

Appendix 1:

SEND/Internship and Employer Forum Project Delivery Plan 2022 – 2025

Project Task	Project Action	By Whom/By When	Outcome Action	Further Action Needed – Action to be repeated to project March 2025
Schedule further meetings with the Head of SEND Manager.	Review number of potential learners with EHCPs – Project targets – seven SEND interns to be recruited per year for a total of three years.	Head of SEND Manager. In post Ongoing Review	Agree learner number/review ILP content – put in place individual plans for delivery.	Plan delivery schedule. For each young person. March 2024
Establish termly Internship information Surgeries – the purpose of this task is to promote recruitment.	Discuss the possibility of working with the SEND manager to facilitate a series locally based information surgery	SEND Manager and Supported Internship Officer October 2023	Increased learner engagement – Continue to promote the programme	Ongoing review of the effectiveness of this type of activity - January 2024 review
Recruit Supported Interns	To schedule a series of planning meetings with school careers advisers, specialist Social Workers and SEND Manager	Project Officer October 2023	Develop a small delivery/planning team. Identify at least 2 young people to engage with the Internship programme.	Schedule monthly planning group meetings Commencing October 2023
Establish an Employer Forum.	1 st meeting has already taken. Place	April 2023 Ongoing	Expression of interest of partnership engagement	To schedule a second meeting with emphasis on developing Internship/Work placement opportunities with a range of different employers and at different levels. November 2023
Schedule one-to-one meeting with employers.	Put in place the necessary arrangements for 'in placement support' when it is needed. Employers Support agreed: <ul style="list-style-type: none"> • Carbon Theory • Meldrum and Dent 	September/October 2023. Contact with employers will continue throughout the duration of the contract	Member of staff in place to monitor employers / Internships arrangements.	Several Employer visits already in place. Enquiries for funding already made – awaiting necessary funding support from NDTI/ Access to work

	<ul style="list-style-type: none"> • Standard Bank • City of London Corporation 			funding will be needed. Initial discussions have taken place with the NDTI.
Arrange group meeting with City / London employers – Aim is to secure 20 Internship placement opportunities.	Arrange Breakfast Seminar for employers to learn more about the Internship/SEND Programme.	December 2023 to be repeated in April 2024 if necessary.	A total of 4) Internship/Employer options already available.	Schedule meetings with small groups of internal line managers by February 2024
Review and agree Teaching and Learning options.	The delivery of Maths and English at Functional Skills level 1 or 2. – If needed	Commencing October 2023 to completion date / May 2024.	Classroom teaching sessions now in place.	Review FE college arrangements for higher level academic and vocational courses.
Additional support for partnership delivery.	Schedule a series of meetings with London local authorities and other Providers / Partners to research delivery strengths and weaknesses.	Schedule meetings with external Providers such as Sure Trust as a provider of support for SEND learners / November 2023.	Initial conversations have already taken place – awaiting further confirmation on individual programme delivery and costs.	Compare individual provider details and costs. Compare the service delivery arrangements for a small number of Internship Providers.
Marketing, promotion and providing information online.	Marketing strategy is being planned.	Marketing / Promotions team. November 2023	Planned group workshops plus individual meetings with employers.	Ongoing discussions. Quarterly review of promotional material. Deadline for completion?
Request planning meeting with the COL Pre-Apprenticeship Project team.	Consider the possibility of working in close partnership to deliver internships with SEND learners and securing longer term employment.	October 2023. Barbara Hamilton. Arrange meetings with the Head of Pre-Apprenticeship Training Programme.	Meeting has been requested -not yet arranged.	To discuss scope for partnership working. December 2023 Deadline for completion