

ANNEXE 4

GUIDANCE ON COMPLETING THE E2E PROGRAMME AGREEMENT

- 1. Purpose of the document** – The E2E programme agreement document aims to set out the young person's individual E2E programme. It will include details on: the young person themselves, those professionals who will support the young person during their E2E programme, the career and progression aims of the young person, the key objectives which will need to be addressed during E2E to ensure that these can be fulfilled, the selected learning modules which will underpin the E2E entitlement curriculum and identify the learning outcomes which will meet the young person's objectives and details of any qualifications, awards and certificates to be gained across the three strands of the programme.

The document also acts as a contract with a young person where they are receiving an Education Maintenance Allowance (EMA) (specifically the EMA Contract Part 2, which covers the arrangements for bonuses). The young person will have already signed the EMA Contract Part 1 on induction to confirm that they will attend their E2E programme and understand the attendance requirements in order to receive the weekly EMA payments.

- 2. Who completes the document** - The document will be completed by the Key Worker with the young person. Other trainers and specialist tutors may well contribute to this process particularly where they have been involved in the initial assessment process and/or are involved in the implementation of the young person's programme.

Connexions Service National Unit and LSC National Office have jointly agreed that the responsibility for confirming a young person's suitability for E2E is the Connexions Service. Personal Advisers therefore need to complete the final section of this form confirming their agreement of the suitability of the young person for E2E and their subsequent role in the implementation of the programme. The document will need to be signed within six weeks of the young person starting E2E. If for any reason this cannot be achieved, the provider should record the efforts, which they have made to secure this.

- 3. When should the document be completed** – The young person's programme must be informed by the results of the initial assessment process and therefore should be prepared with the young person at the end of this period. Initial assessment should be completed within a maximum of six weeks of the young person's start date. Some information regarding the learner's personal details can be entered on entry to the programme.

4. Information to be recorded:

- **The young person's name, address, telephone numbers, email address, date of birth, emergency contact name and telephone number, national insurance number, start date and, if applicable, EMA reference number** – Enter all the required information.
- **Key Worker, Personal Adviser, Placement/work experience, support agency contacts** – Enter names, addresses and telephone numbers of all key contacts who will support the young person during their E2E programme.
- **Young person's career and progression aims** – Enter the young person's career and progression aim e.g. *I want to do an Apprenticeship and work in construction.*

For some young people their choices may still remain unclear at the end of the initial assessment period and they will need to undertake a range of learning activities, which will help them in their choices e.g. a work taster module. If the information changes during the course of the young person's E2E programme, or is subsequently decided, the new details should be added to the form and dated e.g. *Following a two week work placement in an animal rescue centre Sarah now wants to find a full time job working with animals (21-09-2003).*

- **Young person's key objectives during E2E** - Enter the key objectives to be addressed during the young person's E2E programme. These will be based upon the results of initial assessment and represent the key areas that the young person needs to address in order to fulfil their career and

progression aims. They might be viewed as the key barriers, which if not addressed, will prevent the young person moving on.

Objectives will need to be simply and clearly expressed, measurable, realistic and achievable. The number of key objectives should be kept relatively small, no more than five, but they must provide a degree of challenge for the young person. Some key objectives may be identified during the course of E2E and will need to be added e.g. if a young person suddenly finds themselves homeless, finding suitable accommodation will become a key priority for them. In this instance, the key objective should simply be added, showing the date at which this was done.

Examples of key objectives might include:

To improve my numeracy skills from entry level 2 to entry level 3.

To undertake a series of work tasters so I can decide what type of job I want.

To improve my budgeting skills so that I do not have to borrow money from my family each week.

To investigate different options open to me after E2E so that I can make the best choice for me.

To achieve Key Skills Level 1 in Communication.

Short-term targets to support the achievement of objectives should be identified in the young person's review documents.

- **Date achieved** - Enter the date when each key objective is achieved.
- **Expected length of time to complete objectives**– Enter the length of time that it is estimated that the young person will need to achieve their objectives. This will be individual for each learner and take account of their starting point to E2E and their progression aim. If this changes during the course of their programme enter the new date and the reasons for the change e.g. this might be due to the fact that the key objectives for the young person have changed.
- **Hours of Attendance** – Enter the agreed number of hours of attendance required each week, it should be remembered that E2E is a full time programme. Planned attendance should be for 30 hours per week. Learners may start by attending for 16 hours per week, but must build this up to 30 hours as soon as possible. As attendance hours increase during the course of their programme enter updated required hours and date of change.
- **EMA Bonus payment details** - Those young people who are receiving an Education Maintenance Allowance may receive the following bonus payments if they have met the terms of the learning agreement:
 - **Agreement of their E2E Passport - £25**
 - **Achievement of two of their key objectives - £25 to be claimed for each achieved***
 - **Progression into employment, an Apprenticeship or Further Education - £50**

*We recommend that objectives that will trigger bonus payments are tailored to the individual and spaced throughout the learner's E2E programme, so there continues to be an incentive to remain focused in learning.

- **Learning and support** - Enter the learning modules and support the young person will need to enable them to fulfil their key objectives and achieve their progression aim. The objectives and progression aim will have been identified during initial assessment. Modules might include numeracy, literacy, work tasters, problem solving, job search, independent living skills, budgeting skills, citizenship, confidence building, working with others, vocational training etc. The need for additional learning modules or support may be identified during the course of the young person's E2E programme and should be simply added and dated.

Learning modules should contain simple and clear outcomes for the young person, accredited wherever appropriate, and should be delivered in 'bite-size' chunks to ensure the young person feels a sense of progression. They should also underpin the e2e entitlement curriculum.

- **Start and Completed** – Record the date each learning and support module is started and completed.

- **Additional support activities to be provided from other organisations** – Record support activities to be provided by external organisations which form part of the young person’s E2E programme e.g. *external counselling, youth offending tea, support from Personal Adviser.*
- **Qualification, awards and certificates to be achieved during E2E** – Record any qualifications, awards, certificates the young person will aim to achieve during their E2E programme. This will include both NQF qualifications at entry and level 1 and awards in non-formal educational settings.
- **Achievement date** – Record the date each qualification, award or certificate is achieved.
- **Young person’s confirmation of the objectives programme and achievements identified for me** - Young person to enter their signature and date confirming agreement of their identified key objectives, programme and achievement outcomes, and that they will attend their E2E programme for the hours agreed.

For those learners in receipt of EMA their signature here is required so that they can receive their EMA weekly payments and bonuses. More detail on the EMA scheme can be downloaded from the EMA website (www.direct.gov.uk/ema).

- **Key Worker’s confirmation to provide the necessary support to meet the objectives, programme and achievement outcomes identified** – Key Worker to enter their signature and date confirming their agreement to provide the necessary training and support to meet the objectives, programme and outcomes identified for the young person.
- **Personal Adviser’s confirmation of the suitability of the young person for E2E and the role which they will play in supporting them** – Personal Adviser to enter their signature and date confirming the suitability of the young person for E2E and agreement with the objectives, programme and achievement outcomes set for the young person. Personal Adviser to enter a description of the role which they will play in supporting the young person during E2E e.g. *attend fortnightly reviews with the young person and their Key Worker.*

E2E PROGRAMME AGREEMENT

Young person's name		Date of birth	
Address		Emergency contact	
National Insurance No.		EMA ref. number	
Telephone Nos.		Email	
E2E start date			

Key Worker contact details Name Address Telephone No.	Personal Adviser contact details Name Address Telephone No.
Placement/Work experience contact details Name Address Telephone No.	Support agency contact details Name Address Telephone No.

Young person's career and progression aims

Young person's key objectives during E2E	Date achieved

Expected length of time required to complete objectives:

Hours of Attendance per week:

Bonus payment details

Learning and Support					
1. Basic and Key Skills					
	Start	Finish		Start	Finish
2. Personal and Social Development					
	Start	Finish		Start	Finish
3. Vocational Development					
	Start	Finish		Start	Finish
Additional support activities to be provided by other organisations					

Qualifications, awards and certificates to be achieved during E2E	Date achieved

I confirm agreement of the objectives, programme and anticipated achievement outcomes identified above and that I will attend my E2E programme for the hours agreed.	
Young person's signature	Date
I confirm agreement to provide the necessary training and support to meet the objectives, programme and achievement outcomes identified above.	
Key Worker's signature	Date
I confirm suitability for E2E and agree with the objectives, programme and anticipated achievement outcomes identified above. YES/NO	
My role in supporting this young person during their E2E programme will be to:	
Personal Adviser's signature	Date