

Proposed Redesigned Connexions Employability Service Overview

The following grid gives an overview of the proposed redesigned Connexions service. A more detailed service specification complete with Aims, Objectives and operational detail will be produced once decisions on resources and the shape of the service have been agreed by Cabinet.

A. Employability Service	How	By whom
1. Providing a team of Employability Personal Advisers to work with young people 16+ to support them into Employment, Education or Training (EET).	<ul style="list-style-type: none"> • Work specifically with the NEET group, delivering an Employability Skills programme to include: <ul style="list-style-type: none"> ➢ Provision of individual careers advice ➢ CV writing ➢ Job search and job interview skills ➢ Providing a job-broking / vacancy service by linking with employers and other opportunity providers including Jobcentre Plus and Cityjobs. 	<ul style="list-style-type: none"> • PAs Employability) • CAs Employability)
2. Maintaining 1 Connexions PLUS access points in the city to provide support to NEET or at risk of becoming NEET young people.	<ul style="list-style-type: none"> • Fund Connexions PLUS drop-ins at 1 access point • Provide public access to information and electronic IAG material. • Provide access to IAG PAs for guidance appointments 	<ul style="list-style-type: none"> • CAs Employability)
3. Using other community locations to offer basic information and advice and signpost to Connexions PLUS access point	<ul style="list-style-type: none"> • Provide outreach employability support supported and unsupported employability and web-based IAG support via <ul style="list-style-type: none"> ➢ Youth centres, ➢ CVS advice centres, ➢ Libraries • Offer basic IAG training to workers in these locations 	<ul style="list-style-type: none"> • PAs Employability) • Youth workers and other front-line staff
4. Providing support for NEET through youth workers and other front line staff.	<ul style="list-style-type: none"> • Youth workers and other deliverers of youth work to offer more individualised support to vulnerable post-16 young people, working towards a single point of contact for support for individual young people from across the various teams that may be supporting them at present. This will require multi-disciplinary training. <ul style="list-style-type: none"> ➢ University of Brighton is running a local accredited (Level 4) CPD opportunity aimed at existing professionals working with young people i.e. Teachers, Youth Workers, Learning Mentors' etc who may also have a role to provide some initial IAG on learning and careers as part of their job. ➢ Youth work teams from BHCC (qualified youth workers plus a number of youth support workers) and from the voluntary sector to form 'access points' of centre-based delivery across the city which are supported by detached work (need to consider the role of mobile information). Examples include current Whitehawk Youth Centre Lifeskills Drop-in. This is aimed at Young People aged 16-25 who are NEET and who are identified as not being work ready, have SEN and/or have poor social skills. 	<ul style="list-style-type: none"> • Youth workers and other front-line staff

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	<ul style="list-style-type: none"> • Above needs to take account of current Youth Review. This different way of working may need to be included in revised service specifications and contract arrangements. • Trained youth worker are qualified to assist young people and those working with young people to identify their personal goals and strategies for meeting these. • Youth work teams and other deliverers of youth work to : <ul style="list-style-type: none"> ➤ Provide support, information or signpost information to young people and those working with young people about opportunities of learning and progression. ➤ Provide support, information or signpost individuals and groups of young people to enable them to effect change through personal and social development. ➤ Provide support and information and/or signpost individual and groups of young people on issues that are important to them. 	
<p>5. Developing electronic, web-based IAG materials via a young person's IAG portal so YP themselves, and their parents, can access advice and information they need to make informed decisions.</p>	<ul style="list-style-type: none"> • The provision of the web-based careers portal - Careers Etc – provides the opportunity for YP to access supported and unsupported web-based careers IAG software. This can include a range of CAGS (Computer Aided Guidance Software) e.g. <ul style="list-style-type: none"> ➤ Kudos ➤ Careerscape ➤ CASCAID ➤ Fast Tomato ➤ e-Clips • Careers Etc to provide a portal to access other relevant web-based resources: <ul style="list-style-type: none"> ➤ Local Connexions PLUS website www.connexionsplus.co.uk which provides access to a range of local information based on the CLCI index of Connexions-support for young people. ➤ www.Myfuturesussex.com – area prospectus detailing all local 14-19 options at B&H and West Sussex schools and colleges • Careers Etc can be accessed anywhere via the web: <ul style="list-style-type: none"> ➤ School / college ➤ Home ➤ Community access points, libraries etc. • Support the suite of Scool web-based materials currently available to aid provision of impartial IAG: <ul style="list-style-type: none"> ➤ 14-19 Area Prospectus – jointly funded with West Sussex ➤ Plan-it – electronic individual learning plan • Continue with the production of the Connexions PLUS information bulletin. Ensure this is up to date and distributed as widely as possible, especially to Connexions, school and college staff. 	<ul style="list-style-type: none"> • PSHEE Advisers • Connexions Support Officer
<p>6. Developing a 'Virtual Connexions Centre'</p>	<ul style="list-style-type: none"> • Investigate the possibility of developing a Virtual Connexions Centre for Brighton & Hove for the Careers Etc portal 	<ul style="list-style-type: none"> • Service Manager Connexions

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	<ul style="list-style-type: none"> Use IAG PAs and CAs to monitor and reply to IAG queries via Virtual Connexions Centre 	<ul style="list-style-type: none"> PAs(Employability) CAs(Employability) PSHEE(CEIAG) Advisers Connexions Support Officer
7. Using social media to develop new ways of providing individualised IAG / publicising events, support etc	<ul style="list-style-type: none"> Work with BHCC social media team to develop appropriate use of <ul style="list-style-type: none"> Facebook MySpace Texting campaigns via Aspire 	<ul style="list-style-type: none"> Connexions Support Officer PAs(Employability) CAs(Employability)
8. Collating and sending monthly Management Information returns to central government	<ul style="list-style-type: none"> Aspire team in East Sussex to continue to support B&H Personal Advisers to continue to update Aspire and use as case management tool Existing CYPT resource officers/admin staff to deal with data requirements i.e. Aspire <ul style="list-style-type: none"> intended destinations September Guarantee tracking of young people monthly returns to DfE 	<ul style="list-style-type: none"> Aspire team PAs MI team Resource Officers Connexions Support Officer
9. Making increased use of services provided by national Connexions Direct.	<ul style="list-style-type: none"> Ensure that all materials, websites etc have links to national Connexions Direct for out-of-hours support Update and maintain national agreement with Connexions Direct and ensure information is up to date. 	<ul style="list-style-type: none"> Connexions Support Officer
10. Working to ensure that LDD YP get the support they need to effect a successful post-16 transition.	<ul style="list-style-type: none"> Complete S139A assessments for/with young people with statements of special educational needs Support to LDD young people in schools around assessments and Support YPLA funding applications Agreement with SEN team, school SENCOs, college support workers, DVLC Transition Team and other support workers (e.g. Amaze) to reconfigure how they work together to support this group of young people. Careers Etc portal to be used to provide access to appropriate materials and information both for teachers and workers as well as young people and their families Supporting members of SEN Transition Team to undertake required Connexions based work e.g. tracking, updating Aspire etc. 	<ul style="list-style-type: none"> LLDD PAs SEN Team SENCOs Transition Team Other agency Support Workers
11. Providing information for parents / carers of LLDD young people	<ul style="list-style-type: none"> Continue to fund Forward – the publication for parents of young people with special needs / LLDD 	<ul style="list-style-type: none"> LLDD PAs Connexions Support Officer

B. Transition Support for Schools	How	By whom
12. Working with schools to support them to put structures in place to enable them to deliver IAG themselves.	<ul style="list-style-type: none"> • The provision of PSHEE (CEIAG) advisory support to help schools to achieve their responsibilities in terms of the IAG Quality Standards. • Continue to utilise local developments to support this – the IAG Sub Group of the 14-19 Partnership Board was convened last year to help drive through necessary IAG initiatives and to reflect the increasing importance of this agenda • Complete the programme of audits taking place in each school against the National Quality Standards for IAG to identify good practice and gaps in provision. • Support and encourage schools to work towards a nationally recognised IAG quality mark which will provide a recognised structure for individual institutions to develop their IAG provision 	<ul style="list-style-type: none"> • PSHEE(CEIAG) Advisers
13. Equipping other CYPT staff – teachers, etc to deliver IAG support in schools.	<ul style="list-style-type: none"> • Support the training needs of schools who will need to up-skill and equip staff to be able to carry out these statutory IAG duties alongside their existing teaching and/or pastoral commitments. • Deliver training and work force development for teachers / student services / to provide supported and unsupported web-based careers support • Twilight INSET support programme to include: <ul style="list-style-type: none"> ➤ IAG Skills and Knowledge training ➤ 14 – 19 Reforms/Progression Pathways and implications for IAG training ➤ Good Practice in Careers Education/Economic Wellbeing, Financial Capability, Enterprise and Work Related Learning ➤ Support for implementation and development of Plan-it eLLP and 14-19 Area Prospectus • Work with schools and colleges to encourage them to take advantage of the range of other local and national CPD opportunities within the IAG area. <ul style="list-style-type: none"> ➤ The national Careers Taskforce is looking at the skills and qualifications of Careers Co-ordinators and those responsible for delivery of IAG in schools, and as such new CPD resources are available. ➤ The TDA has been commissioned to provide a range of resources to support non specialist teaching staff in the delivery of IAG – both generic and subject related. Subject Associations have been involved in the development of these and the first three subjects are History, English and MFL and more are in development. ➤ The 14 -19 Workforce Support programme has produced a range of resources to support teachers through the various 14 -19 developments including the need to deliver high quality impartial IAG. ➤ University of Brighton is running a local accredited (Level 4) CPD opportunity aimed at existing professionals working with young people i.e. Teachers, Youth Workers, EWOs etc who may also have a role to provide some initial IAG on learning and careers as part of their job. ➤ Encourage schools to access relevant Learning & Development courses available via 	<ul style="list-style-type: none"> • PSHEE(CEIAG) Advisers • Connexions Support Officer

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	<p>the Wave, in particular those relating to more intensive support needs of their students e.g. Young People and Self Harm, Youth Homelessness: Identifying those at Risk, Communicating with Children and Young People who are in Care etc.</p> <ul style="list-style-type: none"> • Continue with the production of the Connexions PLUS information bulletin. Ensure this is up to date and distributed as widely as possible, especially to school and college staff. • Your Future Your Choice – Event and preparation materials with a focus on local Labour Market 	

