



## **NOTICE OF MEETING**

### **Thames Valley Berkshire City Deal (Elevate Berkshire) Joint Committee**

**Friday 22 July 2016, 10.30 am**

**Green Park Conference Centre - 100 Longwater Avenue, Green Park, Reading RG2 6GP**

**To: THAMES VALLEY BERKSHIRE CITY DEAL (ELEVATE BERKSHIRE) JOINT COMMITTEE**

Councillors Bicknell (Royal Borough of Windsor & Maidenhead), Brunel-Walker (Bracknell Forest Council), Law (West Berkshire Council), Lovelock (Reading Borough Council), Munawar (Slough Borough Council) and Munro (Wokingham Borough Council)

#### **Co-optees:**

Katharine Horler, Thames Valley Berkshire LEP  
Tim Smith, Thames Valley Berkshire Local Enterprise Partnership

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Published: 14 July 2016

**Thames Valley Berkshire City Deal (Elevate Berkshire) Joint  
Committee  
Friday 22 July 2016, 10.30 am  
Green Park Conference Centre - 100 Longwater Avenue, Green  
Park, Reading RG2 6GP**

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**AGENDA**

Page No

**1. APOLOGIES FOR ABSENCE AND SUBSTITUTE MEMBERS**

To receive apologies for absence and to note the attendance of any substitute members.

**2. ELECTION OF CHAIRMAN**

To elect the Chairman of the Committee for the 2016/17 municipal year.

**3. APPOINTMENT OF VICE-CHAIRMAN**

To appoint the Vice-Chairman of the Committee for the 2016/17 municipal year.

**4. DECLARATIONS OF INTEREST**

Members are asked to declare any personal or disclosable pecuniary interest in respect of any matter to be considered at this meeting.

*Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.*

**5. MINUTES AND MATTERS ARISING FROM THE LAST MEETING**

To approve the minutes of the last meeting held on 22 January 2016 and receive updates on any issues not covered elsewhere on the agenda.

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**6. URGENT ITEMS OF BUSINESS**

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

7. **ELEVATE BERKSHIRE ESF UPDATE**  
To provide the Joint Committee with an update on ESF funding 11 - 12
  
8. **ELEVATE BERKSHIRE - EMPLOYMENT IS EVERYONE'S BUSINESS PROJECT UPDATE**  
To receive an update on the Employment is Everyone's Business project. 13 - 80

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**THAMES VALLEY BERKSHIRE CITY  
DEAL (ELEVATE BERKSHIRE) JOINT  
COMMITTEE  
22 JANUARY 2016  
11.05 - 11.40 AM**

**Present:**

Councillor Stuart Munro, Wokingham Borough Council  
Councillor Rob Anderson, Slough Borough Council  
Councillor Phillip Bicknell, Royal Borough of Windsor & Maidenhead  
Councillor Marc Brunel-Walker, Bracknell Forest Council

**Co-opted Members:**

Tim Smith, Thames Valley Berkshire Local Enterprise Partnership

**Also Present:**

Mark Browne, West Berkshire Council  
Shanzeeda Chowdhury, Slough Borough Council  
Paul Gresty  
Zoe Hanim, Reading Borough Council  
Rhian Hayes, Wokingham Borough Council  
Nigel Horton-Baker, Reading UK CIC  
Emelye Janes, Reading Borough Council  
Anneken Priesack, Bracknell Forest Council  
Grant Thornton, Reading Borough Council

**Apologies for absence were received from:**

Councillor Jo Lovelock, Reading Borough Council  
Katharine Horler, Thames Valley Berkshire LEP

**39. Apologies for Absence and Substitute Members**

The Committee noted that apologies had been received from Councillor Lovelock who had asked Grant Thornton to cover any matters on behalf of Reading Borough Council. Katharine Horler had also tendered her apologies.

**40. Declarations of Interest**

There were no declarations of interest.

**41. Minutes and Matters Arising from the Last Meeting**

**RESOLVED** that the minutes of the meeting of the Committee held on 10 November 2016 be approved as a correct record and signed by the Chairman.

42. **Urgent Items of Business**

There were no urgent items of business.

43. **European Structural Investment Fund (EUSIF)**

The Committee was reminded that the 'Full' EUSIF application had been submitted to the Department for Work and Pensions on 14 August 2015. Since submission, the DWP had sought and been provided with additional information. At the same time, they had been asked for additional clarity around process/match and a draft funding agreement so as to make the necessary arrangements with regard to compliance and partnership agreements. In late December, the DWP indicated that the proposed outputs and results for the EUSIF element of the wider programme had been revised.:

"Please can you send me your updated outputs and results indicators. As discussed the last version sent to me did not have the 50/50 split for Male and Female and although there was an increase from 1650, it is still lower than would be required overall – given the amount of proposed funding. (Although I am unable at this stage to share with you the final agreed Indicators for Thames Valley Berkshire – we do know that for this Investment priority we anticipate that the total number of participants should be over 3000)"

In response, the DWP had been asked to clarify how they had worked this number out, and the unit cost, bearing in mind the call had indicated the aim was to work with those furthest away from the labour market with multiple barriers to employment

Furthermore, the DWP had again asked for clarification and for some additional information to be provided. The information and granularity required by the DWP and guidance information had not been set out at the beginning of the application process and it was clear that the full application that had been sent in August (supplementary evidence in October) was only now being reviewed.

Paul Gresty reported that verbal agreement had been reached with the DWP that the match was fine including the Adviza framework. Applying this retrospectively from November 2015 had also been agreed. He added that he had been assured that the Thames Valley Berkshire application would be considered by the Board either late this week or early next week. Paul was to meet the person reviewing the application and reminded the Committee that he required the additional information sought by Monday 25 January 2016. This involved a complete breakdown of cost details including the basis of the calculations.

In response to questions, he advised that:

- There remained some doubt about whether the funding would be confirmed although Paul remained optimistic..
- He had sought a timeline for agreement but had yet to receive a response from the DWP.

The importance of seeking written answers to ensure that there was an audit trail was stressed.

There was concern about the protracted process and delays which some viewed as maladministration. The Committee's greatest concern was for the young people who could be missing out if the matter was not settled quickly.

It was suggested that that there was a degree of risk aversion nationally given past problems with EU funding. Whilst there was a suggestion that if the delays continued, consideration should be given to pulling out, the Committee was advised that to do so would be damaging as there would not be the capacity to provide the support needed by young people without the funding.

All agreed that if progress was not made in the coming week, they should seek to put pressure on their own contacts and the new relationship manager to bring the matter to a conclusion.

Paul agreed to notify members of progress during the following week, and brief them on what he needed, if anything, so they could approach their contacts.

***ACTION: Paul Gresty***

#### 44. **General Programme Update**

The Committee considered a report providing an update on progress made by each council individually and as a whole.

The Chairman invited representatives to provide a brief update and the following was noted:

##### **Bracknell Forest:**

- Good progress was being made, having moved to Breakthrough where the new set up was working really well.
- Three more partners had joined and the team had reconnected with the Prince's Trust, improved collaboration with Job Centre plus and was seeking to align the Elevate brand with more services.
- Events would be taking place in March to promote Elevate during careers and apprenticeship week.
- Recruitment fairs were being arranged later in the year for the Lexicon.
- The new vacancy tool had been really successful.
- Bracknell Forest was overachieving on most targets, but work experience remained a problem.

##### **Reading**

- Work experience was a problem in Reading too although there was a suspicion it was happening but not being captured.
- It was hoped to pump prime activity from the EU money.
- A lot of agencies were now working in the Hub.

- A pop-up business event was taking place at the Oracle.
- Recruitment fairs were being arranged.
- Construction opportunities were being sought and offered.
- An insurance broker tool was available from which it was possible to see everything that was available.

### **Slough**

- A Skills Strategy had been produced which was effectively a delivery plan for Elevate and had been endorsed by local partners.
- The budget had been re-profiled.
- Two events had been held in January leading to engagement with 20 people who had been difficult to reach
- An LMI tool on growth sectors was now live on the web site and was being used by schools.
- Work experience was also a problem in Slough but otherwise all work was on target.

### **West Berkshire**

- It was now very much business as usual.
- There was now a very low number of NEETs with 11% more leaving than joining the cohort making it harder to find them.
- Some employers were struggling to find young people to employ.
- Everything was positive but there were significant financial pressures facing the Council as a result of the Local Government Finance Settlement.

### **Wokingham**

- Consolidating the programme had been the priority over the past two months.
- All targets except work experience were being met.
- An Employment Skills Plan was being produced..
- *Something about the car park at the carnival pool?*
- An apprentice had been interviewed on BBC Radio Berkshire thereby providing a publicity boost for Elevate.

Paul Gresty provided a brief summary of corporate activity, advising that:

- The team was trying to knit all activity together under the Elevate brand.
- A bid for DfE funding had been successful.

- Work was continuing with the LEP and the Business Growth Hub.
- The aim was to make Elevate the one organization with which businesses engaged.
- In terms of long term sustainability, the shape of local delivery models and working together was under review..
- Existing structures were being re-engineered using elevate as the catalyst.

Nigel Horton-Baker added that the NEETs were largely taking care of themselves. However, those 18-25 year-olds not statutorily tracked were a problem and therefore there was a need to do some outreach work. It was estimated that there were three to four times the number of those not being tracked compared to those who were registered. Therefore, NEET data did not really paint the true picture of need. It was added that another issue that needed consideration was under-employment. There was a need to do work to tempt them to upskill. More work would be done in schools in due course.

Tim Smith added that The LEP had agreed that the contract for the existing Business Growth Hub operator, VitalSix Ltd, should be extended from 1 April 2016 for a maximum of 12 months with break clauses at 3, 6 & 9 months. An intermediate delivery plan must include reference to engagement with ConnectTVT, the Elevate Me Programme and the to-be-appointed Careers & Enterprise Co-ordinator. The LEP was highly likely to be awarded £600,000 to fund a Business Growth Hub in 2016/17 and 2017/18; when combined with the RDA Legacy Funds this took the available funding to in excess of £800,000, which if used as match for ESIF presented a real opportunity for the longevity and functionality of the Hub service. A meeting was scheduled with other GTV LEPs to explore collaboration across geographies on any residual assets of the defunct national Business Growth Service. It had also agreed that, during this quarter, an in-depth review of the Business Growth Hub function would be necessary to inform the procurement of an operator for the medium term.

The Chairman thanked everyone for their updates and encouraged them to maintain the progress despite the ongoing delay in approval of the EUSIF funding application.

**CHAIRMAN**

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<b>TO:</b>	<b>ELEVATE BERKSHIRE JOINT COMMITTEE</b>		
<b>DATE:</b>	<b>22<sup>nd</sup> July 2016</b>	<b>AGENDA ITEM:</b>	<b>7</b>
<b>TITLE:</b>	<b>Elevate Berkshire ESF Update</b>		
<b>LEAD COUNCILLOR:</b>	<b>CLLR MUNRO (WBC)</b>		
<b>WARDS:</b>	<b>BOROUGHWIDE</b>		
<b>LEAD OFFICER:</b>	<b>Paul Gresty</b>	<b>TEL:</b>	<b>07912 068 916</b>
<b>JOB TITLE:</b>	<b>Programme Manager – Elevate Berkshire</b>	<b>E-MAIL:</b>	<a href="mailto:Paul.gresty@reading.gov.uk">Paul.gresty@reading.gov.uk</a>

**1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 A paper was tabled at the Joint Committee meeting in January 2016 – updating Members on the Elevate Berkshire ESF Application
- 1.2 The papers from the meeting held in January 2016 - can be accessed here <http://democratic.bracknell-forest.gov.uk/ieListMeetings.aspx?CId=658&Year=0>
- 1.3 This report provides Elevate Berkshire Joint Committee with a further update on progress with our ESF funded programme application

**2. RECOMMENDED ACTION**

- 2.1 **That Joint Committee note progress around our collective ESF Elevate Berkshire programme – and associated risks of running ESF funded projects.**

**3.0 ESF UPDATE (Elevate Berkshire)**

- 3.1 Through sheer hard work and dedication across all Local Authority partners (including the Princes Trust and Ways into Work) - we secured a Funding Agreement with the Secretary of State on 17<sup>th</sup> March 2016. We are the first programme nationally to secure such an agreement. The value of this agreement to Berkshire is a notional allocation of £2.4 million of ESF money.

- 3.2 On the back of this agreement – we have also produced, and executed as a deed, a Partnership Agreement between Local Authority partners and the two other key stakeholders providing match, the Princes Trust and Ways into Work. This agreement shares risk for the ESF funded programme across all partners – as a collective programme, to which RBC are the accountable body to DWP.
- 3.3 On 20<sup>th</sup> April 2016 , the Managing Authority for the ESF programme, the Department of Work and Pensions (DWP), visited the central Elevate Team (based at RBC), to undertake a Pre-Inception Visit (PIV). We were the first programme nationally to successfully navigate through a PIV. We were awarded a low risk rating.
- 3.4 The central Elevate team was also successful in negotiating a reduction in the R5 result outcome percentage “Participants in employment, education or training” from 73% down to 43%.
- 3.5 Based in our successful PIV – we are the first programme nationally to submit a claim for ESF funding. We did this on 28<sup>th</sup> June 2016. The value of our first Elevate Berkshire claim totalled £430,401.9. It is anticipated that we will secure 50% of this funding £215,200.95 within 30 working days, so 9<sup>th</sup> August 2017. This money will be administered back to partners by RBC finance leads.
- 3.6 Our second claim for ESF money, for the period April, May and June 2016, must be submitted to the MA by the 4<sup>th</sup> August 2016.
- 3.7 The claims process is an industry in itself. The claims and claim documentation are collated and quality checked by the central Elevate Team, based at RBC. The central team are reliant on partner’s proving the necessary information and evidence of defrayed expenditure to enable it to submit a claim. A great deal of work has been undertaken across the programme to embed what is a complicated financial claims process.
- 3.8 There are also a number of compliance considerations that each local Elevate project must adhere to – when operationally delivering activity. As above, this has involved project leads getting to grips with ESF regulations for the 2014-2020 programme.

#### **4.0 NEXT STEPS**

- 4.1 As Members are aware, there are a number of risks with running EU funded programmes. The Compliance Manager is working with local Elevate project Leads to mitigate these risks around non-compliance and possible withholding of ESF money by the MA.
- 4.2 The immediate risks are around certain partner’s ability to track participants / programme outputs and results. These risks have been raised with partners – on the premise that local risks impact on the wider collective pan Berkshire Elevate programme.
- 4.3 A risk log has been produced for the collective programme (identifying local risks also) and this is updated on and shared with project leads on a monthly basis.

**TO:** ELEVATE BERKSHIRE JOINT COMMITTEE

**DATE:** 22<sup>nd</sup> July 2016 **AGENDA ITEM:** 8

**TITLE:** Elevate Berkshire 'Employment is Everyone's Business' project update

**LEAD COUNCILLOR:** CLLR MUNRO (WBC)

**WARDS:** BOROUGHWIDE

**LEAD OFFICER:** Paul Gresty **TEL:** 07912 068 916

**JOB TITLE:** Programme Manager – Elevate Berkshire **E-MAIL:** [Paul.gresty@reading.gov.uk](mailto:Paul.gresty@reading.gov.uk)

**1.0 PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The British Association of Supported Employment (BASE) and Elevate Berkshire delivered the DfE funded project across the 6 Authorities. This was a free resource to the LA's – via Elevate Berkshire.
- 1.2 The aim of the project was to support LAs to identify areas of strength, weakness and to provide opportunities to improve employment outcomes for young people with special educational needs and disabilities.
- 1.2 This report provides Elevate Berkshire Joint Committee with an update on the Employment is Everyone's Business Project.

**2. RECOMMENDED ACTION**

- 2.1 That Joint Committee note the aims and progress of the 'Employment is Everyone's Business' project.
- 2.2 That Joint Committee note the recommendations for Berkshire and Local Authorities in the local and pan-Berks reports- Appendix i.

**3.0 Employment is Everyone's Business (EEB) project**

3.1 The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:

- Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice.
- Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment.
- Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
- How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support.

3.2 An action plan was drafted with each LA with the aim of achieving better employment outcomes for young people with SEND under the following deliverables:

- a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leave education and get paid work and careers.
- b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
- c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
- d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
- e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
- f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.
- g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers.

3.3 Each local authority was given a report, provided with recommendations and also a pathway – linked to their local offer. Please see local and pan-Berks reports in Appendix I and local and pan-Berks Pathways in Appendix ii.

#### 4.0 **NEXT STEPS**

4.1 As part of the ESF funded Elevate Berkshire programme, BASE will support LAs to embed and operationalise the learning over the coming months – as part of the Elevate

Berkshire ESF programme. In the meantime, each LA is disseminating the learning and using it to inform decision making around SEND locally – via SEND leads.

- 4.2 BASE have recently submitted a bid to the deliver the same EEB project, but focusing on transition for Looked After Children (LAC). If successful, BASE will again work with Elevate Berkshire to look at employment and skills pathways and best practice Corporate Parenting models and approaches to support LAC young people into employment.

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# EMPLOYMENT IS EVERYONE'S BUSINESS

## Purpose of the Report

1. This report updates Berkshire's Joint Committee and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business across the 6 local authority areas of Berkshire. The report also reviews the action plans that were developed as part of the project, identifying areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities across Berkshire.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim was to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice.
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment.
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support.

## Executive summary for Pan-Berkshire

4. As part of the project, baseline data was sought from Berkshire on outcomes for young people with disabilities. The following people were the main contacts for the 6 areas; who led on their area and provided information:
  - Bracknell Forest - Kashif Nawaz (Virtual School Head for Vulnerable Children)
  - Reading - Chris Stevens (SEN Service Manager)
  - Royal Borough of Windsor & Maidenhead - Melanie Moodley provided information and then Debbie Verity was the main link for the project.
  - Slough - Unfortunately Nandita Sirker was the link for the project but did not engage. This caused a significant delay in working within Slough, though when Robert Hardy (Interim SEN Team Manager, Slough Children's Trust) came into post he has been the main driver for the project.
  - West Berkshire - Jane Seymour (Service Manager, SEN & Disabled Children's Team)
  - Wokingham - Lynn Lee (Post 16 and EHC Co-ordinator)
  
5. An action plan was drafted to support the 6 areas with the aim of achieving better employment outcomes for young people with SEND. Various parties and key stakeholders were involved in developing the action plan and proposed the following deliverables, that they said they wanted the support of the project to achieve:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leaved education and get meaningful paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable

adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.

- e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.
  - g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.
6. Questionnaires were sent to young people with SEND who attend SEN schools across Berkshire to determine if they have employment aspirations.
7. Project events were held across Berkshire and a range of specific days for each area were delivered around a number of key themed areas (See Appendix 1). Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

## **Conclusions and Findings**

8. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
9. There is a real commitment in Berkshire to advance opportunities for people with SEND around employment. All 6 areas have been working towards implementing learning from the events to improve employment outcomes for young people with SEND.
10. To support the 6 areas, BASE with the support of Elevate developed a model for each that has been adapted from the Wolverhampton pathway. The transition

pathway highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources

11. As part of the project – BASE supported the 6 LA patches to identify areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement. Appendix 2 shows the breakdown for each LA patch. There are some pockets of really good practice within Berkshire with good employment outcomes being achieved for young people with SEND.

## **Recommendations and Opportunities**

12. In order for Berkshire to collectively develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- Each LA area to continue developing and implementing their action plan from this project
- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision
- There is an opportunity to standardise the EHC plans across Berkshire, as currently each area is different and employment should be embedded in all EHC plans as core routine
- The provision of supported employment<sup>1</sup> needs to be of high quality and evidence-based that delivers employment outcomes for the young people with SEND, on behalf of each LA area who have a statutory requirement for people with SEND up to the age of 25
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment, for example, Level 3 Certificate for Supported Employment Practitioners.
- Each LA and Slough Children’s Trust should commit to ring-fence a number of work placement opportunities/apprenticeship/internships/employment opportunities for young people with SEND.
- Explore using employers / parents and young people with SEND as role models to boost aspirations across the system.
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of each LA local offer being linked to the Elevate pan-Berkshire website (and relevant local Elevate site)

1 – Definition of Supported Employment - "Providing support to people with disabilities or other disadvantaged groups to secure and maintain paid employment in the open labour market" European Union of Supported Employment 2005.

- Each LA area to share their good practice with other areas across Berkshire to develop employment opportunities including person centred approaches;
- flexible post-16 courses (supported internships; study programmes; traineeships & apprenticeships) and employer engagement
- The LA areas and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND.
- The outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners
- Elevate Berkshire provides a real opportunity to align local budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people
- Through Elevate EU funding, resources have been profiled for BASE to do additional work to continue the EEB project. BASE will be able to support Elevate and the 6 unitary authorities in the operational embedding of the recommendations as part of the Elevate Berkshire programme and it is recommended that the strong links continue via Elevate.

Project Events Held

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles within the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded within EHC plans	7
20/01/16	Boosting Aspirations for Parents (Wokingham)	Provide parents with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing parents on what good support looks like. Discussions on what can be done in Wokingham to boost ambition in the system.	11
20/01/16	Developing the Employment Pathway (Wokingham)	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on priorities and next steps	14
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; how to identify and meet employer needs and how to organise and conduct a pitch to employers	11
23/02/16	Developing the	To develop the pathway transition from education to employment. What the	12

	Employment Pathway (West Berkshire)	evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on priorities and next steps	
29/02/16	Boosting Aspirations for Professionals (West Berkshire)	Provide professionals with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing professionals on what good support looks like. Discussions on what can be done in West Berkshire to boost ambition in the system.	33
03/03/16	Boosting Aspirations for Parents (Reading)	Provide parents with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing parents on what good support looks like. Discussions on what can be done in Reading to boost ambition in the system.	1
10/03/16	Developing the Employment Pathway (Reading)	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on priorities and next steps	2
11/03/16	Developing the Employment Pathway (RBWM)	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on priorities and next steps	4
14/03/16	Boosting Aspirations for Professionals (West Berkshire)	Provide professionals with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing professionals on what good support looks like. Discussions on what can be done in West Berkshire to boost ambition in the system.	8
4 days in March	Exploring provision in Bracknell Forest	As part of the project for Bracknell Forest, in order to capture current scope of opportunities and outcomes available to young people with SEND, BASE allocated 5 days to spend consulting with a variety of partners & stakeholders include IAG and training providers,	Various

		supported employment service, college and schools.	
13/04/16	Developing the Employment Pathway (Slough)	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on priorities and next steps	14
14/04/16	Developing the Employment Pathway (Slough)	Continuation from 13/04/16, where the group focussed on addressing gaps and developing the action plan	12
19/05/16	Finalising the action plan (Slough)	A smaller focussed group meeting to look through the draft action plan and finalise for SCS/SBC to take forward in implementing changes for young people with SEND achieving employment outcomes.	3

Strengths/Gaps identified in the 6 LA patches**Bracknell Forest**

Good Practice	Gaps
Person Centred Planning Approach widely used	The Local Offer lacks information, parents and young people with SEND unsure where to go to look at future options
Employment outcomes are becoming part of EHC plans	Consistent, clear goals in order to inform commissioning.
Vocational Profiling being used in Kennel Lane School and Breakthrough	Vocational Profiling is not used by all secondary schools
Supported Employment model, via Breakthrough and Elevate partners, are linked in with schools and colleges	Breakthrough Service overstretched and with waiting list. Initial engagement with SEND young people needs to be earlier.
External work experience in a variety of setting being used by Kennel Lane school and B and W college.	Valuable work experience is not available from all schools/college or available with extended placements and built in education programme.
Elevate engaging with new partners. Some informal guidance available on self-employment.	Parents and young people with SEND struggling to find good welfare advice as well as options for travel training.
Shared space encouraging good partnership working within Elevate, Breakthrough, Adviza and a variety of other partners & "one stop shop" for young people.	Though lack of clarity on roles; referral options etc
Strategic employer engagement being encouraged by Elevate.	Lack of flexibility of courses post-16, example internships, work experience, employment focus.
	Vocational Profiling not embedded within EHC plans

## Reading

Good Practice	Gaps
Vocational Profiling being used in Brookfields School	The Local Offer lacks information
Supported Internships being utilised with Brookfields School and Reading College	Lack of specialist Careers Information, Advice and Guidance across schools with employment focus for young people with SEND
Elevate hub at Reading library with variety of partners	Vocational Profiling is not used in all secondary schools
	Parents and young people with SEND unsure where to go to look at future options
	Parents and Young People have identified lack of support from Social Care during the Transitions process.
	Lack of flexibility of courses post-16 with employment outcome focus
	Work experience is not available from all schools
	Vocational Profiling and employment not embedded within EHC plans
	Opportunities for supported employment are quite limited

## Royal Borough of Windsor & Maidenhead

Good Practice	Gaps
Good employment outcomes being achieved by Manor Green School and Ways into Work	Lack of specialist Careers Information, Advice and Guidance across schools
Vocational Profiling being used within Manor Green School	The Local Offer lacks information
Supported Internships are being utilised and developed.	Vocational Profiling is not used in all secondary schools
Some staff are qualified in supported employment	Parents and young people with SEND unsure where to go to look at future options
Elevate hub at Nicholsons Centre with a variety of partners	Work experience is not available from all secondary schools
Ways into Work are well linked in with provision in their area – employers; parents; schools; colleges and other provision	Employment and Vocational Profiling not embedded within EHC plans
Manor Green School and Ways into Work keen to share good practice across the Borough	Needs to be a culture change to boost employment aspirations in the system with professionals
Good Employment outcomes being achieved at Berkshire College of Agriculture and Ways into Work.	Lack of flexibility on some courses post 16.
Study programmes being used flexibly to meet the needs of young people and Employers.	Lack of understanding around the funding for supported internships / supported apprenticeships
Supported Apprenticeships promoted and available to some young people	Links between Supported Employment and CYPDS needs to be improved

## Slough

Good Practice	Gaps
Person Centred Planning Approach used in EHC plans	Vocational Profiling is not used in schools and EHC plans
Employment outcomes are becoming part of EHC plans	Slough's Supported Employment Service overstretched and constrained by eligibility criteria. Initial engagement with SEND young people needs to be earlier.
Virtual Elevate hub with partners working together	Lack of flexibility and availability of post-16 provision that have an employment focus
Pockets of good practice in partnership working to achieve employment outcomes for YP with SEND	Needs to be a culture change to boost employment aspirations in the system with professionals
East Berkshire College are working towards employment outcomes	Valuable work experience is not available from all schools/colleges or available with extended placements and built in education programme.
There is a willingness to embed joint working and achieve employment outcomes for YP with SEND	Lack of joined up partnership working across agencies to improve employment outcomes
	Lack of Careers Information, Advice and Guidance across schools to meet needs The Local Offer lacks information

## West Berkshire

Good Practice	Gaps
Good employment outcomes being achieved by Brookfields and Castle Schools	Lack of specialist Careers Information, Advice and Guidance in some mainstream schools
Person Centred Planning Approach used	The Local Offer contains some information on employment support but this needs developing further.
Vocational Profiling being used within SEN schools	Vocational Profiling is not used in all secondary schools
Newbury College has commenced a vocational pilot and achieving employment outcomes	Parents and young people with SEND unsure where to go to look at future options
Supported Internships are being utilised and developed	Work experience is not available from all secondary schools
Some staff are qualified in supported employment	Vocational Profiling not embedded within EHC plans
Newsletters are being utilised to promote good practice and share stories	Overarching employer engagement strategy
Supported Employment Services have been commissioned	
Employer engagement is established within SEN schools	

## Wokingham

Good Practice	Gaps
Person Centred Planning Approach used in annual reviews	The Local Offer lacks information, parents and young people with SEND unsure where to go to look at future options
Vocational Profiling being used in Addington School and Optalis	Vocational Profiling is not used in all secondary schools
Supported Internships being utilised at National Grid via Addington School and Royal Berkshire Hospital via Reading College.	Lack of flexibility of courses post-16 with aim to achieve employment outcomes
Optalis and Addington School keen to share good practice across the Borough	Work experience is not available from all schools
Careers and Opportunities Events delivered at Addington in partnership with colleges, WBC, Optalis, community providers.	Vocational Profiling not embedded within all EHC plans
Employment outcomes are becoming part of EHC plans.	Out of County pupils not accessing specialist Careers Information, advice and Guidance
Elevate hub at Wokingham library with variety of partners	
Optalis are well linked in with provision in their area – employers; parents; schools; colleges and other provision.	

# EEB SUPPORTED EMPLOYMENT PATHWAY - 2016

## VISION

SOWING THE SEED

SKILLS & EXPERIENCE

EMPLOYMENT

RAISING ASPIRATIONS

VOCATIONAL TRAINING

0 – YEAR 9

YEARS 10 -11

POST 16

SUPPORTED EMPLOYMENT

A PAID  
JOB

Person Centred EHC Plan assuming that the world of work is a future reality. Year 9 development of a vocational profile as part of EHC Plan and Transition Plan.

Update Vocational Profile, Transition Plan and EHC Plan including a Careers Meeting to discuss Post 16 Options.

Further Update vocational profile, Transition Plan and EHC Plan with emphasis on a route to employment.

Vocational Qualifications  
College/Study Programme  
Supported Internship  
Traineeship  
Apprenticeship  
University

What do you want to do when you grow up?

What do you like doing?  
What are you good at?  
What job might you enjoy in the future?

What sort of job do you want to try to experience the world of work?

What skills/experience do you need to help you to get a job?

What support do you need to get a job and keep a job?

- Hear about people who have been supported in to employment
- Lessons and projects around work.
- Discussions with parents about work in the future.
- Travel in the community, 'Stranger Danger, safe road crossing, accompanied use of Public Transport.

- Meet people who have been supported in to employment
- Travel Training towards greater independence.
- Meaningful work experience with appropriate support.
- Accurate Information, Careers Advice & guidance re: future route to work.

- More targeted work experience.
- Building the expectation of future paid work.
- More targeted information and Careers Advice re: the path to work.
- Build the expectation of travel independence.

- A step to work not an outcome in itself.
- Time limited pathway to work.
- Early transition to job-seeking.
- Continue to build independence.

- Supported Employment and Job Coaches.
- Self Employment
- Enterprise Development
- Career Guidance and Advancement

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## Purpose of the Report

1. This report updates Bracknell Forest Council (BFC) and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business. The report also identifies areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim is to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice.
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment.
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support.

## **Executive summary – Bracknell Forest Council**

4. As part of the project, baseline data was sought from BFC on outcomes for young people with disabilities. Kashif Nawaz (Virtual School Head for Vulnerable Children) provided information that was available and was the main link for this project.
5. An action plan was drafted to support BFC with the aim of achieving better employment outcomes for young people with SEND under the following deliverables:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leave education and get paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
  - e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.
  - g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The

strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.

6. Though it was agreed at this stage, that BFC would prefer if BASE utilise their time allocated for BFC exploring what opportunities etc were available for young people with SEND residing in Bracknell.
7. Questionnaires were sent to young people with SEND who attend SEN schools across Berkshire to determine if they have employment aspirations. 87% of the young people self-declared that they would like a job.
8. Project events were held across Berkshire around a number of key themed areas. Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles within the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded within EHC plans	7
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; how to identify and meet employer needs and how to organise and conduct a pitch to employers	11

9. As part of the project, in order to capture current scope of opportunities and outcomes available to young people with SEND, BASE allocated days to spend consulting with a variety of partners & stakeholders include IAG and training providers, supported employment service, college and schools.

## Conclusions and Findings

10. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
11. There is a lot of willingness within BFC to advance the opportunities for employment for young people with SEND.
12. To support BFC, BASE with the support of Elevate has developed a model for BFC, adapted from the Wolverhampton pathway. The transition pathway highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources (See Appendix 1)
13. As part of the project – BASE have identified areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement to support BFC:

Good Practice	Gaps
Person Centred Planning Approach widely used	The Local Offer lacks information, parents and young people with SEND unsure where to go to look at future options
Employment outcomes are becoming part of EHC plans	Consistent, clear goals in order to inform commissioning.
Vocational Profiling being used in Kennel Lane School and Breakthrough	Vocational Profiling is not used by all secondary schools
Supported Employment model, via Breakthrough and Elevate partners, are linked in with schools and colleges	Breakthrough Service overstretched and with waiting list. Initial engagement with SEND young people needs to be earlier.
External work experience in a variety of setting being used by Kennel Lane	Valuable work experience is not available from all schools/college or

school and B and W college.	available with extended placements and built in education programme.
Elevate engaging with new partners. Some informal guidance available on self-employment.	Parents and young people with SEND struggling to find good welfare advice as well as options for travel training.
Shared space encouraging good partnership working within Elevate, Breakthrough, Adviza and a variety of other partners & "one stop shop" for young people.	Though lack of clarity on roles; referral options etc
Strategic employer engagement being encouraged by Elevate.	Lack of flexibility of courses post-16, example internships, work experience, employment focus.
	Vocational Profiling not embedded within EHC plans

## Recommendations and Opportunities

14. In order for BFC to develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision.
- The provision of supported employment needs to be of high quality, sufficient to meet demand and evidence-based that delivers employment outcomes for the young people with SEND, on behalf of BFC who have a statutory requirement for people with SEND up to the age of 25
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment
- BFC commit to develop an employer engagement strategy as well as ring-fence a number of work placement opportunities/apprenticeship/employment opportunities for young people with SEND.
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of the local offer being linked to the Elevate pan-Berkshire website (and local Elevate Bracknell Forest site).
- BFC and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND. The outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners.
- Elevate Berkshire (Elevate Bracknell Forest) provides a real opportunity to align local Elevate budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young

people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people.

- Through City Deal Elevate EU funding, resources have been profiled for BASE to do additional work to continue the EEB project. BASE will be able to support Elevate and the 6 unitary authorities in the operational embedding of the recommendations as part of the Elevate Berkshire programme and it is recommended that the strong links continue with BFC – where BASE could support the LA to operationalise the learning.

# BRACKNELL FOREST SUPPORTED EMPLOYMENT PATHWAY - 2016

RESOURCES

SOWING THE SEED

SKILLS & EXPERIENCE

EMPLOYMENT

RAISING ASPIRATIONS

VOCATIONAL TRAINING

0 – YEAR 9

YEARS 10 -11

POST 16

SUPPORTED EMPLOYMENT

A PAID  
JOB

Person Centred EHC Plan assuming that the world of work is a future reality. Year 9 - Development of a vocational profile as part of EHC Plan and Transition Plan.

Update Vocational Profile, Transition Plan and EHC Plan including a Careers Meeting to discuss Post 16 Options.

Further Update vocational profile, Transition Plan and EHC Plan with emphasis on a route to employment.

Vocational Qualifications  
College/Study Programme  
Supported Internship  
Traineeship  
Apprenticeship  
University

All Schools

Adviza

The Local Offer

Learning into Work

Berkshire Carers Service

SENDIASS

Autism Berkshire

Breakthrough

Learning into Work

Princes Trust

Alternative Training Provision

Job Centre Plus

Catch 22

Green Machine

Job Clubs

Elevate Bracknell

NACRO

Berkshire College of Agriculture

Bracknell Forest Homes

Adviza

Involve

Bracknell & Wokingham College

Reading University

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# EMPLOYMENT IS EVERYONE'S BUSINESS

## Purpose of the Report

1. This report updates Reading Borough Council (RBC) and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business. The report also reviews RBC's action plan that was developed as part of the project, identifying areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim is to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support?

## Executive summary for Reading

4. As part of the project, baseline data was sought from RBC on outcomes for young people with disabilities. Chris Stevens (SEN Service Manager) provided information and was the main link for the project.
5. An action plan was drafted to support RBC with the aim of achieving better employment outcomes for young people with SEND. The action plan tried to address the following deliverables:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leave education and get paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
  - e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.
  - g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The

strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.

6. Questionnaires were sent to young people with SEND who attend SEN schools across Berkshire to determine if they have employment aspirations. 87% of the young people self-declared that they would like a job.
7. Project events were held across Berkshire and a range of specific days for RBC were delivered around a number of key themed areas. Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles within the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded within EHC plans	7
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; how to identify and meet employer needs and how to organise and conduct a pitch to employers	11
03/03/16	Boosting Aspirations for Parents (Reading)	Provide parents with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing parents on what good support looks like. Discussions on what can be done in	1

		Reading to boost ambition in the system.	
10/03/16	Developing the Employment Pathway (Reading)	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on priorities and next steps	2

## Conclusions and Findings

8. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
9. To support RBC, BASE with the support of Elevate has developed a model for RBC, that has been adapted from the Wolverhampton pathway. The transition pathway highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources
10. As part of the project – BASE supported the LA to identify areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement:

Good Practice	Gaps
Vocational Profiling being used in Brookfields School	The Local Offer lacks information
Supported Internships being utilised with Brookfields School and Reading College	Lack of specialist Careers Information, Advice and Guidance across schools with employment focus for young people with SEND
Elevate hub at Reading library with variety of partners	Vocational Profiling is not used in all secondary schools
	Parents and young people with SEND unsure where to go to look at future options
	Parents and Young People have identified lack of support from Social Care during the Transitions process.
	Lack of flexibility of courses post-16 with employment outcome focus

	Work experience is not available from all schools
	Vocational Profiling and employment not embedded within EHC plans
	Opportunities for supported employment are quite limited

## Recommendations and Opportunities

11. In order for RBC to develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- RBC to implement and develop their action plan from this project
- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision
- The provision of supported employment needs to be of high quality and evidence-based that delivers employment outcomes for the young people with SEND, on behalf of RBC who have a statutory requirement for people with SEND up to the age of 25
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment
- RBC commit to ring-fence a number of work placement opportunities/apprenticeship/internships/employment opportunities for young people with SEND
- Explore using employers / parents and young people with SEND as role models to boost aspirations across the system
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of the local offer being linked to the Elevate pan-Berkshire website (and local Elevate Reading site)
- RBC and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND. The outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners
- Elevate Berkshire (Elevate Reading) provides a real opportunity to align local Elevate budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people
- Through City Deal Elevate EU funding, resources have been profiled for BASE to do additional work to continue the EEB project. BASE will be able to

support Elevate and the 6 unitary authorities in the operational embedding of the recommendations as part of the Elevate Berkshire programme and it is recommended that the links continue with RBC – where BASE could support the LA to operationalise the learning.

# READING SUPPORTED EMPLOYMENT PATHWAY - 2016

RESOURCES

SOWING THE SEED

SKILLS & EXPERIENCE

EMPLOYMENT

RAISING ASPIRATIONS

VOCATIONAL TRAINING

0 – YEAR 9

YEARS 10 -11

POST 16

SUPPORTED EMPLOYMENT

A PAID  
JOB

47  
Person Centred EHC Plan assuming that the world of work is a future reality. Year 9 - Development of a vocational profile as part of EHC Plan and Transition Plan.

Update Vocational Profile, Transition Plan and EHC Plan including a Careers Meeting to discuss Post 16 Options.

Further Update vocational profile, Transition Plan and EHC Plan with emphasis on a route to employment.

Vocational Qualifications  
College/Study Programme  
Supported Internship  
Traineeship  
Apprenticeship  
University

All Schools

Adviza

The Local Offer

IASS

Berkshire Carers Service

Autism Berkshire

Mencap

Brookfield School

Bracknell & Wokingham College

Ways into Work

Newbury College

Reading College

Job Centre Plus

Adviza

East Berkshire College

Elevate Me

Berkshire College of Agriculture

Reading University

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# EMPLOYMENT IS EVERYONE'S BUSINESS

## Purpose of the Report

1. This report updates Slough Children's Services Trust (SCS); Slough Borough Council (SBC) and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business. The report also reviews the action plan that SCS/SBC developed as part of the project, identifying areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim is to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support?

## Executive summary

4. As part of the project, baseline data was sought from SCS on outcomes for young people with disabilities. Unfortunately Nandita Sirker was the link for the project but did not engage. This caused a significant delay in working within Slough, though when Robert Hardy (Interim SEN Team Manager) came into post he has been the main driver for the project.
5. An action plan has recently been drafted to support SCS/SBC with the aim of achieving better employment outcomes for young people with SEND. Various parties and key stakeholders were involved in developing the action plan and proposed the following deliverables, that they said they wanted the support of the project to help them achieve:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leaved education and get paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
  - e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is

linked to the LEP and education provider strategies and provides a single point of contact for employers.

- g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.
6. Questionnaires were sent to young people with SEND who attend SEN schools across Berkshire to determine if they have employment aspirations. 87% of the young people self-declared that they would like a job.
  7. Project events were held across Berkshire and three specific days for SCS/SBC were delivered around a number of key themed areas. Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles in the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded in EHC plans	7
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; identify and meet employer needs and how to organise and conduct a pitch to employers	11
13/04/16	Developing the Employment Pathway	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available;	14

	(Slough)	identifying gaps and barriers; voting on priorities and next steps	
14/04/16	Developing the Employment Pathway (Slough)	Continuation from 13/04/16, where the group focussed on addressing gaps and developing the action plan	12
19/05/16	Finalising the action plan (Slough)	A smaller focussed group meeting to look through the draft action plan and finalise for SCS/SBC to take forward in implementing changes for young people with SEND achieving employment outcomes.	3

## Conclusions and Findings

8. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
9. There is a real commitment and willingness in SCS/SBC to advance opportunities for people with SEND around employment. SCS/SBC continue to develop and work on their action plan.
10. To support SCS/SBC, BASE with the support of Elevate and relevant partners has developed a model for SCS/SBC, that has been adapted from the Wolverhampton pathway. The transition pathway highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources.
11. As part of the project – BASE supported the SCS/SBC to identify areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement:

Good Practice	Gaps
Person Centred Planning Approach used in EHC plans	Vocational Profiling is not used in schools and EHC plans
Employment outcomes are becoming part of EHC plans	Slough's Supported Employment Service overstretched and constrained by eligibility criteria. Initial engagement with SEND young people needs to be earlier.

Virtual Elevate hub with partners working together	Lack of flexibility and availability of post-16 provision that have an employment focus
Pockets of good practice in partnership working to achieve employment outcomes for YP with SEND	Needs to be a culture change to boost employment aspirations in the system with professionals
East Berkshire College are working towards employment outcomes	Valuable work experience is not available from all schools/colleges or available with extended placements and built in education programme.
There is a willingness to embed joint working and achieve employment outcomes for YP with SEND	Lack of joined up partnership working across agencies to improve employment outcomes
	Lack of Careers Information, Advice and Guidance across schools to meet needs
	The Local Offer lacks information

## Recommendations and Opportunities

12. In order for SCS/SBC to develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- SCS/SBC to implement and develop their action plan from this project
- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision
- The provision of supported employment needs to be of high quality and evidence-based that delivers employment outcomes for the young people with SEND, on behalf of SCS/SBC who have a statutory requirement for people with SEND up to the age of 25
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment
- SCS/SBC commit to ring-fence a number of work placement opportunities/apprenticeship/internships/employment opportunities for young people with SEND
- Explore using employers / parents and young people with SEND as role models to boost aspirations across the system
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of the local offer being linked to the Elevate pan-Berkshire website (and local Elevate Slough site)
- SCS/SBC and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND. The

outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners

- Elevate Berkshire (Elevate Slough) provides a real opportunity to align local Elevate budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the Trust, LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people
- Through City Deal Elevate EU funding, resources have been profiled for BASE to do additional work to continue the EEB project. BASE will be able to support Elevate and the 6 unitary authorities in the operational embedding of the recommendations as part of the Elevate Berkshire programme and it is recommended that the strong links continue with SCS/SBC – where BASE could support the SCS/SBC to operationalise the learning.

# SLOUGH SUPPORTED EMPLOYMENT PATHWAY - 2016

RESOURCES

SOWING THE SEED

SKILLS & EXPERIENCE

EMPLOYMENT

RAISING ASPIRATIONS

VOCATIONAL TRAINING

0 – YEAR 9

YEARS 10 -11

POST 16

SUPPORTED EMPLOYMENT

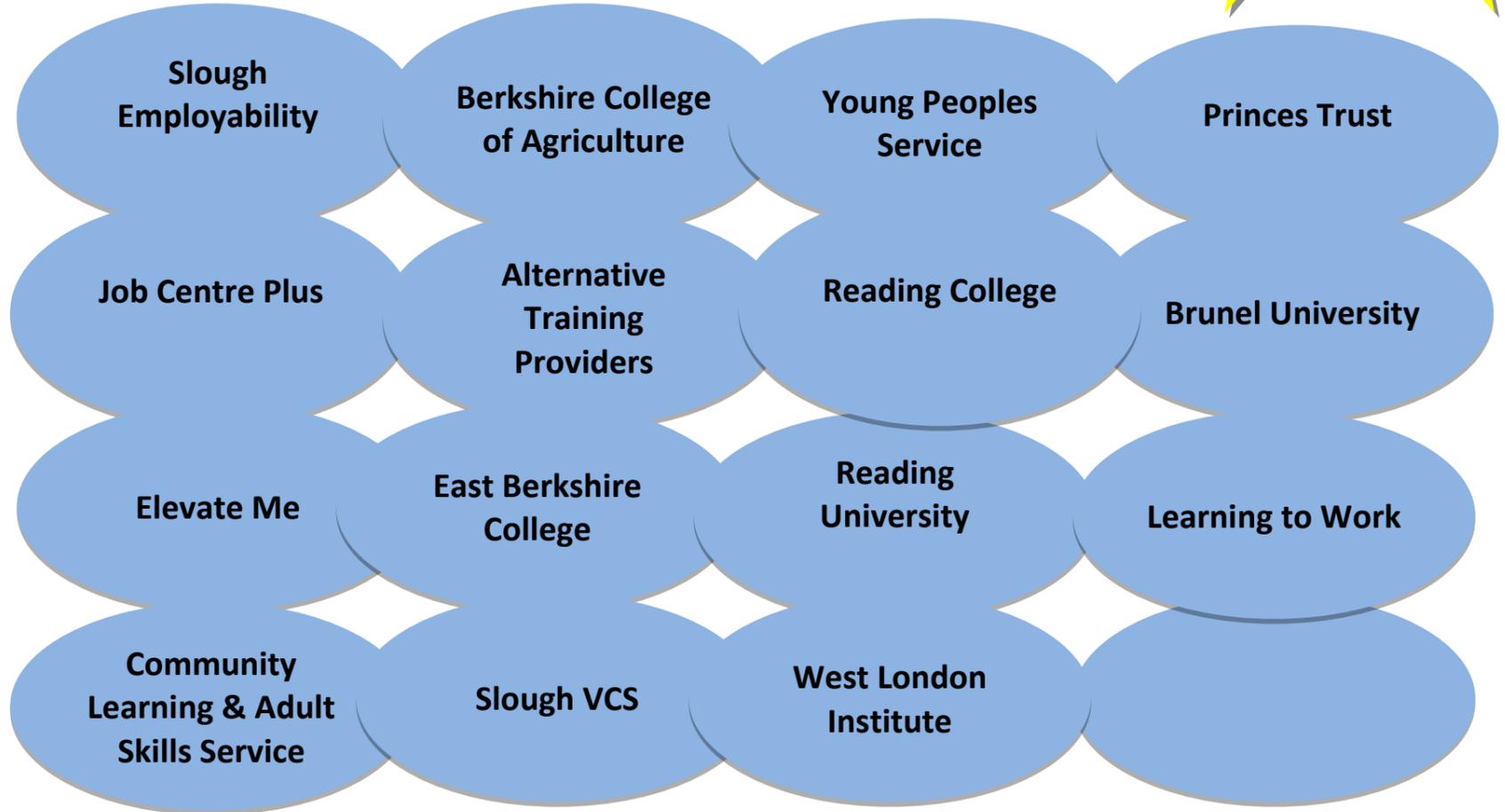
A PAID JOB

Person Centred EHC Plan assuming that the world of work is a future reality. Year 9 - Development of a vocational profile as part of EHC Plan and Transition Plan.

Update Vocational Profile, Transition Plan and EHC Plan including a Careers Meeting to discuss Post 16 Options.

Further Update vocational profile, Transition Plan and EHC Plan with emphasis on a route to employment.

Vocational Qualifications  
College/Study Programme  
Supported Internship  
Traineeship  
Apprenticeship  
University



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# EMPLOYMENT IS EVERYONE'S BUSINESS

## Purpose of the Report

1. This report updates West Berkshire Council (West Berks) and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business. The report also reviews the action plan that West Berks developed as part of the project, identifying areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim is to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice.
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment.
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support.

## Executive summary for West Berkshire

4. As part of the project, baseline data was sought from West Berks on outcomes for young people with disabilities. Jane Seymour (Service Manager, SEN & Disabled Children's Team) provided information and was the main link for the project.
5. An action plan was drafted to support West Berks with the aim of achieving better employment outcomes for young people with SEND. Various parties and key stakeholders were involved in developing the action plan and proposed the following deliverables, that they said they wanted the support of the project to achieve:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leaved education and get paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
  - e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.

- g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.
6. Questionnaires were sent to young people with SEND who attend SEN schools across Berkshire to determine if they have employment aspirations. 87% of the young people self-declared that they would like a job.
7. Project events were held across Berkshire and a range of specific days for West Berks were delivered around a number of key themed areas. Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles within the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded within EHC plans	7
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; how to identify and meet employer needs and how to organise and conduct a pitch to employers	11
23/02/16	Developing the Employment	To develop the pathway transition from education to employment. What the evidence base says works. Mapping	12

	Pathway (West Berkshire)	what employment support is available; identifying gaps and barriers; voting on priorities and next steps	
29/02/16	Boosting Aspirations for Professionals (West Berkshire)	Provide professionals with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing professionals on what good support looks like. Discussions on what can be done in West Berkshire to boost ambition in the system.	33
14/03/16	Boosting Aspirations for Professionals (West Berkshire)	Provide professionals with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing professionals on what good support looks like. Discussions on what can be done in West Berkshire to boost ambition in the system.	8

## Conclusions and Findings

8. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
9. There is a real commitment in West Berks to advance opportunities for people with SEND around employment. West Berks has been working towards implementing learning from the events to improve employment outcomes for young people with SEND. West Berks continue to develop and work on their action plan.
10. To support West Berks, BASE with the support of Elevate has developed a model for West Berks, that has been adapted from the Wolverhampton pathway. The transition pathway highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources
11. As part of the project – BASE supported the LA to identify areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement:

Good Practice	Gaps
Good employment outcomes being achieved by Brookfields and Castle Schools	Lack of specialist Careers Information, Advice and Guidance in some mainstream schools
Person Centred Planning Approach used	The Local Offer contains some information on employment support but this needs developing further.
Vocational Profiling being used within SEN schools	Vocational Profiling is not used in all secondary schools
Newbury College has commenced a vocational pilot and achieving employment outcomes	Parents and young people with SEND unsure where to go to look at future options
Supported Internships are being utilised and developed	Work experience is not available from all secondary schools
Some staff are qualified in supported employment	Vocational Profiling not embedded within EHC plans
Newsletters are being utilised to promote good practice and share stories	Overarching employer engagement strategy
Supported Employment Services have been commissioned	
Employer engagement is established within SEN schools	

## Recommendations and Opportunities

12. In order for West Berks to develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- West Berks to continue developing and implementing their action plan from this project.
- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision.
- The provision of supported employment needs to be of high quality and evidence-based that delivers employment outcomes for the young people with SEND, on behalf of West Berks who have a statutory requirement for people with SEND up to the age of 25.
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment.
- West Berks commit to ring-fence a number of work placement opportunities/apprenticeship/internships/employment opportunities for young people with SEND.

- Explore using employers / parents and young people with SEND as role models to boost aspirations across the system.
- West Berks to look at using one newsletter to promote the good work already being delivered for young people with SEND.
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of the local offer being linked to the Elevate pan-Berkshire website (and local Elevate West Berkshire site).
- West Berks to develop and expand on supported internships.
- West Berks and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND. The outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners.
- Elevate Berkshire (Elevate West Berkshire) provides a real opportunity to align local Elevate budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people.
- Through City Deal Elevate EU funding, resources have been profiled for BASE to do additional work to continue the EEB project. BASE will be able to support Elevate and the 6 unitary authorities in the operational embedding of the recommendations as part of the Elevate Berkshire programme and it is recommended that the strong links continue with West Berks – where BASE could support the LA to operationalise the learning.

# WEST BERKSHIRE SUPPORTED EMPLOYMENT PATHWAY - 2016

RESOURCES

SOWING THE SEED

SKILLS & EXPERIENCE

EMPLOYMENT

RAISING ASPIRATIONS

VOCATIONAL TRAINING

0 – YEAR 9

YEARS 10 -11

POST 16

SUPPORTED EMPLOYMENT

Person Centred EHC Plan assuming that the world of work is a future reality. Year 9 - Development of a vocational profile as part of EHC Plan and Transition Plan.

Update Vocational Profile, Transition Plan and EHC Plan including a Careers Meeting to discuss Post 16 Options.

Further Update vocational profile, Transition Plan and EHC Plan with emphasis on a route to employment.

Vocational Qualifications  
College/Study Programme  
Supported Internship  
Traineeship  
Apprenticeship  
University

A PAID JOB

All Schools

The Local Offer

Berkshire Carers Service

West Berkshire Parents Voice

Autism Berkshire

Ways into Work

Brookfields School

Bracknell & Wokingham College

Princes Trust

Job Centre Plus

Newbury College

Reading College

Reading University

Elevate Me

West Berkshire Mencap

West Berkshire Training Consortium

Other Training Provision

Castle School

Berkshire College of Agriculture

East Berkshire College

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# EMPLOYMENT IS EVERYONE'S BUSINESS

## Purpose of the Report

1. This report updates The Royal Borough of Windsor & Maidenhead Council (RBWM) and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business. The report also reviews the action plan that RBWM developed as part of the project, identifying areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim is to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with Elevate Berkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice.
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment.
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of Elevate Berkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support.

## Executive summary for RBWM

4. As part of the project, baseline data was sought from RBWM on outcomes for young people with disabilities. Melanie Moodley provided this and then Debbie Verity was the main link for the project.
5. An action plan was drafted to support RBWM with the aim of achieving better employment outcomes for young people with SEND. Various parties and key stakeholders were involved in developing the action plan and proposed the following deliverables, that they said they wanted the support of the project to achieve:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leaved education and get paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
  - e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.

- g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.
6. Questionnaires were sent to young people with SEND who attend SEN schools across Berkshire to determine if they have employment aspirations. 87% of the young people self-declared that they would like a job.
7. Project events were held across Berkshire and a range of specific days for RBWM were delivered around a number of key themed areas. Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles within the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded within EHC plans	7
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; how to identify and meet employer needs and how to organise and conduct a pitch to employers	11
11/03/16	Developing the Employment	To develop the pathway transition from education to employment. What the evidence base says works. Mapping	4

	Pathway (RBWM)	what employment support is available; identifying gaps and barriers; voting on priorities and next steps	
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## Conclusions and Findings

8. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
9. To support RBWM, BASE with the support of Elevate has developed a model for RBWM, that has been adapted from the Wolverhampton pathway. The transition pathway highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources
10. As part of the project – BASE supported the LA to identify areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement:

Good Practice	Gaps
Good employment outcomes being achieved by Manor Green School and Ways into Work	Lack of specialist Careers Information, Advice and Guidance across schools
Vocational Profiling being used within Manor Green School	The Local Offer lacks information
Supported Internships are being utilised and developed.	Vocational Profiling is not used in all secondary schools
Some staff are qualified in supported employment	Parents and young people with SEND unsure where to go to look at future options
Elevate hub at Nicholsons Centre with a variety of partners	Work experience is not available from all secondary schools
Ways into Work are well linked in with provision in their area – employers; parents; schools; colleges and other provision	Employment and Vocational Profiling not embedded within EHC plans
Manor Green School and Ways into Work keen to share good practice across the Borough	Needs to be a culture change to boost employment aspirations in the system with professionals
Good Employment outcomes being achieved at Berkshire College of	Lack of flexibility on some courses post 16.

Agriculture and Ways into Work.	
Study programmes being used flexibly to meet the needs of young people and Employers.	Lack of understanding around the funding for supported internships / supported apprenticeships
Supported Apprenticeships promoted and available to some young people	Links between Supported Employment and CYPDS needs to be improved

## Recommendations and Opportunities

11. In order for RBWM to develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- RBWM to implement and develop their action plan from this project.
- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision.
- The current provision of supported employment is achieving outcomes for the young people with SEND, on behalf of RBWM who have a statutory requirement for people with SEND up to the age of 25. Though this is not currently funded through CYPDS.
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment.
- RBWM commit to ring-fence a number of work placement opportunities/apprenticeship/internships/employment opportunities for young people with SEND.
- Explore using employers / parents and young people with SEND as role models to boost aspirations across the system.
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of the local offer being linked to the Elevate pan-Berkshire website (and local Elevate site).
- RBWM and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND. The outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners.
- Elevate Berkshire (Elevate RBWM) provides a real opportunity to align local Elevate budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people.

- Through City Deal Elevate EU funding, resources have been profiled for BASE to do additional work to continue the EEB project. BASE will be able to support Elevate and the 6 unitary authorities in the operational embedding of the recommendations as part of the Elevate Berkshire programme and it is recommended that the links continue with RBWM – where BASE could support the LA to operationalise the learning.

# WINDSOR & MAIDENHEAD SUPPORTED EMPLOYMENT PATHWAY - 2016

RESOURCES

SOWING THE SEED

SKILLS & EXPERIENCE

EMPLOYMENT

RAISING ASPIRATIONS

VOCATIONAL TRAINING

0 – YEAR 9

YEARS 10 -11

POST 16

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A PAID  
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Person Centred EHC Plan assuming that the world of work is a future reality.  
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College/Study Programme  
Supported Internship  
Traineeship  
Apprenticeship  
University

All Schools

Ways into Work

The Local Offer

IASS

Berkshire Carers Service

Autism Berkshire

Ways into Work

Reading College

Bracknell & Wokingham College

East Berkshire College

Elevate Me

Manor Green School

Newbury College

Reading University

Job Centre Plus

Berkshire College of Agriculture

Dynamic Training

Other Training Provision

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# EMPLOYMENT IS EVERYONE'S BUSINESS

## Purpose of the Report

1. This report updates Wokingham Borough Council (WBC) and Elevate partners on the work of the DfE-funded project Employment is Everyone's Business. The report also reviews the action plan that WBC developed as part of the project, identifying areas of strength, weakness and providing opportunities to improve employment outcomes for young people with special educational needs and disabilities.

## Background

2. NDTi and the British Association for Supported Employment (BASE) were awarded a grant by the Department for Education to work together on a project called 'Employment is Everyone's Business'. The project's overall aim is to improve employment outcomes for young people with special educational needs and disabilities. The funding for the project was from April 2015 – March 2016. We have worked with four sites across England:
  - Wolverhampton (NDTi)
  - Kirklees (NDTi)
  - Bath & North East Somerset (NDTi)
  - Berkshire (BASE in partnership with Elevate Berkshire)
3. The Project commenced in June 2015 and worked closely with ElevateBerkshire, on behalf of the Local Authorities (LA). The idea of the project was to demonstrate how:
  - Vocational Profiling can be embedded in the curriculum, education, health and care plans and reviews as well as careers advice
  - Post-16 providers can develop effective employer engagement strategies and study programmes that facilitate young people moving into employment
  - Local authorities are ensuring the needs of young people with special educational needs and disabilities and those who are NEET are at the heart of their employment, economic, housing, personal budget and commissioning strategies.
  - How work around skills and employment outcomes for young people with disabilities/SEND could align with the work of ElevateBerkshire and inform future delivery through re-engineering existing resource that could be aligned with Elevate to deliver a supported employment model of employment support

## Executive summary – Wokingham Borough Council

4. As part of the project, baseline data was sought from WBC on outcomes for young people with disabilities. Lynn Lee (post 16 and EHC co-ordinator) provided information and was the main link for the project.
5. An action plan was drafted by key partners with the aim of achieving better employment outcomes for young people with SEND. Various parties and key stakeholders were involved in developing the action plan and proposed the following deliverables, that they said they wanted the support of the project to achieve:
  - a. Everyone involved in supporting and working with children, young people and families have high expectations of what can be achieved in relation to paid work and careers, which includes enterprise development and self-employment. They work together to boost aspirations and expectations so that more young people leaved education and get paid work and careers.
  - b. All young people have access to high quality information, advice, support and guidance, on a face to face and 1-to-1 basis from qualified, impartial careers guidance practitioners or job coaches to co-produce a personalised employment pathway. This includes access to high quality benefits advice including better-off-in work calculations.
  - c. Study programmes are available that have meaningful work experience as the core aim including supported employment embedded into the curriculum.
  - d. Traineeships and apprenticeships are accessible to young people with SEND. Education and training providers are making full use of reasonable adjustments to ensure this is an option for young people with SEND and embedding supported employment into the provision.
  - e. The local offer is comprehensive on the employment support available to young people and families. This includes resources for those supporting young people and families. The local offer is co-produced, updated regularly and developed on the basis of what the evidence-base says works.
  - f. There is a clear, shared strategy to engage with employers to benefit young people with SEND. Those people engaging with employers understand the business cases of a diverse workforce and can promote the benefits of employing young people with disabilities. The Strategy is linked to the LEP and education provider strategies and provides a single point of contact for employers.

- g. There is a clear well governed strategy and plan to ensure that more young people leave education for work and sustainable careers. The strategy has been developed in partnership with all stakeholders (internal and external) which demonstrated that it's everyone's business.
6. Questionnaires were sent to young people with SEND who attend SEN Schools across Berkshire to determine if they have employment aspirations. 87% of the young people self-declared that they would like a job.
7. Project events were held across Berkshire and a specific day for WBC were delivered around a number of key themed areas. Two shared learning events were delivered for all of the sites where good practice has been shared and lessons learnt across the sites as well as employer engagement.

Date	Event	Purpose	Number of Attendees
10/11/15	Vocational Profiling (X-Berkshire)	Introduction to supported employment and the underpinning core values. Methodology on the completion of Vocational Profiles and their purpose. Discussions on what can be done to embed Vocational Profiles within the system	10
11/11/15	Writing outcomes for Employment in EHC plans (X-Berkshire)	Introduction to writing outcomes in EHC plans. What to consider when developing employment outcomes. Good practice and examples of writing employment outcomes in EHC plans. Discussions on what can be done to ensure employment outcomes are embedded within EHC plans	7
20/01/16	Boosting Aspirations for Parents (Wokingham)	Provide parents with information on examples of young people with SEND who are in employment. What the evidence base says works. Informing parents on what good support looks like. Discussions on what can be done in Wokingham to boost ambition in the system.	11
20/01/16	Developing the Employment Pathway (Wokingham)	To develop the pathway transition from education to employment. What the evidence base says works. Mapping what employment support is available; identifying gaps and barriers; voting on	14

		priorities and next steps	
21/01/16	Employer Engagement Techniques (X-Berkshire)	Participants will have a greater understanding of the employer's role and perspective; the importance of marketing and customer service; the business case for employing workers with disabilities; how to initially approach employers and engage with them; how to identify and meet employer needs and how to organise and conduct a pitch to employers	11

## Conclusions and Findings

8. Based on the results of questionnaires that were sent to young people with SEND (who attend SEN Schools across Berkshire to determine if they have employment aspirations) 87% of the young people who responded self-declared that they would like a job. This needs to be made aware to professionals as part of EHC plans and Information, Advice and Guidance sessions.
9. There is a real commitment in WBC to increase existing opportunities for people with SEND around employment. WBC has been working towards implementing learning from the events to improve employment outcomes for young people with SEND. WBC continue to develop and implement their action plan.
10. To support WBC, BASE provided a transition pathway, that was adapted from the Wolverhampton pathway, which highlights the seamless transition needed from education to employment and is centred around three key themes: Vision; Influences and Resources. Optalis continue to develop this model.
11. As part of the project – BASE supported the LA to identify areas of strong and best practice and also acted as a critical friend to highlight areas that need improvement:

Good Practice	Gaps
Person Centred Planning Approach used in annual reviews	The Local Offer lacks information, parents and young people with SEND unsure where to go to look at future options
Vocational Profiling being used in Addington School and Optalis	Vocational Profiling is not used in all secondary schools
Supported Internships being utilised at National Grid via Addington School and Royal Berkshire Hospital via Reading	Lack of flexibility of courses post-16 with aim to achieve employment outcomes

College.	
Optalis and Addington School keen to share good practice across the Borough	Work experience is not available from all schools
Careers and Opportunities Events delivered at Addington in partnership with colleges, WBC, Optalis, community providers.	Vocational Profiling not embedded within all EHC plans
Employment outcomes are becoming part of EHC plans.	Out of County pupils not accessing specialist Careers Information, advice and Guidance
Elevate hub at Wokingham library with variety of partners	
Optalis are well linked in with provision in their area – employers; parents; schools; colleges and other provision.	

## Recommendations and Opportunities

12. In order for WBC to develop and improve employment outcomes for young people with SEND, the following recommendations are suggested:

- WBC to continue implementing and developing their action plan from this project
- Vocational Profiling to be embedded within the EHC plan process. This will then inform Commissioners of what needs to be procured in post-16 provision
- The provision of supported employment needs to be of high quality and evidence-based that delivers employment outcomes for the young people with SEND, on behalf of WBC who have a statutory requirement for people with SEND up to the age of 25
- All staff who deliver supported employment for young people with SEND should be trained and have a recognised qualification in supported employment
- WBC commit to ring-fence a number of work placement opportunities/apprenticeship/internships/employment opportunities for young people with SEND
- Explore using employers / parents and young people with SEND as role models to boost aspirations across the system
- Local offer pages, linked to the Council webpage, need to be developed in regards to employment. Explore the possibilities of the local offer being linked to the Elevate pan-Berkshire website (and local Elevate site)
- WBC and key stakeholders to use the guides and tools supplied from the project to support employment outcomes for young people with SEND. The

outcomes of the project to be embedded in relevant team and service plans and learning embedded with commissioners

- Elevate Berkshire (Elevate Wokingham) provides a real opportunity to align local Elevate budgets (including local provision across 14 to 19) with the SEND Reform Grant – to provide a holistic package of support for young people with SEND rooted in a local supported employment offer that runs in parallel, offering support to services and teams within the LA and Schools, who support young people with SEN. This re-engineering would improve the life chances of young people
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