

## Summary of Careers Programme at The Autism Project September 2021-July 2022

Term	Programme of activities
<b>Term 1</b>	<ul style="list-style-type: none"> <li>• <b>Induction</b> for all learners- includes information on TAP careers programme and offer of activities. Careers Lead introduced.</li> <li>• <b>Parent/Carer Induction</b>- Careers Lead introduced, information given on careers programme at TAP and how to support young person during project.</li> <li>• <b>Weekly 'Skill Up' classes</b> begin for learners in groups 1 and 2- run throughout the year. Skill Up classes for group 1 in term 1 cover product design &amp; retail. For group 2 in term 1, topics include different work sectors, skills &amp; qualities, job adverts, job platforms and more.</li> <li>• <b>Weekly 'Job Club' sessions</b> begin for groups 2 and 3- run throughout the year. For group 2 in term 1, topics include different transition options for learners, labour market information, and developing own CVs and cover letters. For group 3, the focus is on job searching and interview support- supporting learners to find paid work, apprenticeships, or next steps for them. <b>Access to Work</b> information given to those once successful in finding work.</li> <li>• <b>Jobs Fair</b>- learners in group 2 taken to a jobs/careers fair (where possible, if COVID restrictions allow. Exact fair TBC)</li> <li>• <b>Initial self- assessments and 'moving on plans'</b>– completed in Skill Up/Job Club with learners and reviewed at the end of the term.</li> <li>• <b>Work experience placements</b> begin- for group 1, this is typically at Guy's or St Thomas' Hospital (GSTT), the Whittington Hospital or the CareTrade working kitchen. For groups 2 and 3, placements may be in the hospitals, the kitchen or off site/voluntary roles. Learners experience workplaces and have encounters with employers.</li> <li>• <b>UCAS information</b> - given to learners who are interested in this transition option. Support with applications provided where needed.</li> <li>• <b>End of term progress reviews</b> with parents/carers, and managers (where in placement).</li> <li>• <b>Termly survey</b> sent out to learners and parents/carers, and employers for feedback on programme.</li> </ul>
<b>CHRISTMAS BREAK</b>	
<b>Term 2</b>	<ul style="list-style-type: none"> <li>• <b>Termly induction</b>- refresher for learners on careers activities for the term.</li> <li>• <b>Parent/Carer induction</b>- update for parents/carers on careers at TAP for the term.</li> <li>• <b>Weekly 'Skill Up' classes continue</b>- Skill Up classes for group 1 in term 2 cover communication at work. For group 2, topics include job adverts and person specifications, looking at applications for jobs/apprenticeships, and job searching.</li> <li>• <b>Weekly 'Job Club' sessions continue</b>- for group 2, topics include interview skills, reasonable adjustments, applications for jobs/apprenticeships, and job searching.</li> <li>• <b>Mock interviews</b>- for group 2 as part of Skill Up/Job Club. With Guy's &amp; St. Thomas' Hospital (GSTT).</li> <li>• <b>Jobs Fair</b>- learners taken to a jobs/careers fair in group 2 (where possible, if COVID restrictions allow. Exact fair TBC)</li> <li>• <b>UCAS deadlines</b>- signposting learners to information about UCAS deadlines, if applicable.</li> <li>• <b>Work placements</b>- continue for learners.</li> <li>• <b>National Apprenticeship Week</b>- 7<sup>th</sup>-13<sup>th</sup> Feb 2022 – focus in Job Club this week on apprenticeships.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>National Careers Week (NCW)</b> - 7<sup>th</sup> – 13<sup>th</sup> March 2022 – focus in Job Club this week on job roles and career aspirations.</li> <li>• <b>Neurodiversity Week</b>- 14<sup>th</sup> – 20<sup>th</sup> March 2022- looking at the value of employing a neurodiverse employee and top tips for employers- focused sessions in Skill Up/Job Club. <b>Talk from autistic speaker/autistic peer in work</b>- TBC.</li> <li>• <b>World Autism Awareness Week</b> -28<sup>th</sup> March- 3<sup>rd</sup> April- TAP celebrate and help raise awareness. What skills/qualities can someone with autism bring to the workplace? How can employers help, reasonable adjustments. <b>‘Access to Work’ talk</b> for group 2 from Development team at CareTrade.</li> <li>• <b>End of term progress reviews</b> with parents/carers, and managers (where in placement).</li> <li>• <b>Termly survey</b> sent out to learners and parents/carers, and employers for feedback on programme.</li> </ul>
<b>EASTER BREAK</b>	
<b>Term 3</b>	<ul style="list-style-type: none"> <li>• <b>Termly induction</b>- refresher for learners on careers activities for the term.</li> <li>• <b>Parent/Carer induction</b>- update for parents/carers on careers at TAP for the term.</li> <li>• <b>Weekly ‘Skill Up’ classes</b> continue- Skill Up classes for group 1 in term 3 focus on a customer service project. For group 2, the focus is on job/apprenticeship searching and applications, as well as interview practice when needed.</li> <li>• <b>Weekly ‘Job Club’ sessions</b> continue- for group 2, as in Skill Up, the focus is on job/apprenticeship searching and applications, as well as interview practice when needed.</li> <li>• <b>Mock interviews</b>- for group 2 as part of Skill Up/Job Club. With Barclays Bank (TBC).</li> <li>• <b>1:1 Careers Interview</b> with external Level 6 Advisor for learners as they transition from group 1 to group 2.</li> <li>• <b>Annual reviews of EHCPs</b> with job coach, tutors, parents/carers, local authority staff. Learners individual outcomes monitored.</li> <li>• <b>End of term progress reviews</b> with parents/carers, and managers (where in placement).</li> <li>• <b>Termly survey</b> sent out to learners and parents/carers, and employers for feedback on programme.</li> <li>• <b>‘Leavers packs’</b> (careers information) given to all learners finishing TAP.</li> <li>• <b>Signposting and supporting</b> into next stages for learners.</li> </ul>
<b>SUMMER BREAK</b>	