

# SEND Employment Forum: Suggested Terms of Reference



In 2022 the Government promised more funding to support more young people with additional needs into employment. They will do this by using Supported Internships.



## 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 [National Development Team for Inclusion \(NDTi\)](#), the [British Association of Supported Employment \(BASE\)](#) and [DFN Project SEARCH](#) 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.

## 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



## **Health services**

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 [Internships Work](#) programme and was updated in June 2025



**Improving supported internship  
provision in England.**



Delivered by



025 following the extension of the programme to 2026.