

Workforce Development for staff working in Supported Employment and Supported Internship services



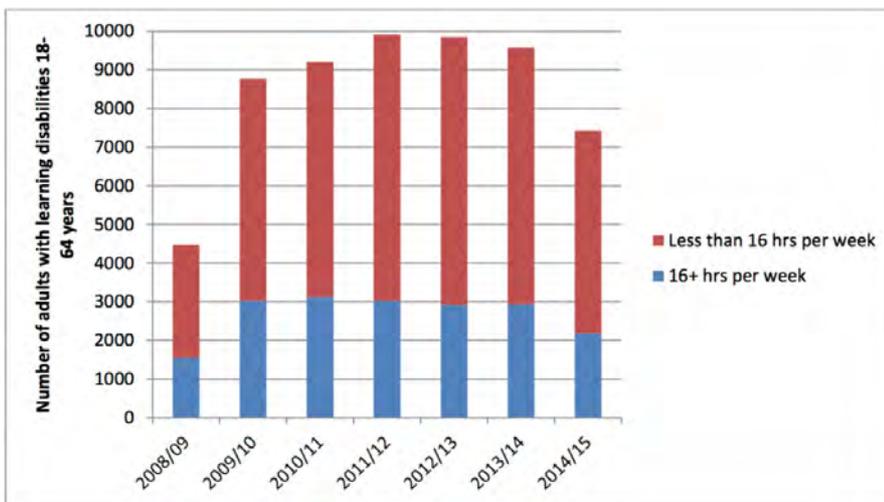
87% of young people with a learning disability want a job and a sustainable career.

87% of young people and two-thirds of adults want to work. More than that, they want sustainable careers. Supported Employment provides the tools to achieve these aspirations.

Employment rates are falling for people with a learning disability. The figure stood at 7.1% in 2011-12 but it has steadily fallen to 5.7% in 2016-17.

Only 5.7% of adults with a learning disability who are known to social care are in employment.

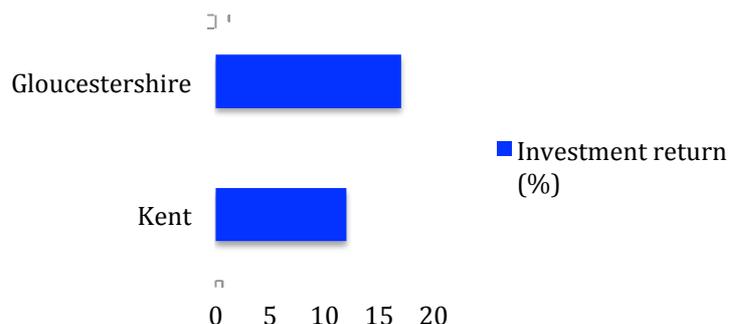
This is down from a rate of 7.1% in 2011.



Most people are working less than 16 hours/week. We want to encourage people to maximise their working hours. This encourages independence and creates savings for local authorities.

Investment return (%)

A range of cost-benefit studies are showing the financial return from investing in Supported Employment services.



We know that Supported Employment works is an effective model for assisting young people into sustainable employment. Supported Employment is about achieving a mainstream job outcome at the going rate of pay with support for the individual and employer in order to sustain the job.

There are 5 key stages to the internationally recognised model of Supported Employment:

Engaging with jobseekers, their families and support circle to raise aspirations

Carrying out a **vocational profile** with jobseekers and their support circle to identify and understand aspirations, skills and needs.

Engaging with employers to help them understand the business case for recruiting employees who have a disability and to identify suitable job opportunities using job analysis techniques.

Job matching so that a jobseeker's skills and aspiration accurately match a vacancy.

Providing **ongoing support** to employer and employee, both within and outside of the workplace, so that the job is developed and maintained.



Many services claim to deliver Supported Employment but the quality is often patchy. As a not-for-profit charity, BASE wants to see a professionalising of the sector and the Preparation for Employment Grant offers an opportunity for local authorities to work with partners to identify and address local workforce development needs.

Over 250 people have now enrolled on our Level 3 Certificate for Supported Employment Practitioners and our unaccredited training has been delivered to dozens of services. Quality is paramount for us and our support doesn't end when the course does. We're available for ongoing advice and support.

This brochure details the range of training courses and workshops that BASE can deliver to support this aim. Please contact Huw Davies at BASE for further information.

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BASE is a registered company (057949900) and registered charity (1136395). Our training and consultancy services are delivered through our trading arm, Inclusive Trading CIC, a registered company (07307354). Registered address: Unit 4, 200 Bury Road, Tottington, Bury BL8 3DX.

Supported Employment techniques

This 5-day course offers a comprehensive overview of the supported employment process. The course is not accredited but is based on the knowledge requirements for the National Occupational Standards for Supported Employment. This course can be delivered to up to 24 participants.

4

"The course was brilliant. It all made perfect sense."
"Amazing presentation. We could not have a better course leader."
"Very clear and useful written resources. Thank you for inspiring us all!"

4

The course covers:

- the core values of supported employment
- the principles of vocational profiling
- employer engagement
- job matching
- health & safety and risk assessment
- in-work support and structured training

Learning outcomes

- Understand supported employment as a tool for encouraging independence and self determination within the social model of disability
- Understand the position of jobseeker and employer as key customers of supported employment services and the processes of engagement
- Understand how to work in partnership with agencies and families for the benefit of jobseekers and employers
- Know how to identify the aspirations, strengths, and individual needs of jobseekers
- Understand issues of consent and disclosure
- Know how to produce and monitor action plans in partnership with others
- Identify sources of local labour market intelligence
- Be able to articulate the business case for employing a diverse workforce, including people with disabilities
- Understand methods of securing employer involvement in supported employment
- Know the role of reasonable adjustments that employers can make to support a diverse workforce
- Know the value of work trials and working interviews
- Know how to identify the requirements of individual job roles
- Understand the importance of a good job match and how to achieve it
- Understand how to deliver high quality work experience placements
- Understand typical barriers to successful recruitment and retention and how to address them
- Understand the value of social integration in the workplace and how to encourage this
- Understand how to ensure the health, safety and wellbeing of those in paid employment
- Understand the value and forms of natural support that may be available in the workplace
- Know the principles of task analysis and structured training techniques
- Understand common employment related problems and techniques for addressing them
- Know current funding schemes and programmes which can support individuals and employers

Cost: £5,000+vat (BASE members), £6,000+vat (non-members)

www.base-uk.org/suppemp

Level 3 Certificate for Supported Employment Practitioners

The supported employment sector has long recognised the need to professionalise its workforce. Building on the [National Occupational Standards](#) for supported employment, BASE now delivers the Level 3 Certificate for Supported Employment Practitioners. The awarding organisation is [Gateway Qualifications](#) and the qualification has been approved by Ofqual. BASE is recognised as an assessment centre with direct claims status.

Who is the course for?

The Certificate is suitable for job coaches and specialist employment support staff within supported employment services, schools and colleges. Learners must be supporting a jobseeker towards employment and must have opportunities to demonstrate the required evidence through engagement with employers and jobseekers. We can deliver a course wherever we have 15 participants. The exact venues will depend on the location of the participants as we want to minimise the need for travel.

4

The certificate course covers 6 units:

- Core values of supported employment
- Engaging job-seekers in supported employment
- Working with job-seekers to identify and plan for supported employment
- Engaging employers in supported employment
- Job-matching and securing supported employment
- In-work support and career development for supported employment

What does the course involve?

The course will involve group sessions organised over 3 blocks of 2 days. Participants will need to complete a portfolio of evidence to demonstrate how they have applied the underpinning knowledge and skills listed in the National Occupational Standards for Supported Employment. Many of the learning outcomes will require assessment in the workplace so all learners must be able to demonstrate their practice with jobseekers and employers. The group sessions will be delivered over a 6-month period though participants will have longer to complete their portfolios.

The course is organised around six individual units. You can find details of what they contain on the [course specification](#).

What will it cost?

The cost per learner is £1500+VAT. This covers all costs including learner registration, group sessions, individual tutorial, observed practice, assessment and verification, and certification. It does not include any travel or residential accommodation costs.

www.base-uk.org/cert

4

"Very informative, interesting, enjoyable and inspiring. Excellent!"

"The course content is excellent and the quality of knowledge of tutors matches this"

"I 'm really pleased that I've been able to access this course - it will really enhance my role"

"The assessor was clearly very knowledgeable - this is a great way to learn"

"Excellent information and advice given throughout the course. Wonderful, approachable tutors and assessors."

Establishing a Supported Internship scheme

BASE has had a close involvement in the development of Supported Internships and can offer a package of consultancy support to FE colleges, schools and Local Authorities that are looking to establish or develop their Supported Internship provision.

We understand the potential of Supported Internships to deliver strong employment outcomes and can help your organisation to get it right from the start.

We will offer the opportunity to get BASE accreditation for any Supported Internships that have we have supported.

1. Project Management

We can support all aspects of planning and implementing the Supported Internship provision. This includes sourcing the funding, identifying roles and responsibilities, carrying out skills audits, and developing a timeline for planning and delivering the Internships.

2. Developing Partnerships

We can advise on how to engage with external partners including employers and families. This includes all aspects of helping you to identify and approach appropriate employers. We can also provide support in getting strategic buy-in from education and social care partners.

3. Initial set-up

We will help you to ensure that the scheme gets off to a good start by helping to identify suitable learners, identifying suitable content and making sure that the internship is timetabled appropriately. We can help to ensure that Job Coaches and tutors are clear on their roles and have the necessary skills.

4. Governance

BASE can help you to ensure that suitable governance is put in place with clear roles and responsibilities across the partnership. We can advise on governance terms of reference.

5. Ongoing support

We can provide ongoing support to ensure that your Supported Internship scheme is delivering the planned outcomes.

Cost £750+vat per day (BASE members), £950+vat per day (non-members)

www.base-uk.org/supported-internship-consultancy-support



Supported Employment workshops

Building on previous work undertaken with local authorities across Berkshire, BASE offers a range of 1-day workshops that aim to improve the confidence and skills of staff working within the education sector.

Boosting aspirations

This workshop aims to raise employment aspirations for young people with SEND, identifying and promoting best practice in the transition from education to employment. Topics covered include people's experience of employment; what the evidence base says works; what does good support look like; what can be done to boost ambition in the system

Vocational profiling

How do we get to know the ambitions, skills, abilities, learning needs and support requirements of young people? This workshop will give participants the skills and knowledge needed to gather sufficient information to make a good career match for a young person.

"Very passionate, knowledgeable facilitator"

"More confident about what's expected from vocational profiling"

"Thoroughly enjoyed the course – very informative and thought provoking."

Writing outcomes for employment as an aspiration in EHC Plans

Too often, young people are asked whether they want to work or not. Instead we need to be asking them what they want to do for a career. This workshop will offer guidance about how to ensure that employment aspirations form a key part of Education Health and Care plans. Topics covered include an overview of what works; key things to consider when developing outcomes; examples of employment as an aspiration in EHC plans; and how you can improve locally on employment as an outcome in EHC Plans.

Understanding and developing employment pathways for young people with SEND in local authority areas.

Topics covered include vision for the future - what does good look like; action planning covering raising aspirations, IAG and employment support in education, study programmes, traineeships and apprenticeships, employer engagement, strategy and governance and co-production of employment pathway and local offer

How to engage with employers

Many support staff lack the confidence and skills to engage with employers. This workshop focuses on developing effective employer engagement strategies, how to identify and work with local employers to understand their business needs and promote the skills and aspirations of individual young people.

"Really enjoyed the way the training was interactive and involved us"

"Excellent information. The role plays were really useful."

Cost: £750+vat (BASE members), £950+vat (non-members)

Training in Systematic Instruction (TSI)

Training in Systematic Instruction (TSI) is a structured approach to teaching vocational and independent living skills to people with intellectual disabilities. TSI has an emphasis on errorless learning and encourages decision-making by people with a learning disability enabling them to learn complex tasks.

Generally taught over a 3 or 4-day period, the training includes observed teaching practice with consultant learners who have a disability. The courses normally have a capacity of 10-12 learners.

TSI is an essential course for job coaches who are offering in-work training support.

Aims:

- To provide the background, context and values of TSI and how it relates to supported employment;
- To demonstrate that people with disabilities have a history of failure. and how this can lead to 'learned helplessness';
- To introduce the concept of 'task analysis' (TA) as an essential method for preparing to train employment skills for disabled people;
- Participants will conduct a task analysis;
- To present a set of rules for assisting people with learning disabilities to overcome learned helplessness and learn employment tasks quickly and independently;
- To provide a practical demonstration of the method through a live CCTV training demonstration by one of the presenters with a person with a learning disability on a practical task;
- Participants will work one-on-one with a person with a learning disability on the model task, which is filmed to provide practical experience of the training techniques;
- To record the trainee's learning curves during the practical session and to provide feedback on the participant's training;
- To understand a range of alternative methods of presentation available to the trainer according to the trainee's needs and safety concerns in work;
- To discuss how TSI fits into the real world and ways for participants to take the approach forward in supported employment.

BASE works with a number of independent trainers to deliver TSI courses. Please visit our website for details of how to contact them to discuss costs and availability.

www.base-uk.org/tsi



Ensuring service quality: Supported Employment Quality Framework

Working with partners across Europe, BASE has designed a framework for assessing the quality of Supported Employment provision.

The Supported Employment Quality Framework (SEQF) links the five basic principles of Supported Employment (client engagement, vocational profiling, employer engagement, job matching, and in-work support) to the European Foundation for Quality Management (EFQM).

The framework contains a scored self-assessment toolkit for organisations that can be used to prioritise actions to further improve the quality of support offered to jobseekers and employers.

BASE has tested the self-assessment toolkit with a number of BASE members to refine the product. DWP is using a section of the toolkit for the supported employment [Proof of Concept areas](#).

BASE offers an audit service for organisations that are looking to benchmark their self-assessment. Please contact us for further details.

www.base-uk.org/seqf



The Benefits of Membership

BASE is the national trade body for specialist employment support services. We promote the Supported Employment model and the delivery of high quality support to jobseekers and employers. Our 170 organisational members include local authorities, charities, commercial and social enterprises, and further education colleges.

Membership starts from as little as £120 pa and entitles organisations to:

- ongoing access to advice and support
- access to our regional member forums
- 20% discount on our training courses
- 20% discount on delegate places at our national conference and other events
- free advertising of vacancies
- regular news alerts and newsletters

Above all, you'll be supporting our work in promoting high quality supported employment provision across the country. BASE campaigns actively on behalf of disabled jobseekers, and the organisations that support them, to promote better policy, better delivery and better funding of support.

www.base-uk.org/join

4

"We've been members of BASE for many years now and have found it a fantastic resource for learning, information and news. It has made us feel part of a well-respected and professional organisation, adding kudos and recognition of the value of Supported Employment. Personally, I have contacted BASE with challenges and issues on many occasions and have always received exceptional information and support."

Hertfordshire County Council