Buckinghamshire County Council’s

Easy Guide to Transition

This is ________________________________ Transitions Guide
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Key

- Parental help needed
Introduction

This guide is to tell you what Transition Planning is about

This guide explains what Person Centred Planning is

This guide explains what your choices are after you leave school

This guide will tell you who can help you make these decisions

This guide tells you when you need to start planning for your future
What is Transition?

The word ‘Transition’ means to change

Transition planning is about getting ready to leave school

Year 9 is a good time to start thinking about transition

Other people who will help with your transition planning might be:
- Your family or your carers
- Your teachers
- Your Connexions Personal Advisor

Why is it important?

Transition is important because you may need to start planning for your future quite early

It is important if you do not know what you want to do when you leave school or if you want to go to a college

After Year 9 you should have a review every year until you leave school. This will mean that all of your plans are up to date

The school must invite your Connexions Personal Advisor to the review meetings, they will attend some of them
Transition - Year 9 Review

This review will happen after your 14th Birthday in Year 9

It is very important that you and your family go to the meeting

If you have a Person Centred Plan, this will also be used at the meeting

Other people who may attend the meeting are:

(you can draw or stick a picture or write the names in the boxes)

- Your teachers
- Your Connexions Personal Advisor
- Your Key Worker (if you have one)
- Your Social Worker (if you have one)

After the meeting a Transition Plan will be written, it will say:

- What you want to do next
- How you will do it
- Who will help you
Person Centred Plan

As you grow older you may begin to develop a Person Centred Plan (you may know it under a different name)

A Person Centred Plan should tell people all about you!

Important Things

What you are like

What you like to do

What you are good at

Who you live with

Where you would like to live in the future

What you want to do when you leave school

What you want to do as a job
Person Centred Plan

(You may know it as something else)

Your Person Centred Plan can be started in Year 9, but as you grow up and your ideas change, the plan can change too.

This can also help you with your plans for when you leave school and the rest of your future.

The people who can help you with your Person Centred Plan could be:

- Family members
- Friends
- Connexions Personal Advisor
- Teachers
- Anyone else know knows you well
Your parent/guardian can help with this

When you leave school you may want some other support

Your Connexions Personal Advisor can fill in a form to show what other support you may need.

This form is called the Education, Health & Care Plan

The Education, Health & Care plan will say:

- What you have done at school
- What you want to do after school
- What you are good at
- What help you will need

Connexions Personal Advisors can only pass on this form to other people if you agree to it
People who can help you

Connexions Personal Advisor

Connexions Personal Advisors work with young people between the ages of 13 to 19. If you have a learning difficulty or disability Connexions can support you until your 25th birthday.

Here are some of the ways your Connexions Personal Advisor can help:

- Giving you information about your choices
- Help you to plan what you want to do in the future
- Talk to you about any problems that you have and support you to get further help
- Go to your review meetings
- Talk to your family or carers about your future

Special Educational Needs Co-ordinator (SENCO)

- A SENCO is a teacher who makes sure that you get the support in school that you need
- The SENCO will plan your transition reviews
- The SENCO is in charge of inviting everyone to your review

Social Worker

A social worker is someone who helps children and their families.

Here are some of the ways that they can help:

- Provide care in the home
- Provide respite care
- Holiday schemes
- Money advice
## What Happens When?

Your parent/guardian can help with this

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<th>When</th>
<th>What happens</th>
<th>Who can help</th>
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<td><strong>Year 8 &amp; 9</strong></td>
<td>Transition Review</td>
<td>Family or Carers</td>
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<td></td>
<td>Transition Plan</td>
<td>SENCO</td>
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<td></td>
<td>Meet Connexions</td>
<td>Connexions</td>
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<td></td>
<td>Personal Advisor for the first time</td>
<td>Social Services</td>
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<td></td>
<td>Person Centred Planning may start</td>
<td>Teachers</td>
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<td>Doctor / Nurse</td>
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<td>Local Authority</td>
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<tr>
<td><strong>Year 10 &amp; 11</strong></td>
<td>Work experience</td>
<td>Family or Carers</td>
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<tr>
<td></td>
<td>College visits / College applications</td>
<td>SENCO</td>
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<td></td>
<td>Annual review</td>
<td>Connexions</td>
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<td></td>
<td>Connexions interview</td>
<td>Social Services</td>
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<td></td>
<td>Application to college begins</td>
<td>Teachers</td>
</tr>
<tr>
<td></td>
<td>Education, Health &amp; Care Plan completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transition Plan and Person Centred Plan updated</td>
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</tr>
<tr>
<td><strong>Year 12, 13 &amp; 14</strong></td>
<td>Annual review</td>
<td>Family or Carers</td>
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<td></td>
<td>Transition Plan and Person Centred Plan updated</td>
<td>SENCO</td>
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<tr>
<td></td>
<td>Work experience</td>
<td>Connexions</td>
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<td></td>
<td>Transfer to Adult Services</td>
<td>Social Services</td>
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<td></td>
<td>Application to college</td>
<td>Teachers</td>
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</tbody>
</table>
What can you do when you leave school?

Here are some of the choices that can make:

- Go to college
- Train to do a job
- Get a job (paid & unpaid)
- Do voluntary work
- Do activities with help from Social Services

Talk to your Connexions Personal Advisor for more information about these choices.

Examples of jobs & their settings:

- **School**
  - Teacher
  - Classroom Assistant

- **Restaurants**
  - Cleaner
  - Chef
  - Waitress

- **Retail (Shop work)**
  - General Assistant

- **Others...**
  - Library Assistant
  - Kitchen Assistant
**Going to College**

Find out as much as you can about college before you apply

Things to do to help you find out about college:

- Try out college in Year 11 or in a post 16 provision
- Go to visit the college
  
  Colleges usually have open days throughout the year
  
  Your Connexions Personal Advisor can arrange a visit for you
- Look at the college’s course books
- Ask your teachers
- As your Connexions Personal Advisor

**Studying at College**

At college you can study courses at different levels:

- **Foundation Learning / Entry Level Courses**
  - Usually you don't need any qualifications for these

- **Vocational (more hands on) courses**
  - Build skills in a career area that you are interested in
  - Practical English, Maths and ICT skills
  - Personal, social and employability skills

In more mainstream colleges these courses are also available:

<table>
<thead>
<tr>
<th>Level 1 Courses</th>
<th>Level 2 Courses</th>
<th>Level 3 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usually need GCSE grade F / G</td>
<td>Usually need GCSE grade D/E</td>
<td>Usually need at least 5 GCSE grade C and above</td>
</tr>
<tr>
<td>Covers a wide range of subjects</td>
<td>Covers a wide range of subjects</td>
<td></td>
</tr>
</tbody>
</table>
Training for a job

Apprenticeships

An Apprenticeship is a real job with training so you can earn while you learn and pick up some nationally recognised qualifications as you go.

Apprenticeships take between one and four years to complete and cover 1500 job roles in a wide range of industries, from things like engineering to finance advice to accountancy.

- You will need qualifications to do an apprenticeships
- Some apprenticeships you will get paid for and others will be unpaid, and you may only receive expenses.

Foundation Learning

You may also know this as part of a level course in college/sixth form

- These can help you with your reading and writing
- Can help support you to fill out application forms
- Help you to gain confidence

Jobs / Job Centre Plus

Your Connexions Personal Advisor can talk to you about what job you want to do and for more information & help with CV writing and job seeking skills.

You can look through job vacancies in the Connexions Centre at your school/college and you can look at all jobs that are currently available on the Bucks Connexions website:

www.connexionsbucks.org.uk/jobs
Voluntary Work

People do voluntary work for many different reasons....

- They want to try new things
- They want to meet new people
- They like to be busy
- You don't get paid for doing voluntary work, it's for free
- You may get expenses, such as bus fare & lunch
- You usually need to be able to travel on your own

If you have a Social Worker they may help you with:

- Community activities
- Adult Education
- Leisure activities

** See contact list (Page 17)
Money Matters

Money will always play a big role in your life, from savings to benefits to budgeting.

You may already claiming benefits

There are lots of different types of benefits that you may be able to claim.

Your family and friends can help you.

Saving money

You may get money to pay for some of the support that you may need.

Opening a bank account

Money management

Your Social Worker can help you, with anything you need help with or are not sure on.
Where are my local Connexions Centre’s?

Aylesbury
14-16 Temple Street, Aylesbury, HP20 2RQ
Tel: 0845 217 1366
Opening hours: Monday - Friday: 1pm - 5pm
Wednesday, Thursday: mornings by appointment
aylesbury@connexionsbucks.org.uk

Chesham
Way In Centre, Sills Yard, Chesham, HP5 1EP
Tel: 0845 217 1368
Opening hours: Monday, Wednesday: 2pm - 4pm
chesham@connexionsbucks.org.uk

Buckingham
Buckingham Youth Centre, London Road,
Buckingham, MK18 1AT
Tel: 0845 217 1366
Opening hours: Tuesday: 1.15pm - 3.45pm (term-time only)
buckingham@connexionsbucks.org.uk

High Wycombe
Thame House, Castle Street, High Wycombe, HP13 6RZ
Tel: 0845 217 1368
Opening hours: Monday - Friday: 1pm - 5pm
Wednesday, Thursday: mornings by appointment
highwycombe@connexionsbucks.org.uk

Connexions - 0845 217 1366
www.connexionsbucks.org.uk
Useful Contacts

- www.councilfordisabledchildren.org.uk
- www.transitioninfonetwork.org.uk/resources/videos.aspx
- Bucks Family Information Service - www.bucksfamilyinfo.org
- Fact Bucks - www.factbucks.org.uk
- Action for Children - Tuesday 6-8pm
  
  Contact: Sophie - 07834 678 882 - bucksactivity@actionforchildren.org.uk
- Aylesbury College - www.aylesbury.ac.uk
- Chiltern Music Therapy - www.chilternmusictherapy.co.uk
- Contact A Family - www.cafamily.org.uk
- Go For It - www.goforit.org.uk
- PUT Social Care - www.pbt sociale care.com
- Power - www.pohwer.net
- Talkback - www.talkback-uk.com
- Adult Social Care (Community Resource and Regalement Team) - crr@buckscc.gov.uk
- Children’s Social Care - secure-cypfirs tresponse@buckscc.gov.uk
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