in Care:

Current Formal PEPs

	Date Started	Target Date	Current Meeting Date	Year group		
185541	18/12/2015	25/12/2015	18/12/2015	Year 12	View	Pro

Informal PEPs Add Informal

Date Started	Target Date	Current Meeting Date	Status
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Clicking the 'Add Informal' Button allows you to begin the informal PEP process, a warning will be displayed, if you are sure an Informal PEP is appropriate click 'next' to continue with the process. You will be asked if a school transition is required, clicking 'No Need for School Transition' opens a task pane through which it is possible to send invitations to the Informal PEP meeting.

DATE FOR MEETING
No invitations will be sent if meeting date is left blank

Date

Time

LOCATION OF THE MEETING

What are the reasons for this meeting?

New Admission to Care
 Review Process
 Change of Care Placement
 Change of School Placement

You will be asked to put the date, time and location of the meeting as well as the reason. You are then able to tick any professionals which you wish to invite, clicking 'OK' will send out email invitations and create the Informal PEP. The system will automatically take you into the Informal PEP document.

Please ensure that you un-tick Rachel Calver from the PEP invitations and instead ensure the relevant VSK support officer attached to the young person is invited, as they will be attending the PEP on Rachel's behalf. Please see the Appendix for Support Officer Names and Allocation Areas.

Edit Informal PEP
Part 1

Next meeting date

Next meeting time
E.g: HH:MM

Attendees

Current placement details (educational/employment):

Career Aspiration

SAMPLE

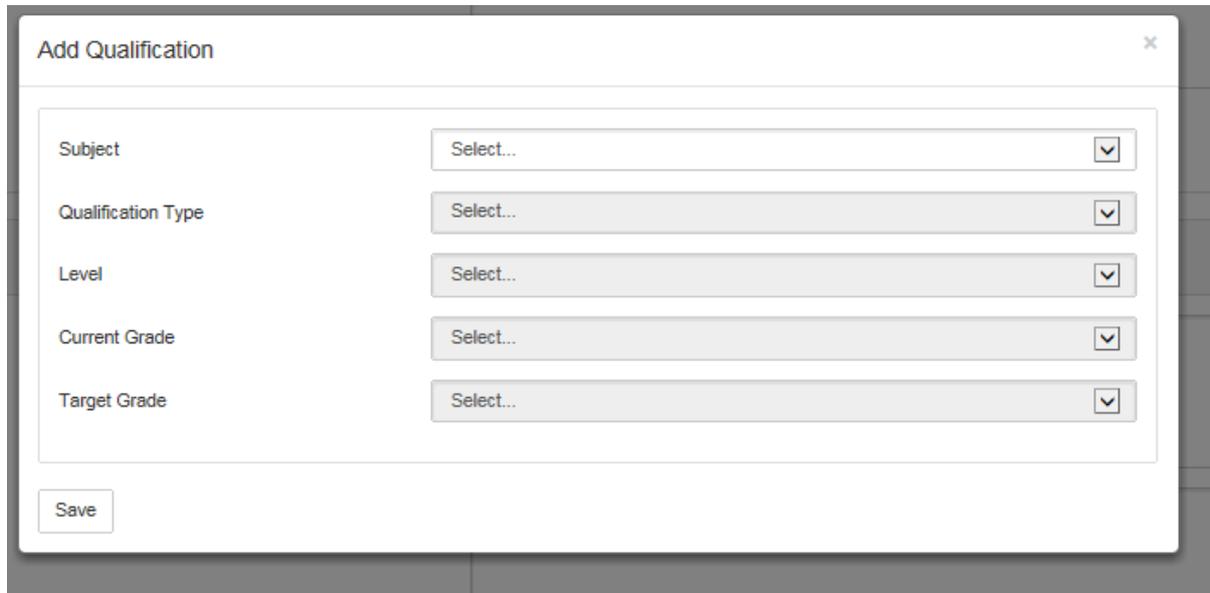
Edit Informal PEP
Part 2

Summary of Discussion

Areas to improve

If you have opened the Informal PEP for a future date click 'Back' to return the young person's overview page and your PEP will be saved on the system for future use.

Alternatively, if your meeting is taking place currently or you are recording the discussion of a recent meeting; the free text boxes can be used to record the conversation, which professionals were in attendance, the meeting location, career aspirations, areas to improve and progression.



The image shows a software dialog box titled "Add Qualification". It features five dropdown menus for selection: "Subject", "Qualification Type", "Level", "Current Grade", and "Target Grade". Each dropdown menu has a "Select..." placeholder and a downward arrow icon. At the bottom left of the dialog, there is a "Save" button. The dialog is set against a light gray background with a dark gray border.

If you would like to record qualifications or targets, this can be easily inserted through the (highlighted) 'Add Qualifications' and 'Add Actions' buttons respectively. This opens a pane at the top of the document where targets and qualifications can be added on a one by one basis, information can be entered into the relevant boxes and the 'add' button can be used to save this into the PEP. Please bear in mind that the add button will remain greyed out until the information is recorded within the boxes.

Completing the Informal PEP

Once the Informal PEP document has been fully completed you can click 'Sign Off' to complete the document. *Clicking 'Sign Off' will finalise the document and you will no longer be able to edit any information contained within.* If you intend to finish the document at a later date click 'OK' to save the document and 'Back' to return to the user overview page.

If you have opened the Informal PEP in error, clicking delete will remove the PEP, exercise this feature in extreme caution, if a PEP is deleted it cannot be recovered.

Who can I contact if I require assistance?

If you require assistance with any aspect of the ePEP system you can contact the ePEP Team at VSK at any time.

ePEP Admin Team Contacts



VSK_ePEP@kent.gov.uk



03000 415353 - Rico and Mike

Alternatively, if you require specialist Post 16 educational advice you can find your Post 16 Support officer using the Appendix below.

Appendix; Post 16 Allocation Areas 2015-2016:

Staff Name:	Malcolm Thomas	Rachel Calver	Wayne Aiken	Kate Corbishley	Vicky Crompton	Lesley Lamb	Matthew Willock	Locality Areas
Made up of:	<ul style="list-style-type: none"> In Prison Placed in Hospital Provision 	<ul style="list-style-type: none"> OLA (not in school) 	<ul style="list-style-type: none"> College NEET Employed Work Based Training Volunteering Not Known 	<ul style="list-style-type: none"> College NEET Employed Work Based Training Volunteering Not Known 	<ul style="list-style-type: none"> College NEET Employed Work Based Training Volunteering Not Known 	<ul style="list-style-type: none"> College NEET Employed Work Based Training Volunteering Not Known 	<ul style="list-style-type: none"> UASC on arrival (Millbank and Swattenden) 	<ul style="list-style-type: none"> Sixth Forms Specialist Provision
Areas covering:		<ul style="list-style-type: none"> OLA (NOT MEDWAY) 	<ul style="list-style-type: none"> Ashford Tonbridge Tunbridge Wells Medway (for those not in College) 	<ul style="list-style-type: none"> Canterbury Swale 	<ul style="list-style-type: none"> Thanet Dover Folkestone 	<ul style="list-style-type: none"> North Kent Maidstone Medway (for those in College) 	<ul style="list-style-type: none"> UASC Millbank, Swattenden (Whitstable to be under Steve Green) 	N/A
Colleges covering:	N/A	<ul style="list-style-type: none"> OLA (NOT MEDWAY) 	<ul style="list-style-type: none"> West Kent College (Tunbridge Wells, Tonbridge and Ashford) Hadlow (Canterbury and Hadlow) 	<ul style="list-style-type: none"> Canterbury College (Canterbury and Swale) 	<ul style="list-style-type: none"> East Kent College (Broadstairs, Dover and Folkestone) 	<ul style="list-style-type: none"> Mid Kent College (Medway and Maidstone) North West Kent College (Dartford and Gravesend) 	<ul style="list-style-type: none"> UASC Provision - to be agreed 	N/A
VSK Locality Areas:	N/A	<ul style="list-style-type: none"> Margaret (OLA – Not Medway) 	<ul style="list-style-type: none"> Margaret (West and OLA Medway (not in college) Jen (Ashford) 	<ul style="list-style-type: none"> Gina (Canterbury) Simon (Swale) 	<ul style="list-style-type: none"> Carole (Thanet) Jo/Marian (Dover & Folkestone) 	<ul style="list-style-type: none"> Jo (North) Jemma (Maidstone) 	N/A	N/A