



SESLIP

South East Sector Led
Improvement Programme

EHCP Workforce Induction Programme

Update: September 2025

- Workforce survey has informed us on key topics that staff would have welcomed more induction support on. These have now been included in the Induction Programme Proposed Outline
- Excellent session held with the working party and Sarah Clarke and Lisa Scarrott, from our regional PCF to create the first module that all staff will take on “Working with Families” – awaiting final sign off following feedback from Induction Working Group
- Modules in the programme can be delivered by the Local Area in-house or be self directed learning – all to be stored on the SESLIP website, or can be downloaded to the local Council intranet
- Some modules will need local design and delivery due to the nuances of each Council’s systems and processes. However, Inductees will have access to a Regional Induction workbook, checklist and set of buddy activities to ensure that they have familiarized themselves with their own local offer, panel processes and systems
- Some of the modules will be provided by Bevan Britten to ensure accuracy and consistency around legislation and statutory processes. Inductees will be able to join these sessions live and/or watch again on a recording. Local Areas could also use the slides produced for in-house delivery



Outline Proposed Induction Programme

| Module Number | Module Title | Delivery Method |
|---------------|---|--|
| 1 | Working with Families | Presentation Deck and buddy activities |
| 2 | What makes a good EHCP | Live session, recording and slide deck |
| 3 | SEND legal basics (law, Code of Practice) | Live session, recording and slide deck |
| 4 | School placements & EOTAS/s19 | Live session, recording and slide deck |
| 5 | Contextual SEND (commissioning, funding) | Live session, recording and slide deck |
| 6 | Tribunals (Parts 1 & 2 – procedure, evidence, witnesses) | Live session, recording and slide deck |
| 7 | SEND & mediation | Live session, recording and slide deck |
| 8 | SEND & safeguarding/risk | Live session, recording and slide deck |
| 9 | Hot topics (parental disagreement, private reports, ceasing EHCPs, Post-16, challenging behaviours) | Live session, recording and slide deck |
| 10 | Local Offer | Self Directed: Workbook provided |
| 11 | Early Years SEND (pathways, funding, providers) | Self Directed: Workbook provided |
| 12 | Case Recording - Top Tips | Self Directed: Workbook provided |
| 13 | Complex Case Management (annual reviews, panel processes, multi-agency) | Presentation Deck and buddy/manager activities |
| 14 | Personal Budgets (statutory framework + local processes) | Presentation Deck and buddy/manager activities |
| 15 | Casework Manuals(workflows, templates, escalation) | Local Design and Delivery |
| 16 | Quality Assurance in EHCPs | Presentation Deck and buddy/manager activities |

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Next Steps

- Agree outline with Working Group (Doodlepoll out for next meeting date)
- Marian Cullen working on remaining modules and workbook
- Consider how we arrange a session with young people to capture their views about working with EHCP teams
- Create dedicated space on SESLIP website for Induction Programme
- Add modules as created/ signed off and publicise live events
- Create brief evaluation/feedback mechanism for new staff to complete – confidence rating scale
- Ensure all induction materials link to EHCP Team Apprenticeship programme to promote the opportunity for future cohorts

