**SEN Initiative**

**Centre Report**

**September 20\_\_ to August 20\_\_**

Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of learner places in centre \_\_\_\_\_\_\_\_\_

Total no. of learners who attended for *any* part of the year \_\_\_\_\_\_\_\_

Age range of learners \_\_\_\_\_ to \_\_\_\_\_\_ years

Gender breakdown \_\_\_\_\_\_\_ female \_\_\_\_\_\_\_ male

No. of full time staff (including coordinator) \_\_\_\_\_\_\_\_

No. of part-time staff \_\_\_\_\_\_\_\_\_\_

# Assessment of learner difficulties

Under each of the three headings below, please describe three or four difficulties that you noticed in your learners during the year:

*a) Education and training:*

1. *Personal and social development:*

1. *Barriers to participation and progress in the programme:*

# Core practices

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| a) How many learners attended your centre for any part of the last academic year?  For how many of these learners were the following measures put in place:

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|   |

 *i) Assignment of a mentor* 1. *Provision of regular mentoring sessions using the WebWheel*

 *process (at least one a fortnight)*

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|   |

1. *Development of an individual action plan with the learner*

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*vi) Engagement in inter-agency work on behalf of the learner*  |

1. Please say ***how many*** members of your staff were acting as mentors and ***how many*** learners each one was mentoring.

1. Please describe how you timetabled ***mentoring*** sessions (e.g. length and frequency of sessions) and any otherfollow-on work that was related to mentoring.

1. Please describe the specific ***teaching*** ***interventions*** that occurred in small groups or one-to-one settings to address the special needs of particular learners and indicate the number of learners that received these.

1. Please describe the specific ***support interventions*** that occurred in small groups or one-to-one settings to address the special needs of particular learners and indicate the number of learners that received these.

1. Please name the ***local services and agencies*** with whom centre staff liaised for information and advice and / or with whom you put collaborative actions in place to address the special needs of particular learners.

1. Please describe the ***work experience*** preparation, practice and review sessions that were carried out and indicate the number of learners that engaged in work experience.

1. What staff training courses or sessions did your staff attend during this period

*i) as a whole team*

1. *as a sub-group of your staff*

*iii) as an individual member on behalf of the centre or for their own professional*

*development*

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| i) Please describe ***how many*** staff support sessions took place during the year  *i) for case supervision (i.e. to discuss students’ needs or difficulties only)** + *Group sessions*

* + *One-to-one sessions*

1. *to support staff (i.e. with a specific focus on staff members’ needs or difficulties)*
	* *Group sessions*

* + *One-to-one sessions*

*iii) for* ***both*** *case supervision and staff support within the same session (i.e. focusing on either or both learner and staff member difficulties)* * + *Group sessions*

* + *One-to-one sessions*

*iv) to build and maintain the staff team (i.e. with a focus on centre organisational development)* *v) to support the coordinator in their role as centre manager*   *vi) What qualifications did the person(s) providing case supervision and/or staff support have?*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     |

# SEN Initiative outcomes

a) Please describe the ***formal accreditation***, i.e. Junior Cert, Leaving Cert, QQI and other awards that was achieved by your learners during the year.

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| **Certification**  | **No. of learners achieving**  |
| Junior Cert 1- 3 subjects   |   |
| Junior Cert 4 - 6 subjects   |   |
| Junior Cert 7 - 9 subjects   |   |
| Leaving Cert Applied 1 – 3 subjects   |   |
| Leaving Cert Applied 4 - 6 subjects   |   |
| Leaving Cert Applied 7 - 9 subjects   |   |
| General Leaving Cert (full or partial)   |   |
|  QQI   |  Major award  |  Minor award[[1]](#footnote-1)  |
| QQI level 1   |   |   |
| QQI level 2   |   |   |
| QQI level 3   |   |   |
| QQI level 4   |   |   |
| QQI level 5   |   |   |
| ECDL   |   |
| Other (please specify)   |   |

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| b) How many learners in total attended the centre for any part of the 12 month period from Sept 2011 to Aug 2012?  How many of these learners:   Returned after the summer?   Progressed successfully to further training?   Progressed successfully to employment?  Completed the programme but have not yet progressed to further training or employment?  Left the centre for a practical reason like moving away, having a baby, going to prison?   Dropped out of the centre by their own choice?  Left as a result of being asked to leave by the board of management / ETB?   |

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| c) By the end of the year for how many of your learners was some kind of contact made between the centre and an outside agency or service (e.g. a referral organised, a collaborative arrangement made, a joint initiative put in place)?   |

1. Please identify the number of your learners who made significant progress in the following subskill areas by acquiring new or increased abilities / skills or by showing increased levels of competence and effectiveness. Only count those who you consider showed a satisfactory level of improvement over the course of the year:

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| ***i. The development of basic skills***  | ***No.***  |
| *Acquired literacy and numeracy skills*   |   |
| *Acquired information and communication technology skills*   |   |
| *Were effective in the use of oral communication skills*   |   |
| *Were able to apply processing skills when studying (e.g. attention, memory)*  |   |

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| ***ii. The development of life skills***  | ***No.***  |
| *Showed practical knowledge and skills in relation to accessing public facilities and services (e.g. sourcing information, filling in forms)*  |   |
| *Presented appropriately (e.g. in terms of practical competence, reliability, appearance, etc)*  |   |
| *Showed knowledge and understanding of the world outside the locality*   |   |
| *Engaged in the world (e.g. participating in community events, travelling outside the locality)*  |   |
| *Managed money effectively (e.g. budgeting, planning, saving)*  |   |
| *Were at ease eating in public (both inside and outside the centre)*  |   |
| *Were able to play and have fun with others (e.g. joke, tease, enjoy recreational activities)*  |   |

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| ***iii. The acquisition of formal accreditation in academic and vocational subjects***  | ***No.***  |
| *Achieved accreditation in formal study areas whether academic or vocational*  |   |
| *Showed motivation to learn and made real progress in understanding and study skills*  |   |
| *Showed academic ambition and an interest in progressing to further education or training after they leave the centre*  |   |

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|  ***iv. The acquisition of vocational skills***  | ***No.***  |
| *Gained practical skills in vocational subjects*   |   |
| *Achieved non-formal or informal accreditation in:*  |  |
| *Driving, safe pass, computer skills, First Aid, etc*  |   |
| *Art, design, photography, film, graphics, etc*  |   |
| *Music, sound technology, drama, performance, etc*  |   |
| *Gaisce, Failte Ireland, Enterprise, etc*  |   |
| *Sports, fitness, outdoor pursuits, etc*  |   |
| *SPHE, sexual health, life skills, Copping On, etc*  |   |
| *Other*  |   |
| *Gained practical skills in useful but non-formal vocational skill areas*  |   |

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| ***v. Development of effectiveness in work and learning settings (e.g.*** ***study skills, time management, working with people)***  | ***No.***  |
| *Behaved appropriately in context*   |   |
| *Participated in and engaged with learning experiences*  |   |
| *Successfully completed work experience placement(s)*   |   |
| *Developed a personal career path plan (e.g. in relation to work, further education or family life)*  |   |
| *Showed a willingness to take responsibility for tasks*  |   |
| *Were able to work on their own initiative*  |   |
| *Were able to work as part of a team*  |   |
| *Were able to cope with complex situations and make reasonable judgements in them*  |   |

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|  ***vi. Socio-emotional development (i.e. ability to manage emotions and relationships)***  | ***No.***  |
| *Were able to manage negative feelings and express them appropriately* |   |
| *Showed self-regulation*  |   |
| *Showed self-awareness*  |   |
| *Showed skill at interacting with others*  |   |
| *Showed understanding and consideration for others*  |   |
| *Were assertive and confident when dealing with conflict and showed a willingness to employ problem-solving approaches*  |   |

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| ***vii. Resilience and mental health (including confidence and self-esteem)***  | ***No.***  |
| *Showed happiness or contentment*  |   |
| *Showed self-esteem and confidence*  |   |
| *Were able to cope with their circumstances*   |   |
| *Were open to new experiences*  |   |

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| ***viii. Ability to acknowledge difficulties[[2]](#footnote-2) and to seek out and benefit from available support services within and outside the centre***  | ***No.***  |
| *Were able to acknowledge their difficulties to themselves*  |   |
| *Were aware of available supports inside and outside the centre*  |   |
| *Were willing to accept suitable help when it was offered*   |   |
| *Were pro-active about seeking support when they felt they needed it*   |   |

1. Of all the learners who attended your centre during the last academic year what percentage, in your view:

|  |  |
| --- | --- |
| Benefited *significantly* from participation in the Youthreach programme  | %  |
| Did not benefit *to any significant extent* from their participation  | %  |

1. Learner case studies

Please identify a learner who you consider benefited significantly from their attendance at your centre in the last year. Please describe how exactly you supported them, the interventions you tried out with them and the impact they had on them.

**Case No. 1**

***Principal difficulties and needs of this learner***:

***Main interventions carried out to support this learner***:

***Response of the learner to these interventions***:

***Current location and situation of this learner***:

Please identify a learner who did *not* benefit to any significant extent from their attendance in your centre in the last year. Please describe how you supported them, the interventions you tried out and any impact that they had on them.

**Case No. 2**

***Principal difficulties and needs of this learner***:

***Main interventions carried out to support this learner***:

***Response of the learner to these interventions***:

***Current location and situation of this learner***:

# Evaluation of past year and plan for the next academic year

1. Please discuss your experience of implementing the SEN Initiative in your centre in the last academic year:

1. What changes will you make to your plan for next year?

# Appendix: Use of SEN budget

1. What, if any, was the total surplus €\_\_\_\_\_\_\_\_\_\_\_\_ or deficit €\_\_\_\_\_\_\_\_\_\_\_\_ from the previous year that you had at the beginning of this academic year?

1. What is the **total** SEN Initiative budget due to your centre per year?

 €\_\_\_\_\_\_\_\_\_\_\_\_

1. What was the **total** amount you had to spend on SEN for this academic year[[3]](#footnote-3)? €\_\_\_\_\_\_\_\_\_\_\_\_

1. Use of budget

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| --- | --- |
| **Intervention or action**  | **Cost**  |
| Mentoring provision   |   |
| Teaching interventions   |   |
| Support interventions   |   |
| Physical health activities   |   |
| Administration or coordination of SEN Initiative   |   |
| Other interventions or activities   |   |
| Staff training   |   |
| Staff support and case supervision   |   |
| **Total spent**  |   |

1. What, if any, was your total underspend €\_\_\_\_\_\_\_\_\_\_\_\_ or overspend

€\_\_\_\_\_\_\_\_\_\_\_\_ at the end of this academic year?

1. Please specify the number of ***learners*** who received minor awards for each level (and not the number of records of achievement or awards received). [↑](#footnote-ref-1)
2. This would be indicated by increased reporting by learners of difficulties (including serious ones such as suicidal thoughts, risk-taking activities, self-harming behaviours, drug and alcohol misuse, involvement in abusive relationships) [↑](#footnote-ref-2)
3. Add the previous year’s surplus or subtract the previous year’s deficit from the amount you received for this academic year if either applies. [↑](#footnote-ref-3)