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**Job Coach Skills Audit:**

Developing Effective Practice in Supported Internships

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**Introduction**

* Please use and adapt this template as you wish
* The aim of this questionnaire is to discover the range of experience and skills you have
* It will help to identify gaps and potential training required to support you to improve the delivery of employment outcomes for young people in your area
* **Add an introduction** here, so respondents know why they're completing the questionnaire and what you'll do with the information
* If you use Microsoft Office, you can duplicate the template of this [**online form**](https://forms.office.com/Pages/ShareFormPage.aspx?id=uc24UbDrdEqOZ9HMRiI9594bj--RdN9PmOHV8YrXUEVUMlkyV1pBM1YyNTU4Qk85RVVBSDdERjM1OC4u&sharetoken=mvpmToThopSztqZzkQK1) instead of using this Word document. Remember to add in your own introduction and GDPR statement!

**The Questionnaire**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Question***  ***number*** | ***Area & Question*** | ***Questionnaire Responses*** | |
|  | **Role** | | |
| 1 | Are you a job coach? | | Yes / No |
| 2 | Is the majority of your role / day-to-day activity to support young people into employment?  What is your role (i.e. job coach, support worker)? | | Yes / No  Your role: |
| 3 | Which of these types of organisation do you work for? | | * Supported employment organisation * FE college * School * Local authority * Other (please specify) |
|  | **Skills & Formal Training** | | |
| 4 | Have you completed the Certificate in Supported Employment (CSE) | | Yes / no  If yes, then how much time have you had to embed your learning?   * 0-3 years * 4+ years |
| 5 | If you have CSE, how has this impacted your practice and employment outcomes for young people? Think about:   * Employer engagement * Place train and fade model of supported employment | | Rate your experience:  1 = Nil  2 = Understanding / can describe how it has been used  3 = Some evidence / can describe how it has been used  4 = Can provide some evidence  5 = Can provide evidence / use with every learner |
| 6 | Have you completed the Introduction Training in Systematic Instruction? | | Yes / no  If yes, then how much time have you had to embed your learning   * 0-3 years * 4+ years |
| 7 | If you have TSI, how has this impacted your practice and employment outcomes for young people? Think about:   * Task analysis * NDPI * Data collection * Case Studies | | Rate your experience:  1 = Nil  2 = Understanding / can describe how it has been used  3 = Some evidence / can describe how it has been used  4 = Can provide some evidence  5 = Can provide evidence / use with every learner |
| 8 | Have you completed any other relevant training (please specify) | | Yes / no  If yes, then how much time have you had to embed your learning   * 0-3 years * 4+ years   Outline how this has improved the employment outcomes for young people you have supported |
|  | **Experience** | | |
| 9 | How long have you worked in supporting people into employment? | | 0-1 year  1-5 years  5+ years |
| 10 | In the last 2 years, how many people have you supported to find and sustain paid work? | | 1-10  11-20  20+ |
| 11 | Do you have experience of supporting young people in:   * Supported internships * Work experience | | Yes / No |
| 12 | Do you use Vocational Profiling in your role as a job coach?  Think about:   * discussing work opportunities with the young people you work with * finding out what jobs young people are interested in * undertaking person centred conversations. * supporting a young person to complete a vocational profile | | 1 = Nil  2 = Understanding / can describe how it has been used  3 = Some evidence / can describe how it has been used  4 = Can provide some evidence  5 = Can provide evidence / use with every learner |
| 13 | Do you use Working interviews in your role as a job coach?  Think about:  Do you use CVs?  One page profiles? | | 1 = Nil  2 = Understanding / can describe how it has been used  3 = Some evidence / can describe how it has been used  4 = Can provide some evidence  5 = Can provide evidence / use with every learner |
| 14 | Do you engage with employers in your role as a job coach?  Think about:   * Maintaining contact with employers who have employed young people * Identifying and generating interest with new employers * Responding to enquiries from prospective employers | | 1 = Nil  2 = Understanding / can describe how it has been used  3 = Some evidence / can describe how it has been used  4 = Can provide some evidence  5 = Can provide evidence / use with every learner |
| 15 | Do you undertake task analysis and then train the young person to learn the job? | | Yes / No |
|  | **Supported Employment** | | |
| 16 | How aware are you of the pathways into employment? | | 1 = None  3 = Some awareness and understanding  5 = I can name them |
| 17 | How aware are you of Access to Work? | | 1 = None  3 = Some awareness and understanding  5 = I can explain it to someone else |