**VCSFE**

**Representation Pro-Forma**

This form is to be used if you wish to have VCFSE (voluntary, community, faith and social enterprise) sector representation on your partnership group. Blackburn with Darwen Community Network will run a selection process to find representatives on your behalf. We recommend that you request two places so that the representatives can support each other but also so that you get better representation and there is the ability to cover for each other with meeting clashes, holidays, sickness, etc.

Please complete the form and send it back to Donna and Garth. if you have any difficulties - please ask.

**Name of:**

Preparation for Adulthood (PfA) Improvement Group

**Chair:**

**Name:** Michelle Holt

**Role:** Deputy Director – Education & Schools, Blackburn with Darwen Borough Council

**Overall aim:**

The Preparation for Adulthood (PfA) Improvement Group was set up to help ensure that children and young people with special educational needs and disabilities (SEND) are supported to transition successfully into adulthood.

The group oversees and plans improvements across the four PfA pathways:

* employment
* independent living
* community inclusion
* health

The PfA Improvement Group aims to:

* Provide clear leadership and oversight to help improve support, guidance, and services for young people with SEND across the four PfA pathways
* Promote inclusive and collaborative working, ensuring that decisions are made together with children, young people, families, and practitioners (co-production)
* Identify and manage any risks or challenges that could affect progress and take steps to reduce or avoid them
* Oversee and drive the delivery of the PfA Action Plan, ensuring that outputs are achieved as planned, and that leads are held accountable for delivering them

**Reporting to:**

0-25 SEND Strategic Partnership Board

**Frequency of meetings & commitment of time:**

The Preparation for Adulthood (PfA) Improvement Group meets four times a year:

* January
* April
* July
* October

Meetings are typically held on Thursdays from 10:00am to 12:00pm, although this may be adjusted at times to accommodate members' availability and other commitments.

All meetings take place online via Microsoft Teams and typically last for two hours.

**Terms of reference:**



**Person specification/Skills/Knowledge Required:**

We’re looking for someone who’s passionate about making a real difference in the lives of young people with special educational needs and disabilities (SEND) as they prepare for adulthood. You don’t need to be an expert in SEND – your experiences, insights, and a genuine willingness to get involved and make a difference are what matter most.

Here are some of the qualities and experience we’d love you to bring:

* Knowledge and understanding of the needs, experiences and aspirations of children and young people with SEND and their families. This can be gained through professional work, volunteering, or personal/lived experience
* An interest in the Preparation for Adulthood (PfA) agenda, which focuses on four key areas – employment, independent living, community inclusion, and health
* Knowledge of local services and support available to children and young people with SEND, or simply a willingness to learn and connect with services/providers
* A commitment to co-production and ensuring that the voices of young people with SEND and families are at the heart of the PfA Improvement Group’s work
* Confidence to contribute to group discussions and to help shape plans and ideas at a strategic level – but we’ll support you with this if it’s new to you!

**Please return to:**

**Garth Hodgkinson: Secretary BwD Community Network**

[**Garth.hodgkinson@communitycvs.org.uk**](mailto:Garth.hodgkinson@communitycvs.org.uk)

**Donna Talbot Secretary BwD Community Network**

[**Donna.talbot@communitycvs.org.uk**](mailto:Donna.talbot@communitycvs.org.uk)