

1 VAP Process

Generate VAP
Youth Service generate draft VAP from Capita One & distributes three times a year to secondary Schools

School Ratifies VAP
Schools to update RAG based on internal knowledge and support offered i.e. change RAG rating in Column R (line colour will change automatically) and insert notes in the comments column for individual learner changes.

Schools to identify and provide details on young people intended destination in the comments column

VAP Returns
School returns updated VAP to the Youth Service Mail Box EIPreferral@cardiff.gov.uk at the end of September, January and May.



VAP Timeline			
VAP	Usual Date Issued	Usual Date Returned	Comments
September	First Friday of new term	End of September (last working day of month)	Will include previous Year 11 data, used to identify those who are not in destination
January	First Friday of new term	End of January (last working day of month)	Includes Year 7's with a full terms worth of data
May	First Friday of new term	End of May (last working day of month)	Identify those currently in Year 11, not already referred by School & most at risk of becoming NEET (This will form part of summer transition)

IMPORTANT NOTE
EACH VAP RETURN MUST PROVIDE DETAILS ON INTENDED OR ACTUAL DESTINATION OF YOUNG PEOPLE IN YEAR 11

2 Referral Process

Identification Meetings (School)
Schools to liaise with Senior Youth Officers to identify learners that require support, assess suitability and discuss any ongoing cases.
**** PLEASE ENSURE ALL RELEVANT PARTIES ARE INCLUDED AT THIS INITIAL STAGE. THIS IS DEPENDENT ON THE NEEDS OF THE YOUNG PERSON (See Guide opposite). REFERRALS NOT DISCUSSED WITH & AUTHORISED BY A SENIOR YOUTH OFFICER WILL BE REJECTED****

Identification Meetings (Non-School)
Referrer to liaise with Senior Youth Officers to identify learners that require support and assess suitability, noting support will be undertaken primarily within a school setting.
**** PLEASE ENSURE ALL RELEVANT PARTIES ARE INCLUDED AT THIS INITIAL STAGE. THIS WILL BE DETERMINED BY THE NEEDS OF THE YOUNG PERSON (See Guide opposite). REFERRALS NOT DISCUSSED WITH & AUTHORISED BY A SENIOR YOUTH OFFICER WILL BE REJECTED****

EIP AREAS OF SUPPORT

EIP Pre-16: For mainstream learners in Years 7-11 who are currently attending school or engaged with EOTAS Provision **(Use EIP Referral Form (v1.4)).**

EIP ALN: For mainstream learners in years 7-13 who are currently attending school that have clear and identified Additional Learning Needs **(Use EIP Referral Form (v1.4)).**

EIP Resilience Project: For young people 11-25 years who are having difficulties with their emotional health, wellbeing or resilience or who may be at risk of losing their home or the place where they live **(Use EIP Referral Form (v1.4)).**

LACE Referrals: For mainstream learners currently attending school or engaged with EOTAS Provision that are looked after **(Use LACE Referral Form).**

Engagement
Before referrals are submitted, Youth Mentors meet with young people identified for support, discuss Youth Mentoring and ascertain their willingness and ability to engage on the programme

CAN / DOES THE YOUNG PERSON ENAGAGE?

Referrals
Senior Youth Officers to inform school / referrer to submit referrals into the Youth Service EIP Mail Box EIPreferral@cardiff.gov.uk—authorising processing.

Caseload
After referrals are submitted and accepted, Senior Youth Officer and their teams to engage with young people and provide ongoing progress feedback to schools and referrers. (see Caseloading Process)