



Cambridgeshire  
County Council



# **‘Moving On Into Work’**

**Options and Information for Young People with  
Additional Needs, Parents/ Carers and  
Professionals**

14-25 Additional Needs Team

August 2018

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# Introduction- Moving On Into Work

**This booklet provides basic information about the options that young people will have around work and employment when they leave their educational setting. Options are broken down into key areas such as work pathways within schools, college courses, both independent and Local Authority employment skills providers.**

Information on some of the other key issues that affect young people who are studying on a work related course or who are already working is also addressed. This includes information around Access to Work, benefits, Disability Rights in the workplace, the role of job coaches and supported employment services.

Useful Information will also be provided on Vocational Profiles, what they are, when they and how they can be useful in identifying employment needs. Useful resources and websites will also be shared to assist young people and their supporters to navigate through the systems.

# College Courses

## What is a Traineeship?

Traineeships provide extra support for 16 - 24 year olds (up to 25 years for young people with learning difficulties) who need help to prepare for an apprenticeship or work. They can last between six weeks to six months. Traineeships are unpaid but most pay travel and meal costs.

Those who have been unsuccessful when applying for an apprenticeship or other job due to a lack of skills and experience are most likely to be good candidates for a traineeship.

Young people on traineeships will have:

- high quality work placements – where they learn what's expected in the workplace, and develop links with local employers
- flexible training - in other relevant areas to help get ready for work, such as job search and interview skills, time-keeping and team working
- study in English and maths (if appropriate) – employers value these essential skills very highly.

Find out more at: <https://www.gov.uk/find-traineeship>. Traineeships are available through local FE colleges and more through Adult Learning and Skills in the near future.

## What is a Supported Internship?

The Government's reform of the SEND system includes a greater focus on preparing young people with SEND for adulthood, including employment.

Supported Internships are for young people **primarily** aged 16-24 with an EHCP who want to move into employment and need extra support to do so

Any institution that receives a funding allocation directly from the ESFA can deliver supported internships. This included FE colleges, schools and independent providers. CRC Cambridge and Huntingdon campuses and the College of West Anglia all deliver Supported Internship programmes supported by job coaches.

Supported internships are structured study programmes based primarily at an employer. They are designed to enable young people with SEND to achieve sustainable, paid employment by equipping them with the skills they need for work through learning in the workplace. Internships normally last a year and include unpaid work (as opposed to an apprenticeship which is on the job and paid) placements of at least six months. Wherever possible, they support the young person to move into paid employment at the end of the programme.

Students complete a personalised study programme which includes the chance to study for relevant substantial qualifications, if suitable in English and Maths to an appropriate level.

The internships should contribute to their long term career goals, for an employer the internship must meet a real business need.

Job coaches are critical to the success of supported internships. They provide in-work support for young people which tapers off as the individual becomes familiar with their role.

## How are internships funded?

From a combination of Education core funding and top up funding for the required amount of high needs budget. The DWP Access to Work fund can pay for reasonable adjustments needed for the in-work element of an internship including the job coach and extra fares to work if a young person is unable to use public transport.

## For Employers

Employer should be fully supported throughout the work placement, including help with shaping the placement, having the best young person matched to your placement, support from an expert job coach, help to identify reasonable adjustments. Employers do not pay for job coaches and are equal partners in supported internships.

For further and more detailed information please see DFE Supported Internships Guidance (June 2014 revised June 2017)

The Preparing for Adulthood website <https://www.preparingforadulthood.org.uk/> contains excellent information on Supported Internships, especially for learners.

## What is an Apprenticeship?

There are lots of benefits to doing an apprenticeship. They can learn while they earn and in a way that is best suited to them. As an *apprentice* they will:

- earn a salary
- get paid holidays
- be paid while attending college
- receive training and gain qualifications
- potentially be able to progress to degree level

Apprenticeships are valuable for young people because they provide access to real-world practical learning with up-to-date methods and technologies. They combine practical (on the job) learning with formal and theoretical learning in further education colleges or private training companies.

Apprenticeship training can take between one and five years to complete, but the length of an apprenticeship depends on its level, the industry in question and the skills the apprentice already has.

Apprenticeships are a great way for everyone, regardless of their background or circumstance, to achieve their own ambitions and progress into a long term job or career with the skills that employers need. More people with a disability than ever before are doing apprenticeships.

## **Changes to the regular minimum English and Maths requirements for people with a learning difficulty or disability**

### **Eligibility**

- Adjustment of the regular minimum English and/or maths requirements to Entry Level 3 Functional Skills can be considered by the provider on an individual, case-by-case basis where **all** of the following conditions have been satisfied:
- The apprentice has either an existing or previously issued Education, Health and Care (EHC) Plan, a Statement of Special Educational Needs (SEN) or a Learning Difficulty Assessment (LDA).
- The provider holds or has conducted an evidenced assessment demonstrating that even with support, reasonable adjustments and stepping stone qualifications the apprentice is not able to achieve English or maths to the
- The employer and provider must reasonably expect that the apprentice will be able to successfully achieve all other aspects of the apprenticeship requirements, become occupationally competent and achieve Entry Level 3 in the adjusted subject(s) before the end of their apprenticeship.
- There are no industry-specific minimum requirements.

## **Apprentices with learning difficulties and disabilities**

### **Learning support**

Learning support is available so that apprentices with learning difficulties or disabilities can have the help they need to complete their apprenticeship training. This can be claimed up to the learning actual end-date. Learning support should also be claimed to meet the costs of putting in place a reasonable adjustment as part of the Equality Act 2010.

More details on salaries and entry criteria in specific apprenticeship occupations can be accessed by looking at the vacancies on 'Find an apprenticeship' - <https://www.gov.uk/apply-apprenticeship>



## WHAT IS VOLUNTEERING?

Volunteering is about giving your time to a good cause or business. You don't get paid, but you do get the chance to use your talents, develop new skills, and experience the pleasure that comes from making a real difference to other people's lives and businesses as well as your own achievements.

### Who can do it?

Whatever your age, background or work experience, you will have a skill that someone needs. No matter if you have never had a job there will be something that you can volunteer for. It can sometimes be a bit more difficult under 16 but not impossible.

### Why Volunteer?

Volunteering can deliver a wealth of benefits

- Learning or developing skills and interests
- A pathway to work experience
- Improve your health and get active
- A way to meet new people or broaden your social circle
- Build your confidence and self-esteem
- An opportunity to support a cause you feel strongly about
- Making a difference to your community

### How can volunteering help to get you a job?

When you go for an interview most employers are looking for workers who have workplace experience. Having experience shows employers that you can manage your time, complete your tasks, get along with others and make a commitment. And this experience can show employers that you have a more balanced and broader view of life. Volunteering can prove to a potential employer that you have experience. It also means you have a place that your employer can apply to for references.

If you're employed, you may want to look for volunteer opportunities that strengthen your skills and can demonstrate to your current employer your skills and abilities out work place. If unemployed it will give you chance to keep your skills current and showcase them to potential employers.

Volunteering gives you the chance to meet new people in both a social way and a professional way and through them expand your networks.

When you're choosing a career path or thinking about a career change it's nice to try before you make the big decision and volunteering gives you the chance to try a different occupation.

Volunteering and gaining experience in a specific occupation can make your CV or application more focused and appealing to potential employers.

Volunteering can help you feel active, useful and productive all great ways to increase your confidence.

Knowing yourself your skills, your strengths and weaknesses and values is the foundation of career success. Volunteering experience can be a good way to learn more about yourself and your potential to grow and develop. It also gives you a chance to find out how other people view you and your strengths.

Volunteering with an organisation gives you chance to be in the right place at the right time. A company knows you and knows how you work; you have already been trained in the role and know how to do it, so it will always give you a head start in the application.

**See useful info on Page 20 and 21 for websites who may assist with volunteering opportunities.**





## WHAT IS WORK EXPERIENCE?

If you haven't got a clue what job you might want to do, work experience is a perfect way to sample all the career options out there. It's a way of exploring different jobs without actually committing to anything. Work experience gently introduces you to the world of work.

### Who can arrange it?

Usually, if you are still at school or college, staff will help you organise your work experience which may be done as a block of one of two weeks during a certain time of year such as the summer or could be organised to be a given day each week over the term.

Young people are more likely to be successful in their future job searches if they have done some good work experience.

It's the best way to get a real sense of your chosen interest or job. You'll get to speak to employees and ask them questions.

Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career

It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on.

Aside from the work experience organised through your school or college, how can you look for a work experience by yourself?

First, you should have a look on the websites of the companies that you would like to work for, as they might already have details for work experience if they offer it. If this is the case, they will probably have an application form for you to fill in or will provide contact details for the people in charge of work experience applications. If they don't, it's still worth sending them a letter or email asking if you can do work experience. You should tell them why you want to do work experience with their company and include your latest CV.

Not only do you need to think about what area you want to work in you also need to look for work experience that will help you to develop a set of skills that people look for.

You can contact employers directly to see if you can arrange a few days' work experience for yourself.

For ideas, talk to family members, friends and contacts, look at your local newspaper and do an internet search for suitable employers in your local area.

## **What are the Benefits?**

Work experience is often the first contact you will with the world of work. It forms part of your careers education and will allow you to observe and learn – not to undertake activities which require extensive training or experience.

Some of the benefits of work experience are it:

- provides a valuable insight into the skills required for a particular job
- is an opportunity to test out a job to see if you really like it
- can broaden knowledge of jobs they have never considered
- will increase awareness of your own skills and strengths
- helps you understand how the subjects you study in school link to certain jobs
- can increase motivation to do well in school
- is an opportunity to make contacts with potential employers
- can give experience which can be useful for your CV and provide referees
- will help you appreciate the skills needed to succeed in a job
- thinking about the location of placement and how you will get there



## WHAT IS A WORK TRIAL?

As part of the recruitment process, employers might ask you to come into the business and do a short unpaid work trial to demonstrate your abilities and suitability for the position.

That's okay, provided the work trial is only for as long as needed to demonstrate the skills required for the job and is not productive work. This depends on the type and complexity of the work but could range from an hour to one short shift.

Some unpaid work trials may take advantage of young job seekers. The best way to protect yourself is to know what's legal and what's not. Visit the Fair Work ombudsman website and search 'unpaid trials' for more information

An employer should always give you clear information about what you can expect during a work trial, as well as whether you'll be paid. Don't assume you will be paid for work that you carry out. It's always okay to check.

Work Trials may be offered through your local job centre

## SELF-EMPLOYMENT

For those young people with Additional Needs who may not want to work in a traditional work environment or who may struggle with working with others or for young people who have a particular skill or entrepreneurial idea there is the option of self-employment.

There are lots of resources that can help support people setting up their own enterprises and businesses and quite often there will be business networks in regional areas that will lend their expertise to individuals. (See useful Information section)

There are many examples of successful businesses run by people with many kinds of additional needs from small retail outlets to online business.

# VOCATIONAL PROFILES

## What is a Vocational Profile?

The **Vocational Profile** (VP) is a tool for documenting and structuring functional information about a student with disabilities that is vitally important for anyone who will provide assistance to the student to obtain and keep integrated employment in the community. This tool helps young people identify the types of jobs they are interested in. It is designed to be completed with the young person, ideally by someone whom the young person is familiar.

Cambridgeshire County Council have produced two versions of this document, one that can be read and completed as a written document and one Easy Read format that contains images and pictures that may assist those with more complex difficulties or communication difficulties. These versions are intended to be widely used by schools, colleges, providers of services relating to employment and work skills and travel with the person as they progress along their employment of work pathway.

Both versions are available as templates, please email [martine.simpson-thomas@cambridgeshire.gov.uk](mailto:martine.simpson-thomas@cambridgeshire.gov.uk) if you would like to see either of these.



## EMPLOYMENT AND WORK SKILLS PROVIDERS

Across Cambridgeshire there are providers of programmes that assist young people and adults with Additional Needs to prepare for and move into work opportunities and employment. They can be learning and skills providers, social enterprises, independent businesses or the local Job Centre. In Cambridgeshire we have created a local employment forum in the three areas (Cambridge, Huntingdon and Fenland) which help to bring our providers together to talk about what is offered and address the needs of our service users.

Below are some of the providers who are part of this Forum, what they offer and contact details.

### **Adult Learning and Skills** [www.cambsals.co.uk](http://www.cambsals.co.uk)

Advice, guidance and courses around the development and identification of work skills and needs. Careers guidance, skills workshops, Destination Employment course, cv writing, interview skills, functional skills. Delivered across Cambridge, Huntingdon, Ely, March and Wisbech with particular emphasis on delivering services to those hardest to reach.

### **Day Service Opportunities** [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

Across Cambridge, Huntingdon and Wisbech, Local Authority Day Service Opportunities have been expanding their range of provision to offer their service users potential to progress into some meaningful work opportunities. As part of the Supporting into Work programme this has incorporated facilitating supported work experience and volunteering, paid work for contract cleaning and catering

services and the very successful **TAG bikes** at Huntingdon Community Centre. Launched on site in March 2018 is a second hand clothes shop 'Rags to Riches' maintained and run by service users.

### **National Career Service 0800 100 900**

National Careers Service advisers can provide you with information, advice and guidance on skills, learning and work. There are local workshops that can be accessed in Cambridge, Huntingdon and Fenland. Delivered in partnership with Adult Skills and Learning.

### **Bedazzle Project B - [www.bedazzlearts.com](http://www.bedazzlearts.com) Diane and Phil Janssen**

An employment project commissioned by Cambridgeshire County Council looking at small groups developing the softer skills approach to work with a recognised HR software programme to build a skills profile.

### **Community Connections Project (through Papworth Trust) - 0300 456 2425**

[Jason.gosling@papworthtrust.org.uk](mailto:Jason.gosling@papworthtrust.org.uk)

The Papworth Trust's Community Connections South brings together experienced partners that focus on changing lives and communities for the better in the whole of south Cambridgeshire, Cambridge, Cambourne, Huntingdon, St Neots and Ely, along with Newmarket, Haverhill and Bury St Edmunds in Suffolk.

If you live in any of these areas and are looking to find a job and need support, Community Connections South will offer you flexible support that will help you build the skills and confidence you need to make that step into work.

The project is funded as part of the Building Better Opportunities by the Big Lottery Fund and the European Social Fund

### **Community Connections Project (through Keystone Development Trust)**

[jo.wilson@keystonetrust.org.uk](mailto:jo.wilson@keystonetrust.org.uk) 07795977700

Building Better Opportunities Project assisting young people including those with Additional Needs to develop their work related skills, provide tailored support around getting ready for work, interview and applying for jobs. Based in the following areas; Wisbech, March, Chatteris, Kings Lyn, Northern Greater Cambridge, Greater Peterborough

## JOB CENTRE PLUS / DWP Support

### Disability Employment Advisers

The jobcentre offers advice on finding employment, training, work experience and voluntary work. A work coach will support individuals on their journey to work. If they have a health condition, the Disability Employment Adviser may be called upon to support. The DEA is in contact with local health organisations and charities and may suggest a referral to these services. In complex cases the DEA can make a referral to the DWP Work Psychologist or the Community Partners who can provide specialist support to help to move people closer to work.

### Community Partners Team

- **Stephen Cheetham- Lead Community Partner**  
[stephen.cheetham@dwp.gsi.gov.uk](mailto:stephen.cheetham@dwp.gsi.gov.uk) 07748 337 660
- **Kendi M'Marete- Young Persons Community Partner**  
[kendi.m'marete@dwp.gsi.gov.uk](mailto:kendi.m'marete@dwp.gsi.gov.uk) 07769 555752
- **Sarah Lovejoy- Musculoskeletal (MSDs) Community Partner**  
[Sarah.lovejoy@dwp.gsi.gov.uk](mailto:Sarah.lovejoy@dwp.gsi.gov.uk) 07393789231

The Community Partners Programme is building capability and enhancing provision for customers with disabilities and health conditions across Job Centres in East Anglia District (Suffolk, Norfolk, Cambridgeshire and Peterborough). Their focus is on enhancing Disability Awareness through up-skilling of JCP colleagues, improving customer experiences and working with employers to enhance offers of apprenticeships, work experience, work trials and sustainable employment.

**MENCAP** - <https://www.mencap.org.uk/about-us/our-projects/right-place-work>

contact [Paul.winter@mencap.org.uk](mailto:Paul.winter@mencap.org.uk), tel: 07947 987650

### The Right Place - Work Placements for SEND learners

Brokered work placements for SEND learners, resources and support for employers.

**National Autistic Society** Cambridgeshire Autism Support Managers [Joseph.Simon@nas.org.uk](mailto:Joseph.Simon@nas.org.uk)

07436 542729 [Anna.Church@nas.org.uk](mailto:Anna.Church@nas.org.uk)

- Support for adults with autism, who live in Cambridgeshire.
- Provide support & information for people who have autism, including Asperger's syndrome.
- Work with people to help with accessing things like work, leisure, vocational, volunteering opportunities. This includes signposting to other organisations.
- Use our knowledge of local services and options to help to explore availability opportunities for you.
- Work with people and organisations, including employers to maximise the individual support you may need and support you to do the same.
- Raise awareness of autism amongst health and care professionals and generic community services to encourage better understanding and barriers faced by people with autism

## **Red2Green**

<http://red2green.org> Sarah Flack 01223 811662

Support and skills for people with learning disabilities and Autism Spectrum conditions such as Aspergers Syndrome and high functioning autism.

Aspirations is a 50 week a year life skills programme. Working in small groups we promote:

- social contact and self awareness
- an understanding of others
- strategies to cope with anxiety and anger management, and
- independent living and employability skills.

You are supported to cope with everyday situations such as communications, relationships and work placements/experience. Some learners, including those with university degrees, are supported to get and maintain a job. We also have strong links with local businesses such as ARM.

## **Reed in Partnership - Work Routes**

[www.workroutes.co.uk](http://www.workroutes.co.uk)

Service for unemployed people aged 16+ gives you all the support and skills you need to achieve your job goal. Plan of action that suits your personal needs and work ambitions (It is not exclusive to people with Additional Needs and Disabilities but many vulnerable groups). Work Routes is available regionally in Cambridgeshire and Peterborough.

This includes: 1-2-1 expert adviser guidance, high.quality skills training, access to exclusive vacancies, CV help and interview prep, financial support with travel and clothes

The service is co-financed by the Department for Work and Pensions and the European Social Fund.

## **Richmond Fellowship - Cambridge Employment Service**

01480 456257 (Hunts & Fens) 01223 301032 (Cambridge)

A specialist employment service providing support for people recovering from mental health problems to find paid employment, voluntary work, education and training or to retain their current employment

**Switch Now** - 01480 700517

E-mail: [contact@switchnow.org.uk](mailto:contact@switchnow.org.uk) Website <http://www.switchnow.org.uk/>

Switch Now is a community interest company based in St Neots, Cambridgeshire. Switch Now aims to provide young adults with learning difficulties / disabilities supported training and work experience to develop employability skills, with the objective to be 'work ready'. We work collaboratively with the local community and partner organisations to identify the opportunities for employment; aiming for inclusive places of work, with a mutual benefit to both employer and employee.



**SENSE College** - 01733 425072 <https://www.sense.org.uk/get-support/centres-education-and-day-services/sense-college/> or email [college.enquiries@sense.org.uk](mailto:college.enquiries@sense.org.uk)

Email: [Shari.Welsford@sense.org.uk](mailto:Shari.Welsford@sense.org.uk) (Curriculum Pathways Coordinator)

Sense College offers employability and careers learning across three curriculum pathways. Learning for Life offers a pre-entry level programme aimed at developing independence and raising aspirations for the future. The Foundation Learning Pathway provides an entry level programme focused on moving learners towards becoming work ready. All learners receive careers information and advice and a personalised Vocational Action Plan which breaks down their goal into manageable steps. Activities include work experience, career skills and development opportunities as well as employer encounters alongside vocational, maths or English qualifications. We offer an Employability Pathway for learners who are ready to progress onto a Supported Internship. This works on a 'place then train' model under the supervision of a college Job Coach and employer. It acts as an extended interview where the learner can demonstrate their ability in a job with prospects of securing paid employment.

### **Thera East Anglia**

[www.thera.co.uk](http://www.thera.co.uk) Employment Support Manager [terri.dumont@thera.co.uk](mailto:terri.dumont@thera.co.uk)

Thera East Anglia have embarked on a journey to support people with a learning disability to gain meaningful employment. Designing packages around the person to meet their individual needs and goals around employment. Each person will have a personal development plan, within this a pathway will be identified, including who will support at each stage of the journey.

### **Voice Ability**

[www.voiceability.org](http://www.voiceability.org) 01223 555800

Advocacy, peer support and volunteering opportunities



## BENEFITS INFORMATION

Many young people, parents and carers worry about how working will affect their benefits or what benefits they will still be able to claim while they are working. The Job Centre and possibly your **job coach** (if applicable) may be able to help you with this by doing what is called a Better Off calculation and then advise you on benefits that you may be able to claim to assist you with work.

One of the biggest funds available that you may be able to claim to assist you with working is called **Access to Work**.

Access to Work is a fund provided by the Department for Work and Pensions for help at work that isn't covered by an employer making reasonable adjustments. The support offered is based on a person's needs. An Access to Work grant can pay for

- special equipment, adaptations or support worker services to help do things like answer the phone or go to meetings
- help getting to and from work
- The money doesn't have to be paid back and won't affect other benefits.

For more information on Access to Work and apprenticeships, visit this webpage: <https://www.gov.uk/access-to-work>

Access to Work is also available to support the work placement of a supported internship, apprenticeship or traineeship. The school, college or training provider will apply on the young person's behalf.

For more information about applying, visit this webpage: <https://www.preparingforadulthood.org.uk/downloads/supportedinternships/access-to-work-fund.htm>

Further information on benefits can be found at the following places ; [www.dosh.org](http://www.dosh.org) 0300 3031288

Dosh supports people with a learning disability to be able to manage their money, providing financial advocacy, information and assistance on how to manage money.

Factsheets and Guides | Disability Rights UK

<https://www.disabilityrightsuk.org/how-we-can-help/benefits-information/factsheets>

These guides and factsheets provide basic information about benefits, tax credits, social care and other disability related issues for claimants and advisers.

# DISABILITY EMPLOYMENT RIGHTS

The world of Additional Needs and Disabilities entering the world of work can be a very scary leap and there is lots of information out there to help you know what support you are entitled to and your legal rights as an employee. Below are some of the easiest and best websites that you can use to navigate your way around the system.

[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)

Factsheets containing information on Careers and work for people with disabilities

- Careers advice
- The Equality Act 2010
- Finding disability friendly employers
- Looking for job vacancies
- Application and interview
- Alternative ways of working
- Self-employment
- Disability organisations that help job seekers
- Disability Rights uk publications and helpline

[www.gov.uk](http://www.gov.uk)

Downloadable information on

- Definitions of disability
- Disability Rights
- Reasonable adjustments
- Inclusive language
- Communication channels, accessibility, social media, audio, formats, adjustments

[www.base-uk.org](http://www.base-uk.org)

The British Association for Supported Employment is the national trade association representing hundreds of agencies involved in securing employment for people with disabilities. Many resources, factsheets and papers on supporting people into employment

[www.disabilitynow.org.uk](http://www.disabilitynow.org.uk)

Newspaper covering disability issues and some job vacancies

<http://www.businessdisabilityforum.org.uk/>

Helping businesses to become disability aware and smarter working practice, training and employer support

<http://www.bild.org.uk>

Delivering practical solutions that work for organisations, and for the people they support. Championing people's rights and enabling excellent support.

# REASONABLE ADJUSTMENTS AND TALKING ABOUT YOUR SUPPORT NEEDS



## Reasonable Adjustments

If you have a disability, employers have a duty to change their procedures and remove the barriers you face because of your disability so you can work and apply for jobs in the same way as someone who is not disabled. The Equality Act 2010 calls this the duty to make reasonable adjustments.

- 1) What is a reasonable adjustment?  
Changing the way in which employment is structured, the removal of physical barriers and/or providing extra support
- 2) What might be a good example of a reasonable adjustment?  
Allowing for regular breaks to cope with a disability
- 3) How would I ask for a reasonable adjustment to be made?  
You can ask for this to be considered when you apply for the post or when you have accepted the position that it be include as part of your terms and conditions
- 4) What if my employer says it costs too much?  
Employers are legally obliged to do so if the individual has informed the employer of their disability and are classified as disabled under the Equality Act 2010.
- 5) What is the average cost of a reasonable adjustment to an employee?  
The average cost per employee is around £75

## Talking about your support needs

The most important message around talking about your disability, additional need or medical condition in the workplace is that it is your choice whether or not to. It may be that talking it through could assist you in the employer being able to understand and plan for your needs, being able to apply for Access to Work or make reasonable adjustments. You may decide that by not mentioning it, it may make things easier for you to feel more comfortable in the workplace. Below are some tips to help you decide on the conversations Why, When, Who and How.

### Why?

You could get help with your workload

Your line manager would be better able to understand your needs

### When?

On the application

During the interview

On point of offer

During your induction

Once you have started the job

### Who?

HR Manager

Line Manager

Line Manager plus a few key individuals

Whole team or organisation

### How?

Ask for a meeting with HR

Write it down in a letter

Ask for someone to come along to support you to help you to disclose



## USEFUL INFORMATION and GLOSSARY

**USEFUL INFORMATION** Below are some useful weblinks

[www.aspirationsforlife.org](http://www.aspirationsforlife.org) Helps to raise aspirations and expectations for people with learning disabilities. Resources for young people and employers

[www.autism.org.uk/working-with/support](http://www.autism.org.uk/working-with/support) A page dedicated to support for employment put together by the national Autistic Society. Sections covered include training for employers and helping people with autism into jobs.

[www.bild.org.uk](http://www.bild.org.uk) Articles and resources on many aspects of employment for people with disabilities, including links to other websites.

[www.base-uk.org](http://www.base-uk.org) British Association for Supported Employment. Articles, resources, links

[www.businessdisabilityforum.org.uk](http://www.businessdisabilityforum.org.uk) Provides information, news and views concerning disabled employment in the UK along with reasons for businesses to employ a disabled person

[www.cambridgecvcs.org.uk](http://www.cambridgecvcs.org.uk) A registered charity set up to champion and support community and voluntary groups and promote volunteering opportunities across Cambridgeshire.

<https://do-it.org> Finding and matching volunteering opportunities in your area

[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org) Information, campaigns on promoting routes into work and raising awareness of self-employment

[www.gothinkbig.co.uk](http://www.gothinkbig.co.uk) Youth friendly site with loads of helpful tips, online tools, advice and work placement opportunities, one stop shop for those wanting to get on the career ladder.

[www.gov.uk/government/organisations/department-for-work-pensions](http://www.gov.uk/government/organisations/department-for-work-pensions)

[www.huntsvc.org.uk](http://www.huntsvc.org.uk) Huntingdon Volunteer Centre

[www.papworth.org.uk/employment](http://www.papworth.org.uk/employment) Various programmes in supported employment

[www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk) expertise, support and resources to local authorities and partners to embed preparing for adulthood. Working to ensure young people with SEND achieve paid employment.

[www.princes-trust.org.uk](http://www.princes-trust.org.uk) If you are aged 18-30 with a viable idea for your own business you may be able to get some help from the Princes Trust Enterprise programme.

[www.timebanking.org/our-membership/find-your-nearest](http://www.timebanking.org/our-membership/find-your-nearest) Timebanking is a means of exchange used to organise people around a purpose where time is the currency. Participants use their skills in the community and gain time back to access other services. It is a form of volunteering and may also be swapped for national time credits to be used on services locally or nationally.

[www.volunteering.org.uk](http://www.volunteering.org.uk) Opportunities in volunteering

**GLOSSARY** These are some words you may hear during your work journey, some of which have been explained in this document in more detail and others you may hear in discussion with your school, college, care manager or other professionals that you may be working with.

**Access to Work** - government grant that enables funding to be applied for support in work that is not covered by reasonable adjustments.

**Additional Needs** - for the purpose of this document and team definition an Additional Need can be classified as a learning difficulty and/or disability, social, emotional and mental health need, Autism Spectrum conditions and Aspergers, physical disabilities and sensory impairments.

**DFE** - Department for Education

**DWP** - The Department for Work and Pensions

**EHC Plans** - Education, Health and Care Plan - completed through the Annual Review school, process at school enabling you to identify your goals and aspirations and how you may be supported in this.

**Functional Skills** - provide the essential knowledge and understanding in English and Maths for an individual to operate confidently, effectively and independently in life and work

**Job Coach** - the role of a job coach is to support young people to enable them to find and learn from work placements and to make a positive progression into paid employment. A job coach may be based at a college, with a training provider or through the community.

**Reasonable Adjustments** - If you have a disability, employers have a duty to change their procedures and remove the barriers you face because of your disability. The Equality Act calls this duty to make reasonable adjustments.

**SEMH** - Social, Emotional and Mental Health

**SEND** - Special Educational Needs and Disabilities

**Study Programmes** - All education for 16-19 year olds is delivered as a 'study programme', which brings together the help that young people need to get a job and live independently.

**Supported Employment** - a service provision where people with additional needs are assisted with obtaining and maintaining paid employment.

**Training Provider** - These include further education colleges and independent training providers and can be either private or voluntary

**Vocational Profile** - document filled in by you and an appropriate person to identify your work aspirations, skills, challenges and support needs. Can be updated at every stage of your work journey

## NOTE to READERS

It is intended that this document will be a work in progress and is in no means an exhaustive list of providers or opportunities. It will be updated and amended regularly as new information is received.

If you have any new information or wish to make any changes as providers to your offer please email the Additional Needs Pathway Coordinator.

If as a young person with an additional need or SEND or a parent/carer of someone with additional needs or SEND you know of a provision that is not currently being reflected in this document please email the address below.

If you wish to get in touch with any members of the 14-25 Additional Needs Team please see contacts below:

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