



Transition and training at 18+

A guide for young people, parent
carers and settings

This guidance was co-produced in collaboration with a number of organisations including:



Access Through Technology



Family Voice Norfolk

What is transition?

Our lives are full of change, during which we transition or move from one stage to another. Transition can both an exciting and anxious time, particularly the transition to adult life. Young people (YP) with special educational needs and disabilities (SEND) need support that is right for them.

This guide is to help:

- YP and the parent carers of YP with SEND who are currently in a post-16 setting or training placement (such as an apprenticeship, supported internship, traineeship or volunteering) explore their transition and training options after they are 18 or 19
- Post-16 settings or other placements understand the pathways open to YP with SEND

This transfer from a post-16 educational setting will usually take place by the September after their 18th or 19th birthdays. If the YP receives support from social care, then they will usually transfer from Children's Social Care to Adult Social Care when they are 18.

This booklet should be used while YP are in post-16 education to give plenty of time to consider the options available.

How do we plan for success?

Effective transitions rely upon...

- ✓ Good planning
- ✓ Good communication

Good transition planning benefits all YP.

However, for those with SEND, extra planning will help to ensure that transition is successful.

For YP with SEND, transitions of all kinds, whether getting a job or finding somewhere to live, may need a programme of support.

Effective transition:

- ✓ Puts the YP at the centre of the process
- ✓ Should not feel like a sudden change. Ideally, conversations with the YP about their hopes for the future have been taking place at home and in the setting for a few years.
- ✓ Helps the YP achieve outcomes both in education and in the wider sense of independent living and taking part in society

Putting the voice of the YP first

Legally the YP will be an adult at 18 but many YP will need support. Decisions must be based on what the YP wants. Some YP will be clear about what this is. Others will need more support. The use of one-page profiles can help to capture the views of YP. They provide a clear and accurate picture of YP, conveying their strengths, challenges and support needs to new situations in an accessible way.

Settings should adapt the form and content of profiles so that they are appropriate for YP at different ages and stages. Further information on one-page profiles is available to view on the Norfolk SEND Local Offer website:

www.norfolk.gov.uk/children-and-families/send-local-offer/support-for-learning/special-educational-needs-sen-support/one-page-profiles

Deciding on next steps

YP and their parent carers will need as much information as possible about possible next steps. All settings and placements being considered should agree to a meeting. It is a good idea to:

- ✓ Find out as much as possible before visiting
- ✓ Take a list of questions and think about any worries
- ✓ Make some notes on the visit
- ✓ Ask who you can contact for any follow-up

The YP and their parent carers may want to consider the following:

How can we support with any transition process?

- ✓ Ensure that the YP's wishes and views are known to all
- ✓ Make sure that anyone who will be involved in giving support, such as an education provider or volunteering organisation gets a true reflection of need
- ✓ Decide who would be the best person to have these discussions
- ✓ Think about how to communicate any worries and who is best placed to do this
- ✓ If visiting a setting, check with the YP how they feel about discussing their special needs with others and how it is handled during visits or meetings
- ✓ Ensure that the setting or placement is clear about who needs to be informed about any change such as timetable or travel arrangements. If the YP agrees that a family member or supporter gets the same information as them, it can be helpful

Who may need to be involved?

- ✓ Social worker, if appropriate. They will discuss the move to Adult Social Care if needed
- ✓ Any education setting - both the receiving setting and receiving setting
- ✓ Any volunteering organisation
- ✓ Jobcentre Plus which will give advice to the YP about finding work as well as providing advice about access to benefits and whether it is applicable for an individual

Settings holding a meeting or visit with YP and their parent carers should consider:

The YP and their parent carers should leave the meeting:

- ✓ Feeling reassured
- ✓ With a clear idea of what the plan is

Any new setting should:

- ✓ Gather as much information as possible about the YP
- ✓ This includes what the YP is like in the existing setting but also at home
- ✓ Consider any reasonable adjustments they need to make in terms of the Equality Act 2010

The previous setting should:

- ✓ Ensure that they are fully involved in informing the new setting of anything relevant and ensuring that key documents are passed on

Preparing for Adult Life (PfAL) Service, the PfAL Section of the Norfolk SEND Local Offer and Adult Social Services

There are many people who can support YP in their transition to adult life: parent carers, teachers and social workers.

If specialist help is required, it may be appropriate for the PfAL Service to work with the YP.

All YP aged 14–17 who are likely to require support from Adult Social Services after they turn 18 should be referred to the PfAL Service.

Referrals can be made to the PfAL Service if:

- ✓ The young person is 14–17 years old. They can be referred at 13 years old if the referral follows an EHCP review in year 9
- ✓ The young person has a disability. This could be a learning disability, mental health needs, autism or physical disability
- ✓ The young person is likely to need support from Adult Social Services (under the Care Act 2014) to achieve their outcomes of good health, independent living, employment, friends, relationships and community inclusion

Making a referral to the PfAL Service

If the YP has a social worker in Children's Social Services, they can make the referral. Alternatively, a referral can be made by anyone by ringing the Children's Advice and Duty Service (CADS) professionals' referral line, or in the case of members of the public, call 0344 800 8020.

www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adult-life/help-to-plan-ahead/people-who-can-help-in-transition-to-adult-life

The Norfolk SEND Local Offer and PfAL

The PfAL section of the Norfolk Local Offer focuses on the support available for young people and covers:

- ✓ Planning ahead
- ✓ Getting a job
- ✓ Leisure and community
- ✓ Somewhere to live
- ✓ Keeping healthy
- ✓ Money
- ✓ Travel

It can be accessed at www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adult-life

Young people over 18 who may require support through Adult Social Services

If the YP already has a social worker then they can make the referral to Adult Social Services.

During the year in which they are 17, the YP may undergo an eligibility assessment to look at their needs and the support that they will require as they move into adult life.

The following link explains who is eligible for help and the criteria that is used in the eligibility assessment:

www.norfolk.gov.uk/care-support-and-health/start-with-social-care/who-is-eligible-for-help

If the YP already has a social worker, then parent carers should speak to them in the first instance.

If the YP does not currently have a social worker, but it is felt that they may need this support going forward, then parent carers should contact Norfolk Adult Social Services:

www.norfolk.gov.uk/care-support-and-health/contact-our-social-care-team

What options are available at age 18+?

There are lots of education and training options available to YP over the age of 18, ranging from university with a focus on gaining a degree to progressive learning where the focus is on preparing YP for adult life. Options also include supported internships, apprenticeships, volunteering and employment with training.

Some YP will choose more than one post-18 option, especially if looking for something for five days a week

Higher Education (HE)

HE includes universities and colleges of higher education. There are different academic entrance requirements for different courses and all applications are made through the UCAS website at www.ucas.com

It is really important for any HE provider to know about the YP's needs and any adjustments that will be required before they start. The sooner they know, the sooner they can put

appropriate support in place.

This section of the UCAS site gives advice for disabled students and those who have learning difficulties or mental health concerns:

www.ucas.com/undergraduate/applying-university/individual-needs/disabled-students

There are fees for studying in HE. This section of the UCAS site gives further information:

www.ucas.com/finance/undergraduate-tuition-fees-and-student-loans

Further Education (FE) at a local FE college or independent training provider

After age 19, all YP have access to education and training, which may be either fully or partly funded through the Adult Education Budget (AEB). YP are able to access courses that develop their skills and preparedness for work.

YP with EHCPs may be able to remain on 16–19 courses up to the age of 25. Speak to any potential FE colleges or independent training providers about whether the YP qualifies for the AEB, will have access to the AEB at a given provider or is able to remain on 16-19 courses due to having an EHCP.

Apprenticeships, traineeships, employment with training and work experience

Apprenticeships

An apprenticeship is a job so a YP is earning and learning at the same time.

Visit Apprenticeships Norfolk and the Department for Education's (DfE) Apprenticeships sites (see links at the back of this guide).

Apprenticeships may be undertaken at a number of 'levels'. Apprentices are paid while they train.

Apprenticeship level	Equivalent qualification
Level 2 (intermediate)	5 GCSEs at grades 4-9
Level 3 (advanced)	2 A-levels
Level 4 (higher)	Foundation degree
Level 5 (higher)	Foundation degree
Level 6 (degree)	Bachelor's degree
Level 6 (degree)	Master's degree

Apprenticeships have minimum English and maths requirements. However, for YP with SEND there are exceptions to this. Page 23 of the following booklet gives further guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734414/Specification_of_apprenticeship_standards_for_England.pdf

Traineeships

A traineeship is a course with work experience that lasts for up to six months and prepares YP for work or an apprenticeship. There is no payment, but the YP will get work experience and help with English and maths if it is needed.

Further information is available at:

www.gov.uk/find-traineeship

Volunteering

The volunteering sections of the 'Help You Choose' and 'Preparing for Adult Life' websites have links to opportunities that are available:

www.helpyouchoose.org/content/volunteering

www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adult-life/getting-a-job/types-of-work

Employment and employment with training

If YP are ready to start work, they could look for employment or employment with training/job coaching to help them adjust to working.

Jobcentre Plus has disability employment advisers who can help with any other employment-related support.

If the YP has a disability or health condition (including mental health conditions), they may be able to get extra help from Access to Work. More information is available at:

www.gov.uk/access-to-work

Work experience

If YP have left school, then there are options for work experience. This section of the Preparing for Adult Life section of the Norfolk SEND Local Offer has more details:

www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adult-life/getting-a-job/types-of-work

Supported internships

A supported internship is for young people aged 16–24 with an EHCP who want to work. It is a one-year study programme that helps students get the skills and experience to succeed in employment.

Students spend six months in an unpaid work placement with

an employer, coupled with a personal study programme that gives them the chance to gain useful qualifications, for example in English and maths.

Supported internships are very similar to a traineeship but with a higher level of support.

There are no entry requirements for a supported internship, and they are run by several post-16 providers, for example in hospitals, schools and public gardens. The YP will need to demonstrate that they are positive about working and will listen to advice from others in the workplace.

Further information is provided in the resources and links section at the back of this booklet.

Progressive learning

There are a number of organisations that will offer support to help YP prepare for adult life.

These may have daily fees, but the YP's social worker should be able to advise on this. Some progressive learning providers will only accept referrals from YP with a social care personal budget.

Some of the providers offering progressive learning opportunities are listed below:

www.assist-trust.co.uk

www.clinkscarefarm.org.uk

www.thehamletcharity.org.uk/our-services/young-adults-18-29/overview/

www.engagenorfolk.co.uk

www.aboutwithfriends.co.uk

www.buildcharity.co.uk

www.norfolk.gov.uk/education-and-learning/adult-learning

www.beyondthewall.org.uk

www.thaliatheatre.co.uk

www.sense.org.uk/get-support/centres-education-and-day-services/sense-college/

www.centre81.co.uk

If you know of other progressive learning providers that should be included, please let us know by emailing

sendadviceandsupportrequests@norfolk.gov.uk

You can also search for entries in the Norfolk Community Directory at:

<https://communitydirectory.norfolk.gov.uk>

What happens to EHCPs for 19–25-year-olds?

It is important to get clarification from the YP's EHCP coordinator before any transition takes place.

As a rough guide, if the YP is going to do further education or training that is not considered HE, the EHCP is likely to remain in place.

If they are looking to enter HE, then the EHCP is likely to cease unless the YP is studying a course that is not a 'prescribed higher education course'.

Further information is available at:

www.gov.uk/government/publications/send-19-to-25-year-olds-entitlement-to-ehc-plans/send-19-to-25-year-olds-entitlement-to-ehc-plans

Key terms

Apprenticeship: it is a job with accredited training. Apprenticeships are usually full time for a minimum of 30 hours per week. There are different levels of apprenticeship. Those doing an apprenticeship aged 16 are likely to do a level 2 (intermediate) or level 3 (advanced) apprenticeship.

EHCP: education, health and care plan. A legal plan for children and young people aged 0–25 with more complex needs, requiring a multi-agency approach.

EHCP coordinator: the person employed by Norfolk County Council to oversee children with EHCPs in a given area. EHCP Coordinators will usually be assigned to settings so that all YP with an EHCP in a setting will have the same EHCP Coordinator. The EHCP Coordinator may give advice to the setting and/or parent carers as required.

Further education: education or training delivered at age 16+ and can include any course of study that is below that of higher education.

Higher education: education or training delivered at age 18+ at a college of higher education or university. Some further education colleges have links with higher education colleges and universities to deliver the content of courses that are ratified by the higher education college or university. The training will lead to a degree being awarded by the higher education college or university.

Post-16 setting: any provider that educates young people aged 16+. These include further education colleges, school sixth forms as well as training providers.

Supported internship: a programme for YP aged 16–24 with an EHCP to prepare them for the world of work.

Traineeship: a course with work experience that gets YP ready for work or an apprenticeship. It can last up to six months.

Resources and links

Apprenticeships: find an apprenticeship in England

www.gov.uk/apply-apprenticeship

Apprenticeships Norfolk

Lists apprenticeships available in Norfolk

www.apprenticeshipsnorfolk.org

CitizenCard

Non-profit issuer of police-approved proof of age and ID cards.

www.citizencard.com

National Careers Service

Information, advice and guidance available at

<https://nationalcareers.service.gov.uk>

Norfolk SEND Local Offer

www.norfolk.gov.uk/send

Norfolk Adult Social Services

Information about care, support and health is available at www.norfolk.gov.uk/care-support-and-health

To contact the Adult Social Care team, follow these links:
www.norfolk.gov.uk/care-support-and-health/contact-our-social-care-team

Telephone 0344 800 8020

Minicom 0344 800 8011

Fax 0344 800 8012

Norfolk Preparing for Adult Life (PfAL) Service

Referrals for 14–17-year-olds

www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adult-life/help-to-plan-ahead/people-who-can-help-in-transition-to-adult-life

Information for 14–25-year-olds

www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adult-life

Norfolk supported internships

Find out more at this page in the Norfolk SEND Local Offer

www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-training-0-25/post-16/internships-and-supported-internships

SEND: 19–25-year-olds' entitlement to Education, Health and Care Plans (EHCPs)

www.gov.uk/government/publications/send-19-to-25-year-olds-entitlement-to-ehc-plans/send-19-to-25-year-olds-entitlement-to-ehc-plans

Traineeships

Find a traineeship in England

www.gov.uk/find-traineeship

For further advice and support...

Consider contacting Norfolk SEND Partnership Information, Advice and Support Service (SENDIASS)

Telephone: 01603 704070

Website: www.norfolksendpartnershiass.org.uk/

Other sources of help are available on the Norfolk SEND Local Offer.

www.norfolk.gov.uk/send

This leaflet is part of a series designed to support and enhance transitions in all Norfolk settings. The guidance has been co-produced with input from education and Norfolk County Council professionals including SENDIASS and representatives from family groups including Family Voice Norfolk and SEN Network.