



## ALP Transition Plan Timeline

### Spring, 1 Year before the learner leaves

<b><u>What happens</u></b>	<b><u>By whom</u></b>
Identify learners who will be leaving ALP the following academic year	<b>Head and Assistant Head pass information on to Careers specialist/ Careers coordinator, EHC coordinator, tutor</b>
learners to be offered support	<b>School counselor, tutor, Head and Assistant Head, Careers specialist, Careers coordinator</b>
Give learners, parents and carers Transition Plan Timeline	<b>Careers specialist, Careers coordinator</b>
Book EHC for Autumn term -	<b>EHC coordinator</b>

## Summer 1 and summer 2

<u>What happens</u>	<u>By whom</u>
learners to have a careers interview review	<b>Careers advisor</b>
Look at different options, college, apprenticeships etc.	<b>Careers specialist/career coordinator, tutor</b>
Attend open days at potential placements or go 1:1	<b>Careers specialist/career coordinator, tutor</b>

## Autumn 1

<u>What happens</u>	<u>By whom</u>
Early EHC to ensure smooth transition	<b>Head/assistant head, EHC coordinator, Careers specialist/careers coordinator, tutor</b>
learners to be offered support	<b>School counsellor, tutor, Head and Assistant Head, Careers specialist, Careers coordinator</b>
Application forms to be started for college, apprenticeships, employment and university	<b>Careers specialist, careers coordinator, Tutor</b>
Regular transition reviews between Dec/July -	<b>School counsellor, Head/Assistant head, careers specialist, careers coordinator, tutor</b>

## Autumn 2

<u>What happens</u>	<u>By whom</u>
Regular transition reviews between Dec/July -	<b>School counsellor, Head/Assistant Head, careers specialist, careers coordinator, tutor</b>
learners to be offered support	<b>School counsellor, tutor, Head and Assistant Head, Careers specialist, Careers coordinator</b>

## Spring 1

<u>What happens</u>	<u>By whom</u>
EHC review, transition meeting, invite provisions, parents, Connexions etc	<b>Head/Assistant head, careers specialist/careers coordinator, tutor</b>

## Summer 1

<u>What happens</u>	<u>By whom</u>
Attend 'taster' days if attending college or university, meet with SEN coordinator from college	<b>Careers specialist/careers coordinator, Tutor</b>
Attend regular visits to employers if starting employment	<b>Careers specialist/careers coordinator, Tutor</b>
Reduce timetable after exams in preparation for leaving ALP	<b>Head/Assistant head,</b>

## **Summer 2**

<b><u>What happens</u></b>	<b><u>By whom</u></b>
Transition packs given to learners on their last day - ensure everyone says goodbye and good luck to learners	<b>Head/Assistant head, careers specialist, careers coordinator, tutor, all staff</b>