



**Swindon**  
**Apprenticeships**

## Supported Internships

Supporting young people with Special Education Needs and Disabilities into work

Training Providers Guide



**SWINDON**  
BOROUGH COUNCIL



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## Purpose of the Toolkit

This Supported Internship provider toolkit is aimed at providing easy access to valuable resources and local information. It is a good practice document that will be shaped for Providers and by Providers.

To contribute towards the updating and enhancing of this document as a local good practice guide you should email: [routestoemployment@swindon.gov.uk](mailto:routestoemployment@swindon.gov.uk)

The full Department for Education Guidance, Supported Internships, revised December 2014, is available on the [Gov.uk](http://www.gov.uk) website

<https://www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties>



# Marketing

Supported Internships are structured study programmes based primarily at employers' premises. They are designed to enable young people with special educational needs and disabilities (SEND) to achieve sustainable paid employment by equipping them with the skills they need for work through learning in the workplace.

For the young person the internship should contribute to their long term career goals and fit with their working capabilities. For the employer the internship must meet a real business need with the potential of a paid job at the end of the programme of study or a potential to progress and move along the employment pathway.

## Marketing – young people

Key intermediaries are important in the marketing of Supported Internships. For example carers, parents, school staff.

To raise awareness consider:

- Vibrant publicity material
- Open evenings for learners, carers and parents
- Visits to employers workplaces
- Talking to Interns (current and past), developing Intern Ambassadors
- Press releases and case studies
- Referral agencies e.g. JCP, Youth Engagement Workers, Care Leaver team

## Marketing – employer engagement

Supported Internships are part of the Apprenticeship family that includes:

- Supported Internships
- Traineeships
- Apprenticeships (Intermediate, Advanced, Higher and Degree)

Swindon Borough Council Skills and Employment Board have 5 subgroups:

- Employer and Apprenticeship
- Community Learning
- Employability
- Raising Participation
- Higher Education









**The Employer and Apprenticeship (employer led) group** that aims to promote the apprenticeship family (including Supported Internships), increase the number of businesses that employ apprentices and increase the volume of apprenticeships available to the young people of Swindon.

The Employer and Apprenticeship Group run an annual campaign that includes:

- JobFest
- Apprenticeship Awards
- Business Breakfasts and Receptions
- Press releases and case studies



Members of the Group are part of the national Apprenticeship Ambassador network.

To discuss joint initiatives email: [routestoemployment@swindon.gov.uk](mailto:routestoemployment@swindon.gov.uk)

**The Employability Group, Careers and Enterprise project** - this project supports schools to engage effectively with employers and so improve the employment prospects of young people. Swindon Borough Council employs the Enterprise Adviser Coordinator who recruits senior managers from Swindon's businesses to be volunteer Enterprise Advisers.

Each Enterprise Adviser is linked to a school and they support the school to develop:

- An Employer Engagement Plan
- Effective Careers Education with employer involvement

This project runs until December 2017.

For more information contact: [routestoemployment@swindon.gov.uk](mailto:routestoemployment@swindon.gov.uk)



<https://www.careersandenterprise.co.uk/>

## The Local Offer

Supported Internships are clearly described within the Local Offer.

## My Care My Support

<http://children.mycaremysupport.co.uk/i-need-help-with/preparing-for-adulthood/employment-and-education/apprenticeships-and-supported-internships.aspx>

## What is the Local Offer?

From September 2014, in accordance with the Children and Families Act, all local authorities must publish and review information about services available for children and young people with special educational needs and disabilities (SEND) who are aged from 0 to 25 years, which will be reviewed annually.

The aim is to improve the Special Educational Needs system, enhance the quality of life for families living in the local area and ensure the best outcome for children and young people.

Swindon's Local Offer highlights the full range of support and services available; some of these will be Council services some will be independent and others will be collaborative.

It is very important for young people to be involved in developing this local offer, so all feedback and suggestions about services and the website will be considered carefully.

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>



<http://mycaremysupport.co.uk/>

## Learning Pathway

The Swindon Learning Pathway site 'your future, your choice' has been created to provide you with the information you need to make decisions about your future. It has been developed in partnership with local providers to provide details of all of the post 16 options, enabling you to shape the future you want.



<https://learningpathway.wordpress.com/>









## Identifying the Potential Internees

Supported Internships are for young people with special educational needs and disabilities who want to move into employment and need extra support to do so.

The young person must be aged 16-24 years although 18 is the minimum recommended age. They will have an Educational Health Care Plan (EHCP). Ideally the EHC Plan will explicitly reference a Supported Internship as the most appropriate provision for the young person.

If you have a young person without a statement but you think would benefit from a Supported Internship you can request an assessment.

Information is available on the [Swindon.gov](http://www.swindon.gov.uk) website as follows:

[http://www.swindon.gov.uk/info/20070/special\\_educational\\_needs/415/assessment\\_of\\_special\\_educational\\_needs](http://www.swindon.gov.uk/info/20070/special_educational_needs/415/assessment_of_special_educational_needs)

This may also be for young people who had a statement at school and has now lapsed as they have spent some time out of education e.g. in work or NEET.

## Factors that can affect success

There are three factors that can determine the success of the internship:

- Be at right stage in their learning and development to benefit from a Supported Internship
- Parents and carers sharing their son or daughter's aspirations for employment
- The young person wanting to work

The desire to work is more likely to affect the outcome of the internship than any other factor including existing employability skills awareness of the world of work, previous experience of the workplace, confidence level or degree of support

## Preparing for the Internship – the right job, the right employer

The choice of the employer and job can affect the success of the Internship.

- Where possible use prior knowledge of interns from previous courses to establish their needs and interests
- Provide clear information to the Intern and their parents / carers about the aims of the programme and the expectations
  - the young person's commitment and that of their parents / carers to achieving employment
  - Requirement to comply with workplace conditions, for example, attendance, timekeeping, appropriate workplace behaviours and dress code

Interviews for the Intern positions should involve parents / carers and ensure everyone is aware of the content and commitment required. Good preparation and support will encourage the right young people who are well motivated and really want to work.



## The Parental / Carer Engagement

Involving parents and carers early in the recruitment process and making them fully aware of the intended aims and outcomes of the programme means they are more likely to have a better understanding of the programme and be more able to provide interns with the necessary support as well as better manage their own expectations and hopes for the internship.

The strategies that can be used to secure good parental involvement and support at various stages are below. Clear written information can support good communication at all stages.

### Parental Engagement – options for routes to employment

- Effective early information to promote Supported Internships as a positive route to employment
- Work with parents to reduce any risk of low or negative expectations and promote the importance of being aspirational for the young person
- Engage parents and carers in workshops for families where local provision for supported employment is promoted and what supported employment looks like
- Provide presentations and information sessions that celebrate the benefits of work to health and happiness for the young person and their family

### Parental Engagement – selection and interviews for Internships

- Early parental engagement
- Parents must meet staff at interview and start of programme. Provider to work closely with parents and carers so that families see work is positive and possible
- Fit for purpose information and introductory letters followed up with telephone conversations and face to face meetings with staff
- Clarity of the important role of the parent as part of the Internship Team. It is a partnership
- Parents must be involved in regular reviews. The early trials of Supported Internships emphasised that parents welcomed a personal face to face introduction to the programme backed up with paperwork that could be retained for future reference

### Parental Engagement – early stages of the Internship

- Positive relationships established with parents / carers now will pay dividends later
- Regular communications are an important aspect of keeping the parent on board, confident and supportive of the programme
- Opportunities to raise parental / carer aspirations during the course of the programme should be identified and celebrated
- Encourage parents to support independent travel both before and during the programme
- Involve parents with employer meetings. Replicate the good practice from apprenticeships

## Resources & Guidance

### Preparing for Adulthood

The partnership brings together a wide range of expertise and experience of working with young people and families, at a local and national level and across government, to support young people into adulthood with paid employment, good health, independent living and friends, relationships and community inclusion.

<http://www.preparingforadulthood.org.uk/>

### Swindon: Preparing for Adulthood

<http://children.mycaremysupport.co.uk/i-need-help-with/preparing-for-adulthood.aspx>

### Access to Work

Access to Work is a grant from the Department for Work and Pensions (DWP) which helps pay for practical support so that people with disabilities can do their jobs. From September 2013, DWP's Access to Work fund has been extended to supported internships (and traineeships) to allow funding of travel (providing assistance to interns who incur additional costs in travelling to and from work because of their disability) and the costs of support workers, including job coaches, or specialist equipment, for days that a young person is at the employer's premises. There is no set amount for an Access to Work grant, and how much an individual receives depends upon their needs.

Further information on applying for Access to Work funding can be found on the Preparing for Adulthood website

### The 16 to 19 Bursary fund

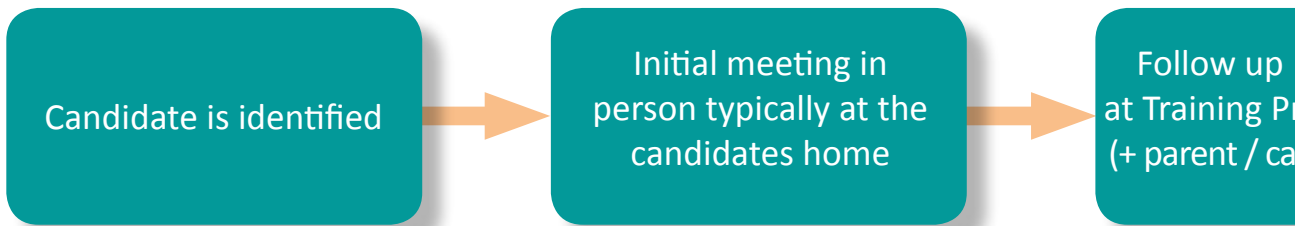
The 16 to 19 Bursary fund is a source of government funding provided to schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. For the most vulnerable young people, a guaranteed bursary of £1,200 is available from the Learner Support Service <https://www.gov.uk/learner-support-helpline>

Providers can use the 16 to 19 Bursary as a source of funding to help meet costs for travel, meals and equipment for young people participating in supported internships. It is not available to learners beyond the age of 19 at the start of the academic year.

If you would like to learn more about what the SEND reforms will mean, please click here

[http://www.swindon.gov.uk/info/20070/special\\_educational\\_needs/418/special\\_education\\_needs\\_reforms](http://www.swindon.gov.uk/info/20070/special_educational_needs/418/special_education_needs_reforms)

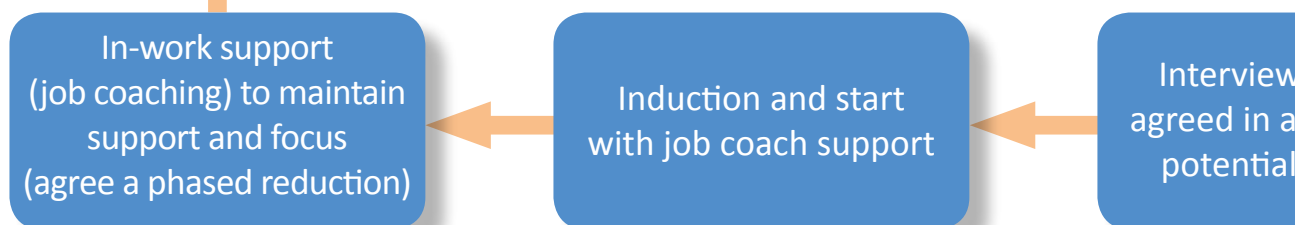
# The Supported Internship Pathway



Vocational Profiling Process

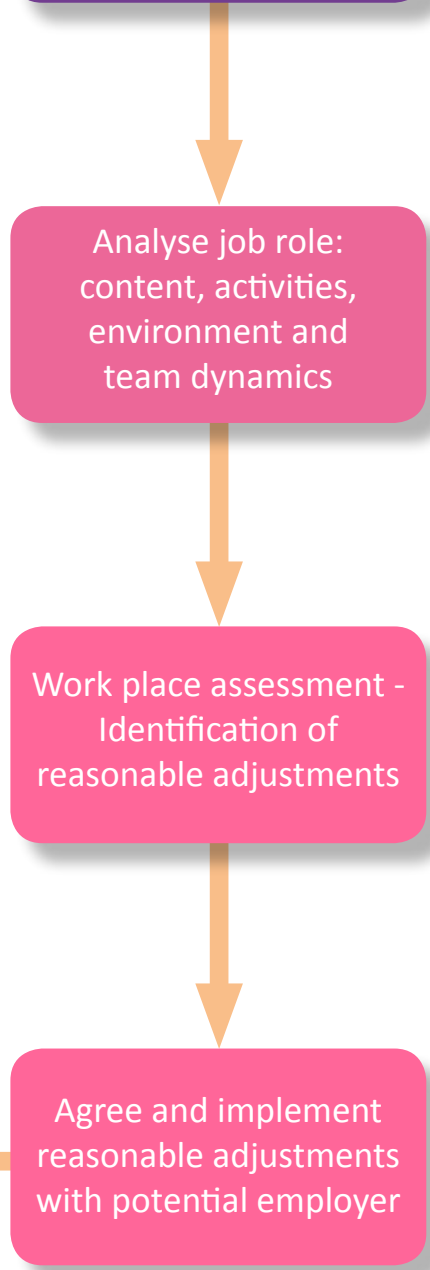
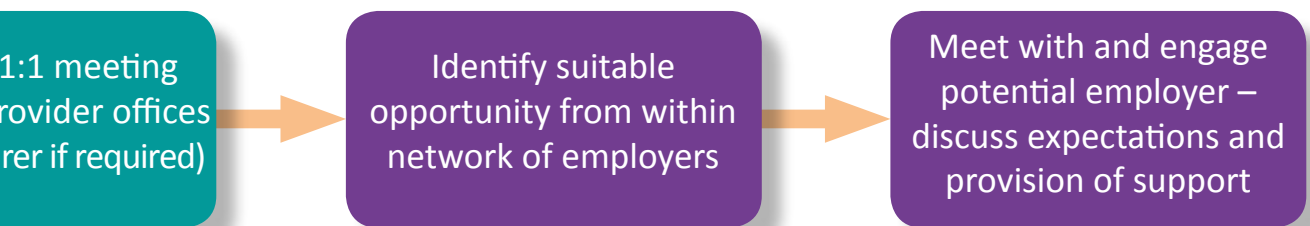


Employer Support

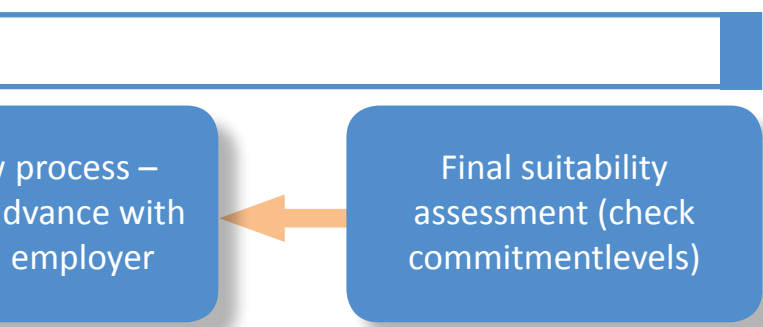


Ca





Risk Assessment



Candidate Support



**e:** [routestoemployment@swindon.gov.uk](mailto:routestoemployment@swindon.gov.uk)

This information is available on the internet at [www.swindon.gov.uk](http://www.swindon.gov.uk). It can be produced in a range of languages and formats (such as large print, Braille or other accessible formats) by contacting the Customer Services Department.

**t:** 01793 445500 **f:** 01793 463982 **e:** [customerservices@swindon.gov.uk](mailto:customerservices@swindon.gov.uk)

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