

# WORCESTERSHIRE INCLUSIVE EMPLOYMENT

## Your Pathways EDITION

IN THIS EDITION:

Support from Careers  
Worcestershire

Routes Into  
Employment

How To Support Your  
Young Person

# Foreword

Since 2012, the employment rate of people with disabilities has fallen from 7.9% to 4.8% in 2022. It's sad to see such a decline in this percentage in the modern world we live in, where employment should be accessible to all.

Worcestershire County Council aims to support the transition of our young people into employment, no matter their background, age or personal circumstances over the coming years. Fear of the unknown can limit even the bravest of people and we understand the worries and concerns that may be going through your head as your young person moves into the working world.

There must be a thousand questions going through your head as your young person prepares for their next step. What will happen to their EHCP? What options are open for them? How can I ensure their happiness at work? How will this impact their future?

This magazine aims to act as your guide as both you and your young person navigate the working world: providing answers to your questions, giving you helpful tips and activities,

and linking you to various resources for more information. While reading through this magazine, it can be good to consider your young person's capacity, goals and ambitions, as well as what you can do to best support them on their journey.

All young people deserve to find sustainable, meaningful employment and flourish in the workforce. Here, at Worcestershire County Council, we recognise the importance of this and believe that creating a better tomorrow starts with you, their guardian.

So, JoIN the change and support your young people to step into a positive future!



**Judy Gibbs**

**Head of Service**

Skills and Investment,  
Worcestershire County Council

**Director of Skills**

Worcestershire Local Enterprise  
Partnership.



## Contents

- 02** Foreword by Judy Gibbs
- 04** Your Young Person & Employment
- 08** Other DWP Support
- 11** Support from Careers Worcestershire
- 14** EHCP: What's Next?
- 16** Routes Into Employment
- 22** Case Study: Apprenticeships for All (Luc)
- 24** Self Employment
- 28** Routes Into Employment: Timeline
- 29** Case Study: Apprenticeships for All (Theo)
- 30** The Next Steps: How To Support Your Young Person
- 38** Equality: What You Need To Know
- 40** Your Young Person And Their Decisions
- 41** What is Disability Confident?
- 42** Case Study: Inclusive Employer
- 44** Health Adjustment Passport
- 45** The Importance of Job Carving
- 46** Reasonable Adjustments
- 48** How Worcestershire County Council is supporting you and your young person
- 51** Further Information

# Your Young Person & Employment

Getting a first job is a big step for everyone. You may have been nervous, excited or both! Your young person is probably feeling the same as they take their first steps into the working world.

Entering employment opens a world of possibility for your young person, exposing them to new life experiences like gaining independence. With your support, you can watch them transform and be ready to start their first job.

Your young person has a wealth of untapped potential and has the power to create positive change in today's workplace. With your support, they can go on to find employment and undergo a transformative journey.

However, watching your young person grow up is never easy and it can be hard to support them when they're still figuring out the world. As such, this magazine aims to help you and your young person explore the different post-16 pathways available to them, as well as how you can help them on their journey. Let's start with benefits and what changes when your young person turns 16.

## Benefits

Once your young person turns 16, their benefits are likely to change. This could affect you, especially if you have been receiving [Disability Living Allowance](#)<sup>1</sup> (DLA) on their behalf.

Usually once they turn 16, they will need to apply for [Personal Independence Payment \(PIP\)](#)<sup>2</sup>.

PIP is a non-means-tested benefit, meaning your young person can receive it, whether they are in employment, have savings or are receiving other benefits.

If you are receiving DLA, the DWP will write to you before your young person's 16th birthday to inform you that they will need to apply for PIP. Your young person will then receive a letter inviting them to apply. It is important that the claim is made by the deadline stated in the letter, as DLA will end if the claim is not made.

## Once your young person is over 16...

**-16**  
years old

**Disability Living Allowance (DLA)**

**16+**  
years old

**Personal Independence Payment (PIP)**

If you and your young person need more time for this, contact the PIP enquiry line below for additional time to complete your claim:

- Telephone: 0800 121 4433
- Textphone: 0800 121 4493

If your young person can't hear or speak on the phone, then please type what they want to say to 18001 and then 0800 121 4433.

Other important benefits to understand are [Child Benefit](#)<sup>3</sup> and [Child Tax Credit \(CTC\)](#)<sup>4</sup>. CTC is paid by HMRC to support families with children.

Child Benefit is different to CTC. While you can claim both at the same time, Child Benefit is dependent on income if you earn more than £60k per year, otherwise it remains unaffected. It is largely similar to CTC, being a tax-free payment that individuals can claim for their children. It will end at 16 unless your young person is in approved education or training.

These two benefits will end when your young person turns 20 or enters employment. However, this should be celebrated as it shows they are ready to be independent and you have done your job as their guardian.

When this ends, you will need to claim UC. While your young adult is gaining independence through entering work, you can experience the relief of knowing that the safety net of UC is still available. This means that you can experience your young person's journey into employment with less financial stress and anxiety for them.

It is important to note that Child Benefit and CTC are slowly being replaced by [Universal Credit \(UC\)](#)<sup>5</sup>, and unless you are currently claiming [Working Tax Credit](#)<sup>6</sup>, you can no longer apply solely for these benefits, it must be through UC instead. If unsure on the changes, please speak to your nearest Jobcentre Plus.

## Universal Credit

**Explanation:** Universal Credit is a payment to help with your living costs. It's paid monthly - or [twice a month for some people in Scotland](#).<sup>7</sup>

**Criteria:** To be eligible to claim Universal Credit, your young person must:

- Live in the UK
- Be 18 or over
- Be under State Pension age
- Have less than £16,000 in money, savings, and investments

**Notes:** To see how much your young person could be eligible for, please have them talk to their DWP work coach or use the following benefit calculators:

- [Turn2us benefits calculator](#)<sup>8</sup>
- [Policy in Practice better off calculator](#)<sup>9</sup>
- [entitled to benefits calculator](#)<sup>10</sup>

**Means-tested:** Yes

## New Style Jobseeker's Allowance (New Style JSA)

**Explanation:** [New Style JSA](#)<sup>11</sup> is a benefit for people who are unemployed, or working less than 16 hours a week and are actively seeking a job.

**Criteria:** To get New Style JSA you typically need to:

- Have been in full-time employment throughout the last two tax years
- Have paid National Insurance
- Be unemployed or working less than 16 hours a week on average
- Be actively looking for work

If your young person cannot work then they cannot get New Style JSA, but they may be able to get New Style Employment and Support Allowance.

**Notes:** If your young person receives New Style JSA then they will have to record their job search online in order to keep receiving it. They can also only receive this benefit for 6 months.

**Means-tested:** No



## What is Means-tested?

Some benefits are dependent on having your 'means' (income, savings and other capital, like inheritance) evaluated. If they are greater than the decided limit, then your benefit amount may be reduced or not paid at all, so the amount you receive can vary from person-to-person.

## New Style Employment and Support Allowance (ESA)

**Explanation:** [New Style ESA<sup>12</sup>](#) is a fortnightly payment that can be claimed on its own or at the same time as Universal Credit. If your young person gets both benefits, your Universal Credit payment is reduced by the amount they'll get for New Style ESA.

**Criteria:** Your young person can receive New Style ESA, if they are:

- Between 16 and State Pension Age
- Not entitled to income support, New Style JSA or statutory sick pay
- Not in work or working less than 16 hours a week and/or earning less than £167 a week
- Meeting National Insurance contribution conditions.
- Living in the UK

**Notes:** New Style ESA is a contributory benefit. This means your young person may be able to get it if they've paid or been credited with enough National Insurance contributions in the 2 full tax years before the year you're claiming in.

**Means-tested:** No

## Personal Independent Payment (PIP)

**Explanation:** PIP has replaced Disability Living Allowance (DLA) and provides extra money to help people between 16 and State Pension Age with daily life. PIP can help with extra living costs if your young person requires support with:

**Components:** There are two parts to PIP:

- Daily living - if your young person needs help with everyday tasks
- Mobility - if they need help with getting around

Whether they get one or both parts and how much they get depends on how difficult your young person find everyday tasks and getting around.

**Notes:** If your young person intends to claim PIP, then they should collate evidence from their relevant health professional and/or organisations. You can find more guidance in the [PIP handbook - GOV.UK<sup>13</sup>](#)

**Means-tested:** No



**For the full links in this section, please see the supporting document**

# Other DWP Support

There are many initiatives in place to help get your young person into work. One is your local Job Centre Plus. Here, your young adult will speak to a work coach or Disability Employment Advisor (DEA), who will be able to support them into work and anything else they may need help with.

Once your young person finds work, their work coach may advise them to apply for some of the following government initiatives to help them stay in employment:

## Access to Work

[Access to Work<sup>14</sup>](#) is a government-funded scheme that supports people with physical or mental health conditions or disabilities. It is designed to help people overcome barriers in workplace, or when travelling to work. . This funding can help pay for things like trains and other public transport, or taxis to the office. It can also help pay for other support such as BSL interpretation, or support workers.

Your young person does not need to be on disability benefits to apply for Access to Work. Any pre-existing benefits will not be affected by their application. Additionally, if they are already claiming Universal Credit,

New Style Jobseeker's Allowance and work for more than 1 hour a week, then they are eligible for Access to Work.

Encourage your young person to speak to their employer about any reasonable adjustments. If support is required beyond reasonable adjustments implemented by the employer, then Access to Work may be able to support with funding. A person can currently receive a grant of up to £69,260 per year.

You can find out more about this and how to apply at: [Access to Work<sup>14</sup>](#)

## Flexible Support Fund

At your local DWP's discretion, your young person may be able to apply for the [Flexible Support Fund<sup>15</sup>](#). It is used by the DWP for many things like travelling to interviews or to work, clothing for work/interviews and many more!



This may help your young person to secure a job. Unlike Access to Work, it is decided by your local DWP on an individual basis. To apply for the Flexible Support Fund, your young person will need to go into their local Job Centre Plus and complete an application form with their job coach or DEA.

## Work and Health Programme

Like the other initiatives, the [Work and Health Programme](#)<sup>16</sup> is designed to help your young person find and keep a job if they are out of work. It will help them develop skills needed for employment and is completely free to join.

Within Worcestershire, Shaw Trust offer their [WHP Pioneer Programme](#)<sup>17</sup>, helping your young person move quickly into work by learning their aspirations and strengths. The support lasts for up to 15 months, plus optional in-work support of up to 6 months. Your young person can refer themselves or be referred through by DWP. Depending on your young person's circumstances, they may be referred to either programme by the DWP or partner organisations.

## Universal Support

In September 2023, the UK Government announced Universal Support. This is a new scheme that will provide personalised help to those facing complex barriers into work, aiding to tackle economic inactivity and spread the benefits of employment.

Participants will be identified by Local Authorities across England and Wales and referred into Universal Support. The scheme is expected to have helped 25,000 people move towards employment by September 2024, expanding to support 50,000 a year by 2025/2026, which will include issues like managing health conditions, debt, and navigating any workplace adjustments required to accommodate individual needs.

Universal Support is different from traditional employment support, as it ensures participants receive a job from the outset and is followed up by highly personalised support to overcome any challenges that arise.

These support offerings are constantly changing. Please have your young person speak to their work coach for the most up-to-date information.

EMPLOYMENT

EDUCATION

SKILLS

TRAINING

WELLBEING

# CAREERS WORCS

## Aged 16-24?

### Not sure what the next step is?

### Job? Education? Training?



**Not in work, training, or education? Don't worry!  
We're here to help you kick-start your journey!**

[www.careersworcs.co.uk](http://www.careersworcs.co.uk)      @careersworcs



# Support from Careers Worcestershire

Careers Worcestershire is a partnership project between Worcestershire County Council and the DWP, specifically supporting 16–24-year-olds into employment, education, or training. They have a range of offerings, such as the following:

## Careers Worcestershire

Careers Worcestershire's main Hubs are located in The Hive, Worcester and Heart of Worcestershire College in Redditch. The Hubs act as a dedicated safe space for young people between 16-24 to explore their options and find the right pathway into employment, training or education.

Recently, as part of the UK Shared Provision Fund (UKSPF) and UK Government's Levelling Up social and economic programme, Careers Worcestershire has created satellite career hubs in Pershore, Malvern, Bromsgrove and Kidderminster, so your young person has access to support whether they are!

The Hub has many activities to help young people achieve their

goals, no matter what they are, with specialised career advisors to provide 1-2-1 support.

Our Hub also offers:

- Supporting in helping your young person in finding, applying, and securing their next opportunity
- Help in finding an educational pathway, like a further education
- CV writing
- Mental health/wellbeing
- Starting their own business
- Interview prep

You can contact the Careers Hub at **0300 666 3666**, or at [careersworcs@worcestershire.gov.uk](mailto:careersworcs@worcestershire.gov.uk).

Your young person can also book an appointment at various locations via [Careers Worcestershire \(setmore.com\)](https://www.setmore.com)<sup>1</sup>

Your young person can choose specific support, such as SEND Careers Support, or work with one of Worcestershire County Council's providers operating out of our Careers Worcs Hubs, like [The Basement Project](#)<sup>2</sup>, [Workpays](#)<sup>3</sup>, [National Careers Service](#)<sup>4</sup> and [Young Solutions](#)<sup>5</sup>.

## Skills Bootcamps & Multiply



Careers Worcestershire operates [Skills Bootcamps](#)<sup>6</sup>. These are free, flexible courses up to 16 weeks for people aged 19+, living in Worcestershire. This programme is part of the UK Government's Levelling Up Initiative, helping to breathe new life into the local community.

Skills Bootcamps give people the opportunity to gain job skills that match the needs of different industries, as well as fast-tracking them to an interview with a local employer to increase chances of getting hired, upon completion of their course. The Skills Bootcamps aim to help people gain skills that accelerate their progress into high-level careers.

The skills gained from Skills Bootcamps provide a foundation for further studying, such as apprenticeships or T Levels, or opens up access to local employment networks, helping to increase a person's chances of securing future employment or training opportunities.

In Worcestershire, the Skills Bootcamp programme covers: Digital and Cyber, Construction, Manufacturing, Leadership, Early Years, Welding, Nursing, Health and Social Care, and more!



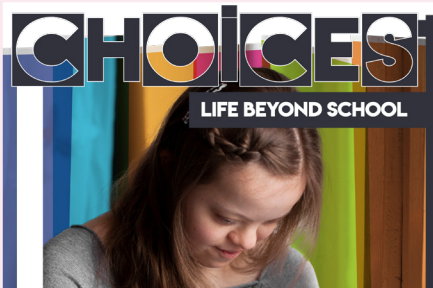
Multiply is useful for anyone who hasn't achieved a C in GCSE. It is a numeracy programme developed by the Department for Education and being delivered by Careers Worcestershire. It's for anyone over 19 and offers unaccredited Maths' tuition for people in their local areas.

Multiply can help people gain employment, progress within their current employment, take the next step to higher levels of training/ qualifications and build confidence.

To learn more, please contact [multiply@worcestershire.gov.uk](mailto:multiply@worcestershire.gov.uk)

## Further Worcestershire County Council Support

Life would be lonely without friends and family around you. This is why getting involved with your local community is a wonderful way of building relationships. Across the county, independent providers and charities are working tirelessly to support you and your young person, and the ones below are just a few. Please refer to our 'Independent Living and Communities' pages in the [CHOICES Life Beyond Schools booklet](#)<sup>7</sup> for more information.



## Community Services Directory

[The Community Services Directory](#)<sup>8</sup> is a platform for all residents in Worcestershire to find helpful information about registered health

and wellbeing groups, services, and activities locally.

It is a way to enable people to stay informed, healthy, and independent, by providing relevant information when they need it. It is a fantastic way to connect people to local services and to a variety of voluntary and community groups across Worcestershire.

Search the [Community Services Directory](#)<sup>8</sup> now to connect to services, activities and groups across the county.

## Worcestershire Resource Centres

Worcestershire County Council have resource centres in Pershore, Worcester, Bromsgrove, and Kidderminster. They provide a range of support and assistance from personal care to general day-to-day support. They also provide activities around daily living, emotional, psychological, practical, and social support with the aim of meeting the individual's chosen outcomes and promoting their independence.

For more information, please see the [list of Day Services \(PDF\)](#)<sup>9</sup> that have a contract with Worcestershire County Council Adult Services.

# EHCP

## What's Next?



Through their education, your young person may have had an Education, Health, and Care Plan (EHCP).

Their school or education provider would have supported any needs outlined in the EHCP, and it would have been reviewed annually by them and you since Year 9. You can find more information about this at [SEN Support in mainstream schools \(worcestershire.gov.uk\)](https://www.worcestershire.gov.uk/SEN-Support-in-mainstream-schools)<sup>1</sup>.

Naturally, as your young person starts to consider their post-16 options, you may be concerned about what will happen to their EHCP. Students with an EHCP are entitled to support in Further Education until they are 25 years old, if required. This includes: sixth forms, colleges, independent specialist colleges and independent training providers.

However, while EHCPs can continue to 25, if a young person goes to university their EHCP changes. It acts differently than in Further Education

and school. It will not be applicable at university, but your young person is still entitled to support!

Most universities have their own Disability Support Team, like the University of Worcester's [Disability and Dyslexia Service](#)<sup>2</sup>, so make sure your young person has an updated copy of their EHCP that they can pass onto their Higher Education provider. Timing is key here: the earlier your young person provides the EHCP, the more robust support that can be put in place.

The relevant and accurate information from the EHCP will feed into a [Disability Students' Allowance \(DSA\)](#)<sup>3</sup> as it supports and outlines the adjustments needed to be put in place by the Higher Education Provider. Please note that an EHCP alone is not enough to immediately grant your young person the DSA, so please provide other evidence alongside the EHCP.

## A positive development

If your young person is flourishing then, together, you might consider ceasing their EHCP, if appropriate. If this something you decide, then see it as a positive development.

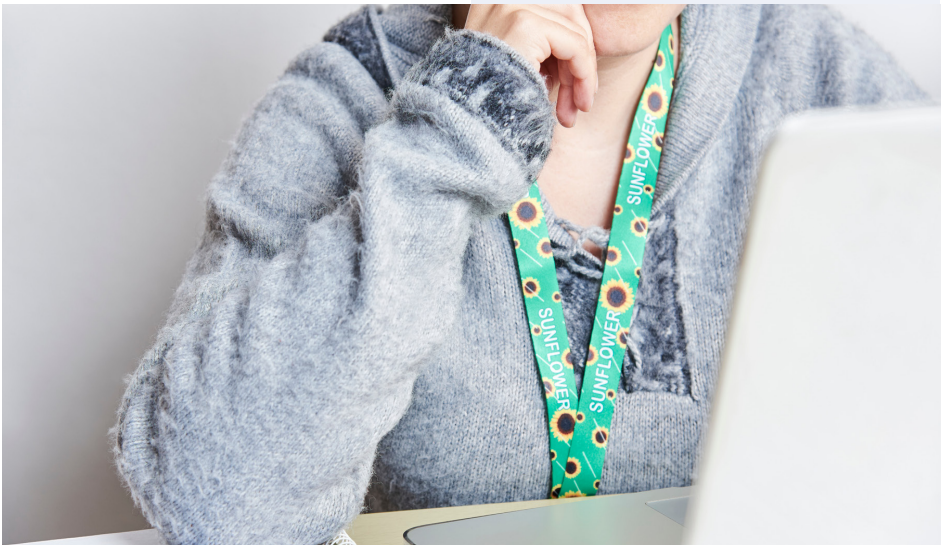
The end of an EHCP signifies that your young person has made noteworthy progress and no longer needs the specialised support as outlined in the plan. It is testament to their growth and improved abilities, demonstrating they have gained the skills and necessary confidence to thrive.

While it may seem daunting, the end of an EHCP can be a moment of celebration as it signifies a successful transition towards your

young person's independence, paving the way for new opportunities and achievements.

## Preparation for Adulthood

As part of Worcestershire County Council's [SEND Local Offer](#)<sup>4</sup>, Preparation for Adulthood is run from Year 9 for those with an EHCP, helping them to transition successfully into adulthood. You, as a guardian, have been working long before that to support your young person to get to the next stage of their life. The resources offered by [Preparing for Adulthood \(16 to 25 years\) | Worcestershire County Council](#)<sup>5</sup> can help and support you both to make informed decisions.



# Routes Into Employment



Moving into the world of work is an exciting time for young people, and there are several post-16 options that can gently transition them into it. These options are designed to be fully accessible, inclusive, and nurturing, with the aim of fostering personal growth and success.

## Supported Internships

A supported internship is a year-long study programme, specifically aimed at young people aged 16 to 24 with an EHCP who wish to move into employment. During this year, learners are supported in work experience placements which are matched to their skills and interests, as well as further English and Maths qualifications, with the goal of gaining paid employment.

The aim of supported internships is to prepare young people with additional needs for paid employment by doing the following:

- Supporting them to develop the skills valued by employers
- Enabling them to demonstrate

their value in the workplace

- Developing confidence in their own abilities to perform successfully at work

**We have five providers throughout Worcestershire offering supported internships, they are:**

- [Mencap<sup>1</sup>](#)
- [Heart of Worcestershire<sup>2</sup>](#)
- [Kidderminster College<sup>3</sup>](#)
- [DFN Project Search through Regency High School<sup>4</sup>](#)
- [Warwickshire College Group<sup>5</sup>](#)

These are across the county and offer a variety of support to learners. Carefully consider your young person's needs and access requirements before looking into providers.





## Supported Internship Bursary

Worcestershire County Council is pleased to announce the [Supported Internship Bursary](#)<sup>6</sup>, being awarded to learners in September 2024. The money can be used for things like technology, workwear, travel costs, etc. Speak to the SI provider to find out more and they will be able to advise you accordingly.



**New starters will be awarded £1,000**, monitored through the provider, to help them succeed in a supported internship.

Carefully consider your **young person's needs** and access requirements before looking into providers



For the full links in this section, please see the supporting document

## Traineeships

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to one year (although most will last for less than 6 months).

Traineeships help 16 to 19 year olds (or 19 to 24 year olds with an EHCP) to get ready for an apprenticeship or job if they don't have the appropriate skills or experience. However, from August 2023, the UK Government will no longer be funding traineeships. But, despite this, they will continue to be offered by providers locally.


### Worcestershire has four providers for traineeships:

- [Young Adult Learning](#)<sup>7</sup>
- [Heart of Worcestershire College](#)<sup>8</sup>
- [Kidderminster College](#)<sup>9</sup>
- [Nova Training](#)<sup>10</sup>

#### How does a supported internship differ from a traineeship?

Although similar, the aims of a supported internship are different to a traineeship. Young people on supported internships are expected to require a higher level of support than a traineeship or apprenticeship, and to be offered workplace support

in the form of a job coach, as well as support during their education setting.



### What's the difference between a "traineeship" and "supported internship"?

The main difference is the duration of the placement. A traineeship usually lasts around 6 months, while a supported internship will last for one academic year.



### Reasonable Adjustments

Many adjustments can be made for your young person when they are looking at employment.

These are called 'reasonable adjustments' and are expected of an employer to help keep their staff happy and healthy.

# Supported Internships

## What is a Supported Internship?

A supported internship is a type of study programme specifically aimed at young people aged 16 to 24 with an EHCP who wish to move into employment. Supported internships can bridge the gap between education and the world of work or volunteering. Achieving paid employment not

only brings young people financial independence, but it can be key to:

- **Building confidence and self-esteem**
- **Increasing health and well-being**
- **Developing skills and aspirations**
- **Gaining friendships and a social life**

## What is the Supported Internship Bursary?

The Supported Internship Bursary is a £1,000 bursary to help with the initial and ongoing costs associated with your supported internship. Your bursary can be spent on things that will help you complete your supported internship, like travel and equipment.

Head to:

[www.Skills4Worcestershire.co.uk](http://www.Skills4Worcestershire.co.uk)

for further information on supported internships and how to apply for the bursary.

## Where can I find out more?

Skills4Worcestershire has information available around post-16 education. The website will give you further details on supported internships, other post-16 education options and routes into employment.

[inclusiveemployment@worcestershire.gov.uk](mailto:inclusiveemployment@worcestershire.gov.uk)

**SCAN ME  
TO GO TO  
THE WEBSITE**



[www.Skills4Worcestershire.co.uk](http://www.Skills4Worcestershire.co.uk)

## Who provides locally?

- **Heart of Worcestershire College**
- **Mencap**
- **Kidderminster College**
- **Warwickshire College Group**

# APPRENTICESHIPS

## FOR ALL

Nothing should hold someone back from applying for an apprenticeship! Where appropriate apprenticeships can be made inclusive, depending on the students learning level.

Areas that can be adjusted to meet students' needs include lowering the required English and Maths levels to Entry Level 3 and extending the duration of the apprenticeship to allow the student more time to complete their work.

The training provider can access additional funding to provide the student with 1-2-1 support during the training when needed.

The employer also has a duty of care to make reasonable adjustments in the workplace and the employer can access funds above reasonable adjustments through Access to Work.

However, adjustments to an apprenticeship can only happen if the vocational part of the learning is low enough for the student to achieve in this area.

It is worth noting that there is no list of inclusive apprenticeships, they are simply advertised as apprenticeships and conversations around inclusivity need to be continued on an individual basis. So don't be put off, apply for the apprenticeship and start those conversations with the training provider.

For more information, please contact: [info@worcsapprenticeships.org.uk](mailto:info@worcsapprenticeships.org.uk)

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

## Supported Employment

Supported Employment is a way of providing people with a disability, who need extra support, help when moving towards and into work.

### How can Worcestershire County Council's Supported Employment Service help?

#### WCC Supported Employment Service

Our [Supported Employment](#)<sup>11</sup> team is highly skilled, helping people get into employment daily. If your young person is needing more support, then they are here to help!

To be eligible for this service, your young person must be over 18, live in Worcestershire, be motivated to start work and be available 2 days a week. They must also have a learning disability and be in receipt of Adult Social Care, or are known to social care whose circumstances make them vulnerable due to social isolation, disability, health issues and there is a potential to increase skills and independence through work.

The Supported Employment Service can help your young person with:

- ✓ figuring out their skills and interests to identify the right job for them
- ✓ finding additional support, training, and work experience opportunities
- ✓ providing a vocational profile of your young person
- ✓ helping with job applications, CVs, pre-start employment papers, checks and travel to work plans

If this criteria applies to your young person and you both feel they're ready to step into work, please contact our Supported Employment Service at [supportedemployment@worcestershire.gov.uk](mailto:supportedemployment@worcestershire.gov.uk).

## Education

Along with the above options, we know that many young people like to stay in education, going into Further or Higher Education, post-16.

Education, though, is ultimately a pathway into employment, helping to equip your young person with the knowledge and skills to enter the working world.

If you are looking for more information regarding post-16 education options, please refer to our [CHOICES: Life Beyond School booklet](#)<sup>12</sup>.

## Case Study:

# Apprenticeships For All

## Luc

Luc has recently completed a Level 2 Apprenticeship in Customer Service, within the Learning and Development (L&D) Team at Evesham Community Hospital. Here, he tells us more:

### Why did you decide to do an apprenticeship?

“As a disabled man, I chose to do an apprenticeship as it would help me find future employment and allowed me to develop skills that I wasn’t able to during my early life.

I never really had a job before. I wanted to see what the typical world of work was like, and the reduced responsibilities of an apprenticeship seemed really appealing.”

### What does your job role involve?

“I had a dual job role split between our Learning and Development Team and Apprenticeship Team. Within the L&D Team, my role included making induction packs with the business administration team for half of the

week, and for the other half the week, I supported the apprenticeship team with duties for the NHS.”

### Has the apprenticeship helped progress your career?

“Yes. It’s given me more confidence and helped develop my communication skills. These skills have allowed me to thrive in my new job within the NHS.”





**CALLING ALL FUTURE APPRENTICES!**

**GET A £500 BURSARY TO HELP  
GIVE YOU THE BEST START IN YOUR  
APPRENTICESHIP JOURNEY**

Sign up to the WA Account today and if you obtain your apprenticeship from doing so, you could be eligible for receiving the £500 Worcestershire Apprenticeships Bursary

**Scan the QR code to sign up**



<https://waaccount.webp.org.uk/signup>



**WORCESTERSHIRE  
APPRENTICESHIPS**

# Self-Employment

Everyone should have equal opportunities in the workplace. This is where self-employment becomes important for those with additional needs. Please see the pros and cons below!



## The benefits

There are many benefits to being self-employed, including:

- ✓ Flexible working patterns
- ✓ Greater accessibility in the workplace
- ✓ Pursuit of aspirations/passions
- ✓ Development of financial management skills
- ✓ Development of independence and confidence

Setting up a business is great for those with additional needs, however, managing and maintaining it can be very hard. A 2018 UK Government study found that 'family and friends were the most common source of practical support and considered vital to many individuals in keeping their business running.' So, it's vital you support your young person and their endeavour!



## The challenges

When considering this pathway, your young person will need be aware of any challenges they may face, like:

- Loneliness
- Financial Struggles
- No paid holiday or sick leave

Self-employment is not like traditional employment and your young person will largely be working alone. Your young person must be prepared for this.

Organisations like [The Mason Foundation](#)<sup>13</sup> and [The Prince's Trust](#)<sup>14</sup> can help them realise the realities of self-employment, if it is a viable pathway for them, as well as help with setting up a business. If your young person decides that this is the pathway for them, then there are lots of things they can do to get started.



## Make a business plan

A business plan will act as the ‘bread-and-butter’ of your young person’s company. Writing one lets them determine their objectives, ideas, and long-term goals. It also helps shape their business and is a good way of presenting the business to people, like potential investors.

Things to consider when writing a business plan include:

- ? Why you want to start a business
- ? What your product/service is
- ? Where you will market it
- ? Who your customers will be
- ? How you’ll fund the business

The Prince’s Trust has a [free business plan template<sup>15</sup>](#) and free Excel business plan financial tables to get your young person’s business up and running. They can also use [Write a business plan - GOV.UK \(www.gov.uk\)<sup>16</sup>](#) to help them when putting a business plan together.

## Make a budget

Your young person will need to set a budget when starting their business. Help them be realistic and carefully consider the full cost of everything. Help them figure out what they can afford and what may be out there to get their business off the ground, like grants.

Many councils will offer tailored support for local entrepreneurs. Worcestershire County Council, for example, provides support through [Worcestershire Growth Hub<sup>17</sup>](#), which includes:

- Start-up classes
- Business coaching
- Grant funding

You can find out more about [Support for Start-Up Businesses at Worcestershire Growth Hub<sup>18</sup>](#). Alternatively, your young person can apply for a [Start Up Loan for their business - GOV.UK \(www.gov.uk\)<sup>19</sup>](#), with free support, guidance, and mentoring.



**For the full links in this section, please see the supporting document**

## The admin

All businesses have the not-so-fun part – i.e. taxes and insurance!

When your young person sets up their own business they will need to register as self-employed and register for the [Self Assessment tax return](#)<sup>20</sup> so they can file their own taxes. You can help by being appointed to handle their tax returns – please see [gov.uk](#)<sup>20</sup>, [Scope](#)<sup>21</sup>, and [MoneyHelper](#)<sup>22</sup> for more information on this.

It's also best your young person considers what type of insurance they may need. You can find out more about different types of insurance on MoneyHelper's page on [Business insurance when you're self-employed](#)<sup>23</sup>. You can also compare different insurance offers at [MoneySuperMarket](#)<sup>24</sup> and [Compare the Market](#)<sup>25</sup>.



## Self-employment and benefits

Self-employment can affect what benefits your young person is entitled to. For example, they can still claim New Style ESA if they are working less than 16 hours a week and are not earning over £167 a week. This is called 'permitted work' and does not affect means-tested benefits, like Universal Credit.

However, if your young person does earn more or works more than 16 hours a week, then their benefits may be affected. To learn more, have them speak to their local Jobcentre Plus or DWP work coach. They can also use [Turn2Us' Benefits Calculator](#)<sup>26</sup> for more guidance.

## Further support

There are many local organisations and charities that can support your young person throughout their self-employment journey. Please find some listed below:

- [Seetec Pluss](#)
- [Young Adult Learning](#)
- [The Shaw Trust](#)
- [The Mason Foundation](#)
- [Scope](#)
- [Careers Worcestershire](#)

# VISIT WORCESTERSHIRE'S ONLINE CAREERS TOOL



**INFORMATION  
ABOUT EMPLOYERS  
IN WORCESTERSHIRE**



**SUPPORT FOR  
SCHOOLS**



**WORCESTERSHIRE'S  
LABOUR MARKET  
INFORMATION**



**SUPPORT FOR  
YOUNG PEOPLE**



**CAREERS ADVICE**



**CAREERS EVENTS**



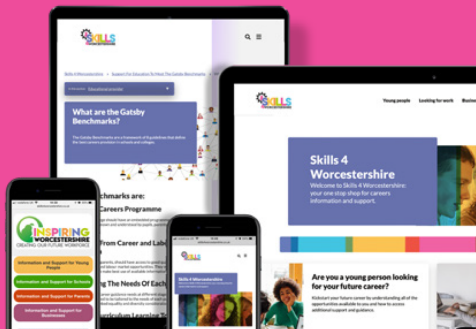
**INTERVIEW TIPS**



**SUPPORT FOR  
PARENTS**



**CAREER PATHWAYS**



**WWW.SKILLS4WORCESTERSHIRE.CO.UK**

# Routes Into Employment: Timeline



## The job process looks different for everyone.

Sometimes recruiters are quick to come back to you, other times they may take a little longer than expected. Please find an example employment timeline for you and your young person's reference. This will give them an idea of what their job hunt may look like. However, please note, this is a **VERY** rough timeline example of how long a process may take and should not be used as an exact measurement.

<b>Day 1</b>	<b>Day 10</b>	<b>Day 15</b>	<b>Day 16</b>
Starting your search for employment	Follow up on application and CV submitted (only after the closing date)	Email response or call regarding success of application	Interview preparations
<b>Day 20</b>	<b>Day 22</b>	<b>Day 23</b>	<b>Day 35</b>
Interview	Email response or call regarding success of interview	New enrolment paperwork with HR. This section may take a while if you require a DBS	First day of job

**First few months:** You may enter into a probation period and this can be 3, 6 or 12 months.

**After Probation:** Sign off probation and now become a fully employed member of staff.

## Case Study:

# Apprenticeships For All

## Theo

Theo had been a student at the Bridge School Malvern for 5 years and the Bridge Business Centre for 2 years. Theo has a real passion for being creative and is a very hands-on learner so felt an apprenticeship would suit his needs and interests best.

In Year 12, Theo secured a work placement at Design in the Shires, a local web design and marketing agency. Initially, Theo started with a placement, however the agency were so pleased with his work, that he began attending once a week which increased to two days a week. Theo's commitment resulted in the employer offering him an apprenticeship.

To support Theo, Bridge School Malvern started by looking for Level 2 apprenticeships. Unfortunately, the school were unable to find a suitable course within the area of his interest. Eventually, they found an apprenticeship in business administration, but as this was not linked to the work placement Theo was attending, so they felt this might not be suitable.

After finding out about apprenticeships for all, the school

started on a journey, looking to find an apprenticeship that matched Theo's needs.

The school were able to support a local training provider to understand how apprenticeships can be made accessible for any learner and, after outlining the amazing skills of Theo and the employer's commitment, they were keen to support Theo and help him in beginning his content creation Level 3 apprenticeship.

Throughout this process, Theo's welfare has been paramount and all parties were happy that Theo was successful in securing an apprenticeship in his passion.

*By Lucy Hodgkins, Employability & Careers Manager, Bridge School Malvern*



Bridge School Malvern  
Apprenticeship Success



# The Next Steps: How To Support Your Young Person

As a parent or carer, it's natural to worry about your young person – especially when it comes to their future. There is, however, lots you can do to support them as they explore their steps.

We recommend discussing their career plans and working out what is a reality for them.

Additionally, it can help to speak to their school since they may see your young person in a different light and be able to give insights on a realistic destination for them.

After you've had this discussion then you can start to research future pathways together. This will also be a part of your young person's annual EHCP reviews, so your school should also be very aware of their aspirations and capabilities, and will be able support with this process.

Make sure you listen to your young person and discuss their options.

It's important you:

- ☑ Are realistic with them and be respectful of their choices
- ☑ Don't push what you think they should do, rather than what they want to do
- ☑ Keep in mind that career aspirations change



There are many different pathways for students to take into the world of work. You and your young person could use: [Research your future SEND - Activity \(worcestershire.gov.uk\)](#)<sup>1</sup> as a starting point, or other resources below:

- [UCAS Careers Quiz](#)<sup>2</sup>
- [Skills assessment | National Careers Service](#)<sup>3</sup>
- [Prospectus - Information about different job sectors and roles](#)<sup>4</sup>
- [Worcestershire's Employment and Labour Market Information \(LMI\)](#)<sup>5</sup>
- [CHOICES: Life Beyond School booklet](#)<sup>6</sup>
- [Videos from people talking about their careers](#)<sup>7</sup>
- [Your Future Opportunities | Worcestershire County Council](#)<sup>8</sup>

It's important you discuss this with them and also consider the level of support they may need when undertaking this journey. If your young person has an EHCP or needs extra support, please refer to the resources below:

- [Careers Worcs Information Advice and Guidance service](#)<sup>9</sup>
- [Worcestershire Apprenticeships](#)<sup>10</sup>
- [SEND and Alternative Provision Directory](#)<sup>11</sup>
- [Worcestershire SENDIASS \(SEND Information and Advice Support Service\) Team](#)<sup>12</sup>
- [Support to Work | Disability charity Scope UK](#)<sup>13</sup>

The links above should provide you and your young person with more guidance and support when looking to move forward into the world of employment.

## Next Steps...

Once your young person has researched what they want to do and are confident in that decision, then they need to consider the following:

- ? What qualifications do I need?
- ? What other pathways can I take to get to my goal?
- ? How long will it take me to achieve my goal?

## Still unsure?



If you are unsure and needing more support as an individual, you can visit [Parents' Voice](#)<sup>14</sup> – a website written by parents/carers for parents/carers.

**For the full links in this section,  
please see the supporting  
document**

# The Exciting Part: Finding a job!

There are loads of opportunities out there for your young person, and we have included some hints, tips and links on where they can start their employment search. We spoke to the advisors at Careers Worcestershire and Simply Careers for some top tips.

Below are some sites they can use to find their dream job:

- ✓ [Indeed<sup>15</sup>](#)
- ✓ [LinkedIn<sup>16</sup>](#)
- ✓ [WMJobs<sup>17</sup>](#)
- ✓ [Disability Jobsite<sup>18</sup>](#)
- ✓ [Careers with Disabilities<sup>19</sup>](#)
- ✓ [Employment Autism<sup>20</sup>](#)

## Finding a Job

Looking for a job or course can be scary. However, we all have to start somewhere. Your young person could start their search through:

- Networking
- Job Fairs
- Recruitment agencies
- Jobcentre Plus/DWP work coaches
- Searching the Internet
- Submitting your CV and cover letter

One good place to start is our website: [Your Future Opportunities<sup>21</sup>](#). The website allows them to search through Labour Market Information (LMI), exploring the job opportunities that may lie ahead them.

Once your young person has found a job that they like the look of, sit down with them and read through the person specification and job description.

Have them ask themselves:

- ? Are I qualified for the role?
- ? What skills does the job need?
- ? What can I bring to it?
- ? What relevant experience do I have?
- ? Can I learn on the job?

After these considerations, they will be ready to write their cover letter, fill in that application form and submit their CV.



# The Paperwork








When applying for a job, most will require the submission of a CV and cover letter. These can be hard to write, and your young person may not know how to start. Thankfully, we have provided a list of resources below to help them!

## CV

Our comprehensive [8-step guide](#)<sup>22</sup> in Passport for Retail offers a detailed walk-through on building an effective CV. It outlines essential information to include, like the list below, and acts as an activity for you and your young person to complete, ensuring they have a strong CV.

Alternatively, explore the additional resources below for further guidance on building a CV.

### Details to include:

-  Contact details
-  Personal Profile
-  Your education
-  Your qualifications
-  Your skills
-  Your hobbies
-  Work history

### Top Tips For Writing A CV:

- Use a professional font, like Arial, and keep your font size between 10 and 12.
- Your CV should not be longer than 2 sides of A4.
- Always check your spelling and grammar!
- One size does not fit all – don't forget to tailor your CV, so it is suitable for the job role you are applying for.
- Always remember to provide evidence and examples to support what you are writing.
- Don't waffle! Be informative and to the point – leave employers wanting to know more!

### More resources for writing a CV

- [Free CV Builder | CV-Library](#)<sup>23</sup>
- [How to write a CV | Prospects.ac.uk](#)<sup>24</sup>
- [Video on how to write a CV for a Job Application](#)<sup>25</sup>
- [Passport to Retail | Worcestershire County Council](#)<sup>26</sup>

## Cover Letter

A cover letter is necessary as it gives you the chance to explain to an employer why you're the best candidate for the job. You do this by highlighting relevant skills and experience; therefore, you should always write your cover letter with the position you're applying for in mind.

You should include the following in a covering letter:

- Your contact details
- Who you are addressing the letter to
- Where you found the job
- Why you are suitable for the job
- What you could bring to the company
- Closing statement

Your young person can use our [‘How to write a cover letter activity’<sup>27</sup>](#) to learn how to write one and understand better what cover letters should contain.

A cover letter should be specific to the job or purpose, not broad. Your CV provides general information, while the cover letter should be tailored. It should complement your CV, not repeat it.

A good cover letter can be the deciding point for an employer between you and another candidate.

Not sure how to start your cover letter? The resources below will help with that!

- [Cover letters | National Careers Service<sup>28</sup>](#)
- [Cover letter examples and templates | Indeed.com UK<sup>29</sup>](#)
- [How to write a cover letter activity \(worcestershire.gov.uk\)<sup>27</sup>](#)

### Top Tips for Writing a Cover Letter



There are many ways to write a cover letter, however, please find some top tips in writing the best one you can:

- Tailor your cover letter for every role you apply for
- Use the same font and size as your CV, making sure it looks consistent
- Make sure it's not be longer than one page
- Include the date, your address and the address of the company
- Use the [STAR method<sup>30</sup>](#)
- Double check spelling and grammar before sending it!

## Application Forms

Your young person may be asked to fill out an application form, rather than sending their CV and cover letter. This presents a valuable opportunity for your young person to demonstrate that they are right for the job.

The key to a strong application is preparation. Start by helping your young person to understand the job description and specifics the employer expects from them. Encourage them to research the company, gaining insight into their operations and values as they fill out the application form. Using buzzwords and brief information from the company's website and job advert will clearly highlight this preparation and that they're taking the role seriously.

If your young person has to fill out an application form then use [Worcestershire County Council's Job application template](#)<sup>31</sup>. Alternatively, please find some resources below:

- [Job application form template | Acas](#)<sup>32</sup>
- [Write a successful job application | Prospects.ac.uk](#)<sup>33</sup>
- [Passport to Retail | Worcestershire County Council](#)<sup>26</sup>

## Do You Have a Disability?

If your young person has additional needs, please make sure they tick a 'YES' when asked if they consider themselves to have a disability. This may look like the below:

### Do you consider yourself to have a disability?

- Yes
- No
- I'd rather not disclose.

You may not think disclosing a disability is important, but, it is one of the most vital parts of the application form. Under the [Equality Act 2010](#)<sup>34</sup>, disabled people are protected – including those with long term health conditions, learning disabilities and hidden disabilities, like autism. By ticking this box, your young person is informing the interviewer they may require reasonable adjustments and therefore can be accommodated accordingly. There may also be some other questions around this if your young person clicks yes.

Also, if the employer is part of the '[Disability Confident](#)<sup>35</sup>' scheme, then by clicking this box, your young person could be guaranteed an interview if they meet the minimum criteria, increasing their chances of employment.

# The Final Part

## Interviews

Interviews can be overwhelming for many young people, but gently remind them that it should be a two-way discussion between them and their potential employer. Remind them that they're also interviewing the employer and business, assessing if they'll be happy and comfortable in the role.

Make sure they:

- Have thoroughly researched the company they're interviewing for
- Understand the job description
- Know their CV and cover letter
- Make travel arrangements

## Helpful Tips

An interview is a chance for your young person to show the employer that they are the right person for the job. Help them make a good impression and clearly demonstrate the skills they have to offer. You can do this by:

1. Conducting a mock interview with them ([use our guide to help<sup>36</sup>](#)) and encourage them to give examples using the [STAR method<sup>30</sup>](#)
2. Writing out answers for common interview questions and practising them. Please see [50 Most Common Interview Questions & How to Answer | Glassdoor UK<sup>37</sup>](#)
3. Making sure they're clear about any adjustments that need to be made when the interview is conducted
4. Preparing questions for the end of the interview.
5. Helping them dress appropriately. Have them show you their interview outfit and offer them help if it is not appropriate.
6. Checking if they have met all their basic needs i.e. Have they eaten? Are they hydrated? Have they showered today?





More interviews are taking place either over the phone or on platforms such as Zoom, Skype and Microsoft Teams.

Below are some links which can help your young person, with tips and advice on interviews:

- [Top Interview Tips: Common Questions, Body Language & More - YouTube](#)<sup>38</sup>
- [Common Interview Questions and Answers \(With Tips\)](#)<sup>39</sup>

## After the interview

After the interview, your young person can still take action and help their application, like doing the following:

- Clarifying when a decision will be made
- Sending a follow up email after the interview
- Asking for feedback, if unsuccessful



## Top Tips for Your Young Person

Interviews start the moment you arrive at a business so it's important to make a great first impression. Use these top tips to smash that interview:

- ☑ Introduce yourself confidently
- ☑ Try to relax into the interview – the interviewer is not there to trip you up!
- ☑ Keep your body language open
- ☑ Hold eye contact with your interviewer
- ☑ Take deep breaths and sips of water
- ☑ Refer back to your CV, cover letter and wider skillset
- ☑ Finish with a few questions
- ☑ Be yourself!










All these tips were taken from Worcestershire County Council's [Interview Support](#)<sup>40</sup> document, please read for more detail about these tips.

# Equality:

## What You Need To Know

The [Equality Act 2010](#)<sup>1</sup> protects people from discrimination in the workplace. It clearly defines who is protected, what discrimination people may face and what actions they can take against it. Everyone is protected under the Act: these are called 'protected characteristics' and are as follows:

### Equality Act 2010

<p><b>Age</b></p> 	<p><b>Disability</b></p> 	<p><b>Sexual Orientation</b></p> 
<p><b>Race</b></p> 	<p><b>Religion or Belief</b></p> 	<p><b>Sex (Gender)</b></p> 
<p><b>Gender Reassignment</b></p> 	<p><b>Pregnancy &amp; Maternity</b></p> 	<p><b>Marriage &amp; Civil Partnership</b></p> 



### Why is equality important for me and my young person?

By being aware of the [Equality Act 2010<sup>1</sup>](#), you and your young person can ensure you're treated as equals in the workplace and your daily lives, as well as receiving the dignity and respect you deserve.

### How can I help my young person in work?

When your young person is looking for jobs, help them by looking for businesses who value diversity and inclusion, such as Disability Confident businesses. By being in a supportive working environment, where their needs are met, they'll be able to thrive and feel as comfortable as possible.

You can also help by encouraging them to understand their [employment status<sup>2</sup>](#) and [rights at work<sup>3</sup>](#), especially around dismissal and discrimination. By understanding these topics, like positive discrimination and what is right and wrong, you will help to encourage self-advocacy, ensuring your young person is being treated correctly in the workplace and their employer is fair, equitable and inclusive.

By being aware of the [Equality Act 2010<sup>1</sup>](#), you and your young person can ensure you're treated as equals in the workplace and your daily lives

# Your young person and their decisions

The definition of **mental capacity** is:  
“The ability to understand information and make decisions”

Naturally, as a guardian, you may feel you have your young person’s best interests at heart when making decisions on their behalf. However, according to the [Mental Capacity Act 2005 \(MCA\)](#)<sup>1</sup>, all individuals over the age of 16+ have the right to make their own decisions. If you feel your young person cannot make decisions, please carefully consider the principles of the MCA:

1. **Assume capacity:** a person must be assumed to have capacity unless it is established otherwise.
2. **Maximise capacity:** a person is not to be treated as unable to make a decision unless all practicable steps to help them to do so have been taken without success
3. **Unwise decisions:** a person is not to be treated as unable to make a decision merely because they make an unwise decision
4. **Best interests:** an act done, or decision made on behalf of a person who lacks capacity must be done in their best interests

5. **Least restrictive option:** whether the purpose can be as effectively achieved in a way that is less restrictive of the person’s rights

These principles are important when your young person is considering their future. You may have different opinions, for example you may want them to pursue education, whereas they may wish to work. If this is the case, then that is their decision and you should support that.

If you disagree with their decision then talk about it with your young person, understand their capacity and how you can best support them. You can find more information below:

- [Mental Capacity Act - Social care and support guide - NHS](#)<sup>2</sup>
- [Mencap: Mental Capacity Act](#)<sup>3</sup>

However, if you feel your young person does not have mental capacity, you can have an assessment conducted by the LA. For more information, contact [Worcestershire Children First](#)<sup>4</sup>.



# What is Disability Confident?

[Disability Confident<sup>5</sup>](#) is a government scheme designed to encourage employers to recruit and retain disabled individuals. Businesses who have joined the scheme are promising to:

- ☑ Challenge attitudes and increase understanding of disabilities
- ☑ Draw from the widest possible pool of talent
- ☑ Secure high quality staff who are skilled, loyal and hard-working
- ☑ Improve employee morale and commitment by demonstrating fair treatment.

## There are 3 Disability Confident levels:



**Level 1:**  
Self-assessed



**Level 2:**  
Self-assessed



**Level 3:**  
Independently assessed

**Note:** Only Level 3 'Leader' organisations have been assessed by an independent party to see if they're meeting disability commitments.

## Q. How does this apply to my young person?

If your young person applies to a job at a Disability Confident business, states they have a disability and their qualities, skills and experience align with the role, they could be guaranteed an interview.

## Case Study:

# Inclusive Employer

### **Jardine Motor Group, Halesowen**

Jardine Motor Group (JMG) is a Disability Confident Committed organisation, promoting inclusion and diversity in the workplace.

JMG are ensuring that the recruitment process is inclusive and accessible, and offer an interview to disabled people who meet the minimum criteria for the job they apply for. In addition, they are also anticipating and providing reasonable adjustments to both new and existing employees where required, allowing them to stay in work.

JMG's Halesowen dealership is demonstrating the group's commitment to Disability Confident with Dan Franklin, Head of Business, actively hiring individuals with additional needs.

Just before COVID-19, Dan heard about Halesowen College's supported internship programme and decided the business would join, taking on five interns during their first year. During this time, he and the team provided guidance and expertise to the interns, helping

them build crucial life skills in the workplace. Since then, Dan and the team have continued to promote supported internships within the dealership and have employed various young people off the back of this scheme.

After starting the supported internship and apprenticeship for all programmes, Dan noticed a change within the team. Even though, in his words 'we set out to do the programmes for the individuals,' he noticed that over the first year his 70 employees went on an inclusivity journey of their own, and by the time the programmes had finished he had a very empathetic and understanding team.

After the end of the first year, the team had a debrief and he asked them 'what had changed in their view on diversity and inclusion?' Many people admitted they now thought



differently, were far more open-minded and had been positively impacted by the interns.

Furthermore, supported internships are close to Dan's heart. After being kicked out by his parents at 15 for being a 'naughty child', decades later he now has both an ADHD and ASD diagnosis and so understands the difficulties that can be faced by young people when seeking employment.

JMG run diversity, equity, and inclusion programmes throughout the year and their last annual conference, Dan discussed and promoted how the company can rollout supported internships nationally. His dream, he said, would be to get one young person on a supported internship

employed at every dealership across the country. He will continue to promote inclusive employment across the group until this dream can be achieved.

Dan employed both Alex and Ethan, two individuals with additional needs who are training to be mechanics. He and the team work closely with them and their apprenticeship supplier to make any necessary adjustments and help make the workplace as accessible as possible for Alex and Ethan.

For example, Dan has employed Alex's mum to help him feel more comfortable at work, and with his previous experiences, he understands the importance of a strong support group in a working environment.

# Health Adjustment Passport

You can further support your young person by helping them create their Health Adjustment Passport.

A [Health Adjustment Passport \(HAP\)<sup>6</sup>](#) is a document that can be used to support anyone in identifying their strengths and allows them to talk through what they can do with an employer when moving into work or staying in a job.

## What can it be used for?

It can be used for:

- ☑ Supporting to identify what assistance and changes (known as [reasonable adjustments<sup>7</sup>](#)) someone may need when they are in work or moving into work
- ☑ Applying for support from [Access to Work<sup>8</sup>](#). This could include funding for specialist equipment to support somebody to do their job, support getting to and from work or support when a person is in work
- ☑ Help for someone when talking to employers about adjustments and in-work support they may need.

Having a HAP in place for a possible employee or current employee can support the employer in the following ways:

- Helping them understand where your young person may need additional support or reasonable adjustments in the workplace
- Helping them work with your young person during their appraisals or one-to-ones with their manager
- Supporting them to meet the needs of the individual when they attend an interview

You can support your young person by helping them fill out their [Health Adjustment Passport - GOV.UK.<sup>6</sup>](#) Alternatively, please find the [DWP health passport form Easy Read<sup>9</sup>](#)

# The Importance of Job Carving

Most of us, during our working lives, have probably experienced job carving – most likely without even realising it!

**Job carving can take many forms, varying on the needs of an individual (for example, a phased return to work after an employee has been off sick. It can also be the by-product of two people ‘job-sharing’ a role).**

In short, job carving is not a new concept. A good workplace will take into consideration your young person’s needs, tailoring the role to skills and strengths that allow them to unlock their true potential. By an employer recognising and working with the unique talents of every employee, they are fostering an inclusive environment that values its employees.

Job carving also demonstrates that an employer understands their staff. When employees feel listened to and are happy within their role, they are more motivated, productive, and have a stronger sense of purpose. This, in turn, leads to higher levels of job satisfaction, improved morale and

increased loyalty to the company. So, by job carving, organisations are automatically creating a positive work environment, one where employees feel supported and listened to.

Job carving also helps challenge the current job market, making it more accessible and inclusive for the future. Your young person can help by challenging misconceptions and stereotypes about what individuals with additional needs are capable of, paving the way for a more equal future.


In conclusion, job carving is a crucial part of today’s workforce. It helps to create a culture that celebrates differences rather than merely tolerating them. This means that you, as a parent or carer, can feel reassured that your young person is supported and happy in employment.

# Reasonable Adjustments

The [Equality Act 2010](#)<sup>10</sup> states that an employer must make reasonable adjustments for anyone who applies for a job, as well as any current employees so they are not disadvantaged at work. This means your young person can ask for any adjustments deemed as 'reasonable' by their employer.



A reasonable adjustment could include changing equipment (like providing a special keyboard if they have arthritis) or making physical changes to the workplace (like installing a ramp for a wheelchair user or an audio-visual fire alarm for a deaf person). It's worth noting that not all adjustments have to be physical. For example, if your young person needs routine, have them ask their employer to look at their working pattern to accommodate their needs.



What is reasonable depends completely on your young person's **individual circumstances** and can change from company to company.

An occupational health assessment may be beneficial to your young person as it can help employers understand what a reasonable adjustment for that individual is.

Access to Work can fund a business up to £69,260 a year for adjustments to be made, allowing an employee to continue on or gain employment.

Alternatively, a [Health Adjustment Passport](#)<sup>6</sup> can be useful when they move to a different company.

There are many ways your young person can ask for a reasonable adjustment, like in writing, via email or letter. Furthermore, when making a reasonable adjustment request, your young person should consider what would help them manage their health at work and what is possible for the employer to accommodate.

Additionally, if an adjustment is identified to be greater than reasonable or would require a large amount of cost, your young person and their employer can gain support through [Access to Work](#)<sup>8</sup>. Access to Work can fund a business up to £69,260 a year for adjustments to be made, allowing an employee to continue on or gain employment.

If your young person requests a reasonable adjustment, they should expect their employer to:

- Discuss the reasonable adjustments they can put in place for your young person
- Listen to your young person and understand how their needs affect them
- Not make assumptions about the individual or show prejudice/bias
- Consider of your young person's specific situation
- Take the request seriously
- Ensure there's little disruption to your young person's working life once the adjustment has been put in place
- Respond to the request for adjustment in a timely, prompt manner

If the employer thinks the adjustment is unreasonable, they should still find other ways to support your young person.

**As mentioned, there are many ways for your young person to request reasonable adjustments, and when they make a request they should consider what would support them in the workplace. A HAP can help with this.**

# How Worcestershire County Council is supporting you and your young person

Worcestershire County Council and its Children's Services are working hard to create a more inclusive and safer environment for your young person. We have a range of initiatives and schemes that are promoting this agenda, many of which you can both get involved in.

As a Local Authority, Worcestershire County Council have six strategic priorities to ensure:

- ☑ The identification and assessment of SEND is timely and effective
- ☑ There is sufficient and effective SEND provision
- ☑ There is awareness and understanding of SEND within local communities
- ☑ outcomes for young people with SEND are improved as a result of effective planning, [Preparation for Adulthood<sup>11</sup>](#) and better coordination of service delivery
- ☑ Children and young people with autism achieve positive outcomes and the support required to enable this is in place
- ☑ Emotional health and well-being is actively promoted for

children and young people with SEND and their families, and specialist support is available for those at risk of, or experiencing, difficulties.

Please see our [SEND Strategy<sup>12</sup>](#) for more information about how we are achieving these as a Local Authority.

WORCESTERSHIRE  
**VIRTUAL FAMILY HUB**



**Virtual Family Hub**

We also have a [virtual family hub<sup>13</sup>](#), offering a range of resources to help support you and your family. This includes the following:

- Resources and information about family support
- SEND support and guidance
- Learning disabilities and autism



support and advice

- Health Start directory
- Group activities for young people



Information, Advice  
and Support Service  
**Herefordshire &  
Worcestershire**

## SENDIASS

Herefordshire and Worcestershire Special Educational Needs Disabilities (SEND) Information Advice and Support Service (SENDIASS) provides impartial information advice and support on all matters relating to children and young people with SEND.

This service is free, accessible, confidential, impartial, and provided at arm's length from the Local Authority.

SENDIASS aims to represent the views of parents, carers, children, and young people to feedback to the Local Authority to help shape local policy and practice.

SENDIASS' independently trained advisors can support you in these ways:

- Over the phone – their telephone helpline is staffed between the hours of 8.30am to

4.00pm Monday to Friday. Their telephone number is: **01905 768153**

- Via email at [sendiass@worcestershire.gov.uk](mailto:sendiass@worcestershire.gov.uk)
- Face to face – you can request a meeting with your SENDIASS advisor. Please call the helpline to arrange.

Alternatively, you can learn more at [SENDIASS - Information, Advice and Support Service for Herefordshire and Worcestershire<sup>14</sup>](#).



## Families in Partnership

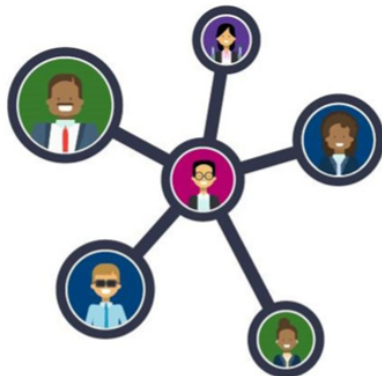
We are working alongside [Families in Partnership Worcestershire<sup>15</sup>](#). This national initiative helps to ensure that parents' and carers' voices are heard for the SEND services throughout Worcestershire.

The forum creates a safe environment for families to share their experiences and helps to enable change across the county.

You can learn more about their work, and support offered at [Families in Partnership \(fipworcs.org.uk\)<sup>15</sup>](http://fipworcs.org.uk).



Join a network of over  
**20,000**  
Disability Confident employers



Find out more: [gov.uk/disability-confident](http://gov.uk/disability-confident)



More than  
**11 million**  
paid employees work for  
Disability Confident businesses



Find out more: [gov.uk/disability-confident](http://gov.uk/disability-confident)



# Further Information

Helping your young person navigate their first steps into employment is hard, especially with the fear of the unknown.

INclusive Worcestershire sincerely hopes that this magazine has acted as a guide for you and your young person, helping to inform and educate you around options available to them.

If you have any queries or would like further information around this agenda then please contact the team at [inclusiveemployment@worcestershire.gov.uk](mailto:inclusiveemployment@worcestershire.gov.uk)

Please use the magazine whenever you need it, after all it was designed for you, the guardian, in mind!

**For the full links in this section, please see the supporting document**

## Want to know more?

If you require more information, you can find further help through these organisations:

- [British Association for Supported Employment<sup>16</sup>](#)
- [Preparing For Adulthood \(16-25\)<sup>11</sup>](#)
- [IPSEA<sup>17</sup>](#)
- [SENDIASS<sup>18</sup>](#)
- [Department of Work and Pensions<sup>19</sup>](#)
- [Careers and Enterprise Resource Directory<sup>20</sup>](#)
- [Mencap<sup>21</sup>](#)
- [Sense<sup>22</sup>](#)
- [The Mason Foundation<sup>23</sup>](#)
- [The Shaw Trust<sup>24</sup>](#)
- [The Prince's Trust<sup>25</sup>](#)
- [Worcestershire's Local Offer<sup>11</sup>](#)



## Get In Touch

To offer your support, find out more or share your interest in becoming a disability confident employer, contact the team at INclusive Worcestershire team at [inclusiveemployment@worcestershire.gov.uk](mailto:inclusiveemployment@worcestershire.gov.uk)

Scan the QR code to find out more and pledge your support and interest in becoming an inclusive employer.



[www.worcestershiregrowthhub.co.uk/inclusive](http://www.worcestershiregrowthhub.co.uk/inclusive)

Email: [info@worcestershiregrowthhub.co.uk](mailto:info@worcestershiregrowthhub.co.uk)