

The September Guarantee

Recording the September Guarantee in Insight.

Background to the Guarantee

The September Guarantee was implemented following the recommendation in the 14-19 Implementation Plan that all young people should be made an appropriate offer of learning by the end of the September after they reach statutory school leaving age. In 2008 this offer was extended to all young people in Year 12 reaching the end of a one year course or who are NEET. The aim of the Guarantee was to increase participation, increase the attainment of Level 2 at age 19 and to ultimately contribute towards the reduction of proportion of NEET young people.

All of the young people who fall into the correct age group for the Guarantee **must** be reported against one of the Guarantee Categories by the service responsible for them in their last year of compulsory education.

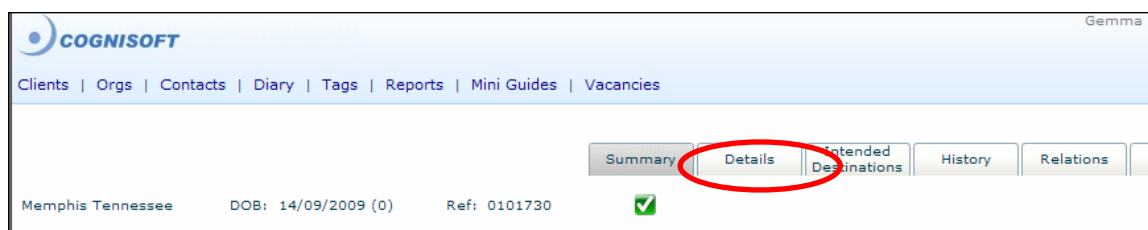
This in effect means that all PA's working with young people in that age group have a responsibility to record the Guarantee status for that young person.

How to Record the Guarantee on Insight

Recording the [September Guarantee](#) is done in the [Client](#) screen.

Open up the [Client](#) search screen and locate the young person you wish to record the Guarantee for.

Make sure you have opened the record on the [Details](#) page (if you haven't, click on the [Details](#) tab (circled below in red)).



If your client is of the correct age, the [September Guarantee](#) field will appear on the Client [Details](#) page on the right hand side about a quarter of the way down.

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Summary Details Intended Destinations History Relations Notes Plan Benefits Quails File

Memphis Tennessee DOB: 14/09/2009 (0) Ref: 0101730

Updating... Success

Client Name Details

emphis Tennessee

Card Number [] Status **NEET - Seeking employment/educ/training** Status Verified 18/01/2010 Status Expires 10/03/2010

Client Address Details

Flat Number A House No/Flat Block No 143

Selected for Evaluation No Opted out of Evaluation No Last Contact 19/11/2009 (Entered from History)

Scheme (null) Eligibility (null) Current/Last Occupation CAL Admin Asst- Health Service

September Guarantee Other Reason / Offer inappropriate at this time

January Guarantee (Unknown)

Lead PA by October Conditional by October Guaranteed

Secondary PA November - January Conditional November - January Guaranteed

Other Advisor Going into employment without training to level 2 Personal circumstances prevent learning Other Reason / Offer inappropriate at this time No Offer Made - Application made Awaiting Outcome No Offer Made - No Appropriate Provision No Offer Made - Y P has not applied for learning

The **September Guarantee** field automatically appears on a client's page when they reach the correct school age. If it isn't appearing on the record, the client will not be the correct age and therefore not eligible for the Guarantee.

The **September Guarantee** is recorded by clicking on the drop down arrow next to the **September Guarantee** field and selecting the most appropriate description.

Click on the appropriate description and **Save** the record and this will log the new **September Guarantee** status. You can view this change on the **History** Tab.

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Summary Details Intended Destinations **History** Relations Notes Plan Benefits Quails File

Memphis Tennessee DOB: 14/09/1993 (16) Ref: 0101730

Add New History

Type	Category	Start	End	Due End	Contact	Organisation	Status	Notes
Change of Data	Change to Guarantee Status	18/01/2010			Gemma Instrall	IYSS Central Support Team	NEET - Seeking employment/educ/training	Gemma Instrall (9538) has changed the GuaranteeStatus field (more)
Status	Phase Change	19/09/2009			Diane Terren	Abbey Grange C of E High	NEET - Seeking employment/educ/training	Status change

The **September Guarantee** status can be changed if needs be. An example of this might be when you first start working with a client, you might not know what the **September Guarantee** Status is. Initially you can record that '**Guarantee status not yet recorded**' and then when you manage to obtain the information you can update the field to reflect the new **September Guarantee** Status.

Each change to the September Guarantee Status will be logged on the [History](#) page so you can see who has recorded a change and when.

The DCSF offer some guidance as to what two of these categories mean...

'Not ready for formal learning at this time' should be used to record those young people who refuse to apply to a post 16 provider, those not available to the labour market or those who have issues to address before they can consider learning.

'Offer inappropriate at this time' should be used for young people for whom an offer is not appropriate at this time and it will help the DCSF to differentiate between those waiting for an offer.

'It is important to be clear that the September Guarantee is of an OFFER of learning that meets the young person's needs. It is expected that most of this information will be collected and recorded BEFORE the young person completes Year 11. This is essential is those who have not received an offer are to be identified and supported throughout the summer.'

CCIS Requirement 2008-9
January 2008
Version 1.2