

Opportunities For All - Data Management Timeline

To do every month:

- Update 16+ Page on SEEMIS click & go. It is vital that this data is accurate to support the work of SDS, ACC planning and for sharing with the Scottish Government.
- Record leaver information onto SEEMIS as per timeline. Update the 16+ page when a pupil is taken off the school roll.
- Pupils register and access My World of Work (www.myworldofwork.co.uk). A number of sessions will be required to benefit most from the advice and information offered.

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Capture all S4, S5 & S6 Intended Destinations on 16+ page	Identify Christmas leavers				Update S4, S5 & confirm S6 leaver intentions	Identify summer leavers				Capture S3 leaver intentions
Identify pupils who have changed their plans and have not returned to school - advise SDS	Interview Christmas Leavers	Arrange SDS interviews for all leaving at Christmas		Activity Agreement Referrals to OFA Team		Interview summer Leavers	Arrange SDS interviews for relevant summer leavers		Activity Agreement Referrals to OFA Team	
	16+ Winter Leaver Meetings 19 Sept to 7 Oct 2016	16+ Winter Leaver Meetings 19 Sept to 7 Oct 2016		Confirm and record Christmas leaver <i>actual</i> destinations (only if destination is confirmed otherwise leave section blank)		16+ Summer Leaver Meetings 6 Feb to 24 Feb 2017	Arrange Activity Agreements information sessions		Confirm and record summer leaver <i>actual</i> destinations (only if destination is confirmed otherwise leave section blank)	
	Arrange Activity Agreements information sessions	Present Christmas leavers with range of opportunities. Support applications into positive destinations				Present summer leavers with range of opportunities. Support applications into positive destinations				
		Discuss, support and monitor UCAS applications								
		Discuss, support and monitor college applications for all who have indicated FE as their intended destination								