

Post 16 Inclusion Panel Pilot

Referral Form – Guidance Notes

Inclusion funding for Post 16 is only available to young people aged 16-19 who are a Derbyshire resident and do not have an Education Health and Care Plan (EHCP).

Tab 1 - Account Information

How to create an account and log in.

See document: Appendix A uploaded to Derbyshire Local Offer – Post-16 Inclusion Panel.

Tab 2 - Information

General information on submission dates and Post 16 Inclusion Panel dates.

Tab 3 - Personal Details

Please ensure:

- All fields are complete. You will not be able to submit the form unless all sections are complete.
- Parental permission/young person's permission (if over 18) has been given. If not, you will not be able to submit the form.
- The young person's details are entered/spelt correctly.
- The young person lives in Derbyshire. The Post 16 Inclusion Funding is only available for Derbyshire residents.
- Your email address is entered correctly as this is where any correspondence about the progress of the application will be sent. The email address recorded must be a provider email address **not** a personal email.
- Enter information regarding study programme.

Area of Need:

Whilst a young person may fit into more than one of these categories, please choose the area of need which is 'best fit'.

Diagnosis:

Does the young person have any diagnosis.

Specific Vulnerability to Inclusion:

Consider which of these vulnerabilities is best fit for the specific circumstances. You can only choose one option.

Other Agencies Involved:

Please add the names of any agencies involved with the date of the last report/involvement but do not send in the reports/plans. The detail of any reports and advice should be incorporated into the provision maps etc, as appropriate. A new pop-up box will appear each time you select 'Add Record' so you can add as many agencies as required.

Describe the young person's strengths and/or preferred activities:

Focus on the things that are going well, what the young person enjoys and what makes them happy.

Describe the current situation regarding the young person's barriers to learning/inclusion:

The only information the panel will know about the young person, their needs and the barriers they face to learning and inclusion is through how it is described in this section. Every situation is different and every young person's needs are unique. Ensure there is a clear description of need, overview of current support and barriers to inclusion, giving examples where possible.

Tab 4 – Provision Maps and Costings

Demonstrating how the first £6000 place funding (sometimes referred to as Element 2) has been allocated:

Please describe the strategies and/or interventions that are currently in place using the first £6000 (sometimes referred to as Element 2), demonstrating how these have been allocated to meet needs.

Click on 'Add Record'

A new pop up will appear for each intervention. You can list as many as you need to.

Intervention Name:

Give the intervention a name – (e.g. Counselling, Pastoral Support, Life Skills Training).

Intervention Description:

Clearly describe what happens in the intervention so that it is clear to the panel what is being delivered. Please note that 'Individual Support/1:1 support' will not be considered as an intervention. It is important that proactive interventions describe what the support will look like. This may mean several different interventions throughout the day – these will each need to be named, described and costed.

Interventions should be specific and linked to the young person's area of need to ensure that they are designed to develop the skills necessary to overcome the barriers to learning and participation they face. For example, SEMH need = SEMH intervention. Interventions should be time limited and monitored.

Remember to consider the needs of the young person and what they can cope with and avoid overload and duplication.

Costings:

Input the length of the intervention over a day, the number of days and the size of the group the intervention is delivered to, based on realistic timings, with interventions broken down across the day.

You will then need to work out the weekly cost for the individual intervention.

Where there is a group intervention, this will be the total cost (based on time and frequency) divided by the number of young people in the group. When you input the weekly cost, the annual cost will be automatically worked out based on 39 weeks of support.

To be able to complete the second provision map, you must ensure that the first provision map totals £6000 or more.

Assessment Information:

Where possible, the assessment information recorded here should be an assessment linked to the vulnerability/area of need.

For young people with learning needs, current tutor assessments provide the clearest indicator of attainment for reading, writing and mathematics.

You can add as much assessment information as you feel appropriate.

Describe how Inclusion Panel funding will improve and positively impact outcomes for this young person. Comment on the 4 Preparing for Adulthood outcomes (employment, community access, independence and being healthy):

Describe how the intended support and/or funding will enable the inclusion of the young person to improve their outcomes. Positive outcomes could be academic, social, emotional as well as life skills etc, referring to the 4 Preparing for Adulthood outcomes.

Second Provision Map for Element 3 funding:

Please describe strategies and/or interventions that you require the additional Post 16 inclusion panel funding for, demonstrating how you intend to implement these strategies/interventions to meet needs.

Click on 'Add Record'

A new pop up will appear for each intervention. You can list as many as you need to.

Intervention Name:

Give the intervention a name – (e.g. Counselling, Pastoral Support, Life Skills Training)

Intervention Description:

Clearly describe what happens in the intervention so that it is clear to the panel what is being delivered. Please note that 'Individual Support/1:1 support' will not be considered as an intervention. It is important that proactive interventions describe what the support will look like. This may mean a number of different interventions throughout the day – these will each need to be named, described and costed.

Interventions should be specific and linked to the young person's area of need to ensure that they are designed to develop the skills necessary to overcome the barriers to learning and participation they face. For example, SEMH need = SEMH intervention. Interventions should be time limited and monitored.

Remember to consider the needs of the young person and what they can cope with and avoid overload and duplication.

Costings:

Input the length of the intervention over a day, the number of days and the size of the group the intervention is delivered to, based on realistic timings, with interventions broken down across the day.

You will then need to work out the weekly cost for the individual intervention.

Where there is a group intervention, this will be the total cost (based on time and frequency) divided by the number of young people in the group. When you input the weekly cost, the annual cost will be automatically worked out based on the number of weeks of support inputted.

PLEASE NOTE: When entering numbers for the costings, please click outside of the box after each entry before scrolling down to prevent the number changing.

Date of Referral:

This will be automatically populated.

Tab 5 – Declaration

Tick the confirmation statement.

Click Submit.

When you click on 'Submit' the form will automatically be sent to the Post 16 Inclusion Panel inbox, and you will receive a confirmation email with a PDF copy of your application.