
Livability
Victoria
Education Centre

Victoria School

Future Options/Careers Advice Service

2018/19

Information Pack

(Up-dated summer 2018)



This Future Options/Careers Advice 'Information Pack' has been designed to provide information on some of the main 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 students and their 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, so that you are aware of transition options that are most suitable for you. You are advised to **check out these options at least two years before you leave school**, 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.**

- Future Options/Careers Advice is available:

- via email: sthorns@victoria.poole.sch.uk- Sue Thorns

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

Appointments Wednesdays and Thursdays

Mornings: 9.00-9.45am, 10.00-10.45am, 11.00am-11.45am

Afternoons: 1.15-2.00pm, 2.15-3.00pm, 3.30pm- 4.15pm

(term-time only)

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

A	School Leaving Age	4
B	Future Options/Careers Advice Service	4-7
C	Social Care (Social Services)	8-10
D	Adult Day Opportunities	10-11
E	Individual Programmes	11-12
F	Sixth Form (Post 16)	13-14
G	Further Education (F.E.) Colleges	15-16
H	SEN Residential Colleges (or ISP's)	16-17
I	Adult Learning	17
J	Distance Learning	17
K	Higher Education (H.E.)/University	18
L	Apprenticeships and Traineeships	19
M	Supported Internships	20
N	Voluntary Work	20-21
O	Employment/Supported Employment	22-24
P	Setting up a Business e.g. Princes Trust	24
Q	Funding/Money [benefits calculator]	24-25
R	Disability websites/further information	26
S	Qualifications Ladder/New GCSE grading chart	27

A- School Leaving Age:

You can leave school on the last Friday in June if you'll be 16 by the end of the summer holidays.

You must then do one of the following until you're 18:

- stay in full-time education, for example at a college
- start an **apprenticeship** or **traineeship**
- spend 20 hours or more a week working or volunteering, while in part-time education or training

[<https://www.gov.uk/know-when-you-can-leave-school-checked> 18/6/18)

B- Future Options/Careers Advice Service

Future Options/Careers Education, Information, Advice and Guidance (CEIAG) is delivered at Victoria School under its 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 at Victoria School is offered in **two** ways

in order to meet individual needs, by either:

a) the Future Options Advice Service or

b) the Careers Advice Service.

The Future Options Advice Service

This provides information on **non-vocational** (work) routes into adulthood, e.g. adult day opportunities e.g. Adult Social Care services, individual adult day programmes, volunteering, or the STEPS course at college etc.

-Students are observed in classroom/education settings, if they prefer

-Parents/carers are also invited in to school for a face-to-face interview to discuss individual student needs, and potential future options to explore

-Support and advice is also available on how to approach Local Authority, Social Care, or Health 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 early 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'/'Taster' courses may also be available for students transferring to college, Adult Day services, or going to the Next Step 2/Horizons service.

The Careers Advice Service

This is for students who benefit from preparation for **vocational** (work), training and educational routes e.g. educational courses (Levels 1-3), Traineeships, Apprenticeships, and Supported Internships etc. Accessing the service means:

-The student and their parents/carers are invited to an interview to look at what transition means to them individually to explore ideas they may have for their future, along with suitable options.

-'Link/Shadowing/'Taster' courses may also be available for students transferring to college, or other training providers, to see if they like it and to help prepare them for transition.

-There will also be an introduction to the school careers tool - JED (Job Explorer Database)- including LMI (Labour Market Information), the Dorset, Poole and Bournemouth 'Local Offers' information, and the National Careers Service website.

-Students are also encouraged to access training sessions to learn how to use the careers tools independently, and as part of Work Related Learning(WRL) 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.

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

All important future careers decisions are made by the student and their families/carers, with advice and guidance from the Careers Adviser.

Future Options/Careers Adviser Qualifications

The Future Options/Careers Adviser is employed by Victoria School, and holds the Level 6 Diploma in Careers Guidance and Development. She has the experience, knowledge and skills for delivering *impartial* person centred CEIAG to students with a wide range of disabilities and additional needs (e.g. Cerebral Palsy, DMD, Autism, Learning Difficulties, and behavioural issues).

Accessing the Future Options/Careers Advice Services:

- Impartial advice and guidance is available at:
 - Face-to-face interviews**
 - Parents Evenings**
 - via **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, at the bottom of the following page:

<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**').

Review of the Future Options/Careers Service 2018-19

In order to ensure that the Future Options/Careers Advice service offered at Victoria School is of high quality, the service is reviewed using a range of methods:

- Following each individual interview parents/careers and young people are encouraged to anonymously complete a feedback sheet, which is then used to continually improve the service.
- Annually in the summer term, an independent audit of the Future Options/Careers service is carried out (currently by Ansbury), and a report written to highlight areas for development. The previous year's recommendations and changes to service delivery are also assessed to see if these have been fully met and implemented.



-Monthly the Future Options/Careers Adviser has CPD with the Careers Line Manager – Angus Collins, to discuss the service delivery, and intended destinations of all Year 14/Leaver students.

-Twice yearly former students are contacted (using a variety of methods e.g. telephone, email) to find out if they have achieved their intended destination (please see current chart).

-The Future Options/Careers Policy is reviewed and amended by the end of May, each year.

-The Future Options/Careers information (e.g. Information pack, Options (photo) sheet, Transition leaflets, and all other non-published resources are researched and up-dated each July for use in the next academic year (though the information these contain may have changed following publication).

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) icon found on each students computer desktop, or, **log-in** to access JED **remotely at home**, 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:

- a) Go to <https://chas.careerssoft.co.uk/sign-in/>
- b) Enter the schools 8 character Access Code and press 'Enter' (get this from Sue Thorns)
- c) Tick 'Yes that's me' and then scroll down to Licensed products and open 'Job Explorer Database'
- d) Open up the first **Jed Option**
- e) Use the Quiz to help you recognise what type of work you might like to do; explore a job idea; or to see if a job will be needed in the future (Labour Market Information- LMI).

Please print off a copy of your results and discuss them with the Careers Adviser

Additional source of careers information:

Please see the <https://nationalcareersservice.direct.gov.uk/> - A government website containing **careers advice, CV builder programme, course finder**, job searching, and interview hints.

C- Social Care (Social Services)

Many families/carers and young people use Social Care (Services) to help fund activities and/or respite/short stays(Shared Care etc).

- 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 nearly 18 years of age, or over, you will need to contact the Adult Team.

Social Care contact numbers are found on all local council websites, or in the table over the page.

OR

-Bournemouth, Poole and Dorset residents also have a combined directory of services and activities available for disabled adults within their area- '**Dorset For You**':

<https://www.dorsetforyou.gov.uk/care-and-support-for-adults/care-and-support-for-adults.aspx>

Social Care Contacts for Bournemouth, Poole, Dorset, Hampshire, and Wiltshire

<p>Bournemouth Children’s Social Care https://www.bournemouth.gov.uk/ChildrenEducation/ChildrensSocialCare/ChildrensSocialCare.aspx</p>	<p>01202 458101 Or 01202 458102</p>
<p>Bournemouth Adult Care https://www.bournemouth.gov.uk/AdultSocialCare/GetSocialCareSupport</p>	<p>01202 454979 (Care Direct)</p>
<p>Poole Children’s Social Services http://archive.poole.gov.uk/health-and-social-care/childrens-social-care/social-services-children/</p>	<p>01202 735046</p>
<p>Poole Adult’s Social Care http://archive.poole.gov.uk/health-and-social-care/help-for-adults/adult-social-care-contacts/</p>	<p>01202 633902</p>
<p>Dorset Children’s Social Care https://www.dorsetforyou.gov.uk/children-families/childrens-social-care/childrens-social-care-contact-details.aspx</p>	<p>See website for phone numbers</p>
<p>Dorset Adult Access Team https://www.dorsetforyou.gov.uk/care-and-support-for-adults/contact-adult-social-care.aspx</p>	<p>01305 221016</p>
<p>Hampshire Children’s Social Care https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/contacts</p>	<p>0300 555 1384</p>
<p>Hampshire Adult’s Social Care https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/eligibility</p>	<p>0300 555 1386.</p>
<p>Wiltshire Children’s Social Care http://www.wiltshire.gov.uk/children-young-people-contact</p>	<p>See team phone numbers</p>
<p>Wiltshire Adult’s Social Care http://wiltshire.gov.uk/adult-care</p>	<p>0300 456 0111</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** eligibility or financial support.

-**Unless you can self fund**, it is especially important for students needing funding for e.g. Horizons (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 fully/part fund your next placement.

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

D- Adult Day Opportunities

-The Poole, Bournemouth and Dorset website **Dorset For You** offers a **directory** of information, including adult day opportunities and activities:

<https://www.dorsetforyou.gov.uk/care-and-support-for-adults/care-and-support-for-adults.aspx>

Horizons at Victoria School

Horizons (previously Horizons, Nextstep and Nextstep2), offers a variety of provision for disabled adults aged 18 to 30 years across 52 weeks of the year:

- 1) **Adult day activities programme and education route**
- 2) **Adult day activities programme**
- 3) **Residential accommodation**
- 4) **Adult respite care**

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.

- 1) Adult day activities programme and education route** -This education and life-skills based route, is where adult learners aged between 18 and 30 years of age can access the 'STEPS' Life Skills based 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 could access independent life-skills activities at Horizons, if bought in as part of the package of adult provision.

Each service user has an allocated 1:1 support worker from Horizons, who goes with them to college. 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 (college only) 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.

- 2) Adult day activities programme** -This 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/activities that they enjoy. All service users have workers to enable them to access the programme. Therapies can also be part of this programme, e.g. Physiotherapy, Hydrotherapy and Occupational Therapy, if paid for as part of the package/programme.

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.

- 3) Residential accommodation** –Please speak to Emma Hart with regard to availability of this service as it is limited.
- 4) Adult respite care-** short term day/night care for adults aged 18-25, please contact Emma Hart for further details.

Please note that there are limited places and accommodation, therefore they may not be an available place on the Horizons programmes when you need it.

E- Individual Programmes

Using your benefits (e.g. the **DLA**-Disability Living Allowance or **Personal Budget** or **PIP** (Personal Independence Payment), 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.

Dorset Advocacy (www.dorsetadvocacy.co.uk) and **ProDisability** (www.prodisability.org.uk)

both offer information on managing disability money.

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.

-There are many agencies offering **full-time or part-time activities** for disabled adults, and most services are for adults of all ages 18 years upwards. Council websites have to sign post these options e.g. Dorset (including Poole and Bournemouth) offer the **Dorset For You Service Directory** which lists local provision:

<https://www.dorsetforyou.gov.uk/care-and-support-for-adults/care-and-support-for-adults.aspx>

- 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 2018' – Kingston Maurward College, usually in October, and Linwood School 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 (6th Form) education and training options including: Foundation, Intermediate and Advanced levels of 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(Employability and Work Related Learning (WRL) lessons) 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.

Local Dorset school 6th 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 6th 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.

The EHCP transfers with a student if they move to another school 6th Form (or college for 6th Form). 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 final Transition/Annual Review. Nowadays most local 6th 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 16/6th Form/FE Colleges

Please see your Local Authority/Council websites, or individual school/college websites, to see if they have subsidised transport funding available for students in Post 16.

Most learners (accessing full-time education) aged 16-25 years now have to pay towards subsidised 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 the Future Options Adviser about the most suitable courses at Dorset colleges. Unfortunately she is not able to offer information and advice on colleges out of county (because she is unable to visit them), but can signpost you to your local college websites so you can get in touch and arrange a visit.

Local F.E. colleges offer access to a range of learning for students, from Foundation/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.

Dorset and Hampshire supported college 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), Supported Internships and Life Skills

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

Please be aware that there may be course fees/additional costs 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 and Health Care Plan).**

You are advised to visit 18 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 6th Form/FE Colleges

Please see your Local Authority/Council websites, or individual college websites for their transport information. Most learners 16-25 years now have to pay towards subsidised 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 school 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 **Natspec** website 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 (<https://natspec.org.uk/families-and-students/what-does-s41-symbol-mean/>) , 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).

I- Adult Learning

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

These education providers can put in support for learning and the following website gives further information:

<https://www.skillsandlearningbdp.co.uk/choosing-the-right-course/>

Courses length and duration vary 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 (<https://www.brock.ac.uk/adult/adult-education/distance-learning/>), 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, so search <https://register.ofqual.gov.uk/> to check.

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 at a University or Further Education College (full-time or part-time). 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 and you will need to pay for these. 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>

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

(Checked via gov.uk - July 2018)

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

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>

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/find-traineeship>

These are also offered at local level e.g. at Brockenhurst College and Kingston Maurward College, and Abilities (Weymouth or Poole centres).

-Abilities: (a training organisation) offers vocational training and employment skills. It has 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 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

‘What is a supported internship?’

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.

Supported internships are unpaid, and last for a minimum of six months. Wherever possible, they support the young person to move into paid employment at the end of the programme.

Alongside their time at the employer, young people complete a personalised study programme which includes the chance to study for relevant substantial qualifications, if appropriate, and English and Maths’

(Copied from: <https://fish.hants.gov.uk/kb5/hampshire/directory/advice.page?id=xHiKzA-Qhns> July 2018).

Further information on Supported Internships can be found on the Preparing for Adulthood website: <https://www.preparingforadulthood.org.uk/downloads/supported-internships>

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. For example: 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.

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 areas 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

Hampshire: www.hampshirevolunteers.org.uk/

Wiltshire: <http://www.wiltshire.gov.uk/community-environment-volunteering>

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 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 **Dorset For You:**

<https://www.dorsetforyou.gov.uk/care-and-support-for-adults/care-and-support-for-adults.aspx>

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

Jobcentreplus – Is a government employment and benefits service which offers information and support on disability employment opportunities (e.g. Access to Work).

If a young person requires additional support to access employment they can make contact with their local Jobcentreplus to speak to a **Job Coach, and the Specialist Employability Support workers** 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/specialist-employability-support>

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>

-**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.tricuro.co.uk/services/employment-leisure-learning/supported-employment/paid-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- Setting up a Business –e.g. Princes Trust

The **Princes Trust** has a range of services, including support to help you set up and run their own business, for young people aged 18- 30. Please see the link below:

<https://www.princes-trust.org.uk/help-for-young-people/support-starting-business>

Q. 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 following websites also offer general advice:

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,

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.asp>
x

Or Dorset’s young people’s service: <https://www.dorsetforyou.gov.uk/children-families/children-and-families.aspx?folderIds=4811,22167>

[R. Disability websites/further information](#)

SEND Dorset Local Offer- is a **DIRECTORY of INFORMATION** for children and young people from 0 to 25 years with special educational needs and/or disabilities (SEND):

<https://www.dorsetforyou.gov.uk/children-families/sen-and-disability-local-offer/dorsets-local-offer.aspx>

All Local Authorities have a Local Offer and have to publish information for disabled young people and children.

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 0330 995 0414**

Equality Advisory and Support Service (EASS) FREE 0808 800 0082- for Human Rights and Equality issues <http://www.equalityadvisoryservice.com/>

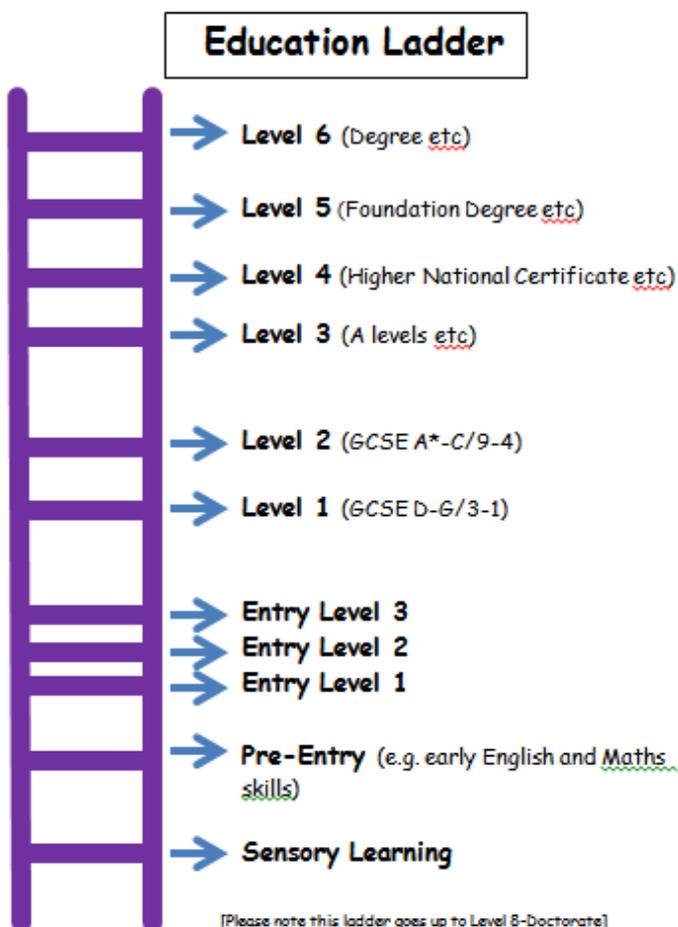
Citizen's Advice: <https://www.citizensadvice.org.uk/> a general website offering information on: benefits, education, work, discrimination, housing, health, tax etc.

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>

S. Qualifications Charts/ New GCSE grading chart



UNIVERSITY		
LEVEL 8	Doctorate PhD	
LEVEL 7	Master's Degree MA, MSc, MPhil	
LEVEL 6	University Degree BA, BSc	
LEVEL 5		Foundation Degree FdA, FdSc
LEVEL 4		HND
LEVEL 3	A-Level A2 AS	L3 Extended Diploma (National Diploma)
LEVEL 2	GCSE Grades A-C	L2 Diploma (1st Diploma)
LEVEL 1	GCSE Grades D-G	L1 Diploma (Foundation)
ENTRY LEVEL 3	Key Stage 3	E3 Diploma (Foundation)
SCHOOL / 6TH FORM		F.E. COLLEGE

Copied from

<http://www.accreditedqualifications.org.uk/qualifications-and-credit-framework-qcf.html> 23.7.18

Grading the New GCSEs in 2017

Ofqual

NEW GCSE GRADING STRUCTURE									
9	8	7	6	5	4	3	2	1	U
<div style="display: flex; justify-content: center; align-items: center;"> <div style="border: 2px solid black; border-radius: 50%; padding: 10px; margin: 0 10px;"> <p style="font-size: 24px; margin: 0;">4 = C</p> <p style="font-size: 12px; margin: 0;">and above</p> </div> <div style="margin: 0 10px;">←</div> <div style="margin: 0 10px;">→</div> </div>									
<ul style="list-style-type: none"> ■ Broadly the same proportion of students will achieve a grade 4 and above as currently achieve a grade C and above. ■ Broadly the same proportion of students will achieve a grade 7 and above as achieve an A and above. ■ The bottom of grade 1 will be aligned with the bottom of grade G. 									
CURRENT GCSE GRADING STRUCTURE									
A*	A	B	C	D	E	F	G	U	U