**Internal Into Employment Factsheet**

**Into Employment is a 12-month programme for young adults aged between 16-25 with a disability. The programme provides training, skills, qualifications and work experience to increase the students employability. Students spend three days a week at SORM – the school of rock and media covering modules in life skills and two days on a work placement within the council or external businesses which match the students interests and skills.**

**Internal Referrals**

The Into Employment Referral questionnaire can be found on systmOne under questionnaire’s and will need to be work flowed to the Into Employment Task box.

**The programme supports 12 students with cohorts starting each September**

**Students receive ongoing support from the Into Employment Lead Nicole Holmes.**

**Students may require an allocated worker from the Adult Social Care Teams**

**Support provided to the student**

**Into Employment Project Lead & Project Manager**

* Attending events/ schools/ colleges
* Interviewing new students to meet criteria for the programme
* Health & Safety checks/ Risk Assessments / Placement Agreements (Xperience Team)
* Transition support for students before starting placements/ placement visits
* Regular reviews between Into Employment Lead, Student, Allocated Worker and Placement Host – Month 1, 2, 3, 6, 9, 12 or sooner if required
* End of term reviews
* Linking students with other organisations
* End of programme outcomes/ future planning/ supporting recruitment

**Allocated Worker – Social Worker/ Community Care Officer/ Student Social Worker**

* Introduction to the student
* Attend EHCP reviews with SORM
* Attend work placement reviews
* Organise travel training requests
* Arrange transport (if required)
* Support with college applications
* Support with Job applications (Discuss with project lead)
* Support with Job centre appointments/ benefit applications
* Respond to concerns/ issues raised through participation of the programme
* End of programme outcomes/ future planning/ supporting recruitment

For further information please contact:

Nicole Holmes – Into Employment Lead on 07890 971226/ [nicole.holmes@bradford.gov.uk](mailto:nicole.holmes@bradford.gov.uk)

Stephanie Brown – Supported Employment Project Manager 07582 106637

[stephanie.brown@bradford.gov.uk](mailto:stephanie.brown@bradford.gov.uk)