Policy/Procedure Name:	Destination Data Procedure
Policy/Procedure Number:	SMT019
Date of Approval:	12th November 2012
Effective Date:	September 2012
Revised Date:	June 2021
Review by Date:	June 2023
Policy/Procedure Author:	Head of Quality, Former Students' Officer, Transition Workers
Policy/Procedure Owner:	Principal
Management Committee Approved By:	Senior Management Team
Governor Committee (where appropriate) Approved By:	Not Applicable
For Action By:	All staff
For Information to:	All Students, All Parents, All commissioners
Approval requested to upload on the Treloar Website:	Yes ☐ (tick if requested)
Date of Policy Equality Impact Assessment:	Nov 2012
Impact Assessment was carried out by:	SMT

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Aim

- To provide details of what information is recorded, where and why
- To categorise our student destinations for analysis purposes
- To provide details of how information is collected and by whom
- To provide details of what information is reported on and how often

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1. What information is recorded

1.1 Aim of Placement and Longer Term Aspiration

A student's Aim of Placement (AOP, intended plan on leaving) and Longer Term Aspirations (LTA) is recorded in the Student's Individual Learning Plan (ILP/IEP) in Databridge as a long term goal . It is the responsibility of the allocated Progress and Transition Coordinator to check the validity of the AOP with the student and family (if appropriate), in the first term of every academic year and update, if necessary.

1.2 Destination Categories

The Destination Categories that the 'aim of placement' would fall into are:

1.2.1 Education and Employment

Primary	Secondary	Details
Education	FE College	Includes 6th Form or GFE
Education	Another Specialist College	Nat Star, Beaumont
Education	HE	Any University to do a Foundation Degree or Degree
Education	Adult Education	Could be accredited or non accredited learning
Education	Attendance at Day Centres	Enrichment, community and social activities
Education	Independent Living Placement	E.g. Enham, Queen Elizabeth Foundation, Orchard, Orpheus, Fethneys
Employment	Full time paid	
Employment	Part time paid	16 hours and under
Employment	Supported Employment	Working with the support of a PA/Job Coach/Mentor Full time, part time or voluntary
Employment	Voluntary employment	
Employment	Self Employment	Own their own business, enterprise activity
Employment with Training	Apprenticeship	
Employment with Training	Other on the job training schemes	

Employment Other		
Unemployed and not in Education (NEET - Not in education, employment or training)	Economically Inactive	Not actively looking to do anything
Unemployed and not in Education (NEET)	Actively seeking	Seeking employment or education but not yet successful. Awaiting Funding
Actively participating in Leisure activities		Sports, Social Clubs, Drama or Art activities, Fitness activities

1.2.2 Residence

Primary	Secondary	Details
Independent Living		Living on their own, with or without support coming in or living with their carer
University		Halls of Residence
Returning home		
Supported Living		Living in supported living accommodation – with on site support, e.g. Independence Homes
Independent Living Placement		i.e. Queen Elizabeth, Enham (possibly also supported or independent living accommodation),
Residential Accommodation	Short Term	
Residential Accommodation	Long Term	i.e. Rapkyns, Dolphin

2. Where is the information stored

- The students' 'Aim of Placement' , 'Longer Term Aspirations' and actual destinations are logged in the Former Student Officer's folder
- A student's Aim of Placement (AOP, intended plan on leaving) and Longer Term Aspirations (LTA) is recorded in the Student's Individual Learning Plan (ILP/IEP) in Databridge.
- Destination data is entered on the Destination tab in Databridge

3. Why is the information recorded.

- This data and information are key performance indicators for our funders and regulators.

- This information informs our self-assessment process.

- Analysis of this information allows us to ensure the education we provide enables students to meet their aim of placement and longer term aspiration.

- Analysis of this information informs our curriculum developments.

- Data about a learner's destination and progression following the end of learning is collected in the ILR to demonstrate how our sector is contributing to the future success of learners.

4. How the information is collected and by whom

- The MDT – as part of admission process – AOP and LTA

- Progress and Transition Workers – 3 to 4 months after

- Former Students' Officer – maintains a central log of AOP, LTA and Destinations.

- The Former Students' Officer will follow up with leavers at:
  - 5 months – to check their achievement of Aim of Placement (in January of every year)
  - 9 months – to check their achievement of Aim of Placement and any other progress (in May of every year)
  - 2 Years to check their achievement of their Long Term Aspiration (in September of every year)
  - 4 years – to check their achievement of their Long Term Aspiration (in September of every year)
  - 6 years - to follow their long term progress (in May of every year)
  - 10 years – to follow their long term progress (in August of every year)

The six and ten year report will be in the form of more informal, 'case study' based follow up as there are often fewer responders to the enquiries.

5. What information is reported on and how often

Leavers Outcomes would be reported on:
1. Achieved expected plan
2. Achieved an appropriate alternative destination
3. Partially achieved expected plan (e.g. achieved their residential aim, but not education/employment)
4. Did not achieve expected plan or appropriate alternative

At 5 and 9 months and at 2, 4, 6 and 10 years – this data will feed into the monthly data report and Quality Managers report.

The Former Students' Officer will produce reports for TLT and Governors as per the above cycle based on destination data in the following categories:
- Education

- Employment
- Residence

A detailed log of actual destinations on a case study basis is held by the Former Student Officer, which is provided to the Head of College and Head of Quality as required.

Destination data is logged in Databridge by the Former Students Officer under the following categories:

EMP – In paid employment
NPE – Not in paid employment
VOL – Voluntary work
GAP – Gap year
EDU – Education
SDE – Social destination (High needs students only)
OTH - Other

Whist students are 'In Learning' at Treloars the Transition Team monitor, and report on, the progress students are making towards their Aim of Placement by logging the intervention/transition support with each student in an excel spreadsheet. This information is used to provide the Trust details of the work of the College Transition Team to support the work of Fundraising.

A separate 'NEET and Not Known' report will be produced in May, on a yearly basis. This report will provide information about the percentage of former students who are not in education, employment or training (NEET) and those who could not be contacted at the 9 month post-graduation point.

Policy/Procedure Communication and Implementation Action Plan - Amend and add to as appropriate		
	Action	**Responsibility**
3	Ensure that all new employees, staff and volunteers are made aware of the policy, understand it, and know where to access a copy and where to access the related procedures.	TLT
4	Ensure that all managers, employees and volunteers of Treloar Trust have access to the related procedures.	Head of Quality
5	Ensure that all new employees, staff and volunteers know their responsibilities, and receive training in carrying these out.	All Managers

Links to other related policies and procedures: – set heading

SMT014 & SMT 067 Staff Handbook on Student ILP/IEP and Review Process
SMT007 Student Journey Policy and Procedure
SMT031 Work experience policy and procedure

IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Academic Year	September	October	November	December	January	February	March	April	May	June	July	August
2020/ 2021	Report due: 2016 (4 year) Follow-ups: 2018 (2 year) Leavers' Certificate Presentation prep Online Transition event prep	Report due: 2018 (2 year) Leavers' Certificate Presentation prep Online Transition Event	Follow-up: 2020(5mth) Leavers' Certificate Presentation Future Fest prep Online Transition Event	Follow-up: 2020(5mth) Future Fest prep	Report due: early January 2020 (5mth) Future Fest prep	Future Fest Exhibition Future Fest report prep	Report due: Future Fest Follow up: 2020 (9mth) Leavers' pack prep	Follow up: 2020 (9mth) Leavers' pack prep	Report due: 2020 (9mth) Follow up: 2015 (6 year) Leavers' pack prep	Report Due: 2015 (6 year) Follow up: 2011(10year) Leavers' pack print	Leavers' pack checks Achievement Award prep	Report due: 2011(10year) Follow-ups: 2017 (4 year) 2019 (2 year) Online Transition event prep
2021/ 2022	Report due: 2017 (4 year) Follow up: 2019 (2 year) Leavers' Certificate Presentation prep Online Transition event prep	Report due: 2019 (2 year) Leavers' Certificate Presentation prep Online Transition Event	Follow-up: 2021 (5mth) Leavers' Certificate Presentation prep Future Fest prep Online Transition Event	Follow-up: 2021 (5mth) Future Fest prep	Report due: early January 2021 (5mth) Future Fest prep	Future Fest Exhibition Future Fest report prep	Report due: Future Fest Follow up: 2021 (9mth) Leavers' pack prep	Follow up: 2021 (9mth) Leavers' pack prep	Report due: 2021 (9mth) Follow up: 2016 (6 year) Leavers' pack prep	Report Due: 2016 (6 year) Follow-up: 2012(10year) Leavers' pack print	Leavers' pack check Achievement Award prep	Report due: 2012(10year) Follow-ups: 2018 (4 year) 2020 (2 year) Follow-ups: 2012(10year) 2018 (4 year) Online Transition event prep
2022/ 2023	Report due: 2018 (4year) Follow-ups: 2020 (2 year) Leavers' Certificate Presentation prep Online Transition event prep	Report due: 2020 (2 year) Leavers' Certificate Presentation prep Online Transition Event	Follow-up: 2022 (5mth) Leavers' Certificate Presentation Future Fest prep Online Transition Event	Follow-up: 2022 (5mth) Future Fest prep	Report due: (early January) : 2022 (5mth) Future Fest prep	Future Fest Exhibition Future Fest report prep	Report due: Future Fest Follow up: 2022 (9mth) Leavers' pack prep	Follow up: 2022 (9mth) Leavers' pack prep	Report due: 2022 (9mth) Follow-ups: 2017 (6 year) Leavers' pack prep	Report due: 2017 (6 year) Follow ups: 2013(10year) Leavers' pack print	Leavers' pack checks Achievement Award prep	Report due: 2013(10 year) Follow-ups: 2019 (4 year) 2021 (2 year) Follow-ups: 2013(10year) 2019 (4 year) Online Transition event prep

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