

School Leaver Information Form

Complete this form just before you leave school, so that we can record the date you are going to leave school and your leaving plans such as employment, further study, volunteering or training.

YOUR CONTACT DETAILS:

NAME:

DATE OF BIRTH:

DD/MM/YYYY

ADDRESS:

If you are moving away from the area for reasons other than study or employment, please note that here

EMAIL:

PHONE:

SCHOOL INFORMATION:

CURRENT YEAR:

S3

S4

S5

S6

GUIDANCE TEACHER:

WHAT DATE ARE YOU LEAVING SCHOOL?

DD/MM/YYYY

YOUR OFFER: Use this section to provide further detail about your next steps

Do you have a definite offer of further learning, employment, volunteering or other opportunity when you leave school?

Yes

No

Please complete final section

If yes, please tick a box below. If you have more than one offer select the one that you will be spending the most hours doing
E.g. you may be studying full-time, but also have a part-time job, in this case your studies would be your main offer.

Full-time employment

Any employment of 16 hours or more each week

Part-time employment

Any employment less than 16 hours each week

Higher Education—University

This includes degree, HNC/HND level study at a University

Higher Education—College

This includes degree, HNC/HND level study at a College

Further Education This includes access courses, SVQs, Vocational courses Highers or A levels (after school)

Training—To help you to develop more skills for either employment or to access further learning

Gap Year or time out to travel If you will be undertaking volunteering or employment during your time out then record this as volunteering or employment

Personal & Skills Development This includes activities to improve skills if you require support services for health reasons which are a current barrier to engaging in education, employment or training

Self-employment

Apprenticeship

Volunteering

I'm not sure

FURTHER INFORMATION:

Please provide the name and address of either your new employer, your place of study, your training provider or other opportunity.

NAME AND ADDRESS OF EMPLOYER, PLACE OF STUDY OR TRAINING PROVIDER:

WHEN IS YOUR START DATE*:

DD/MM/YY

*If you are unsure about an exact start date put the nearest date you think it might be.

If you are starting Further Education after Summer use 1 September + year. If you are starting Higher Education after Summer use 30 September + year.

IF EMPLOYMENT WHAT IS YOUR JOB TITLE:

IF FURTHER STUDY OR TRAINING WHAT IS THE NAME OF YOUR COURSE OR TRAINING PROGRAMME:

IS THIS OFFER CONDITIONAL AND DEPENDENT ON YOUR QUALIFICATIONS:

Yes

No

OTHER OFFER: Use this section to record any volunteering, personal & skills development, gap year, moving away or other plans.

NAME/TYPE OF ACTIVITY:

IF YOU'RE UNSURE OR HAVE NO DEFINITE PLANS PLEASE NOTE IT BELOW:

You might be unsure about what you are going to do when you leave school. This may be because you're waiting to hear from an employer about a job or you may be waiting to hear back from a College application, for example. You may have a conditional offer and you're not sure if you'll make the grades or you may be moving away. You may not have any fixed plans. Use the space below to provide a bit more information about this.

Thank you for completing this form. This information will be used by your school and Skills Development Scotland to record your leaving destination. If you feel that you may need some support and guidance once you have left school contact your local Skills Development Scotland Office. The post-school team will be happy to help. Telephone 0800 917 8000