

national transition support team

working together to improve transition
for disabled young people

SAQ Assessment Process

1. Purpose of document

This document outlines the processes that NTST and partner agencies use in:

- a) Assessing local areas' responses within their respective Self Assessment Questionnaire (SAQ);
- b) Applying criteria to benchmark local areas in relation to areas of good practice and areas for further development and;
- c) Determining the level of targeted support to be provided through the Transition Support Programme, based on local areas' self assessed requirements, to enable them to make progress.

2. Context

The Self Assessment Questionnaire is devised in a way that supports local areas to complete a multi agency self assessment in order to provide an honest shared understanding of how transition is operating within their services. It has been designed to capture the main statutory and guidance elements in relation to transition across all agencies and provide local areas with the space to share areas of improvement, innovation and good practice.

It is evident that in order for disabled young people and their families to experience positive support during the transition process a wide range of agencies, departments and processes need to work together effectively. The Self Assessment Questionnaire aims to capture a snapshot of how these agencies, processes and systems work together at a specific point in time in a local area. SAQ 1 was completed in January 2009 and SAQ 2 deadline completion is 1st December 2009. SAQ 2 will identify progress that has been made in the 10 months of Year 2 of the Transition Support Programme and will determine the revised level of targeted support that will be provided to local areas in the final year of the programme.

3. 4 Stage SAQ Assessment Process

In assessing how well a local area is progressing and to determine the levels of support needed to make ongoing progress using the Self Assessment Questionnaire, a 4 stage process has been developed:

- | | |
|---------|--|
| Stage 1 | NTST assess each local area's compliance with statutory requirements and guidance with regards to transition services from information contained in the SAQ. |
| Stage 2 | NTST assess areas of good practice, innovation and progress identified in the SAQ and provided by other sources. |

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- Stage 3 Additional assessments and evidence is provided by TSP named advisors and local areas themselves.
- Stage 4 Recommendations are provided by NTST and Partners (CHaMP and National Strategies Leads) to DCSF, DH and final decisions are made.

The information provided by local areas in their completed SAQ 2 is scored in order to develop a quantitative analysis that will enable us to benchmark local areas against their own progress since SAQ 1 and against other local areas across the 9 Regions of England. It is the SAQ 2 score, alongside qualitative information and verification from TSP named advisors that will determine the recommendations NTST and partners make with regard to offers of support that is to be made to each local area.

4. Assessing local area compliance with statutory requirements and guidance

Stage 1

The first stage of assessment is based on how local areas have self assessed that they are meeting **statutory requirements** and **Guidance and regulation requirements**. Each question relating to statutory requirements and guidance is scored and graded based on how established and embedded they are in common practice.

- E.g.
- 2 points provided if work experience is available to all disabled young people in Year 10
 - 1 point if some disabled young people have access to work experience in Year 10 but those with more complex needs have school based work experience
 - 0 points if few disabled young people have access to work experience or figures aren't collated.

This scoring system enables NTST to identify on the assessment grid (Figure 1) at which point of the continuum a local area has assessed itself as being.

Stage 2

Although statutory requirements and guidance compliance are the main basis on which a local area will be benchmarked, examples and evidence of good practice across the 5 TSP focus areas will be analysed from the information provided in SAQ 2.

5 Focus Areas

- i) Participation of disabled young people and their families.
- ii) Effectiveness of personalised approaches.
- iii) Joint assessments processes within children's trusts and adult services.
- iv) Realistic post 16 opportunities for living life.
- v) Strategic joint partnership working.

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This will provide a more holistic picture of transition practice in each local area and as such is as equally important an indicator, as Stage 1, in evaluating transition practice in local areas.

An example of good practice in relation to work experience may involve the identification of suitable work experience being completed in Year 9 person centred transition reviews, providing time for young people to complete visits with employers prior to work experience commencing to identify relevant support needs and clarify expectations.

Areas of good practice and innovation are scored and applied to the assessment grid at the relevant point of the continuum.

Stage 3

In Year 2 of TSP each local area has a named advisor who will have worked closely with them to develop and implement a Transition Development Plan. Information provided by each named advisor will be submitted through monthly reports and an assessment of progress made to verify and support the information provided by local areas in the SAQ.

Stage 4

DCSF and DH are the decision makers in relation to levels of targeted support that local areas are provided with. This decision is made through a scrutiny process with representatives from DCSF and DH that discuss recommendations put forward by NTST and partners (National Strategies and CHaMP) and the rationale behind this decision making.

NTST will submit in report form Recommendations of Support for all local areas, based on individual local areas' benchmarked position and the rationale and evidence that have led to this position. DCSF and DH will scrutinise recommendations and may ask questions to gain further clarification and request to see the evidence on which recommendations are made. (E.g. protocols, named advisor reports, steering group minutes, statistical data, SAQ etc.)

National Transition Support Team
3 September 2009

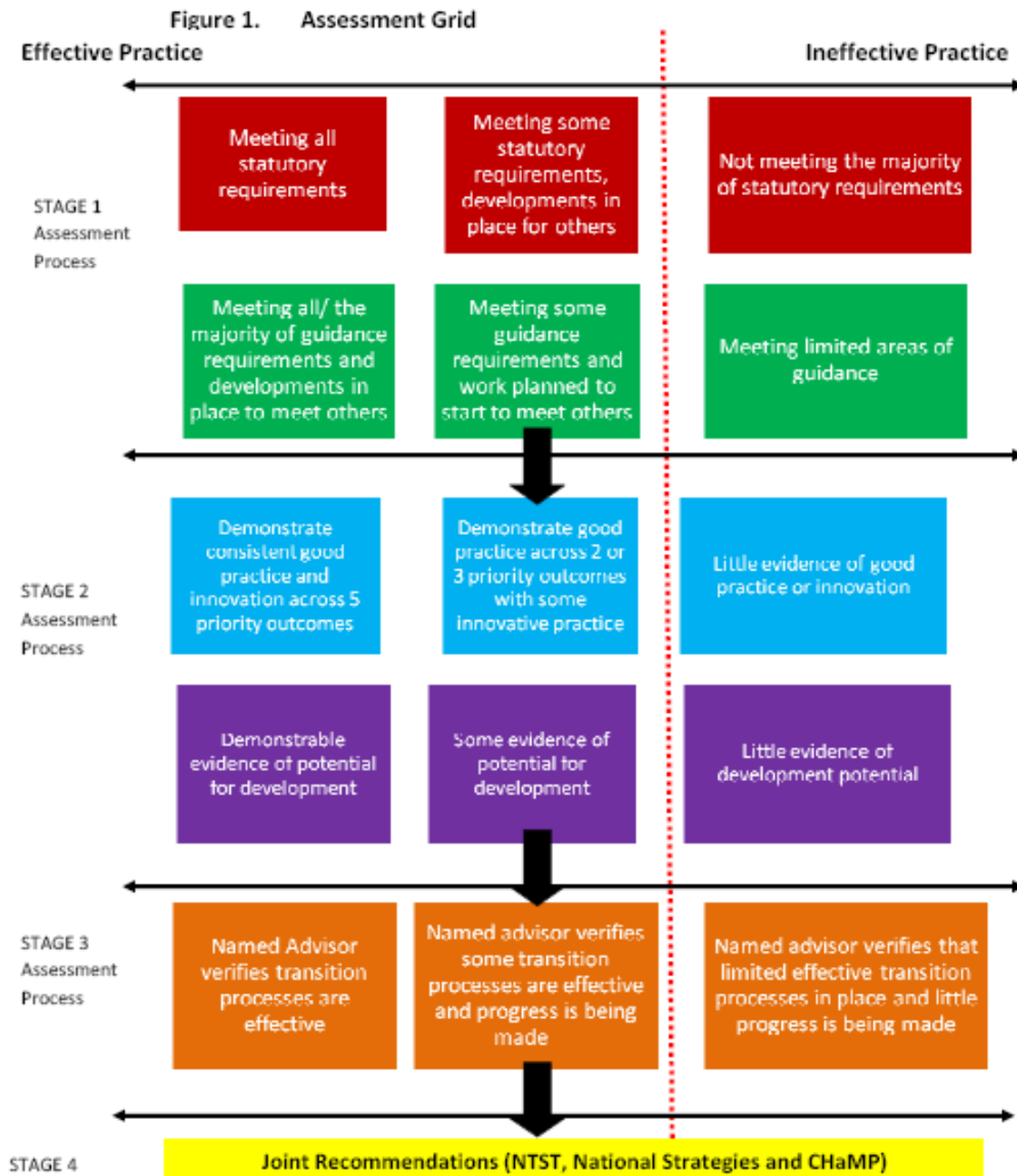
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