



ALP Transition Plan Timeline

Spring, 1 Year before the learner leaves

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

Summer 1 and summer 2

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

Autumn 1

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

Autumn 2

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

Spring 1

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

Summer 1

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

Summer 2

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