

Preparing for Adulthood (Version 3 - April 2014)  
Appendix 8 – Hertfordshire ‘Developing Supported  
Internships’ Work Plan

## Hertfordshire Supported Internship Action Plan

### Support and Aspirations Green Paper

*“Our goal is for disabled young people and people with SEN to have the best opportunities and support so that as far as possible they can succeed in education and their careers, live as independently and healthily as they are able to and be active members of their communities”*  
(Chpt 4 summary, SEND Green Paper)

Objective	Approach	Who needs to be involved?	By when
Introduce Supported Internships to the colleges in Hertfordshire	Meeting with Principals to gain high level commitment to develop Supported Internships as part of college study programmes	Patricia Walker, Ellen Atkinson, all Principals	November 2013
Gain commitment from all College Principals and agree staff member	Email college Principals to confirm who will lead the work in each colleges	Ellen Atkinson/College Principals	December 2013
Agree Shaw Trust commitment and input	Meet with Allison Wells from Shaw Trust to develop the pathway into employment through the statutory Welfare to Work route. Agree involvement in supporting the SI programme and routes into employment for young people post education	Ellen Atkinson and Allison Wells	November 2013
To confirm parameters for each group	I. Steering Group x 2 pa II. Operational Group x 1 per term	Identified college representatives	Jan 2014

Objective	Approach	Who needs to be involved?	By when
Establish <a href="#">operational</a> group	Meeting with college leads to agree: <ul style="list-style-type: none"> <li>• membership of the group</li> <li>• best approach for each college related the Supported Internship programme, curriculum and staff development etc</li> <li>• <a href="#">Curriculum model</a></li> <li>• <a href="#">Funding route for SI and Job Coaches</a></li> <li>• Terms of Reference</li> </ul>	Identified college representatives	Jan 2014
Agree staffing model (to include Job Coaches etc.)	Agree JDs for Job Coach	Identified college representatives	Feb 2014
Arrange /agree training where required	Work force development TSI and JC qualification (OCN)	Identified college representatives External trainers on TSI OCN	Feb 2014
Engage employers by geographic area	To include: <ul style="list-style-type: none"> <li>• Glaxo</li> <li>• Watford Hospital</li> <li>• Lister</li> <li>• QE2 Welwyn</li> </ul>	Identified college representatives Employers	Feb 2014
Employer support	Identify any training needs for the employer regarding their understanding of what young people with additional needs can achieve.  Agree support required and how this will be provided	Identified college representatives Employers	Feb 2014
Agree number of job outcomes	To be agreed with each employer	Identified college representatives Employers	March 2014

Objective	Approach	Who needs to be involved?	By when
Identify young people	Support college to identify appropriate candidates for a Supported Internship	Identified college representatives Employers Youth Connexions	June 2014
Start the Supported Internship programme	Employer engaged Job opportunities identified Young people identified Job Coach/Supported Employment Adviser agreed for each employment setting	Identified college representatives Employers	September 2014
Review the programme	To understand the impact of this type of programme in supporting more young people with additional needs into work, for employers and providers, to inform the effective use of funding and future commissioning.	Identified college representatives Employers Ellen Atkinson HCC	June 2015
Other?			

EJA/PW Dec 13