

Summary of Careers Programme at The Autism Project September 2022-2023

Term	Programme of activities
Term 1	<ul style="list-style-type: none"> • Induction for all learners- includes information on TAP careers programme and offer of activities. Careers Leader introduced. • Parent/Carer Induction- Careers Leader introduced, information given on careers programme at TAP and how to support young person during project. • Weekly 'Skill Up' classes begin for learners in all group 1 and group 2a - run throughout the year. Skill Up classes for group 1 in term 1 focus on <i>product design & retail</i>. Skill Up classes for group 2a in term 1 focus on understanding skills needed for future transition options and on <i>building practical skills for the workplace</i>. • Weekly 'Careers/moving on' sessions begin for group 2b- run throughout the year. For group 2b in term 1, topics include <i>labour market information, job ideas and different transition options, skills and qualities for work, developing CVs and cover letters</i>. • Half-termly 'Careers/moving on' workshops run for group 2a- run throughout the year. For learners in group 2a, topics in term 1 include <i>labour market information, jobs ideas and different transition options, and developing CVs</i>. • Jobs Fair- learners in group 2 taken to a jobs/careers fair (Exact fair TBC). • Initial assessments, baseline self- assessments and transition plans- discussed and completed in 'careers/moving on' sessions with learners and reviewed at the end of each term. • Work experience placements begin- for group 1, these are typically at Guy's or St Thomas' Hospital (GSTT), the Whittington Hospital or the CareTrade working kitchen. For group 2, placements may be in the hospitals, the kitchen, or off site/voluntary roles. Learners experience workplaces and have encounters with employers. • UCAS information - given to learners who are interested in this transition option. Support with applications provided, where needed. • End of term progress reviews with managers, and then with parents/carers (where learner has given permission). • Termly survey sent out to learners and parents/carers for feedback on the programme. Employers asked for feedback as part of end of term progress reviews.
CHRISTMAS BREAK	
Term 2	<ul style="list-style-type: none"> • Termly induction- refresher for learners on careers activities for the term. • Parent/Carer session- update for parents/carers on activities at TAP for the term. • Weekly 'Skill Up' classes continue for all group 1 and group 2a- classes for group 1 in term 2 focus on <i>communication skills at work</i>. For group 2a, the focus remains on <i>building practical and transferable skills for work</i>. • Weekly 'Careers/moving on' sessions continue for group 2b- topics in term 2 include <i>interview skills, reasonable adjustments, and understanding applications for jobs/apprenticeships/study</i>. • Half termly 'Careers/moving on' workshops continue for group 2a- topics in term 2 include <i>CV updates, creating a Video CV, creating personal</i>

	<p><i>profiles and identifying own skills/qualities, looking at where and how to apply for next steps after TAP.</i></p> <ul style="list-style-type: none"> • Mock interviews- for group 2 as part of Careers/moving on sessions. With Guy's & St. Thomas' Hospital (GSTT). • Jobs Fair- learners taken to a jobs/careers fair in group 2 (Exact fair TBC). • UCAS deadlines- signposting learners to information about UCAS deadlines, if applicable. • Work placements- continue for learners. • National Apprenticeship Week- 6th-12th Feb 2023 – focus in Careers/moving on sessions for group 2 on apprenticeships and how to apply for one. Talk from autistic speaker/autistic peer in an apprenticeship- TBC. • National Careers Week (NCW) - 6th-11th March 2023- focus in Careers/moving on sessions for group 2 on job roles and career aspirations. Talk from a professional about starting own business - TBC • Neurodiversity Week -13th-17th March 2023- looking at the value of employing a neurodiverse employee and top tips for employers- focused sessions in Careers/moving on class. • World Autism Acceptance Week -27th March- 2nd April 2023- TAP celebrate and help raise awareness. What skills/qualities can an autistic person bring to the workplace? How can employers help and support with reasonable adjustments. 'Access to Work' talk for group 2 in Careers/moving on sessions from Employability Lead (CareTrade) about support available in employment. • End of term progress reviews with managers, and then with parents/carers (where learner has given permission). • Termly survey sent out to learners and parents/carers for feedback on the programme. Employers asked for feedback as part of end of term progress review. • Review transition plans -as part of Careers/moving on sessions.
EASTER BREAK	
Term 3	<ul style="list-style-type: none"> • Termly induction- refresher for learners on careers activities for the term. • Parent/Carer session- update for parents/carers on activities at TAP for the term. • Weekly 'Skill Up' classes continue for all group 1 and group 2a- classes for group 1 in term 3 focus on <i>customer service skills</i>. For group 2a, the focus is on <i>transferring skills developed to next steps after TAP</i>. • Weekly 'Careers/moving on' sessions continue for group 2b - the focus is on <i>job/apprenticeship searching and applications</i>, as well as <i>interview practice</i> when needed. • Half termly 'Careers/moving on' workshops continue for group 2a- topics in term 3 include <i>CV updates, preparing for interviews and the transition to next steps after TAP</i>. • Mock interviews- for group 2 as part of Careers/moving on sessions. With Barclays Bank (TBC). • 1:1 Careers Interview for all group 1 learners with external Level 6 Advisor as they transition from group 1 to group 2.

	<ul style="list-style-type: none"> • Annual reviews of EHCPs with job coach, tutors, parents/carers and local authority staff. Learners individual outcomes monitored and reviewed. • End of term progress reviews with managers, and then with parents/carers (where learner has given permission). • Termly survey sent out to learners and parents/carers for feedback on the programme. Employers asked for feedback as part of end of term progress review. • 'Leavers packs' (careers information) given to all learners finishing TAP. • Signposting and supporting into next stages for all learners.
SUMMER BREAK	