

Summary of Careers Programme at The Autism Project September 2020-July 2021

Month	Programme of activities
September	<ul style="list-style-type: none"> Induction for all learners- includes information on TAP Careers, Education, Information, Advice & Guidance offer (CEIAG). Careers Lead introduced. Weekly employability classes start for year 1, 2 and 3 – run throughout the year. Weekly 'job club' for year 3 begins- job searching and interview support- runs weekly for all year 3s throughout the year until they find paid work. Work experience placements typically begin (on hold due to COVID-19). Some learners starting/continuing with voluntary work experience (i.e., foodbank, charity shop).
October	<ul style="list-style-type: none"> National Customer Service Week 5th-9th Oct- focus in employability classes on roles within the customer service industry, skills and qualities needed to work in customer service. Year 3 learners offered opportunities to attend Virtual Jobs Fair -National Careers Service. Year 1 and 2 learners offered opportunity to attend Virtual UCAS exhibitions
November	<ul style="list-style-type: none"> Virtual parents evening – Careers Lead introduced, information given on CEIAG programme at TAP and how to support young person during project. Online video applications created as part of employability classes (year 2). 'Access to Work' talk for year 3 from Development team at CareTrade. Southwark Works Virtual Job Fair (NHS and Care jobs)- year 3 learners attend as part of employability class.
December	<ul style="list-style-type: none"> Weekly classes/job club as usual. Termly survey sent out to learners and parents/carers for feedback on programme. End of term progress reviews with parents/carers, and managers (where in placement).
CHRISTMAS BREAK	
January	<ul style="list-style-type: none"> Weekly job club starts for year 2 - sessions on skills & qualities, personal moving on plans, labour markets, interviews. Signposted to information about UCAS deadlines, if applicable. Year 2 learners offered opportunity to attend Apprenticeship Virtual Careers Fair Job coaches begin to apply for relevant job/apprenticeship/voluntary opportunities with learners in 1:1s.
February	<ul style="list-style-type: none"> Weekly Job Club for year 2- sessions on disclosing your disability & reasonable adjustments. National Apprenticeship Week 8th-14th Feb- presentation on apprenticeships in job club for year 2.

March	<ul style="list-style-type: none"> Weekly job club for year 2 - begin searching/applying for jobs or apprenticeships as part of job club. National Careers Week (NCW) 1st-7th March – focus on job roles and career aspirations in job club for year 2. Talk from GSTT Equality, Diversity and Inclusion officer on skills valued in the workplace and how to move on to jobs in the NHS- all years. Neurodiversity Week 15th-21st March- looking at the value of employing a neurodiverse employee and top tips for employers- focused session in job club. Talk from autistic speaker about living with autism, finding, and sustaining paid work. Mock interviews with CareTrade trustees for year 2s (and fast-tracked year 1s) as part of job club. All learners start work experience at GCDA Kitchen in Greenwich.
April	<ul style="list-style-type: none"> Weekly job club year 2 and 3 now run as job searching sessions. World Autism Awareness Week 29th March- 4th April- TAP celebrate and help raise awareness. What skills/qualities can someone with autism bring to the workplace? How can employers help, reasonable adjustments. ‘Access to Work’ talk for year 2s from Development team at CareTrade. Talks from Catering professionals- Greenwich kitchen- TBC. Termly survey sent out to learners and parents/carers for feedback on programme. End of term progress reviews with placement managers, and with parents or carers.
EASTER BREAK	
April continued	<ul style="list-style-type: none"> Classes and job clubs continue to run weekly.
May	<ul style="list-style-type: none"> Mock interviews with Barclays Bank for year 2s- TBC (COVID).
June	<ul style="list-style-type: none"> Year 1s have 1:1 Careers Interview with external Level 6 Advisor.
July	<ul style="list-style-type: none"> ‘Leavers packs’ (Careers information) given to all learners finishing TAP. Termly survey sent out to learners and parents/carers for feedback on programme. End of term progress reviews with placement managers (where applicable), and with parents or carers. Learner annual reviews of EHCPs with job coach, tutors, parents/carers, local authority staff.
August	SUMMER BREAK