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**Job Coach Skills Audit:**

Developing Effective Practice in Supported Internships

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This document was created by the [National Development Team for Inclusion](https://www.ndti.org.uk/) as part of their delivery of the Preparing for Adulthood programme, which is funded by the Department of Education to support for the SEND reforms [published: March 2022]

**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**

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| --- | --- | --- |
| ***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 / NoYour 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
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| 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 = Nil2 = Understanding / can describe how it has been used3 = Some evidence / can describe how it has been used4 = Can provide some evidence5 = 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 = Nil2 = Understanding / can describe how it has been used3 = Some evidence / can describe how it has been used4 = Can provide some evidence5 = 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 year1-5 years5+ years |
| 10 | In the last 2 years, how many people have you supported to find and sustain paid work? | 1-1011-2020+ |
| 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 = Nil2 = Understanding / can describe how it has been used3 = Some evidence / can describe how it has been used4 = Can provide some evidence5 = 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 = Nil2 = Understanding / can describe how it has been used3 = Some evidence / can describe how it has been used4 = Can provide some evidence5 = 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 = Nil2 = Understanding / can describe how it has been used3 = Some evidence / can describe how it has been used4 = Can provide some evidence5 = 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 = None3 = Some awareness and understanding 5 = I can name them |
| 17 | How aware are you of Access to Work? | 1 = None3 = Some awareness and understanding 5 = I can explain it to someone else |