

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

2x

Double the number of supported internships in England to 4500 per year.



Support over 800 Employer Champions across England.



Provide training for at least 760 job coaches across England.



Support over 1000 new employers offering supported internship placements to young people by the end of the programme.

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 use the new funding to pay for this.



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



Create a way to check 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.



**Doubling supported internship
provision in England.**

