

Summary of Careers Programme at The Autism Project September 2023-2024

| Term | Programme of activities |
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| 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 (year 2 focus). • Weekly 'Skill Up' sessions begin for learners in Year 1 - run throughout the year. Skill Up in term 1 focuses on 'skills for work' and covers communication and professional behaviour, preparing for and supporting first placement. • Weekly Careers sessions begin for learners in Year 2- run throughout the year- twice a week. Topics include <i>exploring the labour market and labour market information, job ideas and transition options, skills, and qualities for work, developing CVs and cover letters.</i> • Initial assessments, baseline assessments and transition plans- discussed and completed in Careers sessions with learners and uploaded onto Unifrog Careers software. This is reviewed at the end of each term. • Work experience placements - learners experience workplaces and have encounters with employers. Placements are in a variety of areas with host employers, including Guy's or St Thomas' Hospital (GSTT), the Whittington Hospital, the CareTrade working kitchen, local businesses. Learner placements will depend on learner preference and interests. • 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 undertaken by learners in the form of a supported focus group. This is facilitated by staff to ensure learners given the opportunity to provide valuable feedback on the programme. Employers also asked for feedback as part of end-of-term progress review. |
| CHRISTMAS BREAK | |
| Term 2 | <ul style="list-style-type: none"> • Termly induction- refresher for learners on careers activities for the term. • Parent/Carer transition meetings/mid-year reviews- meetings with parents/carers to discuss potential transition options for each learner in year 2. • Weekly Skill Up sessions continue for learners in Year 1- Term 2 focus on working with others, problem solving at work, independence, and developing customer service skills. • Weekly Careers sessions continue for learners in Year 2 - topics in term 2 include: <i>interview skills, reasonable adjustments, understanding job adverts for jobs/apprenticeships/study.</i> Learners also complete mock job applications. • Mock interviews- for Year 2s as part of Careers sessions with employers Guy's and St Thomas' Hospital, and Barclays Bank. • Jobs Fair- learners taken to a jobs/careers fair in group 2 (Exact fairs TBC). • UCAS deadlines- signposting learners to information about UCAS deadlines, if applicable. |

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| | <ul style="list-style-type: none"> • Work placements- continue for learners. • National Apprenticeship Week- 5th-11th Feb 2024 - focus in Careers sessions on apprenticeships and how to apply for one. Talk on apprenticeships/apprenticeship provider- TBC. • National Careers Week (NCW) - 4th-9th March 2024- Focus in Careers sessions on job roles and career aspirations. Video CV workshop offered to learners date tbc. • Neurodiversity Week -13th-19th March 2024- looking at the value of employing a neurodiverse employee and top tips for employers. Focused session in Careers class, including looking at 'Disability Confident' employers. • World Autism Acceptance Week -27th March- 2nd April 2024- TAP celebrate and help raise awareness. What skills/qualities individuals with Autism can bring to the workplace. How employers can help and support with reasonable adjustments. 'Access to Work' talk for Year 2 in Careers from Development Team (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 undertaken by learners in the form of a supported focus group. This is facilitated by staff to ensure learners given the opportunity to provide valuable feedback on the programme. Employers also asked for feedback as part of end-of-term progress review. • Review transition plans -as part of Careers sessions and updated where necessary. • Annual reviews of EHCPs with job coach, tutors, parents/carers, and local authority staff. Learners' individual outcomes reviewed, and transition options discussed and agreed. Suitable next provision named if needed. |
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EASTER BREAK

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| <p>Term 3</p> | <ul style="list-style-type: none"> • Termly induction- refresher for learners on careers activities for the term. • Weekly Skill Up sessions continue for learners in Year 1- sessions in term 3 focus on Recognising what Skills and Qualities learners have developed and what they need to work on moving forward. Getting ready for Year 2 - careers interview with external Careers Advisor. Developing CVs and cover letters. • Weekly Careers sessions continue for learners in Year 2- the focus is on <i>job/apprenticeship/course searching and applications, plans beyond TAP and interview practice when needed.</i> • 1:1 Careers Interview for all year 1 learners with an external Level 6 Advisor as they transition from year 1 to year 2. • Annual reviews of EHCPs with job coach, tutors, parents/carers, and local authority staff. Learners' individual outcomes reviewed, and transition options discussed and agreed. Suitable next provision named if needed. • End of term progress reviews with managers, and then with parents/carers (where learner has given permission). • Termly survey undertaken by learners in the form of a supported focus group. This is facilitated by staff to ensure learners given the opportunity to provide valuable feedback on the programme. Employers also asked for feedback as part of end-of-term progress review. |
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| | <ul style="list-style-type: none">• 'Leavers packs' (careers information) given to all learners finishing TAP.• Signposting and supporting into next stages for all learners. |
| SUMMER BREAK | |