



Your Guide to **Enhanced Transition (ET) Planning Meetings**

Transition is a time of change. Leaving school and moving from one setting to the next stage of your education or training can feel like a big step.

If you, or someone who knows you, feels you may need extra help to make that transition as smooth as possible, an Enhanced Transition meeting can be held to plan this.

This meeting will be Person Centred, meaning you will be placed at the heart of it and what matters to you is important.





What is meant by 'enhanced' transition?

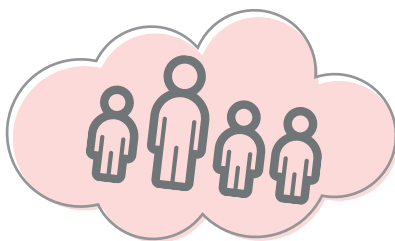
There is help and advice available to all young people moving into Further Education.

For example, your teacher and Careers Advisor can tell you more about your options and help you make decisions and colleges will help you apply and start in college. Some people may need more help or different support arrangements to ensure they feel confident, safe and settled in college. Having an Enhanced Transition (ET) can help make sure this works well.



What if I'm not going to a Further Education College?

You may decide on a different route, such as a training place, work-based learning, employment, or volunteering. An ET meeting is something that works for college. Other places may make different arrangements but a meeting to plan your transition into other settings could also be useful.





Who will be at the ET meeting?

- You. And you will be able to bring someone along with you to help you say what you want to say and make sure you are heard.
- Your parents/carers will be invited.
- School staff who know you well.
- A Careers Wales Adviser, who you have already met, is usually invited.
- Other people who may work with you outside of school and who can help explain what is important for you (such as a health practitioner or social worker).
- Staff from the Further Education College (or other setting) that you are hoping to go to.
- Somebody from your Local Authority may need to be invited.



What if I don't want to attend?

It is important you say what matters to you.

You may prefer to join for part of the meeting or to join virtually. Someone can give a copy of your views to the people at the meeting to read or you can make a video, PowerPoint etc for them to look at.



When will the ET (Enhanced Transition) meeting take place?

The meeting should be held early enough in your last year of compulsory schooling (or other educational setting) to make sure there is enough time for transition arrangements to be put in place. If you have very complex needs, a meeting may also be held in the year before.

If you have an IDP (Individual Learning Plan) or Statement of Educational Needs (SEN), the ET planning may be held as part of your statutory review meeting. Or it can be a separate meeting.

You do not have to have an IDP or SEN to have an ET meeting if it is agreed that you would benefit from the extra help.



What will happen in the ET meeting?

It is most likely that you have already decided (or are close to doing so) on the college you want to go to and course you are interested in doing.

Before the meeting, you should have had a chance to prepare the questions you want answered.

- If it is also your review meeting, we will start by talking about the plans put in place for you at the last meeting (see *Your Guide to Person Centred Practice* meetings for more information).



What will be talked about in the ET meeting?

- The college and the enhanced support that is different from and/or additional to the universal support that is available.
E.g., individual visits to the college at quiet times; going to a class to see what it is like
- What is important **TO** you
E.g., if you want to see a particular part of the college; meet a learner already at college.
- What is important **FOR** you
E.g., if you have health needs that college needs to know how to support
- How and when these actions can be arranged and who is responsible for making them happen.

A person at the meeting will agree to be the 'Transition Plan Lead' and they will monitor the plan.

Your plan will cover actions to be taken before you leave school and start college and what needs to happen to make sure you settle in once you have started college.



How long will it take?

The meeting can take between 1-2 hours (and whether it is a full review meeting or just an ET planning meeting).

You may not want to stay for all of it. You may want to join for part of it or join virtually.



What happens after the meeting?

The actions agreed in the meeting will be written into your Enhanced Transition Plan and a copy sent to you, to others at the meeting and to anyone else who is part of the transition arrangements.

The Transition Plan Lead will be the central point of contact for you and your family (and the other people involved). You can contact them with any questions. They will check that the actions agreed make progress.



What if I am not happy or things change?

You or someone you trust can speak with the person who is the Transition Plan Lead, to make sure your views and feelings are made clear to everyone, and your plan updated. If there is a significant change in your circumstances, the Lead can contact others and call another meeting if needed.

