

EmployABLE Cambridge Regional College Cluster

‘How to’ Guide: Making employment for learners with learning difficulties and or disabilities successful



What to look for in a placement:

- suitable environment and type of work available
- someone you can work with

Provide what learners need:

- practical work skills
- generic work skills
- Functional Skills
- transferable, recognised qualifications

Provide the right learners:

- with realistic prospects of success
- share detailed profiles with the partner including background, motivation, strategies to support this

Provide the right support to partners:

- by way of excellent communication with designated contacts; the relationship is key and the partnership will stand or fall by it
- comprehensive paperwork including detailed expectations

Provide the right support to learners:

- appropriate and adequate learning support
- effective pastoral support
- scheduled learner reviews with both college and partnership staff

Course design:

- is a 2-way process with the partner to give a balance of activities
- should include generic work skills learning on-site to give context
- should include Functional Skills learning in college so that learners can benefit from the college experience

Contracts:

- need to be concise
- idiot-proof

Partners appreciate as little paperwork as possible!

Recording of wider skills:

- should include an end-of -course capture document to record wider skills in employability

Risk management:

- will be included in contracts with appropriate and named contacts
- should include a site Health & Safety visit by appropriate college representative
- will include policies and procedures in place at the partner site and those of the college, including easy-read versions for learners
- may include an offer of training by the college

Materials to parents:

- should explain that the parent/carer contract is in place to highlight communication procedures, that the course is a route to independent travel and to employment
- should include details of scheduled learner reviews
- should include contacts for Transitions/key workers, Job Centre Employment Advisors and the Citizens Advice Bureau (for Best Off checks relating to benefits)
- should be clear, concise and easily up-dated

Evaluate transferability of skills:

- by use of an enterprise/employability qualification
- to reinforce the value of real work placements to learners and partners