



Title: Independent Travel Training

1. Purpose

The Skills for Work and Life Department provide the opportunity for some learners to participate in the Independent Travel Training programme (ITT). Through observations and feedback from tutors and LSW's to the Travel Training Coordinator, individuals are recognized as being able to access this additional learning programme.

Aims:

- To provide learners with the confidence to access public transport to travel to and from college independently.
- To work with outside agencies to ensure the optimum experience for the learner
- To open up a wider range of opportunities and experiences to the learner, i.e. work placements

2. Scope of the procedure

This procedure applies to all members of staff that support Travel Training. The purpose of the procedure is to ensure a consistent approach in relation to Travel Training.

3. Who should be aware of this procedure?

Staff members that support the Independent Travel Training Programme, including agency staff members.

4. Procedures

References made through the procedure can be found in the learner's travel training assessment book.

ITT is accessed in 'real time' where possible.

4.1 Referral

Learners are referred to the Travel Training Coordinator (TTC). The TTC will then liaise with the learner, Parents/Carers/Tutors etc.

4.2 Risk assessment

Once the referral has been made, the travel trainer will undertake the learner's journey. This enables them to complete a risk assessment (See page 21-24).

Controlled measures will be put in place for any specific risks that have been identified by the travel trainer.

4.3 Initial assessment

The learner will begin their ITT by completing a one week assessment. They will continue to arrive to college via borough transport and they will travel home with the designated travel trainer.

The Travel Trainer will use this time to complete assessment criteria (See page 2-19).

4.4 Individual Learning Programme

Following the initial assessment, the TTC will liaise with the learner, LSW etc.

The TTC will then produce a 2 week Individual Learning Plan based on the learner's needs, the LSW and learner will follow this plan. Continuous assessment is carried out throughout the programme. At the end of the 2 weeks, it will be decided by all involved what the next steps will be (This differs for each learner).

4.4 Resources

During the travel training the LSW will use a digital camera to produce a pictorial map of the journey, this will then be downloaded onto a digital key ring for the learner to keep.

Each learner will be given an individual help card and an emergency card (See page 32).

All travel train staff will carry an ID card stating who they are and what they are doing.

4.5 Final steps

At the end of the ITT, the travel trainer will complete a final report and evaluation (See page 27-28).

The LSW, the learner and Parent/Carer will sign the Evidence of Learning Statement before the learner is able to travel to and from college independently (See page 25).

5. How will we evaluate and review this procedure?

Compliance with this procedure will be reviewed by the Skills for Work and Life Department on a regular basis.

The Skills for Work and Life Department will review the appropriateness of this procedure continually.

6. Responsibilities

- **Curriculum Manager**

CM will directly line manage the Travel Training Coordinators

- **Travel Training Coordinators**

To liaise with all parties involved in the ITT process. To ensure all documentation is completed and complete data spreadsheets.

- **LSW/Travel Trainer**

To work alongside individual learners during ITT. Liaise with all parties through the duration of the programme. Complete Risk assessment and assessments throughout the programme.

7. Procedure Distribution and Communication

The procedure will be regularly discussed at team meetings, revised versions e-mailed out to the whole SFWL team, and uploaded onto the shared 'S' Drive