

ITER PROGRAMME TEMPLATES FOR PILOT DELIVERY

Template Number	Template Name	Purpose	Guidance Notes
ITER01	Participant Enrolment Form	Gather profile information on participant to support action planning and enable evaluation analysis at country and project level	Each partner should contextualize the Question on Educational Attainment to country specific educational system (Note 1) Each Participant will be appointed a Unique Participant Number for identification purposes. The name, address and telephone number for participant will be retained by the partner and will not be shared with the Project. Mentors will be responsible for registering their participants on the ITER platform using email address linked to Unique Participant Number.
ITER02	Participant Needs and Barriers Assessment Guidelines	Provide mentor and participant with guidance on the meaning of each of the questions asked of the participant at the end of each of the 12 ITER Platform sessions.	The Mentor takes the lead in establishing rapport with the participant and creating an environment that encourages exploration. The Mentor should give the needs assessment process time and patience to enable sufficient exploration and full understanding of questions asked. The Mentor's role is to help the young person arrive at their own answers
ITER03	Personal Development Action Plan (PDP)	A summary document that outlines a plan of action for participants focused on their own personal, educational and career development goals.	The PDP is a live document, co-designed with the mentor and participant, that provides a road map - What, When, Where, How - for the participant to address identified needs across each of the 4 zones and progress their next steps career aspirations. The PDP should be regularly reviewed in line with the completion of each ITER Platform Session and outcomes achieved noted.

ITER04	Mentor Contact Record	A live document, completed by the mentor, that summarizes key points discussed during 1-1 mentoring and records key actions arising for both the mentor and participant	Mentors to have direct contact with their participant at least one per week to progress and review actions agreed. Each direct contact session should last a minimum of 1.5 hours with follow up actions to be carried out by both mentor and participant in advance of the next scheduled weekly meeting. It is important that mentoring support focuses on progressing the agreed action plan (ITER03) on each of the LLLW zones and is reflective of the circumstances that the participant is facing at that point in time.
ITER05	Transitions Readiness Assessment Guidelines	Completed by mentor and YP at Session 13 of the platform This self-analysis questionnaire provides both the mentee and the mentor with an opportunity to assess the mentee's current 'readiness' to move forward e.g next steps 'handover' to VET	Both mentee and mentor work through each question – ideally together – discussing the importance of each competency and how well they believe that the mentee is demonstrating that competency, scoring each question from 1 through to 5. If it is not possible for mentee and mentor to work together, then they can work through the questionnaire independently of each other but must then compare scores together at a later date. They must then arrive at a score for each question that each, following discussion, agrees with. Finally, it is the mentor's responsibility to score the questionnaire in terms of red, amber, green for each question, providing a number of priority areas for development for the mentee moving forward as well as highlighting the areas where the mentee no longer requires support.
ITER06	Transitions Plan	The Transitions Plan is an overview of the knowledge, skills and resources that the mentee still requires support with as he/she transitions to the next to stage of their career/life journey. The purpose of this plan is to summarize what has been achieved to date, what still needs to be addressed in terms of development needs, barriers etc and what goals	The mentor captures all relevant information on the Transitions Plan. Each section is completed with particular emphasis on section 3, the Transitions Action Plan. It is imperative, in this section, that the mentor and mentee reach consensus on the mentee's strengths and areas for development. They should also agree the mentee's 'state of readiness' in terms of transition – on a scale of 1-10. This should be completed for each of the 4 zones. The mentor and mentee should highlight any resources/support/assistance that is available to the mentee eg housing benefit, probation officer, support grants etc. Both individuals will then complete an action plan for each zone. Section 4 'moving forward' is completed by the mentor (the sending organization), the mentee and the receiving organization. This is a crucial aspect of the plan and

		have been set for the future. This is particularly useful information for the 'hand over' organization.	ensures that both the 'sending' and 'receiving' organizations are working together in the best interests of the mentee. This is formally signed off by all 3 parties.
ITER07	Transitions Contact Record	A live document, completed by the mentor, that records actions emerging from engagement with both the participant and VET provider during the first 26 weeks of transition to VET	Transitions contact with both the participant and VET provider will ensure that both identified areas of need highlighted in Transitions Plan (ITER06) and any additional needs emerging since transition are supported with clear agreed actions. Mentor managed transitions support should be provided to the participant in line with the timeline agreed in their Transitions Plan.