

Skills Coaching Service
States of Jersey, Department for Children, Young People Education and Skills (CYPES)
Bermuda House
Green Street
St Helier
JE2 4UH

Date issued:

Dear Parent or Carer,

We would like to offer your child the opportunity to engage with a Skills Coach from Skills Jersey.

A Skills Coach will aim to inspire and encourage a student to further engage with their learning and development by helping them to understand and relate to skills involved in different jobs and businesses.

Important information about Skills Coaching:

- We will explore different industries and arrange insights and visits using the world of work.
- We will arrange to meet at locations in and out of school; this will include education, public, professional and business locations.
- We will use activities and exercises to understand a student's interests and strengths, areas of comfort and challenge, opportunities and obstacles in relation to them achieving their potential. This will include setting personal goals.
- The length of each intervention will vary. We will aim to meet students at a time that does not disrupt their engagement with planned school activities. This may be within business hours but outside of the school day.
- We will work with a student for as long as appropriate, according to their needs, engagement and their goals where skills coaching is having a positive impact for them. If a student does not want to continue, they can withdraw from the service.
- We will agree with the school and the young person what the most suitable transport solutions are which may include them travelling independently. In circumstances where travel is a barrier, young people may also be transported by the school or the Skills Coaches in a vehicle.
- We will not organise work placements, part time jobs or roles. If your child is interested in work experience following work insights, the school or student can take this forward.

Please sign and return the slip below to give your consent for your child to engage with the Skills Coaching service and activities.

If you have any questions, please contact us on 01534 449440 or via email to SkillsCoaches@gov.je.

Yours sincerely,

Skills Coaching Service

Jersey's Freedom of Information (FOI) Law came into effect on 1st January 2015.
For more information or to submit a request, please visit: www.gov.je/FOI

Privacy policy

Children, Young People, Education and Skills (CYPES) is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

The CYPES - Skills share data with the following organisations;

- Departments within the Government of Jersey (A);
 - The following information may be shared with Customer and Local Services;
 - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
 - The following information may be shared with Treasury & Exchequers;
 - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- The Police (B); This may include:
 - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- The Probation service (B); This may include:
 - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- Health Services included MASH, MARAC and JMAPP (C); This may include:
 - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- As part of the same department we readily share data with; Schools, Children's social care, Integrated services, Highlands College/UCJ, and Jersey Youth Service (D). This may include:
 - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;

Reasons why we share data within the Government of Jersey:

- (A) – For statutory obligations, for verification purposes, to provide you with the information you need, to answer your query, to approve financial transactions of bursaries; to allow the statistical analysis of data so we can plan the provision of services; To ensure that we meet our legal obligations;
- (B) - To prevent and detect crime; for statutory obligations, where necessary to protect individuals from harm or injury; where necessary for our law enforcement functions;
- (C) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need;
- (D) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

 I have read and understood what is involved in the Skills Coaching service for my child.

Student name _____ **Student date of birth** _____

Student residential address _____

Student school _____ **Current year group** _____

Tick as appropriate

	I DO give permission for my child to engage with Skills Coaching and all the activities described above.
	I DO NOT give permission for my child to engage with Skills Coaching and all the activities described above for the following reasons (please explain)

Signed _____ **Print** _____ **Date** _____

What is your Relationship to student _____ Contact number _____ Email _____

Please return this slip to your School or Skills Jersey as soon as possible.