



# **Victoria School**

## **Future Options/Careers Advice**

**2017/18**

### **Information Pack**

**(Up-dated July 2017 by Sue Thorns)**



This Future Options/Careers Advice 'Information Pack' has been designed to provide information on some of the opportunities open to disabled adults after they have left Victoria School, along with other useful information to support positive life experiences.

**The Future Options/Careers Advice service is a sign-posting service only, and therefore parents/carers will be advised on a range of suitable options to go and visit.**

Information in this pack should be used in discussion with the Future Options/Careers Adviser (Sue Thorns), so that you are aware of transition options that are most suitable for you. You are advised to **check out these options at least eighteen months before you plan to go there**, by arranging to visit and look around them. You are also strongly advised to **have back-up options in case your 'Plan A' option is no longer available.**

**Sue Thorns-Future Options/Careers Adviser** is available:

- via email: [sthorns@victoria.poole.sch.uk](mailto:sthorns@victoria.poole.sch.uk)

-or in person (via appointments/Annual Transitional Reviews):

**Mondays, Tuesdays, Wednesdays and Thursdays**

**1pm - 4.30 pm** (term-time only)

**The information in this pack may have changed since it was written.**

**Please contact Sue if anything needs changing, or if there is anything you would like added to next years pack.**

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## A- School leaving age:

'...the government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training for longer.

**-RPA does not necessarily mean staying in school; young people have a choice about how they continue in education or training post-16.** This could be through:

- full-time study in a school, college or with a training provider;
- full-time work or volunteering (20 hours or more) combined with part-time education or training; or
- an apprenticeship or traineeship'

[[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349300/Participation\\_of\\_Young\\_People\\_Statutory\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349300/Participation_of_Young_People_Statutory_Guidance.pdf)] (Department of Education -September 2016)

## B- Future Options/Careers Advice Service

Future Options/Careers Education, Information, Advice and Guidance (CEIAG) is delivered at Victoria School under it's legal duty (Education Act, 2011), to 'secure access to independent careers guidance for their pupils and students upon schools...for pupils aged 13-18' (Careers England)'.

Future Options/Careers Advice is offered in two ways in order to identify and meet individual needs. This is via either the **Future Options Advice** route or **Careers Advice** route, and both services are open to all Victoria School students from school years 8-14 (aged 12/13 to 19 years).

The Future Options/Careers Advice is delivered by Sue Thorns- Level 6 Diploma in Careers Guidance and Development, BSc (Hons)- Social Work, and LDSS –Level 4. Sue has over ten years experience of delivering impartial CEIAG with Victoria students and parents/carers, and has knowledge of a wide range of disabilities and additional needs (e.g. Cerebral Palsy, DMD, Autism, Learning Difficulties and Disabilities, and behavioural issues). She also works in partnership with school staff e.g. Therapists and Teaching staff, and other external professionals e.g. Social Workers; Transition Workers- Ansbury/Connexions (Dorset students only); local SEN Schools (e.ge Linwood); local College staff; local apprenticeship providers and employers; Continuing Care Health workers; and Specialist College staff (e.g. Treloars and National Star) etc, to ensure she is up-to-date on student needs, and aware of current opportunities.

**Successful Transition Planning means planning/visiting 18 months - 2 years ahead**

## Future Options Advice

This is available for students (and their families/carers) who benefit from information on non-occupational (work) routes into adulthood, e.g. adult opportunities delivered by Social Services or individual adult day programmes etc.

- Students are observed in classroom/ education settings
- Parents/ carers are also invited in to school for a face-to-face interview to discuss individual student needs, potential future options to explore
- Support and advice is also available on how to approach services for funding
- Students may/may not be involved in this process, as it is recognised that not all students benefit from direct involvement with transition work due to the stress and anxiety this can cause.
- Families/Carers are also advised to check out provision/options themselves, before taking their son/daughter to visit, again to reduce anxiety.
- School staff, residential staff (if involved), and the Speech and Language Department can also help with the transition process through the use of 'Social Stories' – based on helping students prepare for changes in their future by the use of stories or examples.
- 'Link', 'Shadowing' or 'Taster' courses may also be available for students transferring to college, Adult Day services, or going to the Next Step 2/Horizons service, for example- to see if they like it, and to help prepare them for transition.

## Careers Advice

This is for students who benefit from preparation for work, training and educational routes e.g. educational courses (Levels 1-3), Traineeships, Apprenticeships, and Internships etc.

- Before each Annual/Transitional Review, students (and their parents/carers) are invited to an interview to look at what transition means to them individually and explore ideas they may have for their future.
- 'Link', 'Shadowing' or 'Taster' courses may also be available for students transferring to college, the linked Nextstep/STEPS course at Bournemouth & Poole College, or other training providers, to see if they like it, and to help prepare them for transition.
- This may include an introduction to the school careers tool - JED (Job Explorer Database), the Dorset, Poole and Bournemouth 'Local Offers' information, and the National Careers Service websites.
- Students are also encouraged to access training sessions to learn how to use the careers tools independently, and as part of Work Related Learning for example C.V. writing, job/college applications practice, and interview skills –where appropriate.

-Within face-to-face interviews, learners are encouraged to identify and take responsibility for their behaviours, beliefs and personal development needs, to ensure that they are accountable for their choices and decisions.

**-All important future decisions are made by the student and their families/carers with support from the Careers Adviser.**

-During this process students are encouraged to take responsibility to book their own additional Careers sessions, to support transition skills.

### Future Options/Careers Advice Service:

- Impartial advice and guidance is also available at **Parents Evenings**, and **email** (sthorns@victoria.poole.sch.uk). All Future Options/Careers Advice meetings can be supported with written notes of what was discussed, and along with any relevant **transition options sheets** providing further details.

**Transition options sheets** can also be found on the school website:

<http://www.victoria.poole.sch.uk/school-college-community/transition-planning-leaver-destinations/>

**Transition material** is also available in electronic formats, **for students** to access independently at school (via the student intranet '**The Playground**').

### Further Careers information can be found via

#### 1) JED (Job Explorer Database)- a directory of a range of jobs/careers ideas:

Use the JED (Job Explorer Database) log-in to access JED remotely. **Please ask Sue T for the school JED access code**, so you can look up any ideas you have about jobs, your possible job ideas, and so you can do the job quiz.

### To use your JED Access Code:

- Go to [www.careerssoft.co.uk/sign-in/](https://www.careerssoft.co.uk/sign-in/) <https://chas.careerssoft.co.uk/sign-in/> where you can enter your Access Code.
- Enter the schools 8 character Access Code and press 'Enter'
- Tick 'Yes that's me' and then scroll down to Licensed products and open ' Job Explorer' Database'
- Open up the first **Jed Option**



**Please print off a copy of your results and discuss them with Sue Thorns.**

### Other mainstream style careers job data bases:

- 1) <https://www.plotr.co.uk/> - A website giving practical information on a wide range of careers, and how to succeed in these roles, through film clips, feedback from former students and employees, interactive links to specific types of job and specific employers.
- 2) <https://nationalcareersservice.direct.gov.uk/> - A government website containing careers advice, **CV builder programme**, **course finder**, job searching, and interview hints and tips etc

## C- Social Care (Social Services)

Many families/carers and young people use **Social Services to help fund activities and/or respite/short stays.**

- **If you don't have a Social Worker**, you can see if you are eligible for one by **contacting your local council**, via their Children or Adults Social Services (sometimes called Health and Social Care) and ask for a '**needs assessment**'. If you are under 18 years of age you will need to contact the Children's Team, if you are over 18 years of age, you will need to contact the Adult Team.

-If you are over 18 and live in Poole you can use the '**initial contact assessment**' on-line form, to get in touch <http://www.poole.gov.uk/health-and-social-care/help-for-adults/initial-assessment/>. Social Care contact numbers are found on all local council websites, or in the table over the page.

-Bournemouth, Poole and Dorset also have a combined directory of services and activities available for disabled adults within their area- '**The Care and Support Directory**'- Please see the following website <http://www.poole.gov.uk/health-and-social-care/help-for-adults/care-and-support-directory/>

- **Bournemouth, Poole, Dorset and Hampshire local Social Care contacts:**

<b>Bournemouth Children's Social Care</b> <a href="https://www.bournemouth.gov.uk/childreducation/SupportforDisabledChildren">https://www.bournemouth.gov.uk/childreducation/SupportforDisabledChildren</a>	01202 451 451 (general enquiries)
<b>Bournemouth Adult Care</b> <a href="https://www.bournemouth.gov.uk/AdultSocialCare/GetSocialCareSupport">https://www.bournemouth.gov.uk/AdultSocialCare/GetSocialCareSupport</a>	01202 454 979 (Care Direct)
<b>Poole Children's Social Services</b> Phone 01202 735 046 and ask the MASH team (Multi-Agency Safeguarding Hub) for an Assessment for Social Care support e.g. Direct Payments, PiP's etc.	01202 735 046

<p><b>Poole Adult's Social Care</b></p> <p><a href="http://www.poole.gov.uk/health-and-social-care/help-for-adults/adult-social-care-contacts/">http://www.poole.gov.uk/health-and-social-care/help-for-adults/adult-social-care-contacts/</a></p>	<p>01202 633 902</p>
<p><b>Dorset Children's Social Care</b></p> <p>Children who are Disabled - East Social Care Team (East Dorset, Purbeck) <a href="https://www.dorsetforyou.gov.uk/article/416597/Children-who-are-Disabled---East-Social-Care-Team">https://www.dorsetforyou.gov.uk/article/416597/Children-who-are-Disabled---East-Social-Care-Team</a></p> <p>Children who are Disabled - West Team (West Dorset, North Dorset, Weymouth &amp; Portland) <a href="https://www.dorsetforyou.gov.uk/article/416598/Children-who-are-Disabled---West-Team-West-Dorset-North-Dorset-Weymouth--Portland">https://www.dorsetforyou.gov.uk/article/416598/Children-who-are-Disabled---West-Team-West-Dorset-North-Dorset-Weymouth--Portland</a></p>	<p>01929 553 456</p> <p>01305 251 414</p>
<p><b>Dorset Adult Access Team</b></p> <p><a href="https://www.dorsetforyou.gov.uk/adultsocialcareoffices">https://www.dorsetforyou.gov.uk/adultsocialcareoffices</a></p>	<p>01305 221 016</p>
<p><b>Hampshire Children's Social Care</b></p> <p><a href="https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts">https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts</a></p>	<p>0300 555 1384 main number</p>
<p><b>Hampshire Adult's Social Care</b></p> <p><a href="https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/eligibility">https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/eligibility</a></p>	<p>0300 555 1386 main number</p>

**-You are advised to work with your Social Worker from Year 11 onwards to help you make the move from children's to adult services (usually in the year a student turns 18 years of age).**

-They may offer assessments to identify your longer term care needs, advise you on whether you are eligible for any form of benefits or funding (**including Direct Payments, Personal Independent Payment's –PiP's** etc), local care provision/day opportunities, Continuing Health Care (**CHC**-assessment for eligibility for health funding day/night support), respite/short breaks, housing or financial support.

**-Unless you can self fund, it is especially important for students needing funding for e.g. Horizons/Next Steps (Victoria School), or SEN Residential College,(e.g. Treloar/National Star Colleges), to work with Social Care Services. They may refer you for a Continuing Health Care assessment (CHC), where Health Services may full/part fund.**

**Please note if funding has not been received for placements (education or social care), these placements will not start and you be responsible for daily living arrangements, until the relevant payments are made/received, and the placement starts.**

## D- Adult Day Opportunities

-‘**The Care and Support Directory**’- <http://www.poole.gov.uk/health-and-social-care/help-for-adults/care-and-support-directory/> lists Adult Day Opportunities in Bournemouth, Poole and Dorset. It includes community support e.g. Day Centres, Volunteering opportunities and transport support.

-Another Poole, Bournemouth and Dorset website ‘**My Life My Care**’ also offers a **directory** of information, including adult day opportunities <https://www.mylifemycare.com/directory> ‘Day Opportunities and activities’.

-**Local council websites** also offer information on **supported employment opportunities** in the area- if you are in receipt of Social Care support/funding, eg. Poole council- the COAST project, or the CES project for Bournemouth residents. Tricuro now provide these services and further information for Poole and Bournemouth residents only can be found at: <http://www.poole.gov.uk/health-and-social-care/help-for-adults/coast-supporting-work-related-activity-for-adults-with-limited-capability-for-work/>

### **Next step/Steps, Next step and Horizons at Victoria School**

**Next step**, offers two programmes for disabled adults:

1) Life-skills and education route -**Next step/Steps** college course at Bournemouth & Poole College

3) Life-skills only route -**Next step**.

The **Horizons** route is for adults who want **residential accommodation** and day activities/life-skills.

**These options are very popular and therefore get full very quickly. Please have a Plan B in place. Also, please be aware that provision/service user numbers are limited due to the size of our site.**

**Next step/STEPS** -This education and life-skills based route, is where adult learners aged between 19 and 25 years of age can access the ‘STEPS’ course (Entry Level) at Bournemouth & Poole College. This is for 3 days a week only, usually for up to 3 years/ or length of the course. For the remaining days of the week, adult service users can access independent life-skills activities at Victoria School.

Each service user has an allocated 1:1 support worker/P.A from Victoria. They can also continue to have access to Therapies (e.g. Physiotherapy, Hydrotherapy and Occupational Therapy- if needed, if funding is agreed- via the individual EHCP, and Social Care/ Continuing Health funding).

**Funding** for the **education** part, can come from an **EHCP**, with Local Authority/Council involvement, as long as there are a **minimum of 16 hours of education during a week**.

**Funding from all these agencies will need to be agreed in advance in order to access the course, and this provision will not start until funding is in place.**

Please contact Vicki Goldsmith, Post 19 Transition Co-ordinator at Victoria School, (vgoldsmith@victoria.poole.sch.uk), or Emma Whiting (Registered Manager-Horizons) at Victoria School for further information on: ewhiting@victoria.poole.sch.uk or phone reception on: 01202 763 697.

**Nextstep-** The adult life-skills only route, offers adults the chance to continue to learn independence skills, so they can become as independent as possible, for example eating out and choosing their lunch, buying and preparing ingredients for their lunchtime meal, doing voluntary work, or drama activities. All service users have an allocated 1:1 worker to enable them to access the programme. Therapies can also be part of this programme, e.g. Physiotherapy, Hydrotherapy and Occupational Therapy. **This programme is not an educational pathway so will not be funded by Local Authorities/EHCP.** Funding could be via Health, Social Care or Direct Payments/Personal Budgets etc. **The programme will not start until funding is in place, and staff have been recruited and trained.**

**Please note that there are limited day places and therefore there may not be an available place on the Nextstep programmes when you need it.**

**Horizons-** Is the adult residential housing provider attached to the Next Step2 service, please ask for a leaflet, or contact Vicki Goldsmith, Post 19 Transition Co-ordinator at Victoria School, (vgoldsmith@victoria.poole.sch.uk), or Emma Whiting (Registered Manager-Horizons) at Victoria School for further information on: ewhiting@victoria.poole.sch.uk or phone reception on: 01202 763 697.

**Please note that there is limited accommodation and therefore there may not be an available place when you need it.**

## Victoria Horticulture

Victoria Horticulture is a small horticultural business run by adults with disabilities based on the Victoria School site. The project offers a wide range of horticultural training opportunities, with support staff who are experienced in working with adults with additional physical and learning needs. To gain further information, please visit the website:

<http://www.victoria.poole.sch.uk/livability-services/horticulture/>

Please note that the placement will need to be funded e.g. privately, through benefits, or via Social Services payments (if eligible), please contact Carol in the Horticulture Department- via the school switchboard: 01202 763697. Also, *Victoria School students are encouraged*

*to attend another form of placement before accessing Victoria Horticulture, to gain further work/life experience, before coming back to the Victoria site.*

## E- Individual Programmes

Using your benefits (e.g. the **DLA**-Disability Living Allowance-for those under 16 years of age), **Personal Budget** or **PIP** (Personal Independence Payment- for young adults and adults aged 16-64 years of age), or other personal income- you could plan your own individual day/week programme with care support, e.g. employing **Personal Assistants** to help you do your favourite activities.

The '**Link Me Up**' website (<http://dorset.linkmeup.org.uk/about-us>) is a Dorset based organisation that offers an **on-line register to help you find a PA.**

You are advised to work with Social Services, Jobcentreplus and/or use the government website: <https://www.gov.uk/financial-help-disabled> to see if you are eligible for benefits, tax credits, payments, grants or concessions to help budget for your individual activities programme.

You can also use the '**My Life, My Care**' website (<https://www.mylifemycare.com/Personal-assistants>) to get further information on **Personal Assistants**,

-There are many agencies offering **full-time or part-time activities** for disabled adults, and most services are for adults of all ages. Council websites have to sign post these options e.g. Dorset (including Poole and Bournemouth) offer the **MY Life, My Care** Directory which lists local provision:

<https://www.mylifemycare.com/directory-of-day-opportunities-and-activities>

-Bournemouth, Poole and Dorset also have a combined directory of services and activities available for disabled adults within their area- '**The Care and Support Directory**'- Please see the following website <http://www.poole.gov.uk/health-and-social-care/help-for-adults/care-and-support-directory/>

- **It is also worth putting in a general request in a computer search engine e.g. Google, as information on day provision is not always found in council directories.**
- **Independent events e.g. 'Teenager 2 Adult 2017' – Kingston Maurward College, 16<sup>th</sup> October 2017, Linwood Careers Events etc** also offer a wide range of stalls providing information on wide range of adult day providers.

## Leaving Home

If you want to leave home you will either need to contact your Social Worker/local council Housing Department to see if you are eligible for housing support, or self-fund e.g. private rented or privately bought accommodation. Local councils may be able to offer accommodation which is based on priority of need, and you will have to bid for this on-line. You will need to work with the local housing department to see if you qualify for their support. These processes can take a long time, and there can be a long wait for suitable housing (if you qualify), so **contacting Social Services or your local council Housing Department needs to happen at least 18 months before you are planning to leave home.**

## F- Sixth Form (Post 16)

Most secondary schools and colleges offer Post 16 (6<sup>th</sup> Form) education and training options including: Foundation, Intermediate and Advanced level learning, Traineeships or Apprenticeships.

### Victoria School

-Post 16 at Victoria School (Carmel House) offers a range of courses tailored to meet individual student needs, using a differentiated learning style (work broken down in to small bits, taught slowly). Typically educational courses offered in Victoria Post 16 include: Entry Levels (E1-3); Level 1 and Level 2 courses (e.g. Employability, Music Technology, Enterprise /Business, Drama-Arts Awards (Bronze to Gold), Media Studies, Photography, Law, Health and Social Care, Event Management, Working Together, Peer Mentoring). Sensory based courses are also available, and these follow the MSI or Multi-Sensory Impaired curriculum, and are tailored around individual needs.

### Most courses last from 1-3 years

-Victoria School Post 16 also offers additional studies and support to help prepare students for adulthood e.g. Future Options/Careers advice & guidance, employment preparation skills, independent travel training, money management, relationship and lifestyle skills, and Literacy, Numeracy and ICT skills.

Students may be eligible for up to 3 years funding for courses, subject to the continuation of their EHCP (Education, Health & Care Plans- formerly Statements). Student progress is reviewed annually at their Annual/Transitional Review, by school and their Local Authority.

Please contact Sue Thorns for further information/leaflet on Post 16 at Victoria School, or use the following weblink:

<http://www.victoria.poole.sch.uk/livability-services/post-16/>

**Local school 6<sup>th</sup> Forms e.g. Corfe Hills School (Broadstone), Queen Elizabeth (Wimborne), Magna Academy (Poole).**

All education sites offer courses at a range of levels, and providers must list if they are able to offer specialist SEN support under the EHCP – ‘Local Offer’ initiative e.g. the Dorset Local offer is found on:

<https://familyinformationdirectory.dorsetforyou.gov.uk/kb5/dorset/fsd/results.action?familychannel=301&sorttype=field&term=&sortfield=title&schooltype=10>

If you live outside of Bournemouth, Poole & Dorset your Local Authority (Council) will also have to publish this on their website- search under ‘Local Offer’.

After you have checked the ‘Local Offer’, please see your local 6<sup>th</sup> form websites to see when they have **Open Days/Evenings**, or alternatively you can book with most education providers, to go and visit in term time to see what they are like and if they are likely to be suitable. Please contact the schools directly to make arrangements to visit, and **please let Sue Thorns know how the visit went- by email - [sthorns@victoria.poole.sch.uk](mailto:sthorns@victoria.poole.sch.uk)**

The EHCP transfers with a student if they move to another school 6<sup>th</sup> Form (or college). It will be used to discuss and then list any additional educational and health/care support, services/equipment that will need to be put in place, for a successful placement. Examples may be: Speech and Language Therapy, a scribe, 1:1 support for personal care etc. This discussion usually happens in the Transition/Annual Review. Nowadays most local 6<sup>th</sup> forms (and colleges) can put in a wide range of equipment, e.g. hoists, changing beds etc, with advanced notice, so visiting 18 months ahead of starting the course will help in this process.

## Transport to Post 16/6<sup>th</sup> Form/FE Colleges

Please see your Local Authority/Council websites, or individual school/college websites, to see if they have additional funding available for students in Post 16. Most learners 16-19 years now have to pay for supported transport, and this is approximately £500 per year.

## G- Further Education (F.E.) Colleges

**Local Further Education (F.E.) Colleges** e.g. Bournemouth & Poole College, Brockenhurst College, Kingston Maurward College & Weymouth College

**Please speak to Sue Thorns about the most suitable courses at Dorset colleges.**

Unfortunately she is not able to offer information and advice on colleges out of county, but can work with you to see if your local council have workers to support you in this.

Local F.E. colleges offer access to a range of learning for students, from Entry Level to Higher Education, across a wide range of courses. Some of these courses are specifically designed for students with a disability, and offer small teaching groups, staff support, and opportunities to try out a range of courses to help in progression.

**Supported courses that may be suitable for Victoria Entry Level/Level 1 students, include:**

- **Bournemouth & Poole College:** STEPs and the Pre-Vocational Programme (PVP)

- **Weymouth College:** New Directions, Routes into College and Work (replacing the Futures course) , and Life Skills

- **Brockenhurst College:** Continuing Education, and Adult Inclusive Learning courses (please ask for the separate information sheet/check the internet)

Please be aware that there may be course fees for students aged over 19 years. However, **course fees have to be paid by your Local Authority if you have that specific college named on your EHCP (Education Health Care Plan).**

**You are advised to visit *eighteen months* ahead of possible entry, to discuss if individual student needs can be met, including being able to access the college site..**

**It is useful to check out more than one college, to help you make a good decision, and to give you a possible plan B, in case plan A doesn't work out.**

**Colleges usually have 3-4 Open Days/Evenings per year starting in October**, where you can have a look around the college and talk to course staff about each course, and these are usually listed on individual college websites. However, you may want to visit college during the day to help you understand what it would be like to study there, and you are advised to contact the main college reception or course administrator for more details on the specific course you are interested in, to see if you can set up a visit.

Some courses also offer '**tasters/link courses or shadowing** days to help students see what courses are really like e.g. Bournemouth & Poole College, Brockenhurst College and Weymouth College.

You are advised to **check costs and arrangements on the school or college website at least 6 months ahead of starting the course** e.g. on the Bournemouth & Poole College website: <http://www.thecollege.co.uk/student-support/student-finance>.

## **Transport to 6<sup>th</sup> Form/FE Colleges**

Please see your Local Authority/Council websites, or individual college websites, to see if they have additional funding available for students in Post 16. Most learners 16-19 years now have to pay for supported transport, and this is approximately £500 per year.

## **H- SEN Residential Colleges (or ISP's)**

These can also be called **Independent Specialist Providers (ISP's)** e.g. **National Star College** (Cheltenham, Gloucestershire), **Treloars College** (Alton, Hampshire), **Nash College** (Bromley, Kent), **Orpheus Centre** (Surrey) or **Sheiling College** (Ringwood, Hampshire).

If you want to continue your education after year 14, **you are advised to look at ISP's at least 2 years before you want to leave (e.g. start looking at the end of Year 12).**

You are advised to visit your local college/education placements, to see if they can meet your educational, social and health needs, as many families and students prefer to stay in their 'home' area. If your local provision cannot meet your needs, or you think there may be other courses you prefer, you can also look at SEN Residential Colleges/ISP's.

**ISP** residential colleges offer more support and therapy services than most local colleges, and information on how to access these is found on the **Natspec** (national organisation of SEN colleges) website: <http://www.natspec.org.uk/> or use their **college finder tool**: <http://www.natspec.org.uk/find-a-college/search/>

the **Natpec** site also gives information on the **Section 41 list** (Secretary of State Approved List of Colleges- under the Children and Families Act 2014). This means that **if a 'natspec' college is on the Section 41 list, it could be funded by your Local Authority**, if it is not on the list it will need to be funded another way e.g. privately. For further information see:

<http://www.natspec.org.uk/families-and-students/what-you-need-to-know/>

### Under the new EHCP changes:

**'The duty to admit a young person if the institution is named in an Education Health and Care (EHC) plan.** Young people have the right to request that an institution is named in their EHC plan, and local authorities have a duty to name that institution in the EHC plan unless, following consultation with the institution, the local authority determines that it is unsuitable for the young person's age, ability, aptitude or SEN, or that to place the young person there would be incompatible with the efficient use of resources or the efficient education of others.' (*Special educational needs and disability code of practice: 0 to 25 years*, January 2015).

**Please see the following page on the Natspec website, for further information:**

<https://www.ipsea.org.uk/what-you-need-to-know/ehc-plans/choice-of-school-or-college>

**Please inform Sue Thorns and Angus Collins of any visits you have planned.**

## I- Adult Learning

-Adult learning opportunities are available across the UK from Adult Learning centres, and at a local level in each county. For example: Dorset offers: **'Skills and Learning, Bournemouth, Dorset and Poole'**- Information is available from: <http://www.skillsandlearningbdp.co.uk>

They offer education at a range of levels including **'Supported Learning'**

<http://www.webenrol.com/SkillsAndLearningbdp/?page=list&cat=42&locationCollection=0&x2149>

-These may be short courses, e.g. 2 hours/half a day, or longer courses e.g. GCSE's over a year/2 years part-time. You are advised to check out course costs before you apply for your course, as you may only be eligible for free education in certain circumstances.

-You are also advised to check accessibility and course requirements to make sure that you can fully access the programme. Please speak to the learning provider directly for costs, and access arrangements etc.

## J- Distance Learning

Distance Learning can be found at local colleges e.g. Brockenhurst College, or via e-learning/virtual learning (home computer/email etc). They offer education at a range of levels, where you have a personal on-line tutor, and learn via your computer. Examples of these are:

**Open University:** <http://www.open.ac.uk/> **National Extension College:** <https://www.nec.ac.uk/>

**Learn Direct:** <http://www.learndirect.com/> **Open College of the Arts:** <http://www.oca.ac.uk/>

-Please note that there are many distance learning companies and courses offered on-line (e.g. via Groupon or Social Living' etc, but these may not be accredited or regulated. Therefore, these qualifications will not be recognised at other accredited education providers or by employers.

## K- Higher Education (H.E.)/University

If you get enough points (usually equivalent to 3 - 4 A Levels), you can apply to access Higher Education e.g. a Degree course. You can use the UCAS **tariff calculator** to help you **decide if you have enough points**, or what points you need to get:

<https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator>

Students can study locally, nationally or via distance learning at a variety of education placements. Local options include: Bournemouth & Poole College, Bournemouth University, Weymouth College, Brockenhurst College, Arts University Bournemouth (AUB), Southampton University or the Open University (via e-learning -internet, and sometimes group tutorials or summer school programmes).

**You will need to start your application in September the year before you start your course, so plan ahead.**

You will also need a '**personal statement**' to show why you want to apply for that particular course, and there is a 'tool' to help you:

<https://www.ucas.com/ucas/undergraduate/getting-started/when-apply/writing-personal-statement>

**University or College registration for applications are via UCAS:**

<https://www.ucas.com/ucas/undergraduate/register>

Funding should be applied for at least 8 months prior to starting. Most courses cost from £9,000 per year, unless you are on a course that is exempt. Additionally, EHCP's do not cover university course costs, support. Many courses last approximately 1-5 years. Further information can be found via: <https://www.gov.uk/student-finance/overview>

Open University placements are via the **Open University** website: <http://www.open.ac.uk> or 0300 303 5303.

**Additional information for H.E students with disabilities can be found at:**

<https://www.ucas.com/ucas/undergraduate/getting-started/individual-needs/students-disabilities>

<https://www.ucas.com/connect/blogs/grants-and-funding-disabled-students>

## L- Apprenticeships and Traineeships

**Apprenticeships** -These are a combination of work and study with pay (you can earn money each week whilst you learn, and work in a job), and take 1-4 years to complete. To access an apprenticeship you must be aged 16 and over, and be able study at approximately level 2 (GCSE A\*-C), though Literacy and Numeracy tests can be accessed instead, in some cases.

There are **4 types of Apprenticeship** available in the UK:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at grades A* to C
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

(copied from gov.uk - June 2017)

You can get **more information** about Apprenticeships (including how to apply) from: <http://www.apprenticeships.gov.uk>.

**Disability Rights UK** have also produced the following guide ('Into Apprenticeships: The guide for disabled people)

<https://www.disabilityrightsuk.org/sites/default/files/pdf/IntoApprenticeshiphttps://www.disabilityrightsuk.org/sites/default/files/pdf/IntoApprenticeships2017.pdf>

An **Apprenticeship Parents Guide** can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/601515/A\\_parents\\_guide\\_to\\_apprenticeships.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/601515/A_parents_guide_to_apprenticeships.pdf)

If you are not ready for an apprenticeship (or you need to develop your Maths, English or employability skills) you can do a **Traineeship**- which you can access aged 16-24. This can prepare you for an Apprenticeship. Traineeships are not usually paid, but you may be able to get a bursary if you are 16-19 years old. Please see the website link for further information:

<https://www.gov.uk/government/publications/traineeships-operational-information/traineeships-supporting-information>.

**-Abilities:** (a training organisation) offers vocational training and employment skills. It has 3 bases in Dorset -Poole, Weymouth and Blandford. They run several courses including:

**Traineeships, Work Programme, Work Choice, Community Work Placements and BTEC training.** Further information can be found on their website:

[http://www.abilities.org.uk/about\\_us.html](http://www.abilities.org.uk/about_us.html) Please discuss disability access to courses, and mention that Victoria School uses a 'differentiated' learning technique where work is taught slowly and broken down in to small chunks.

## M- Supported Internships

'Supported internships are structured study programmes based primarily at an employer. They enable young people aged 16-24 with a statement of SEN, a Learning Difficulty Assessment or an Education, Health and Care plan to achieve sustainable paid employment by equipping them with the skills they need for work, through learning in the workplace.'  
Copied from the website below (June 2017).

<https://fish.hants.gov.uk/kb5/hampshire/directory/advice.page?id=xHiKzA-Qhns>

Many colleges are now able to offer Supported Internship programmes (if you have an EHCP), which give students with disabilities the opportunity to have a supported work and study programme to enable them to develop the skills needed for employment. Bournemouth and Poole College has this listed as an option under their 'Local Offer', along with Weymouth College. Many colleges also offer similar courses with the same outcomes. Please see individual college websites for specific details. The gov.uk website also gives further information:

<https://www.gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties>

## N- Voluntary Work

Voluntary work can be a good way to gain work experience to help you find work. It can help you decide what type of work you want to apply for, and will help you to find out how many hours you want to work. **It could lead to a paid job!**

**All voluntary organisations need volunteers that are reliable and dependable, who can offer regular voluntary work (even if this is a one off session). Please be honest with what you can offer (so you can meet your own needs too).**

You must be over the age of 13 years, and the organisation should do a **Risk Assessment**, to make sure they can keep you safe. If the organisation offering voluntary work makes a profit, they must also get you a **work permit**: <https://www.gov.uk/child-work-permit-england-wales>, **if they do not have a work permit, the child/young person will not be covered under their Employers Liability Insurance, if there is an accident** for example, and you will be working illegally.

There are many organisations which offer voluntary work and most local councils have organisations that can offer support with this e.g.

**Poole:** <http://www.poolevolunteercentre.org.uk/lookingforvoluntarywork.php>

**Bournemouth:** <http://www.bournemouthcvs.org.uk/lookingtovolunteer.asp>

**Dorset:** [www.volunteeringdorset.org.uk](http://www.volunteeringdorset.org.uk)

**Hampshire:** [www.hampshirevolunteers.org.uk/](http://www.hampshirevolunteers.org.uk/)

Also, the national organisation: **Do-It (Be More)**: <https://do-it.org/> offers hundreds of UK volunteering opportunities in Poole, Bournemouth, Dorset and Hampshire.

**If you receive benefits, you may need to check out if they have a limit on the number of hours you may volunteer, as this may affect your benefits.**

Also check the volunteer websites to see if they offer *supported volunteering*, where someone helps you, so you can then do voluntary work. You could also use any benefits you receive, to fund a Personal Assistant (P.A) to help support you in your placement.

**Write down the hours you work, the type of work, and organisation you volunteer for, as you can use it on your CV- or may get rewards for this.**

**National Citizen Service:**

The government are also supporting **young people, aged 15 - 17 Years**, to get involved with volunteering as part of National Citizen Service, and you can find information on this at: <http://www.ncsyes.co.uk/>

## O- Employment/ Supported Employment

## Employment

**Any organisation/business employing a child/young person aged 13-17(in most work situations) legally has to apply for a work permit:** <https://www.gov.uk/child-work-permit-england-wales>, if they do not have a work permit, the child/young person will not be covered under their Employers Liability Insurance, if there is an accident etc.

-You can choose to do employment (work) after leaving school if you are over 18 years of age, or if you are under 18 you **have to include** part-time education or training with your work e.g. study and work at the same time.

-Remember you can work **full-time** (usually 37 hours a week), or **part-time** (less than 37 hours a week), to suit your own needs.

-You could find a job/work via personal contacts (e.g. family or friends), using the internet for job sites (e.g. Jobcentreplus: <https://www.gov.uk/contact-jobcentre-plus> ), or local newspapers for employment opportunities, for example.

-**You are advised to be cautious if you are using web based job search engines**, to ensure your private information is kept safe (there is a risk of identity theft- particularly if you post your CV on-line).

**Barclays Bank** have created a website to give support on how to use ICT safely, CV building and interview hints, for example. Please see: <https://www.barclayslifeskills.com/>

**-Other useful websites are:**

**The National Careers Service:**

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx> - which offers a CV builder tool, to enable you to write your own CV to help with job hunting, along with careers advice, and [www.gov.uk/browse/working/finding-job](http://www.gov.uk/browse/working/finding-job) which offers a wide range of job hunting information as well as general benefits information.

**Sue Thorns (Future Options/Careers Adviser) can also do your CV with you, and help with work preparation and job hunting skills.**

**The Disability Resources Centre** offers information written for disabled people, by disabled people on a wide range of issues that affect disabled people e.g. training, employment, Disability Rights, Law and Legislation etc: <http://www.disability.co.uk/resources>

## Supported Employment

**-BASE** (British Association for Supported Employment) is the national trade association that works with organisations to help disabled people into supported employment. <http://base-uk.org/>

The **main Dorset county directory** providing information on training, work experience, employment and how to prepare for work as well as volunteering opportunities is:  
<https://www.mylifemycare.com/directory-of-employment-opportunities?f=Learning+disability&sort=Title&size=10>

**REMPLOY-** the Remploy site offers disability specific information on work skills, for example: understanding your skills and ability, transferable skills, ability skills profile checker (web tool), digital skills and words you might find useful for job searching. Please see their website [http://www.remploy.co.uk/info/20109/my\\_skills\\_and\\_abilities](http://www.remploy.co.uk/info/20109/my_skills_and_abilities)

**Jobcentreplus** – Is a government employment and benefits service which offers information and support on disability employment opportunities (e.g. Work Choice Programme, Residential training courses, and Access to Work).

If a young person requires additional support to access employment they can make contact with their local Jobcentreplus **Disability Employment Adviser(DEA)**, who may be able to offer support with gaining employment, access to a specialist work psychologist, or routes for residential college training (these are not NATSPEC colleges).

For further information contact your local Jobcentreplus office (see webpage: <https://www.gov.uk/contact-jobcentre-plus> )

Also: <https://www.gov.uk/looking-for-work-if-disabled/looking-for-a-job>. This website also covers benefit information for job hunters with a disability. There is also a government website: <https://www.gov.uk/jobsearch> that allows you to search for jobs using your home area and specific jobs you would like to apply for.

**-Access Dorset - Journey to Employment:** they describe themselves as a social jobs club, where you can learn the skills to find employment.

<https://www.mylifemycare.com/journey-to-employment?returnto=416723>

**-Active Inclusion - Employment Support:** <https://www.mylifemycare.com/active-inclusion-employment-support?returnto=416723>

**-Access Dorset – SkillWorks:** They say that they ‘support adults with learning disabilities and/or autistic spectrum disorders across Bournemouth, Poole and Dorset to develop employability skills through supported work schemes.’

<https://www.mylifemycare.com/skillworks?returnto=416723>

**Association of Disabled Professionals:** they say they ‘provide a 24-hour answerphone and email service where disabled people can seek advice and support from another disabled person for employment advice, information and peer support.’

<https://www.mylifemycare.com/association-of-disabled-professionals?returnto=416723>

**Community Employment Services – Bournemouth:**

<https://www.mylifemycare.com/community-employment-services-bournemouth?returnto=416723>

**Poole Disability Employment** information can be found at the council website:

<http://www.poole.gov.uk/jobs-and-careers/careers-advice/disability-employment/>

**Dorset Disability Employment** information can be found at:

<https://www.dorsetforyou.gov.uk/vocationalservices>

**SCOPE**- A national disability charity offering a wide range of information to help people with disabilities, which includes a section on finding work/employment:

<http://www.scope.org.uk/support/disabled-people/work/key-organisations>

## P. Funding/Money [Benefits Calculator]

The government website <https://www.gov.uk> has information on a wide range of funding/money issues- you can use the search bar to look for information.

**The government Disability Service Centre** – offers information on a wide range of disability benefits <https://www.gov.uk/disability-benefits-helpline> e.g. **Direct Payments and PIPs**.

**This government website specifically advises on funding for disabled children:**

<https://www.gov.uk/help-for-disabled-child> e.g. transport funding, Disabled Living Allowance (DLA) for children, Disabled facilities grants, child tax credit.

### Benefits Calculator

You can also use a **benefit calculator** to help you see what benefits you can get. You are advised to check this each year as you can get different benefits at different ages:

‘**Turn2us**’: <https://www.turn2us.org.uk/>

‘**entitledto**’: <http://www.entitledto.co.uk/>

**Citizens Advice** Centres offer benefit (and disability) information on-line:

<https://www.citizensadvice.org.uk/benefits/>

**The Debt Advice Foundation:** (also offer benefits information)

<http://www.debtadvicefoundation.org/benefit?gclid=CPPGuP-cqs0CFU4o0wodBAwPQA>

**The following websites also offer general advice:**

<https://www.mylifemycare.com/Financial-help-and-advice> for people living in the Dorset area:

**Poole:**

**No. 18** (previously Quay Advice Centre), located in Poole Town Centre, provides confidential information and advice for Young People aged 12 to 19 (or 25 if they have a special educational need). Information, Advice and Guidance (IAG) can also be offered to young people aged 16-19 who are not in education, employment or training. Address: 18 Hill Street, Poole, Dorset, BH15 1NR. Tel: 01202 262 291,

<http://www.poole.gov.uk/communities-and-people/youth-support/number-18/>

The Borough of Poole also offer a young persons website with a wide range of information:  
<http://www.upinpoole.co.uk/>

**Bournemouth:**

**Or Bournemouth's young people's service:**

<http://www.bournemouth.gov.uk/ChildrenEducation/YouthService/YouthService.aspx>

**Dorset:**

**Or Dorset's young people's service:**

<https://www.dorsetforyou.gov.uk/fis>

Your **Social Worker** may also be trained to offer this information, so please ask them about the benefits or grants you can claim e.g - **Employment and Support Allowance (ESA)** , **Direct Payments(DP's)**, **Personal Independence Payments (PiPs)**.

**Q. Disability websites/further information**

**The Disability Resources Centre** offers information written for disabled people, by disabled people on a wide range of issues that affect disabled people e.g. Access to venues, training, employment, Disability Rights, Law and Legislation etc:

<http://www.disability.co.uk/resources>

**SCOPE** (about disability) - National organisation for people with disabilities offering information on transition, information from young people, sports and local support etc. Local and national information included. Free Phone number: 0808 800 3333  
<http://www.scope.org.uk/support/disabled-people/young-disabled>

**Government information:** <https://www.gov.uk/browse/disabilities> - A government website containing information on all aspects of daily life and living, including education, health, social care, benefits etc. And: <https://www.gov.uk/rights-disabled-person> which covers disability rights in the areas of employment and education for example.

**Disability Rights UK:** <http://www.disabilityrightsuk.org> -A website offering information on: benefits, careers, education, independent living etc, and helpline numbers for: *Disabled students*: FREE helpline (0800 328 5050)- 11am-1pm on Tuesdays and Thursdays, for students and their parents/carers, over 16 years of age.

**Equality Advisory and Support Service (EASS)** Free Phone: 0808 800 0082- for *Human Rights and Equality issues* (Monday - Friday: 9am - 7pm, Saturday: 10am - 2pm, closed on Sundays and Bank Holidays)- <http://www.equalityadvisoryservice.com/>

**Citizen's Advice:** <https://www.citizensadvice.org.uk/> a general website offering information on: benefits, education, work, discrimination, housing, health, tax etc.

### Information for young people and families in Hampshire –

is via the **Family information and services hub:**

<https://fish.hants.gov.uk/kb5/hampshire/directory/home.page>

### Information for young people and families in Wiltshire

is via the website <https://www.wiltshirelocaloffer.org.uk>

## R. Qualifications Ladder/ New GCSE grading chart

