

Transition Plan Form Guidance Notes

These notes explain some of the questions asked on the Transition Plan form.

Section 1: Personal Details

Name: _____ DOB: _____

Male: _____ Female: _____

Usually issued shortly before 16th birthday.

Address: _____

Telephone: _____

National Insurance number (if known): _____

Unique Pupil Number: _____

Each pupil has a UPN. Ask your school's Management Information Officer for more information if unknown.

Name of parents/carers/person responsible: _____

School: _____

Year group (please tick at each review): 9 10 11 12 13 14

Expected school leaving date: _____

As defined by Social Services

Looked after young person: Yes/No

List of key people supporting transition:

This needs to list all those (including voluntary and community organisations) able to support transition. The young person and their parent/carer need to understand what each has to offer, how this may support transition, and how information about what they offer can be accessed.

Name	Contact details

Section 2: Vocational and Additional Education

This is a consideration of the young person's developmental needs in vocational and additional curricular planning and also the arrangements for post-16 education/employment/training.

What(please complete name) wants to do:

Aims	By When
Record the educational, training and employment aspirations as stated by the young person.	By what date does the young person want to achieve those aspirations?

Summary of key issues to be addressed during transition:

Issue(s)	Raised by
The KEY issues to be addressed.	Record who raised each issue.

Objectives/targets: _____

The agreed specific objectives and targets.

Action	By whom	By when	Review date
Specify what action will be taken to move towards the achievement of aspirations.	Who will be responsible for the action?	By when will the action be carried out?	When will the action be reviewed?

Section 3: Personal and Social Skills

This is a consideration of what will be necessary to help the young person develop personal, social and independence skills and take up a role in the community.

Summary of key issues to be addressed during transition:

Issue(s)	To record what needs to be given consideration.	Raised by
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Record **who** raised each issue.

Objectives/targets:

The agreed specific objectives and targets.

Action	By whom	By when	Review date
Specify what action will be taken to address the issues raised and to support the achievement of objectives and targets (including leisure and social activities).			

Section 4: Health and Welfare Needs

This is a consideration of the special health and welfare needs that will require planning and support now or in the future.

Summary of key issues to be addressed during transition:

Issue(s)	To record what needs to be given consideration.	Raised by
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Objectives/targets:

The agreed specific objectives and targets.

Action	By whom	By when	Review date
Specify what action will be taken to address the issues raised and the achievement of objectives and targets.			

Section 5: Additional support arrangements

Practical and technological help required:

Practical help required (adaptations, aids or general support during the transition period)	Reasons
Technological aids required and training needs (record provision for securing technological support on transition)	Reasons

Additional professional support required:

Ensure service details are transferred to Section 1 of the Transition Plan in order that contact may be made where appropriate.

Which local services can provide relevant information, advocacy and advice if required?	
Which new professional services are needed for planning for transition?	Services required
State details of what is needed by each service.	

Head teacher's signature:
 Young person's signature:
 Connexions Personal Adviser's signature:

Date:
 Date:
 Date:

To support transition it may be useful to pass a copy of this plan to the people listed at the front of this document at Section 1. Please sign below if you are happy for this to happen.

Signature:

In order that the Transition Plan can be shared with other agencies able to support transition it is essential that this signature be obtained from the young person or their advocate.

Date: