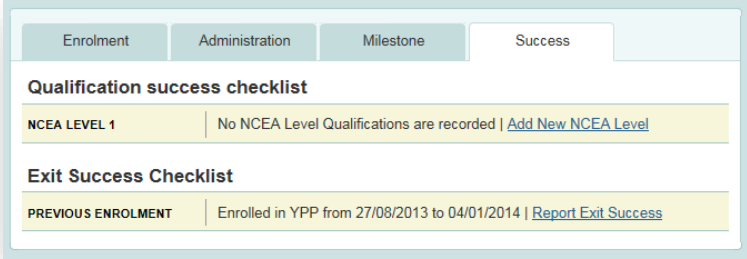
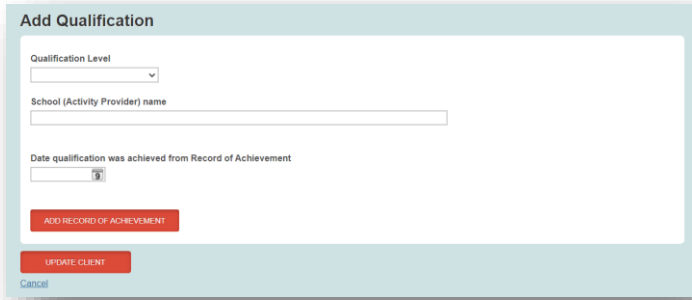


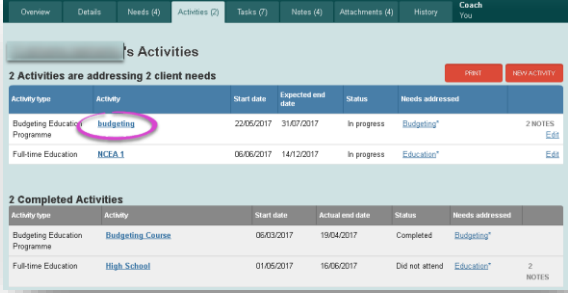
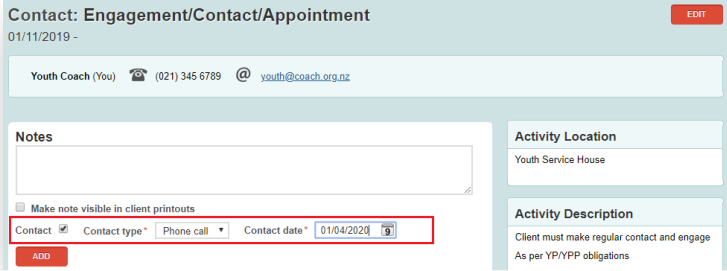

Process pathway – re-confirm full-time education, training or work-based learning

Steps	Procedure
<p>1. Go to the Milestone checklist on the client overview page</p>	<div data-bbox="582 443 1278 763" data-label="Image"> </div> <p>1.1 Click the link in the 'Education' checklist item.</p> <p>1.2 The Re-confirm Education, Training or Work-Based Learning page is displayed.</p> <p><i>You must have a current full-time education, training or work-based learning activity in place before you can complete the reconfirmation steps.</i></p>
<p>2. Confirm education is in progress</p>	<div data-bbox="608 1240 1251 1536" data-label="Image"> </div> <p>2.1 Select a date when full-time education, training or work-based learning was reconfirmed with the young person.</p> <p>2.2 Click on the SAVE button.</p> <p>2.3 A confirmation message advises you that education has now been updated.</p>

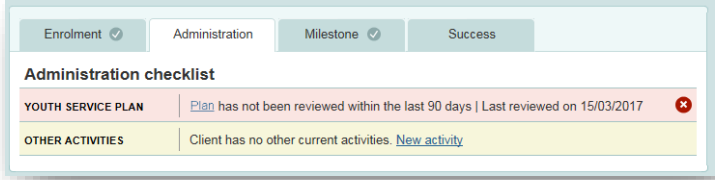
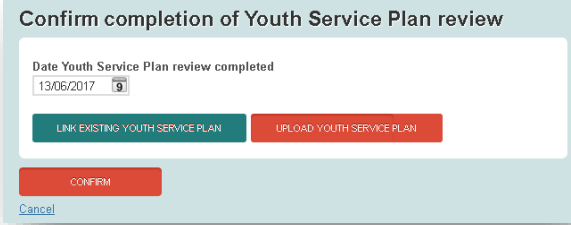
Process pathway – Achieved NCEA qualification

Steps	Procedure
<p>1. Go to the 'Success checklist' on the client overview page</p>	 <p>1.1 Click on the Add New NCEA Level link.</p> <p>1.2 The Add Qualification screen is displayed.</p>
<p>2. Record the Qualification details</p>	 <p>2.1 Enter the Qualification details:</p> <ul style="list-style-type: none">• Choose a Qualification level• Enter School (Activity Provider) name• Enter Date qualification was achieved from Record of Achievement• Add a Qualification Certificate either by uploading or linking an existing Certificate <p>2.2 Click on the UPDATE CLIENT button.</p> <p>2.3 A confirmation message advises you that the client details have been successfully updated. The requirement will remain yellow, and the next possible qualification level will show on the checklist.</p>

Process pathway – 30 day contact

Steps	Procedure
<p>1. Go to the Activities screen under the 'Activities' tab</p>	 <p>1.1 Click the activity name, eg budgeting</p> <p>1.3 The activity screen is displayed.</p>
<p>2. Add a note to the activity</p>	 <p>2.1 Add a note against the activity in the Notes field.</p> <p>2.2 The Contact box should only be selected if you have contacted the young person. If you contacted the young person and they didn't reply to an email, message, phone call or an appointment, do not to tick the box.</p> <p>2.3 Select a contact type (face to face, email, phone call, text message or social media).</p> <p>2.4 Select the date of contact.</p> <p>NOTE: The contact date will default to today's date and can't be a future date.</p> <p>2.5 Click on the  button to save your note.</p> <p>2.6 A confirmation message advises you that the activity has been successfully updated. The activity will now display the new note.</p>

Process pathway – 90 day contact

Steps	Procedure
<p>1. Go to the 'Administration checklist' on the client overview page</p>	 <p>1.1 Click on the Plan link.</p> <p>1.2 The Youth Service Plan review screen will be displayed.</p>
<p>2. Add a note to the activity</p>	 <p>2.1 Enter the date the Youth Service Plan was completed.</p> <p>2.2 Link or upload the reviewed Youth Service Plan.</p> <p>2.3 Select the CONFIRM button.</p> <p>2.4 A dialogue box appears requesting you to confirm.</p> <p>2.5 Select the OK button.</p> <p>2.6 A confirmation message advises you that the Youth Service Plan has been successfully created. The Youth Service Plan will also turn green on the checklist.</p>