

SI Grant: Year 3, Q3 Report & Baseline Survey Update

This document is for reference only; please use the online form to submit your final [SI Grant: Year 3, Q3 Report & Baseline Survey Update](#) by close of play on Friday, 10th January 2025.

Grantee Information

- **Unique grant reference** [You can find this in your Grant Offer Letter]
- **LA region** [Your region within England]
- **Grantee organisation** [LA name]

Section 1: Y3 Q3 Report

Summary of Activity

- **Details of relevant outputs** [Please note: we require a short summary or bullet points detailing your work around Supported Internships and the Internships Work programme from October to the end of December 2024]
- **Is there anything else you'd like to tell us?** [For example: things within the programme that are working well / any concerns you have / any particular support you'd like from the Internships Work team etc.?)

Action Plan Progress

Reminder: your Action Plan is not the same as your Grant Claim Form or Annex D (ii) in your Grant Offer Letter. The Internships Work Action Plan template and video guide can be found online and in Annex R (ii) of your Grant Offer Letter: <https://www.ndti.org.uk/resources/publication/internships-work-action-plan>

- **How would you describe the progress of your Internships Work Action Plan?** [Select one of the following: Not started yet / Have made a start / Completed for Year 3]
- **Have you shared and discussed your Action Plan with your NDTi Regional Lead?** [Select one of the following: Yes / No / Other]
- **Add any comments you'd like to share about the drafting and/or implementation of your Action Plan and/or details of any support you need with particular outcomes.**

SEND Employment Forum

Reminder: the suggested Terms of Reference (including details of membership) for your SEND Employment Forum can be found in the Resource Pack for LAs here: <https://www.ndti.org.uk/resources/publication/internships-work-resource-pack-for-local-authorities>

- **How satisfied are you with the SEND Employment Forum** [Please rate between 1 and 10, with the latter being extremely satisfied]

1	2	3	4	5	6	7	8	9	10
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- **Please elaborate on the rating above** [Think about how members, colleges/providers and employers are engaging, how they are contributing to the Forum's aims and any concerns you may have]
- **Add any comments you'd like to share about your SEND Employment Forum and/or details of any support you need**

Underspend

Important Note About Underspend: As outlined in your Grant Offer Letter, grant funds cannot be carried over financial years. This means your Year 3 grant allocation needs to be spent in full by the end of March 2025.

If you cannot spend your full allocation, we request that it is identified, declared and returned as soon as possible (please do not wait for the latest deadline of 28 February 2025).

As a programme, any underspent grant funds can be redirected through the Priority Grant Process (see Annex P (ii) in your Grant Offer Letter). This will allow for underspend to be utilised by other LAs taking part in the programme, as opposed to being reabsorbed by the Department for Education at the end of the financial year. Ultimately, is it better that the grant money is used to increase opportunities for Supported Internships across the country as this is our shared aim.

In this next section, please declare whether you have identified any underspend or not. At this stage, you have two options regarding underspend:

- If it is not going to be possible to spend your Year 3 allocation in full, the underspend will need to be **returned as soon as possible** so it can be added to the Priority Grant pot. If you select this option, NDTi will send you the details for this process.
- If you would like to repurpose your underspend (i.e., use it for a different purpose than what was in your grant claim), this may be possible with approval from NDTi. Please reach out at SIgrants@ndti.org.uk and CC your Regional Lead.

- **Have you identified any underspend for your Year 3 grant?**
- **If yes, how much underspend have you identified? [Pls give your response in £s]**

Section 2: Baseline Survey Update

Supported Internships

Please note: data for pre-internship courses should **not** be included in your responses below.

- **Which partners does your authority work with to deliver Supported Internships in your local area?** [Select all that apply and add more names under 'Other', if needed: Local Colleges / Choice College / DFN Project SEARCH / Mencap / Pure Innovations / Shaw Trust]
- **If you selected other, please mention those partners your local authorities work with to deliver Supported Internships**
- **Does your local area have a Supported Internship offer for every young person who needs one?** [Yes, No, Don't know]
- **How many young people (with an EHCP) secured paid employment following a Supported Internship last year?** [please enter the number of young people]
- **How many young people (with an EHCP) who are residents in your local authority, are on a Supported Internship this year?** [please enter the number of young people]
- **What sector are the employers in who currently offer supported internships in your area?** [Please select all that apply: Agriculture, horticulture, environmental and animal care / Business and administration / Catering, hospitality, cleaning services / Construction and the built environment / Creative and design Education, early years and childcare / Engineering and manufacturing (inc automotive services) / Government / Hair and beauty / Health, care and social services (inc NHS) / Information Technology/Digital / Legal, banking and finance / Pharmaceutical Protective services (e.g. fire services, police, the armed forces, paramedics) / Retail / Sports and recreation / Transport, warehousing, logistics or distribution / Utilities and energy/ Other public sector/ Other]
- **What sizes of employers host supported internships in your area?** [Please select all that apply: Micro (under 10 employees) / Small (under 50 employees) / Medium (under 250 employees) / Large (250 or more employees) / Other]
- **How many supported interns (with an EHCP) do you predict you'll have next year from September 2024?** [please enter the number of young people]
- **What follow-on support is available to interns who do not secure employment following a Supported Internship?**
- **To what extent has the quality of Supported Internship provision in your local authority stayed the same or declined in the last 2-3 years for each of the following?** [Significantly Improved / Somewhat Improved / Remained the Same / Somewhat Declined / Significantly Declined]
- **What are the challenges in your local area around Supported Internships and supported employment?**
- **What is the funding model for the majority of Supported Internships in your local authority?** [Through a combination of i) Education & Skills Funding Agency, ii) Access to Work and iii) Elements 2 & 3 / High Needs block grant / Education and Skills Funding Agency and Elements 2 & 3/High Needs block grant only. (The level of LA funding means that Access to Work funding is not used.) / Other model - please explain / Don't know]
- **Briefly describe your funding model**
- **What are your LA's plans for sustaining supported internships in your local area beyond March 2025, when the Internships Work funding is set to conclude?**

Job Coaches

- **How many job coaches working with young people on Supported Internships are there in your local area?** [please enter the number of job coaches]
- **What training (other than through BASE's Internships Work offer) have job coaches in your area received?**
- **What other training do you think Job Coaches need to support them in their roles?**
- **Add any comments and/or concerns you'd like to share about job coaches and training in your local area.**

Employer Ambassadors

- **Are you aware of the Employer Ambassador programme?** [Yes / No / Don't know]
- **Are any Employer Ambassadors enrolled in the SEND Employment Forum?** [Yes / No / Don't know]
- **Have any new employers joined the SEND Employment Forum** [Yes / No / Don't know]
- **If yes, which employers** [please enter employer name and sectors they are part of]

Quality Assurance

Please note: more information about the Supported Internship Quality Assurance Framework (SIQAF) can be found here: <https://www.ndti.org.uk/resources/publication/siqaf>

- **Have you or any of your providers completed a self-assessment using the SIQAF?** [Select one of the following: Yes / No / Don't know]
- **Are you making it mandatory that providers use the SIQAF?** [Yes / No / Don't know / Not sure]
- **Have you or any of your providers signed up to complete a peer review using the SIQAF?** [Select one of the following: Yes / No / Don't know]

Measuring

Please note: there is a section about data in the Internships Work Action Plan template and your Regional Lead can support you with these objectives: <https://www.ndti.org.uk/about-us/ndti-people/ndti-regional-leads>

- **Is your local authority tracking the sustained employment outcomes from Supported Internships in your area?** [Please select: Track up to completion of the SI / track up to 6 months after completion of the SI / track up to one year after completion of the SI / track beyond one year after completion of the SI / LA does not track employment outcomes / don't know]
- **Does your LA collect and analyze demographic data on supported interns, including metrics related to diversity (race, gender, ethnicity, religion, sexual orientation)** [Yes / No / Don't know]
- **How do you ensure that your SI programme is inclusive and accessible to all community groups?** [Open response]
- **If you aren't currently measuring some of the things in this survey, what plans do you have in place to begin measuring them or what support do you need to implement a plan?** [Leave blank, if not applicable]

Declaration

- **“I declare that the information provided in this report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.”** [Select: I agree with the above statement]
- **Today’s date**
- **Your name** [The name of the person submitting this form]
- **Submitter’s email address**