

## Queenswood School Transfer Forward Process.

### Overview:

It is essential that a student's end destination is planned for and worked towards throughout their time at Queenswood School. The careers programme is embedding into the current education framework meaning that students are constantly working towards their overall destination. There are specific learning opportunities that allow the students to reflect and make informed decisions about their future. It is important that these are captured and form part of their Transition Forward plan. The following process is designed to reflect the specific decision making of a student and the final transition to the college environment.

### Year 10:

- Guidance is sent to students and families/ carers to inform them of local colleges and when open days are. They are to be encouraged to look around these to see if this is an option they would like to explore.
- Guidance is sent to students and families/ carers about day service provisions and advised to arrange visits to explore potential options.
- The Careers Lead will have regular meetings with students. They will:
  - support the students to complete a vocational profile.
  - aid with arranging transition visits if required.
  - Ensure students are completing actions on any careers action plans
- Students to engage in the embedded career opportunities within the current frameworks of learning.
- Careers advice available.
- Employability topics covered within PSHE curriculum.

### Year 11:

- The Careers Lead will have focused discussions with the students about their future plans and liaise with the tutors, SENCO and careers lead about creating a transition plan towards their destination.
- Destination to be identified and agreed within the EHCP review meeting.
- Student to go on work experience and/or placements where deemed suitable.
- Employability sessions such as CV building, Mock interviews and Financial Independence workshops to take place throughout the year.
- Independent Careers Advisor to meet and make an action plan.

## **Possible Destination Options:**

### SI programme

- Contact to be made by Careers Lead with identified provider.
- Support to be given to the student and family to complete application if required.
- Consider if Pre-SI programme is more suitable.
- Travel Training Referral if deemed necessary and meets criteria.

### FE Opportunity

- Contact to be made by Careers Lead with identified college and application process to be confirmed and put into the transition plan.
- Support to be given to the student and family to complete the application process where needed by the students tutor or the Careers Lead
- FE College to be invited to final year EHCP review.
- Additional visits to be arranged to the college by the Careers Lead – these should include as a minimum a site visit, an orientation to the facilities, contact with the responsible tutor.
- Travel Training Referral if deemed necessary and meets criteria.

### Alternative Provision Services

- Named tutor to contact proposed service and confirm the application process and to be put into the transition plan.
- Support to be given to the student and family to complete the application process where needed by the named tutor.
- Visits to be arranged to visit the day service – this should include an orientation visit and opportunities to engage in sessions.
- Travel Training Referral if deemed necessary and meets criteria.

## **After Transition Forward:**

- Students to be offered a final year careers interview prior to leaving and be given an action plan to complete in the future.
- Transition leaflet with links to local offer and additional support to be provided.