## Post 16 PEP Process Employed or Apprenticed

## First PEP Window

End of October Half Term 2019 - End of January 2020

## Second PEP Window

End February Half Term 2019 - End of June 2020

Progression
Review PEP
last week of
July and first
week of
August



Virtual School
Officer and
relevant
Children's
Social Care
Team Manager
meet to
conduct PEP

Social Worker organises PEP



Social Worker (SW) to check and complete Section A and sign off



SW complete section B ensuring information is entered in the correct section and evidence of employment attached, then sign off section B



SW complete section C and sign off



Set the date of the next review or meeting. Once the SW is happy sign off section D

Social Worker organises PEP



Social Worker (SW) to check and complete Section A and sign off



SW complete section B ensuring information is entered in the correct section and evidence of employment attached, then sign off section B



SW complete section C and sign off



Set the date of the next review or meeting. Once the SW is happy sign off section D