



Kent  
Supported  
Employment

# Back to basics -Job Analysis

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**THE EDUCATION  
PEOPLE**



Welcome and reason for  
this training

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KSE is part of The Employability Division

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Care Management referrals

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Wide range of contracts

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We work with people with disabilities, mental health and other disadvantaged groups

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Support individuals to find and retain paid employment

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Provide advice and support for employers and employees alike

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Deliver a range of training packages

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Kent Supported Employment -  
Who we are  
and what we do



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Customer Engagement

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Vocational Profiling

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Employer Engagement

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Job Matching – Job analysis

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In-work Support – Job Analysis

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5 Stages of Supported Employment



# The Natural Method and Deviation

- This is the way an employer *normally* trains people – it comprises of?
- Supported Employment historically deviates from the natural method – how?
- Any support we provide in the work place is artificial - how many of us had a specialist support worker?
- It needs to be carefully considered, planned and reviewed –why?
- By providing a Job Coach we are putting a barrier up to many factors, what are they?
- The skills gap is the requirements of the job compared to the capabilities of the client – how can this be bridged?



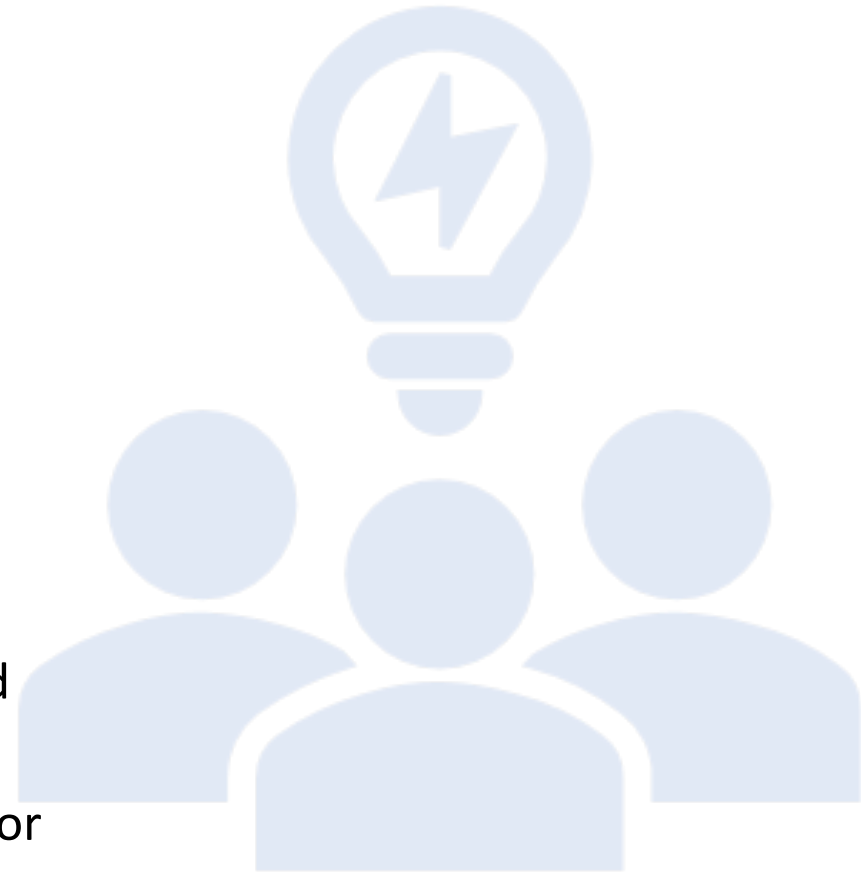
# Group work

In groups can you discuss

What is your understanding of Job Analysis?

When do you think it should be considered and used?

What would you request from an employer prior to a meeting?



# Job Analysis – what is it?

- Is a holistic method for analysing jobs
- It is an integral part of T.S.I.
- It looks at various types of routine –
  - Core Routines
  - Episodic Routines
  - Work related Routines
- Induction procedure and training methods
- Requirements of the role – Physical, sensory, academic
- It focuses on *natural* training methods
- It looks at the culture of the workplace
- It will help you to identify Natural supports
- It can be used for existing roles or for Job Carving



# Group work

In groups discuss the following  
How does Job Analysis benefit?

- The employer
- The client
- The service

How will you sell the idea to an employer?



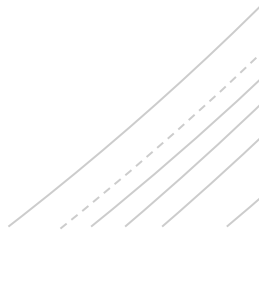


# Job Analysis – Benefits for the client

- You will have a clear idea of their job role
- You will be able to give them a clear idea of what their work environment is like
- You can tell them what their day will be like and their duties and responsibilities
- You will have a clear idea of the lead time (how quickly new employees are expected to be up to company standard)
- You will be able to explain to them about certain unwritten social rules
- You will be able to inform them who will be supporting them to learn the job



## Job Analysis – Benefits for the service

- It will allow you to analyse the company in greater depth – key to job development
  - It will give Job Coaches a framework for providing in work support
  - It will help identify natural supports – which is key to fading
  - It will reduce the amount of Job coaching or in some cases we will not need to support
  - It can be used to identify other vacancies within the company
  - It is a tool for potential job carving opportunities
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# Job Analysis – Benefits to the employer

- The employer will view you in a professional way
- It will demonstrate you are showing an interest in their company
- You can explain it will focus on areas of competence
- As well as skills and abilities vital to the role
- It is used to compliment their job description as it will highlight what areas need to focus on with regards the training
- It can be used to implement aids and adaptations if appropriate
- It will give the employer a greater understanding of your service

# Job Analysis do's and don't

- Make sure you have agreed a time to meet with the employer
- Ask them if possible to assign a member of staff to assist with this
- Try as soon as possible to foster Natural Supports
- Try not to
  - Be late
  - Talk about the needs of your client too much
  - Tell them you have a better way of doing certain tasks and routines etc
- Before the meeting ask them to produce the following documents –
  - Job Descriptions and Person Specifications
  - Any company procedures
  - Employee handbook
  - Details of any training courses needed to be considered

# Group work

Can you ...

Look at the Job Analysis examples and tell us?

1. What do you think would be particularly difficult to train?
2. What considerations would you have to make to ensure that the client is fully included in the workplace?
3. Would you use a job coach? And if so what will be your strategy for fading support?

Group work

In groups again can you start to complete a Job Analysis form for a role one of you have previously worked in

Feedback  
and  
questions

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Thank you for your time

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