

## Post 16 - THE HOPE PEP QUALITY MONITORING

Initials of young person:	Year group:	Education/Training Provider:
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	Inadequate	Requires Improvement	Good	Outstanding
<b>Sections A + B for young people in education, employment or training</b>				
<b>Completion of PEP form</b>	<ul style="list-style-type: none"> <li>Few sections completed</li> </ul>	<ul style="list-style-type: none"> <li>All sections completed</li> </ul>	<ul style="list-style-type: none"> <li>All sections completed</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>All sections fully completed</li> <li>Evidence of discussion</li> <li>PEP form shared / loaded onto CLA Tracker</li> </ul>
<b>Actions from previous PEP</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or completion of any actions</li> </ul>	<ul style="list-style-type: none"> <li>Previous actions updated and recorded</li> </ul>	<ul style="list-style-type: none"> <li>Previous actions updated and recorded</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>Previous actions updated and recorded</li> <li>Evidence of discussion</li> <li>All actions either completed or carried forward</li> </ul>
<b>Tutor Feedback</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or feedback from tutors</li> </ul>	<ul style="list-style-type: none"> <li>Tutor feedback recorded</li> </ul>	<ul style="list-style-type: none"> <li>Tutor feedback recorded</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>Tutor feedback recorded</li> <li>Evidence of discussion</li> <li>Clear record of feedback and progress</li> </ul>
<b>Support</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or details of support available or accessed</li> </ul>	<ul style="list-style-type: none"> <li>Support needs for young person identified</li> </ul>	<ul style="list-style-type: none"> <li>Support need for young person identified</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>Support needs for young person identified</li> <li>Evidence of discussion</li> <li>Identified support available to meet these needs</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or attendance information</li> </ul>	<ul style="list-style-type: none"> <li>Attendance data recorded</li> <li>Attendance below 90%</li> </ul>	<ul style="list-style-type: none"> <li>Attendance data recorded</li> <li>Evidence of discussion</li> <li>Attendance below 90% has plan in place to improve</li> </ul>	<ul style="list-style-type: none"> <li>Attendance data recorded</li> <li>Evidence of discussion</li> <li>Attendance over 90% and plan in place to maintain</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or next steps/future plans</li> </ul>	<ul style="list-style-type: none"> <li>Next steps/future plans for young person recorded</li> </ul>	<ul style="list-style-type: none"> <li>Next steps/future plans for young person recorded</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>Next steps/future plans recorded</li> <li>Evidence of discussion</li> <li>Clear plan in place with actions to achieve it</li> </ul>
<b>SMART Action Plan</b>	<ul style="list-style-type: none"> <li>SMART Action plan not completed</li> </ul>	<ul style="list-style-type: none"> <li>SMART Action plan partially completed</li> </ul>	<ul style="list-style-type: none"> <li>SMART Action Plan fully completed</li> </ul>	<ul style="list-style-type: none"> <li>SMART Action Plan fully completed</li> <li>All actions are 'SMART'</li> </ul>
<b>Sections A + C for young people who are currently NEET (Not in Education, Employment or Training)</b>				
<b>Completion of PEP form</b>	<ul style="list-style-type: none"> <li>Few sections completed</li> </ul>	<ul style="list-style-type: none"> <li>All sections completed</li> </ul>	<ul style="list-style-type: none"> <li>All sections completed</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>All sections fully completed</li> <li>Evidence of discussion</li> <li>PEP form shared / loaded onto CLA Tracker</li> </ul>
<b>Actions from previous PEP</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or completion of any actions</li> </ul>	<ul style="list-style-type: none"> <li>Previous actions updated and recorded</li> </ul>	<ul style="list-style-type: none"> <li>Previous actions updated and recorded</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>Previous actions updated and recorded</li> <li>Evidence of discussion</li> <li>All actions either completed or carried forward</li> </ul>
<b>Current situation/plans</b>	<ul style="list-style-type: none"> <li>No evidence of discussion or details of current situation</li> </ul>	<ul style="list-style-type: none"> <li>Current situation, qualifications, young person's interests etc. recorded</li> </ul>	<ul style="list-style-type: none"> <li>Current situation, qualifications, interests and options recorded</li> <li>Evidence of discussion</li> </ul>	<ul style="list-style-type: none"> <li>Current situation, qualifications, interests and options recorded</li> <li>Evidence of discussion</li> <li>Plan in place with options</li> </ul>
<b>Next Steps - Action Plan</b>	<ul style="list-style-type: none"> <li>Action plan not completed</li> </ul>	<ul style="list-style-type: none"> <li>Action plan partially completed, not all actions included from discussions</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan fully completed but not all targets are achievable/realistic</li> </ul>	<ul style="list-style-type: none"> <li>Action Plan fully completed, all actions are included and are achievable/realistic</li> </ul>

Quality judgement by The HOPE Virtual School			
Inadequate <input type="checkbox"/>	Requires Improvement <input type="checkbox"/>	Good <input type="checkbox"/>	Outstanding <input type="checkbox"/>
HOPE staff member:		Reason for judgement:	
Date of meeting:			
Date of monitoring:			