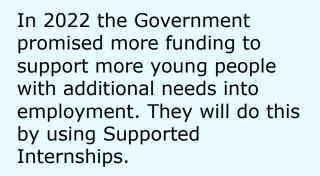




SEND Employment Forum: Suggested Terms of Reference





Programme Aims

To improve the supported internships in England.



Support the Employer Ambassador Network across England. They talk to employers about hiring people with special needs.



Provide training for job coaches across England. Job coaches help people with learning disabilities find and keep jobs.



Provide peer reviews. Peer reviews help us check how well things are working.

The Internships Work programme







The programme is delivered by the <u>National Development</u> <u>Team for Inclusion (NDTi)</u>, the <u>British Association of</u> <u>Supported Employment</u> (<u>BASE</u>) and <u>DFN Project</u> <u>SEARCH</u> and will provide the following:



Support to local authorities to develop SEND employment forums and focus on follow on support.



Engagement and support for employers to offer high quality work placements.



Keep checking on and improve the quality of Supported Internship provision and to train more job coaches who are essential to this work.



Local authorities taking part in the programme will need to develop local SEND Employment forums to oversee this work.



Some local authorities will already have a programme in place, some others might not (they will work in slightly different ways with different partners in different areas).



This document aims to provide guidance on the Terms of Reference (TOR) for a local SEND employment forum.

Purpose of the SEND Employment Forum



To develop an action plan aimed at improving employment outcomes for young people with SEND.



To bring together all the local partners who can work together towards successful Supported Internships.

To create more opportunities for young people with SEND to get into paid employment.



To make training and resources available so that schools, colleges and employers can make meaningful paid work a realistic outcome for all children and young people with SEND.

To make sure that the internships work grant funding and action plan are being used properly.



Page 4 of 7 | Internships Work | SEND Employment Forum: Suggested Terms of Reference, June 2025



Membership

The partnership needs to be those people who can come together leading to change in their local area.

The forum can bring together expertise, including voices of young people and family members.

The forum will be chaired by someone with passion, drive and ambition for employment.

The forum membership is likely to include:



Parents

For example, through the local parent/carer forum or other parent groups



Young people

For example, through a children and young people's forum, interns and graduates, young people's voice from schools and colleges





Schools

Mainstream and special school representation

Colleges, training providers and other supported internship providers Education support services SEN team, educational psychology, learning, sensory and behaviour support teams



Designated clinical or medical Officer or representative, representation of therapy, nursing and mental health teams

Social care (children and adult) services

Representation of transition team, children with disabilities team, adult social care teams

Local employer forums

For example local chamber of commerce



Employers Those who have good Supported Internships programmes initially







Employment services

Careers Enterprise Coordinators, Supported Employment services, local authority economic regeneration team or similar, DWP



Local voluntary and community sector organisations

Local disability organisations/advocacy groups, young people's social clubs



Elected member

Champions for this agenda

This resource was created in January 2023 by the National Development Team for Inclusion (NDTi) as part of the <u>Internships Work</u> programme and was updated in June 2025



Improving supported internship provision in England.



Defivered by

025 following the extension of the programme to 2026.

Page 7 of 7 | Internships Work | SEND Employment Forum: Suggested Terms of Reference, June 2025