

PLUS Skills Development Ltd admits post 16 students with Education Health and Care Plans (EHCP) or, in some cases, those within the assessment process.

Referral is usually through the Local Authorities Special Educational Needs Department, following a statement review. The department will approach us, if in their opinion; we can best meet the needs of a particular student. This is often following a decision by their current school that the pupil's needs are not likely to be met within mainstream post 16 provision such as an FE College, or in some cases where the student is unable or unwilling to access mainstream education.

Once the Authority has notified us, then parents and the student will be invited to view the Centres and we will be sent the relevant paperwork and EHCP to review. The Senior Management Team (SMT) will make a decision based on the visit and information supplied by the Local Authority as to whether the young person would benefit from accessing PLUS Skills Development Ltd provision such as the Supported Internship programme or Foundation work programme.

If the young person and/or parent/carers are happy with the placement, then the student will be invited to attend and be provided with timetable and start date. A formal offer will be made.

All offers are conditional on relevant paperwork being completed before the student starts at PLUS Skills Development Ltd. Some placements are offered on a trial basis, during which the Centre will evaluate whether the placement should become permanent.

All students are integrated slowly into the Centres, to enable them to settle into the routine and to cause as little disruption as possible to the current students. This can take up to 6 weeks but is taken at the individuals pace. PLUS Skills Development Ltd offers full time education to students who have Education Health and Care Plan and are aged between 16 and 25. However, all of our students are characterised by their vulnerability.

The students can demonstrate behavioural problems however these are secondary, usually caused by their other difficulties, and are usually not their primary need.

The programmes we offer are devised to develop an individuals confidence and employability skills. Work placements are an integral element of their programme.

**Making a Referral or Application:**

- In the first instance, all referrals or admission applications should be made to Clare Townsley (SI Manager) and should include any relevant information.
  - [clare@skillscentreplus.co.uk](mailto:clare@skillscentreplus.co.uk)
  - (01724) 849912
- The SI Manager will review the referral and pass on all information to the Directors and SMT.
- If the SMT panel ascertains that PLUS Skills Development Ltd would be likely to meet the young persons needs, we will contact the parents and Student to invite them to look around our Centres.
- Once the visits have taken place, the SMT panel will decide whether to offer a placement and will contact the authority with a decision. All offers are conditional and for a trial only in the first instance.
- The Centre MUST receive all relevant paperwork, including up to date EHCP or statement and any safeguarding information before the student can begin attending.
- Once we have received an email or letter accepting the placement, we will arrange a start date.