



# Preparation for Employment

## Year 14 – Supported Employment Pathway

Preparation for Employment is a supported employment programme for individuals who aspire to enter the workforce but require additional guidance and preparation prior to doing so. Alongside college-based learning, this programme aims to offer personalised placements in mainstream, voluntary or charity sectors. Learners have the opportunity to explore their interests and gain valuable work experience in supportive environments. Whether learners are seeking to try out different job roles or industries or simply to carve out a clearer career path for themselves, they'll be supported every step of the way.

### What learners will gain

#### Essential Job Skills:

- **Basic work skills:** Punctuality/attendance, following instructions, teamwork, and communication
- **Task completion:** Ability to complete assigned tasks independently or with minimal supervision
- **Problem-solving:** Basic problem-solving skills to address challenges in the workplace
- **Time management:** Understanding and managing time effectively

#### Workplace Knowledge:

- **Workplace safety:** Understanding and adhering to workplace safety rules and procedures
- **Company policies:** Familiarity with company policies and procedures
- **Job duties:** Understanding specific job responsibilities and expectations

#### Soft Skills:

- **Self-esteem:** Building confidence and self-esteem in a work environment
- **Independence:** Developing independence and self-reliance
- **Social skills:** Improving social interaction and communication skills
- **Adaptability:** Learning to adapt to new situations and changes in the workplace

#### Lifelong Learning:

- **Continuous learning:** Recognising the importance of ongoing learning and development
- **Skill development:** Developing new skills and knowledge through training and experience
- **Career progression:** Understanding the potential for career growth and advancement

	<b>Days at college</b>	<b>Independent work experience</b>
<b>Year 14</b>	2 days	up to 3 days

### **Programme structure**

Learners will attend college for two days per week to receive essential training and support. In addition, they will participate in a work placement for up to three days per week. We aim for learners to attend placement for three days however this can be adjusted to meet individual needs. Importantly, learners will attend their placements independently, without the direct support of a job coach. It is essential that learners can make their own way to and from their placements, whether through independent travel or by private transportation arrangements.

Work placements will be sourced by the employability team according to individual learner needs. Learners are expected to accept a placement unless it is justifiably unsuitable. In this instance, another placement will be explored. If the alternative placement is also considered unsuitable, the parent/carer/young person would need to arrange a suitable alternative placement. Paid placements (via other organisations/training providers) are not supported as part of this programme.

### **What will be taught**

Our Preparation for Work curriculum is designed to foster essential life skills across four key strands: **Independence, Employability, Community and Health & Wellbeing**. Through targeted learning and practical experience, we aim to increase students' independence thus allowing them to build work skills, engage with the local community, and maintain good health and well-being. By integrating these core areas, our programme ensures a holistic approach to preparing learners for a successful transition to employment and to a fulfilling adult life.

### **Who this pathway is for**

This programme is designed for learners who can undertake independent work experience but are not yet ready to pursue paid employment. Learners who are not yet ready/do not wish to consider a supported employment option will be supported to explore alternative options beyond Market Field College.

### **Entry Criteria**

- Learners must have goals that align with the objectives of the Preparation for Employment programme
- Learners must demonstrate a willingness to work, as evidenced by successful participation in work experience placements offered during years 12 and 13

- Learners must have a certain level of personal independence, thus allowing them to access independent work experience
- Learners must demonstrate a commitment to participate and engage with **all** aspects of the programme
- Learners must be working towards an employment-related destination outcome, this includes progression to Further Education
- Learners must have consistently demonstrated appropriate behaviours for the workplace
- Learners should have demonstrated positive attendance patterns during years 12 and 13

NB: In the event of being oversubscribed, the college will carefully consider each applicant to determine which learners would best benefit from and make use of the resources available.

### **Progress and Achievement**

Progress towards our Preparing for Adulthood (PfA) curriculum will be recorded using an application called Evidence for Learning (EfL). EfL allows all stakeholders in a young person's learning and development to quickly and easily gather photo and video evidence, linked to the individual's learning goals and PfA curriculum. Upon successful completion of the Yr14 programme, learners will receive a college certificate of achievement.

### **Where will the course take me?**

Possible progression routes include: paid employment; voluntary work; supported or sheltered employment.

### **Will I need any materials or equipment?**

Learners will require basic stationary. Depending upon the nature of work placements, learners may require specialist equipment and PPE (personal, protective equipment).

### **I'm interested. What should I do now?**

Year 14 progression will be discussed during Annual Reviews.