

## Appendices

### **Appendix 1:**

Please see attached document 'In2Work' booklet

### **Appendix 2:**

Copy of the letter text to be sent to students along with the In2Work Guide.

Dear Learner,

Here at SGS College we work hard to prepare our students for life after college. We want to offer as much support as we can to help you achieve your next steps and get where you want to be in life!

Enclosed you will find a copy of our brand new resource 'In2Work'. The careers team at SGS College have produced this informative guide to help students progress and achieve their ambitions.

The In2Work Guide was specially designed to support young people and job seekers with additional support needs. It includes up- to- date tips and information on how to be a competitive job seeker with tailored and specialist information about how the world of work is changing, employee rights and up to date facts and figures about what employers want!

Here in the careers team at SGS we are always happy to offer guidance and support to all of our students and encourage you to contact us at any time throughout your studies. We are a friendly and professional team and offer impartial and confidential guidance on a number of areas including:

- Course progression
- Job searching
- CV building
- Interview skills
- Higher Education help
- General options
- Any other careers related queries

We are a completely free service and available 5 days a week during term times and through the holidays as well! Details of how you can contact us are in the booklet on Page 5.

We hope you find this resource useful and wish you the best of luck for the future

**Yours Faithfully**

*Careers at SGS College*

### **Appendix 3:**

List of websites for organisations utilised in the research process.

Disability Jobsite: [www.disabilityjobsite.co.uk/](http://www.disabilityjobsite.co.uk/)

Excellence Gateway: [www.excellencegateway.org.uk](http://www.excellencegateway.org.uk) this will cease

Job Centre Plus/ Direct Gov: <https://www.gov.uk/contact-jobcentre-plus>

National Autistic Society: <http://www.autism.org.uk/>

### **Appendix 4:**

List of reports utilised in the research process and within the In2Work Guide

Burchardt, T '*Aiming high: the educational and occupational aspirations of young disabled people*' 11/2004

Department for Education and Skills '*Providing Work Placements for Disabled Student. A good practice guide for further and higher education institutes*' 2002.

BASE '*National Occupational Standards*' 2012

CIPD: '*Employers are from Mars, Young People are from Venus: Addressing the Young People/ Jobs Mismatch*' Research Report, April 2013

### **Appendix 5:**

List of colleagues that offered information and guidance

Sally Eaton: Learning and Resources Support Manager

Bob Rose: Head of Foundation Learning

Suzanne Waloch: Disability Co-ordinator for SGS College.

South Gloucestershire  
and Stroud College