



Employ Me

Intern Handbook

Initiated by



The
Westminster
School

Safe, Happy and Learning Together

*Building foundations and providing opportunities to
create confident, aspirational and independent
members of our community.*

What is Employ Me?

7 to 97 Employ Me is an internship programme offered to young adults with additional needs who are enrolled at school or college linked to the programme. The programme is based on a DfE model delivered by The Westminster School, aiming to give young adults with additional needs the skills required to gain paid employment.

Running for an academic year, the programme will develop your confidence, your communication skills and your social skills. These skills will give you a greater chance of securing paid employment.



The **Employ Me** programme focuses on experience in the workplace, where you can develop your work and social skills. During this time, you will also complete either an Open College Network Employability and Personal Development Diploma, Certificate or a BTEC qualification, 'Skilled for Life, Skills for Work'.

If felt to be appropriate, students will have the opportunity to complete functional skills qualifications in English, Maths and IT. During the programme, you will learn and develop lots of skills to help you gain paid employment.





Why Employ Me ?

The stark reality is that between 5% and 7% of young people with Learning Disability will achieve employment after leaving school and college and in their lifetime. TWS is committed to raise the aspirations of our students and to supporting them to find employment and to enable them to be independent in life. Our values are:

Safe, Happy and Learning Together

Building foundations and providing opportunities to create confident, aspirational and independent members of our community.

TWS has strong business links with companies and organisations in Sandwell and further afield, and we have sought to further develop these into business partnerships to provide real opportunities and experiences to further enhance students' employability when leaving school. Combining these aspirational values and business partnerships will further address pressing issues of social inclusion to change the lives of our young people.

What does my Employ Me working day look like ?

08.50 -
09.15

- You arrive at your briefing room where you will talk about the day ahead and discuss any challenges you have experienced.

09.15 -
11.00

- Placement session 1

11.00 -
11.10

- Short Break

11.10 -
12.45

- Placement Session 2

12.45 -
13.15

- Lunch time

13.15 -
14.45

- Placement Session 3

14.45 -
15.15

- Debrief, discussion and prepare to travel home

You will spend 3 days a week at your placement company developing your employability skills on Monday, Tuesday and Wednesday.



What does my 7TO|97 Employ Me skills for employment learning look like?

Below is an example of what your timetable might look like. The courses you complete will be tailored based on your needs to give you all the skills you need to successfully get a job at the end of the internship Programme.

8.50 - 15.15									
Mon	Supported Internship Work Placement								
Tues	Supported Internship Work Placement								
	8.55 - 9.15	9.15 - 10.05	10.05 - 10.55	10.55 - 11.05	11.05 - 11.55	11.55 - 12.45	12.45 - 1.25	1.25 - 2.15	2.15 - 3.05
		Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4		Lesson 5	Lesson 6
Wed	SI Networking Supported by Job Coaches	Functional English / IT	OCR WM Employability		OCR WM Employability	Functional Maths / IT		OCR WM Employability	OCR WM Employability
		English	or BTEC Skills for Employment		or BTEC Skills for Employment	Maths / IT	Lunch and Clubs	or BTEC Skills for Employment	or BTEC Skills for Employment
Thurs	Praise Assembly	Travel Training	Travel Training		Functional Maths / IT	OCR WM Employability		Physical Fitness	Mentoring
					Maths / IT	or BTEC Skills for Employment	Lunch and Clubs		Job Coach
Fri	Supported Internship Work Placement								
									Reflect Review and Recharge

If there are specific courses or certificates you need to support your pathway to employment this can be arranged for you.

What do I get from Employ Me ?

During the academic year on the **Employ Me** programme, you'll learn about a number of jobs around the company, you'll complete application forms and practice having interviews - all skills which will build confidence and help you achieve paid employment.

The programme is all about work experience, expanding your knowledge and to develop your employability skills. You'll spend 2 days a week at Rowley Learning Campus completing qualifications and courses that will help you with your job. Alongside this, you will also gain one of the following depending on the route you take:

- Open College Network Employability and Personal Development Diploma or Certificate
- BTEC qualification, 'Skilled for Life, Skills for Work'.

The units you cover may include:

- Health and Safety
- Preparation for Work
- Preparing for an Interview
- Problem Solving at Work
- Time Management
- Customer Service

Alongside your employability qualification you will also study Functional Skills in English, Maths and ICT.

Frequently Asked Questions about



1. What do I need to get onto the **Employ Me** programme?

- A positive, can-do attitude ready for the working world.
- A Statement of Special Educational Needs/Education, Health and Care Plan.
- Be between the ages of 16 - 24 and currently enrolled at a school or college.
- Have a mobile phone, digital watch and a bus pass.
- Be willing to go complete an Independent Travel Training course.

2. How long will the programme last for?

- An academic year, from September to July.
- Placements will commence during term time.
- Each day lasts from 8.50am to 3.15pm.

3. Do I get a choice in which placement I go on?

We try to meet the needs of our business partners as well as taking into account your key interests, your personality and your skills into account before we put you into a placement.

4. Will I receive any support?

Job coaches will be there throughout the working day to support you. If you feel it's necessary, you may like specialist support from the school to support independent travel.

5. How can I get to work?

We do expect you to be able to travel independently eventually but we are happy to help with travel training initially, using whichever form of public transport is the easiest for you. Support from the TITAN Independent Travel Training Programme will be tailored to provide the support you need to be successful and safe.

Frequently Asked Questions about



6. What forms do I need to fill out?

As part of your Internship there will be two main documents that the Job Coach will support you to complete.

- **DBS Check** - this is a background check to ensure you are suitable for employment in the various business areas. To complete this you will need two forms of identification.
- **Access to Work** - this is a form completed for the Department for Work and Pensions and Job Centre Plus and provides the school with funding to support you throughout your employment. This money can be used for workplace adaptations and support with travel to your place of work.

7. What are the chances of getting competitive paid employment?

We can't guarantee that you will get paid employment. However, what we've seen is that if you apply yourself and work hard, you have a great chance of achieving paid employment. We'll also organise a back-up plan, where we'll work with you to make sure you have a number of options for the future, such as part-time work, voluntary work or college courses. Support will be provided by Connexions.

8. Do I get a reference to take with me?

You will have a placement review and a testimonial from each of your placements. With this testimonial, your experience and a CV that we'll help you put together, you will have the best chance of a future of work.

9. What if I am not ready for work at the end of my Internship?

If you still have qualifications to complete the school can support you with these if you are between 16-19 years of age. If you are 19-24 we can arrange for you to continue your qualifications with another training provider such as Sandwell College.



Our Supported Internship Business Partners and Locations

Sandwell Leisure Trust and The Portway Lifestyle Centre



Portway Lifestyle Centre,
Oldbury,
West Midlands,
B69 1HE
Tel 0300 012 0121 Email
portwayinfo@slt-leisure.co.uk

Interserve Facilities Managed BSF Schools



Rowley Learning Campus,
Curral Road,
Rowley Regis,
West Midlands,
B65 9AN
Tel 0121 561 6884

Code of Conduct



The **Employ Me** programme expects a certain standard of behaviour and conduct throughout the placements. Below are a set of rules to guide and support you through your internship.

1

- If you are unwell and cannot come to work you must call your Job Coach by 8.30.

2

- Ensure that you have good timekeeping at the start of the day and after breaks.

3

- Behave in a responsible adult manner at all times whilst travelling to, and on the site of your business. This includes moving around the building.

4

- Follow manager's and job coach's instructions and any rules in the department you are working in.

5

- Carry out your duties safely and professionally, always considering the health, safety, welfare and security of yourself and others.

6

- Always make sure that you are dressed in clean smart clothes, including formal shoes. You must also wear any protective clothing and equipment required for your job.

7

- Never discuss any confidential information outside of the company you are working for with friends, family members or on any social networking sites.

8

- Always work in a fair way without discriminating, harassing or bullying another member of staff. You must never use any abusive or violent behaviours or language.

9

- You must always ensure that you are fit for work and not suffering from the effects of alcohol and drugs.

If you fail to meet this code of conduct we will follow the disciplinary procedure set out by your business and the school. This could result in you losing your place on this course.



Health and Safety – Keeping Safe at Work



Fire Safety Procedures

- The fire alarm is tested at a specific time each week (ask your Job Coach for more details). You do not need to evacuate the building during the test.
- If a continuous siren sounds, you should stop work immediately and use the nearest fire exit.
- You should not collect any belongings, run, use lifts or panic.
- You should follow your department to the designated fire assembly area until it is safe to re-enter the building.
- You will be reminded of this procedure once you get on site.

First Aid Procedures

If you or someone else gets injured or hurt during your work you will need to contact one of the nominated first aiders. You will be made aware of the procedures for reporting when as part of your induction.

Smoking

You are not permitted to smoke in any of the buildings. Smoking is only permitted in the designated area.

Incidents or Hazard and Near Miss Reporting

Accidents, incidents, hazards and near misses must be reported using the relevant reporting processes in your business area.



How do I make sure I am work-ready?



The school have been preparing you for years to be successful in the world of work. However there are other things we can do to support you to ensure you are work-ready. To develop this you may be required to attend courses in the summer holiday to ensure you are ready for your placement. This might include:

- Manual Handling
- First Aid
- Health and Safety
- Travel Training

We have a full programme of activities planned to enable you to be successful in your placement. They will be accredited courses that you will be able to take with you to your placement but then also use these to apply for jobs.

These courses will be delivered by SIPS Education and The Westminster School and be tailored in a way you can understand and then implement in your work placement.



What is the job coach for?

The job coach will be there on your placement for 3 full days. They will support you in all aspects of the job and will explain and demonstrate it in a way you can understand. They will help you to create job instruction sheets for you to refer to if you forget anything. At first, they will be with you for a lot of the time but as you grow in confidence they will need to be with you less as you become more independent in your work of work. This model is known as the “train and fade process”.

Will I know them?

They will be a member of the TWS staff and you will have worked with them during your time at The Westminster School. They will also support you when you come back into school to complete your other courses and qualifications but they will do it in a way that you can relate to your work placement.

What training have the job coaches undertaken to provide support?

All of our job coaches have attended a Systematic Instruction (SI) course. It is a well-established course, which has a proven track record in changing the way we support and perceive people with disabilities. It is now recognised as a core set of skills for those working in the area of Supported Employment and is gaining recognition as an effective approach for supporting people to learn a variety of practical life skills in a variety of settings.

SI is a core skill for those involved in providing services for individuals who require support to learn the practical skills involved in work and independent living, people with learning, sensory and/or physical disabilities, autism, Asperger’s syndrome and/or a mental illness.



Employ Me Values

The **Employ Me** programme is a fantastic opportunity for all students who secure a place on the course. A lot of work has been put into ensuring the programme can run effectively and we expect our interns to have the following values:

- By putting every effort in the opportunities I'm presented with, I can create a great future for myself.
- I represent the **Employ Me** programme and the reputation of other interns. By working hard and coming in every day, I can help create opportunities for others and will help colleagues see the benefits of supported internships.
- By respecting my colleagues and those around me, I can expect respect in return.
- It's important to tell the truth. I could upset or hurt other people by telling untrue stories or exaggerating what happens.



Employ Me My Travel Plan

The **Employ Me** programme is not all about work, it's also about providing you with the skills so you can be employed after. A big part of this is about how you are going to travel safely to work.

Below details you travel arrangements to get to work and the progress you are making with your independent travel.



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