

# Independent Partnership Supporter Training



This leaflet explains how our training course will develop your knowledge and skills to become a volunteer



## What does the role involve?

As an Independent Partnership Supporter (IPS) you will be supporting families of children and young people with special educational needs and disabilities (SEND) in various ways. Below are some examples;

- ◆ Help them through the maze of education, health and social care where it is linked to education
- ◆ Help them to be fully involved in their child's education
- ◆ Listen to their concerns and help them to express their views
- ◆ Help assessing paperwork
- ◆ Explain about assessments and Education, Health and Care Plans (EHCP)
- ◆ Explain procedures and choices
- ◆ Giving help filling in forms, writing letters and reports
- ◆ Attend meetings with the family

## The IPS training course

The Independent Partnership Supporter (IPS) training course will help you to develop the knowledge and skills that you will need in order to volunteer for us. We aim to run this course two times a year.

You must have good computer and literacy skills, access to a computer and the internet, have your own transport and be able to support young people and parents during the day. You will need to be confident to read and explain written documents to others, make notes and help fill in forms. Support is available if you have a disability or a specific learning difficulty such as dyslexia.

The application form is available to complete on our website, or you can contact us for a paper copy. All applications will require two references and an enhanced data and barring check (DBS).



There is an introductory session where you will be able to discuss both the role of the IPS and the course in more detail.

After this we hold informal interviews and then contact people to confirm places on the course.

The course will consist of 3 compulsory full days of face to face training alongside some online training to be done at home. Once you have successfully completed the training and become a volunteer there is an expectation that you will take part in additional training as required as offer volunteer time to our service for a period of 2 years.



### **We also:**

- ◆ Produce a newsletter each term
- ◆ Have information leaflets available on our website
- ◆ Ensure the views of children, young people and parent/carers are represented when influencing SEND policy and practice

### **Contact us:**

#### **Norfolk SEND Partnership**

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Disclaimer: This is a guide and should not be treated as legal advice. Although SEND Partnership makes all reasonable efforts to ensure that the information contained in this booklet is accurate and up to date at the time of publication we cannot accept responsibility suffered as a consequence of any reliance placed upon it.

**If you need this leaflet in another format or language please contact us  
and we will do our best to help.**



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