



# SESLIP

South East Sector Led  
Improvement Programme



SURREY  
COUNTY COUNCIL



**August Update on the development of apprenticeships  
for staff working in Local Authority SEN Teams  
supporting the EHCP process.**

# Partnership

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*Surrey County Council are working in partnership with SE19 for this piece of work.*

# This apprenticeship will provide:

- A national offer.
- Better trained workforce with standard skill sets giving consistency for families and employers and transferable skills we can all trust.
- Increase in trained staff available to the workforce.
- Potential increase in stability in workforce.
- Use of the Apprenticeship Levy rather than other resources to fund training.

# Where are we on the journey?

- On the advice of IfATE (Institute for Apprenticeships and Technical Education - now part of Skills England) Jo McSherrie has been working with a private training provider who offer the Early Intervention Practitioner (EIP) Level 4 Apprenticeship [Train Together Ltd].
- Jo has worked with around 55 Local Authorities to get input on the content of the programme.
- The provider has worked with Jo to develop bespoke content to transform the EIP Level 4 to a course that is suitable to staff working in LAs in roles that support the EHCP process.
- EIP Level 4 underpins this bespoke course.
- The title of this is **EIP 4 for staff coordinating EHCPs in Local Authorities.**

# How does it work?

**This apprenticeship** is aimed at staff who have completed an induction programme and are employed in a Local Authority undertaking a role that requires them to be working with children / young people who have already got or have applied for an EHCP. They will also be working with their families and professionals who are supporting children / young people to meet their outcomes.

The course lasts 12-15 months although candidates can complete within 8 months and be compliant with the framework. There are a range of knowledge, skills and behaviours the apprentice will need to demonstrate. They will complete self-study sessions and other tasks as part of the off the job part of the programme.

There will be monthly meetings with a trainer who plays a critical role in supporting development and progression. The trainer will provide structured feedback to help build competencies and knowledge across a diverse range of intervention work. Additionally, the provider can arrange development workshops for those interested in collaborative learning.

# How does it work?

The content will support the apprentice with all aspects of the EHCP process and the wider skills they need to be in an EHCP coordination role. It will build and secure knowledge in this area of work.

The employer will have to play an active role in the programme. There are a series of tasks and meetings the employer will have to complete in order to support the apprentice be successful.

Each apprenticeship has its own End-point assessment (EPA). The EPA is the final test of the knowledge, skills and behaviours that all apprentices have gained during their training. The EPA demonstrates the competence of an apprentice in their role. The EPA process takes 12 weeks for this programme.

# Where are we on the journey?

- Advice and Guidance sessions will run on 29<sup>th</sup> September and 1<sup>st</sup> October. These will be supported by the training provider.
- A pilot group will start on 13th October 2025. The pilot will inform future programme reforms.
- The content is flexible meaning that changes in legislation / practice can be incorporated e.g. following SEND and AP White Paper/ Improvement plan.

# Key points

- This will be open to staff who hold the role not staff who aspire to do this role.
- The Functional Skills requirement has been removed from apprenticeships – employers will need to determine their requirements on whether or not their staff need to complete these – this will be in discussion with the training provider.
- The training provider has an online platform that will be used to track progress. In addition to this they have a separate learning platform for resources/ opportunities to expand knowledge/skills. This will be free to the apprentice.
- We will continue to develop course content to supplement the learning opportunities that are already available. We would like LAs / others to support the development of learning content.
- Jo continues to work with SESLIP to link the apprenticeship to the induction and other learning opportunities.

# Next steps...

- Agree pilot group
- Jo to continue to refine the content and arrangements with provider
- Jo to develop processes that will allow the programme to operate without her involvement. This includes advertising and sign-up processes for cohorts beyond the pilot group.