mencap TRAINING ACADEMY

Ofsted Good Provider

Mencap Training Academy Prospectus:

BIRMINGHAM



CONTENTS

04 Who we are

06 What are supported internships?

07 How do Mencap Training Academy programmes work?

08 What will I do in the classroom?

10 Careers Education, Information, Advice and Guidance

12 Employment pathway 1

13 Case study 1 - Hannah’s story

14 Employment pathway 2

16 Employment pathway 3

17 Case study 2 - Jack’s story

18 Employment pathway 4

20 Employment pathway 5

21 Case study 3 - Ty’s story

22 Employer-led supported internships

23 How do I enrol?

24 Where to find us

25 Support with travel

WHO WE ARE

The Mencap Training Academy is part of the Royal Mencap Society. We are a national charity and our vision is for the UK to be the best place in the world for people with a learning disability and autism to live happy and healthy lives.

To make this vision a reality, we provide lots of support like supported living services, information, advice and guidance, campaigns and support to find employment. The Mencap Training Academy is a specialist post 16 provider of education and training to young people aged 16-24 to help them find work.

In all our work, we reflect Mencap's 5 values:

- We are **passionate** about making the world a better place
- We are **positive** in our work and with each other
- We are **brave** we challenge and try new things
- We are **kind** to everyone
- We are **inclusive** of everyone

- Established in 1946 by Judith Fryd, a mother of a child with learning disabilities.
- We work across England, Wales and Northern Ireland, supporting 1000's of people with a learning disability and their families.
- We began delivering employment-related support in 1975 with our Pathway Employment service.
- Our latest Big Learning Disability Survey found only 26.7% of people with a learning disability are currently in work.
- But 87% of people not in work, said they would like a job. Through our Training Academy, Mencap is determined to help them achieve this.



WHAT ARE SUPPORTED INTERNSHIPS?

Supported internships are programmes for young people with a learning disability and autism that help them to find work. They are year-long study programmes that run from September to July and involve:

Education

Learners attend sessions where they learn about the skills and behaviours needed for the world of work. You will also learn some English and maths and can explore taking qualifications in these.

Work experience

Learners are required to complete at least 420 hours of work experience over the year. This amounts to 18 hours a week - spread across 2-3 days a week.

This can be in lots of different kinds of roles and organisations depending on what you are interested in, your skills and needs.

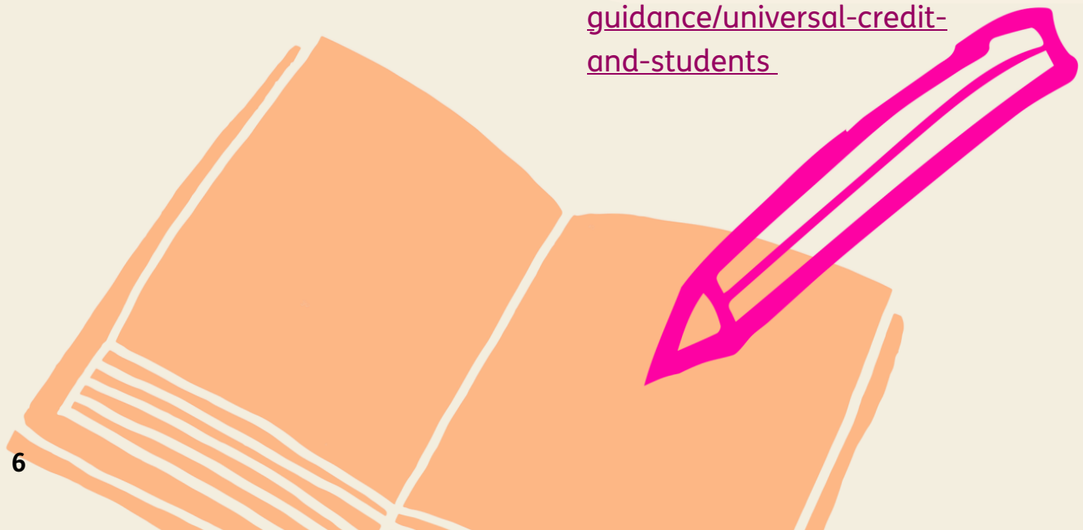
Who can do a supported internship?

To do a supported internship, the government requires learners to:

- Be aged 16-24
- Have an Education, Health and Care Plan (EHCP)
- Want to find a job.

You do not need any qualifications.

Supported internships are free to join and are paid for by the government and your local council. If you receive universal credit, however, this may have to cease in order for you to take the programme. Your benefits will be unaffected if you receive Personal Independence Payments (PIP). To find out more about how your benefits may be affected by enrolling on a support internships, visit: https://www.gov.uk/guidance/universal-credit-and-students



How do Mencap Training Academy Programmes Work?

More choice

As part of a national charity with a well known brand, we have partnerships with lots of different employers in lots of different sectors.

We help people to find their first jobs and can't promise this will be your dream job. But we will help you to gain work experience that matches your skills, personality and needs.

Below and on later pages, you can see some examples of the types of sectors where we can offer work experience.

Pre-internships

On these programmes, learners attend our classroom 3 days a week between September and July. During this time, they learn functional and employability skills.

Learners on pre-internships do around 50-60 hours of work experience, starting in around March. This helps them build confidence so they can progress onto...

Employer-led Supported internships

Learners complete these programmes entirely from a single site belonging to a host employer. They do more work experience and spend less time in the classroom. All the work experience on this programme will be with a single employer, but there are lots of roles you can do with them. In Birmingham, we offer employer-led programmes with Amazon, Asda and Heartlands Hospital.

Supported internships

Learners attend our classroom 2 days a week between September and July. Supported internship learners start work experience placements as soon as possible and must complete 420 hours. They can choose from a range of employers to do work experience with.



WHAT WILL I DO IN THE CLASSROOM?

Learners on our pre-internship programmes attend sessions at our classroom for 3 days each week (09.30am to 4pm) between September and July. Learners on our supported internship programme attend 2 days a week (09.30am to 3.30pm). During these sessions you will learn skills and behaviours needed for the workplace, as well as developing your English, maths and digital skills which are also often needed in the world of work.

Our curriculum covers:

English and communication skills

- Speaking and listening
- Communicating in an appropriate way
- Following instructions
- Engaging in meaningful discussions
- Reading
- Writing appropriate to role/career development
- Personal and life skills Preparation for assessments.

Behaviour and attitudes

- Personal presentation
- Keeping healthy and mental wellbeing
- Behaving appropriately at work
- Reacting to people appropriately
- Managing time
- Taking responsibility
- Keeping safe and safe relationships
- Making choices and decisions
- Understanding British Values.

Employability skills

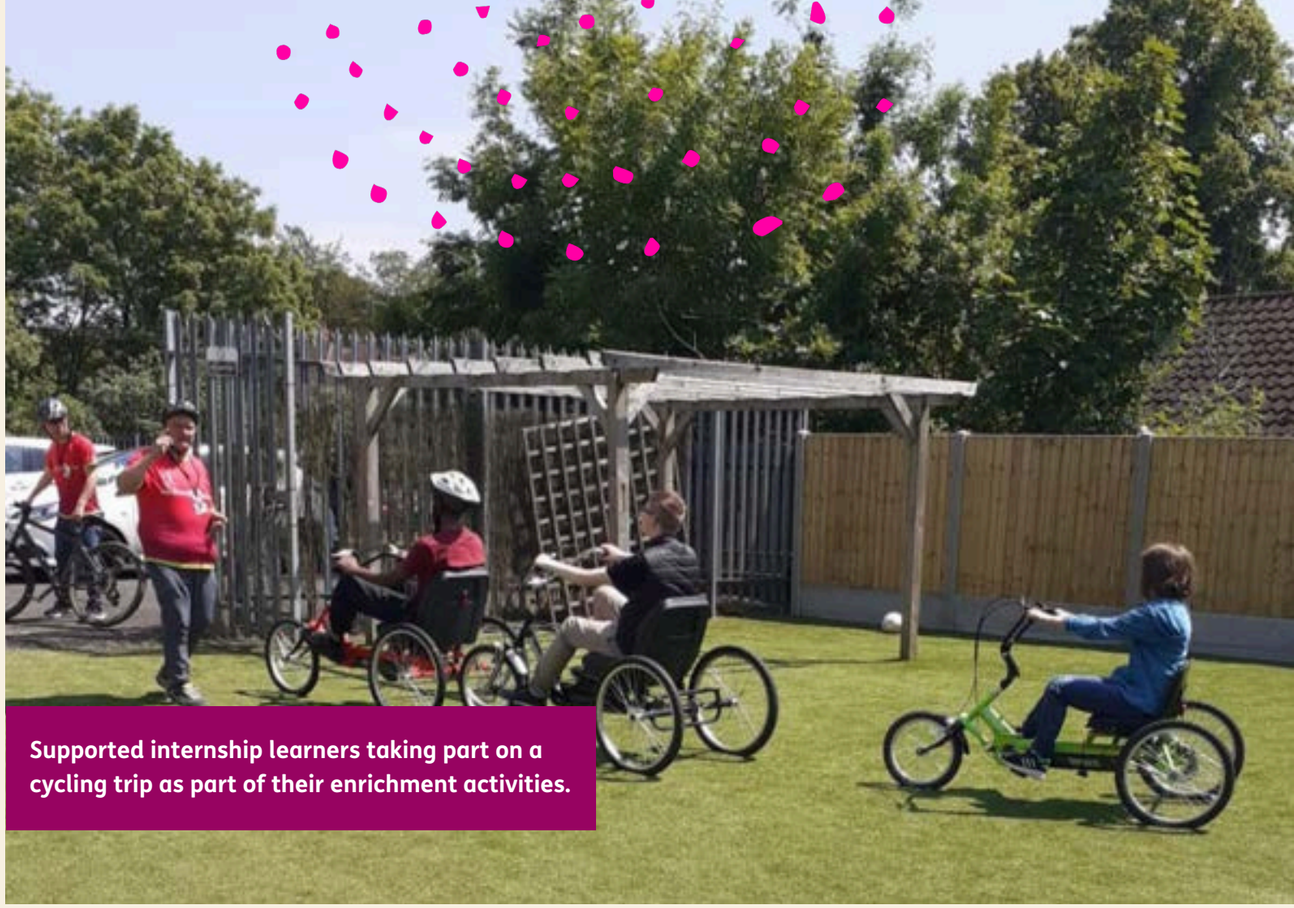
- Finding and applying for jobs
- Writing and maintaining CVs
- Demonstrating competency in interviews
- Working in a safe way
- Working with supervision/others
- Dealing with problems at work.

Maths

- Numeracy skills relevant to learners' work experience
- Personal and life skills
- Preparation for assessment
- Money management.

Digital

- Online safety
- Using different platforms and software like Teams, Google Docs, Word, PowerPoint.



Supported internship learners taking part on a cycling trip as part of their enrichment activities.

Enrichment

As part of a supported internship, you will also take part in extra curricular activities that will also help to develop your skills and confidence.

This could include visits to museums and art galleries, sport and games, trips to the theatre.

English and maths portfolios

Are you someone who doesn't like exams? To help learners achieve qualifications in English and maths, we can work support them to put together portfolios instead.

If you already have a L2 or above qualification in English and maths then you do not have to do this learning while on our programmes.



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

During your time on our programmes, you will benefit from regular CEIAG. All our learners meet one-to-one with our qualified careers advisor at least once, while you will be supported to understand careers and what options are available to you throughout the year.

CEIAG activities include:



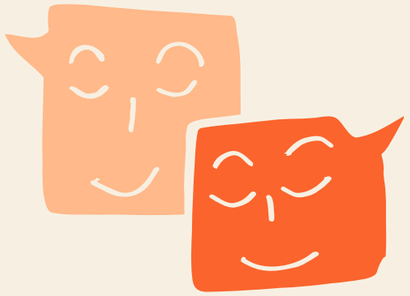
Looking at local labour market information to understand what kind of jobs are in demand in your local area.



Attending local career fairs to speak to employers and learn about what jobs are available locally.



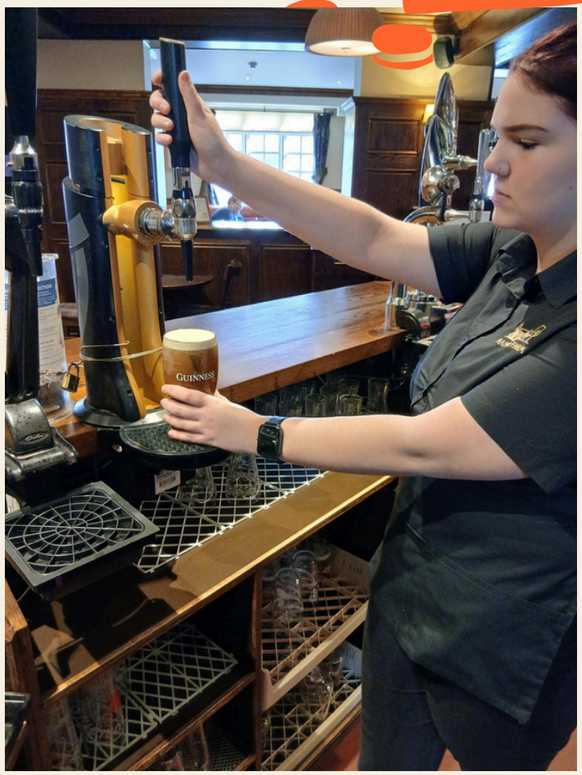
Career themed quizzes and games like Panjango that help you to remember information about careers and different jobs in a fun way.



Group visits to employers' offices and guest speaker visits from employers.

PATHWAY 1: RETAIL AND HOSPITALITY

Work experience in retail and hospitality could include responsibilities like providing customer service, selling items or food-related work. Your focus will be on helping to provide a positive experience for customers. This could be by helping a customer find a product, serving them at the till or waiting on them at their table, making sure the shop or restaurant is clean and well stocked, or preparing ingredients for a meal.



What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Kitchen porter
- Waiter/bar tender
- Retail assistant
- stock replenisher.

To succeed in these roles you will need to develop skills including:

- Customer service
- Numeracy
- Hygiene awareness
- Health and safety awareness.

Employers in this pathway you could do work experience with include:

mac Midlands Arts Centre

GREENE KING BURY ST EDMUNDS

STARBUCKS COFFEE

cineworld CINEMAS

CHOPSTIX NOODLE BAR



HANNAH'S STORY

Hannah completed work experience at The Midlands Arts Centre as part of our supported internship programme. Hannah loved her work experience. She gained new skills and quickly became a valued member of the team.

Hannah impressed customers at The MAC's café, with one customer giving written feedback to say: "Hannah was happy, cheery and her customer service skills were impeccable. Thank you for brightening my morning!"
Hannah's hard work was further recognised at the end of the programme when The MAC offered a paid job of 16 hours a week.

Hannah has since started an apprenticeship
at the MAC and has helped other supported internship learners in their placements.

PATHWAY 2: HEALTH AND SOCIAL CARE

A job in this pathway is about helping people to stay healthy and happy. This could be working with elderly or young children in a variety of environments, such as a care home, hospital or school.

What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Carer
- Activity Assistant
- Play worker.

To succeed in these roles you will need to develop skills including:

- Caring for people
- Talking with and listening to people
- Working in a team
- Being able to adapt to different needs and situations.



Employers in this pathway you could do work experience with include:

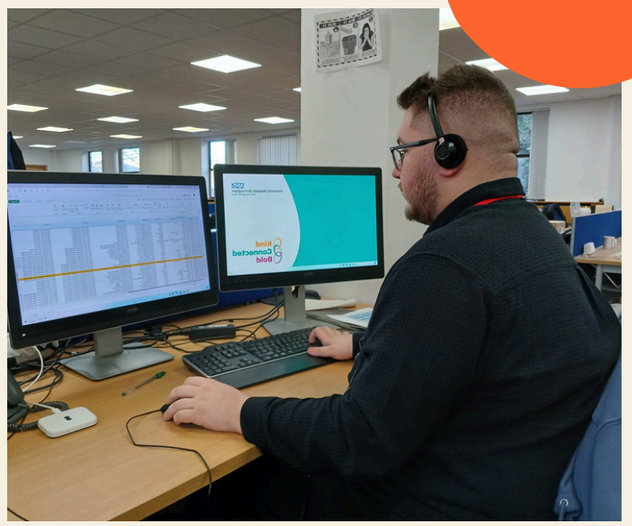
Sanctuary Care
enriching lives



A supported internship learner leads an activities session at one of Sanctuary Care's homes.

PATHWAY 3: ADMIN AND IT

A job in this pathway is about helping businesses to make sure things run smoothly. You will have a good eye for detail and enjoy working accurately for these roles. These jobs involve keeping records, answering phones, replying to emails, and working with computer software.



What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Receptionist
- Admin Assistant
- I.T Technician.

To succeed in these roles you will need to develop skills including:

- Ability to use computers and IT systems
- Solving problems
- Being helpful, friendly, and polite to people
- Good organisation.

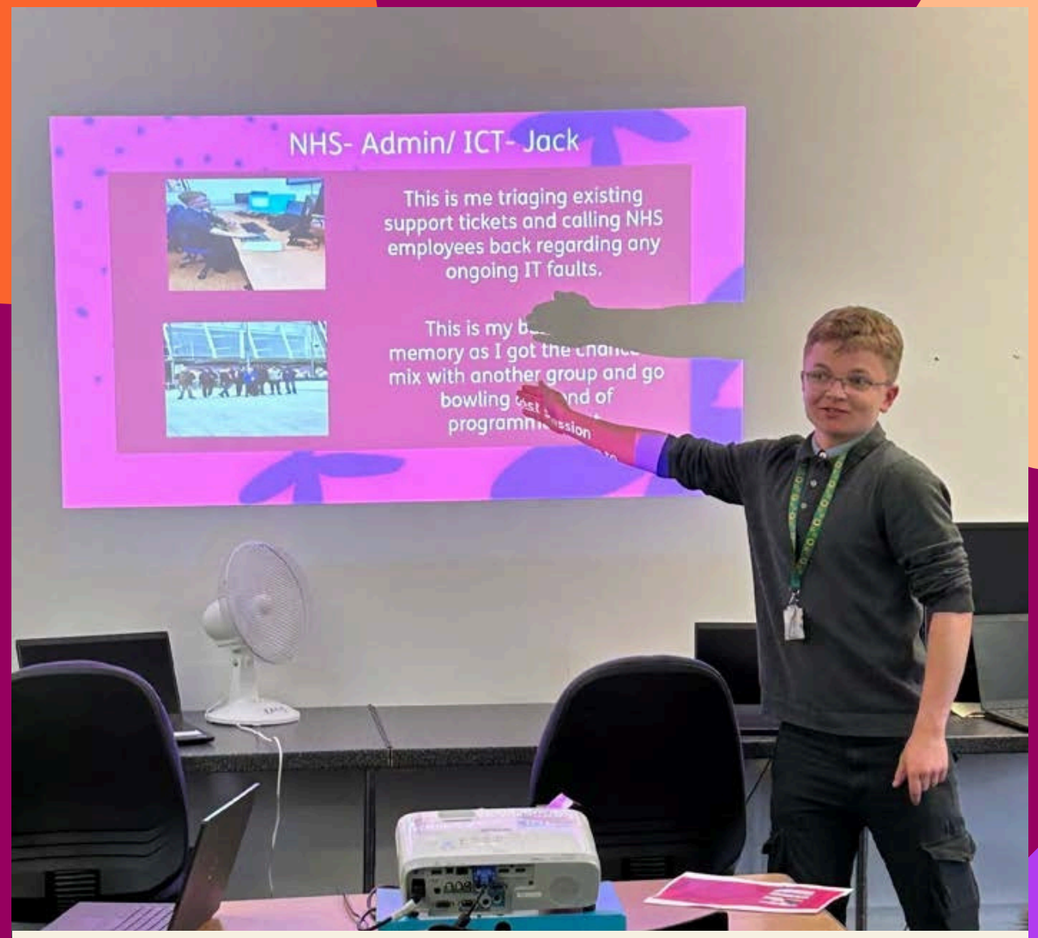
Employers in this pathway you could do work experience with include:

BMet – Inspiring futures, realising dreams.

Birmingham City Council

Solihull Metropolitan Borough Council

West Midlands Fire Service



JACK'S STORY

Jack completed Mencap's supported internship in Birmingham in 2022/23.

Jack was very talented with computers so we arranged a work placement for him at the Birmingham Women's and Children's Hospital in their IT team.

Jack impressed while on placement and was added to the hospital trust's bank of relief staff. He continued to apply for roles and to attend interviews, and eventually secured a permanent role in his team - the clinical systems support team - at the hospital. Jack was thrilled to start his "dream career" in the NHS and recently returned to Mencap's premises in Birmingham to give an inspiring presentation to this years supported interns.

PATHWAY 4: FACILITIES MANAGEMENT AND LABOURING

A job in this pathway is about keeping buildings and outside areas properly maintained, clean, and safe. You could be painting, cleaning or fixing. You will be using tools and working with your hands and will learn a range of practical skills.



What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Maintenance Assistant
- Cleaner
- Labourer
- Porter.

To succeed in these roles you will need to develop skills including:

- Following health and safety rules
- Attention to detail
- Adapting to different situations.

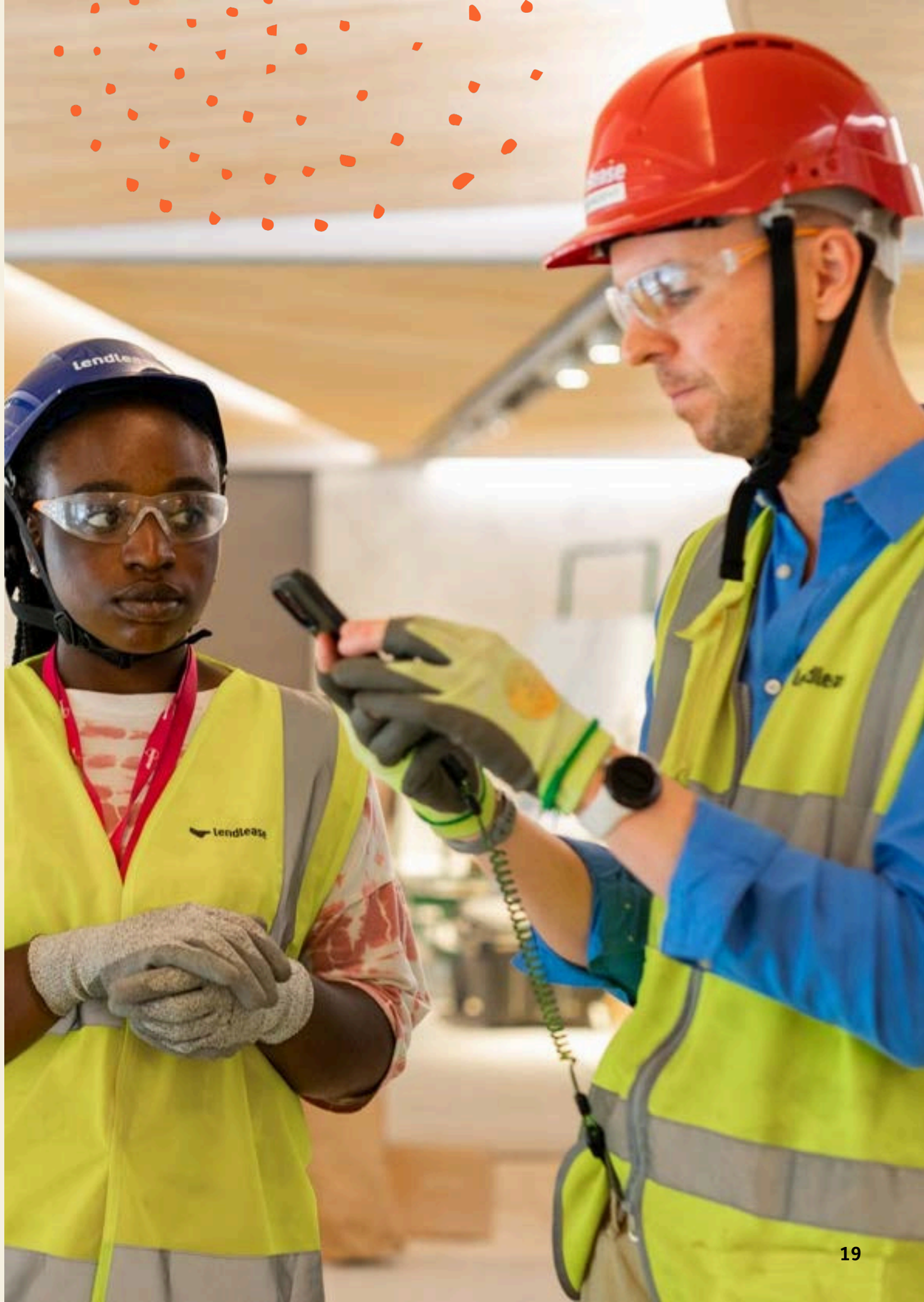
Employers in this pathway you could do work experience with include:

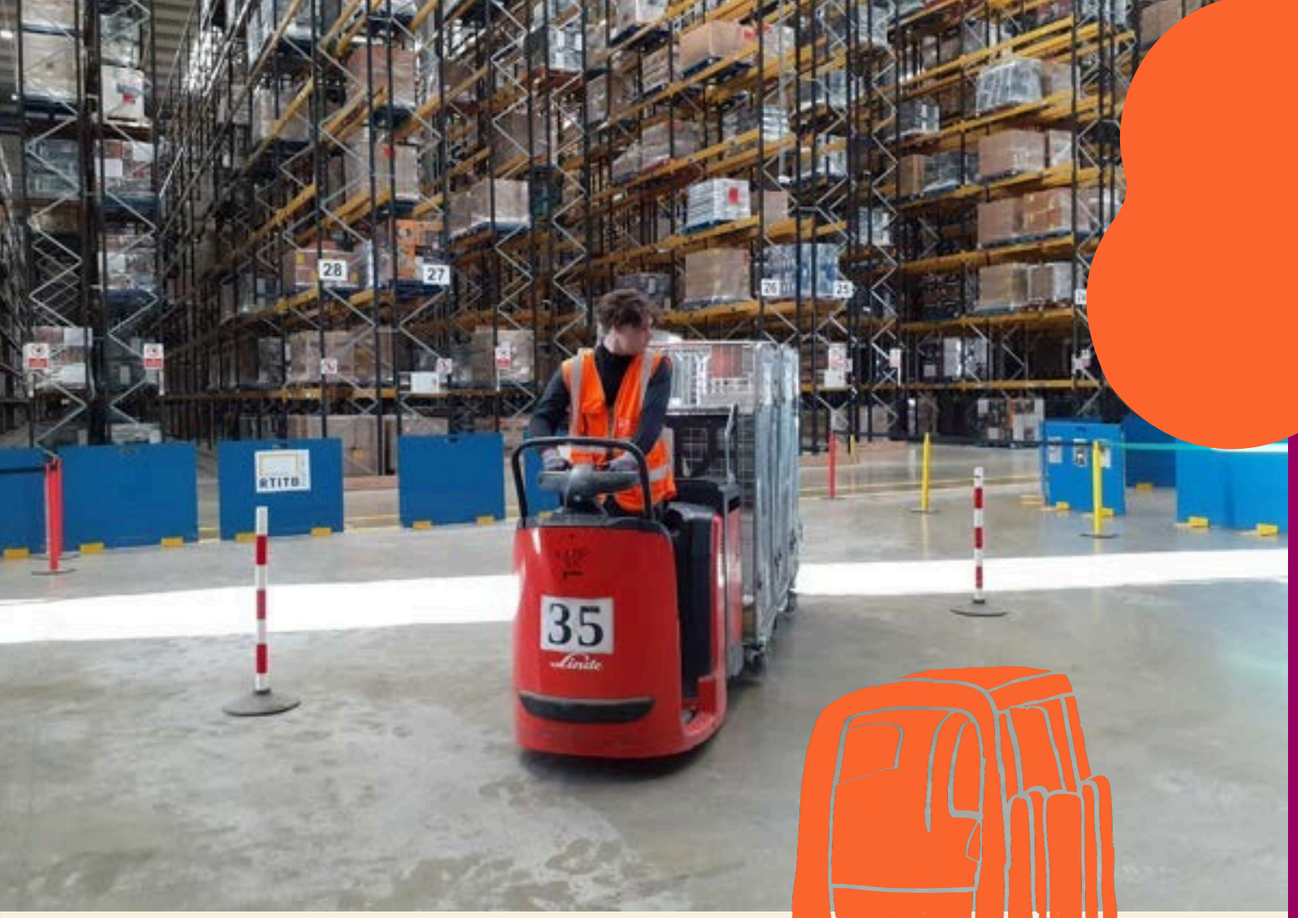
FORWARD GLASS

mitie

CBRE

WEST MIDLANDS POLICE





PATHWAY 5: WAREHOUSING AND LOGISTICS

A job in this pathway is all about dealing with things that come into a warehouse. This could be food, furniture or other people's parcels. It's an active role where you'll need to move, lift, and organise things quickly. Warehousing roles often provide structure and calm environments that are well suited to some young people.

Employers in this pathway you could do work experience with include:

EVRi

Wincanton

WEST MIDLANDS FIRE SERVICE

What roles are available and what skills will I need?

As part of this pathway, you could do the following roles:

- Warehouse operative
- Picker/packer
- Driver's mate.

To succeed in these roles you will need to develop skills including:

- Working in a team and on
- your own Following
- instructions Working quickly.



TY'S STORY

Ty completed Mencap's supported internship in Birmingham in 2022/23.

Having tried some other work placements that weren't quite the right fit, Ty started on a placement with logistics company, Evri. He received tailored support to thrive in his role and quickly learnt many valuable skills like problem-solving, time management and teamwork.

All his colleagues at Evri were very impressed with Ty and at the end of the placement, he was offered a paid job which he accepted.

Ty said: "I've really been welcomed into the Evri family, I've been able to showcase my talents and make new friends too, which has really boosted my confidence."

EMPLOYER LED SUPPORTED INTERNSHIPS

We are also delivering another type of supported internship programme in Birmingham that is a little bit different to the rest of our programmes.

We are working with a charity called DFN Project Search to deliver these programmes. Learners on these programmes will be based permanently at the premises of a single employer, completing both the education and work experience elements of the programme there. Learners on these programmes complete around 900 hours of work experience. This means they are best suited to people who have already done some work experience.

- Scanning and sorting parcels.
- Unloading, lifting and relocating parcels.
- Vehicle checks

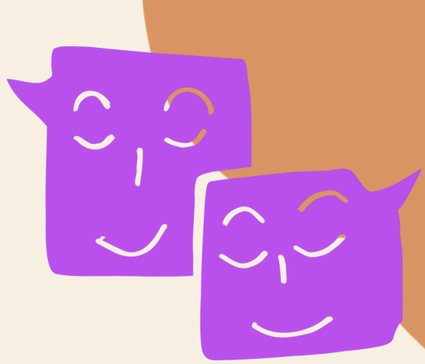
- Working on tills
- Stock management
- Picking items for online orders
- Working in the on-site café
- Customer service

- Non-patient transport (moving equipment and medicine around the hospital)
- Catering
- Housekeeping
- Portering
- Medical records, admin & IT

A typical day:

- 9am to 10am - classroom learning at the employer's premises focused on employability skills.
- 10am to 3.30pm - work experience
- 3.30 to 4pm - return to the classroom to reflect on the day.

HOW DO I ENROL ON A MENCAP TRAINING ACADEMY PROGRAMME?



1 Step 1: Get in touch

You can reach out and tell us a bit about yourself and why you want to enrol on one of our programmes by completing our online form which you can access using the QR code.

Or you could tell whoever manages your EHCP that you would like to join us and they can send us a consultation.

You can also email us at: employment.support@mencap.org.uk

2 Step 2: Online meeting and application

This will be with a member of our team who will tell you a bit more about our programmes and ask you some questions, mostly about what kind of work experience you might like to do. You will also be asked to complete an application form.

3 Step 3: Attend a second meeting at our classroom

This is a chance for you to see where you could be learning next year. We will also ask you some more questions about your skills, needs and interests. We may offer you a place on one of our programmes after this meeting or we may ask for a bit more information, for example, from your current school or college.

4 Step 4: Identify suitable work experience

If you join one of our supported internship programmes we may invite you to attend one or more 'Employer Matching Days' before the start of your programme. These give you the chance to meet with employers and get a sense of the work experience you could do, so that when you start with us, you have a placement already set up!



Where to find us

Below are our delivery sites in Birmingham. Our Livery Street location is where our office and classroom learning take place for our supported internship and pre-internship. Learners will come here 2-3 days a week, and spend the rest of the week in their work experience placements that may be closer to home. Learners on our employer-led programmes spend all their time at the employer's premises.



Livery Street

Floor 2
35 Livery Street
Birmingham B3 2PB

Closest stations:
Birmingham Snow Hill (0.1 miles)
New Street (0.5 miles)
Moor Street (0.7 miles)

Buses and trams:
West Midlands Metro (St Chads stop)
9, 12, 13, 101, 126, 829 (Great Charles Street Queensway stop)

Employer-led programmes

Amazon DBI5
Midpoint Park
Sutton Coldfield
Birmingham, B76 1AF

Asda Perry Barr Superstore
Walsall Road
Birmingham, B42 1AB

Heartlands Hospital
Bordesley Green East
Birmingham, B9 5SS

Support with travel

We understand that some people may not have much experience of travelling on their own and may feel nervous about finding their way to our classrooms and to their work placements.

We encourage people to come and visit our premises before enrolling to see what it's like and to get a sense of the journey from home.

You can also look into getting some travel training before joining a programme.

For Birmingham residents, visit:
https://www.localofferbirmingham.co.uk/ children-young-peoples-travel-service/ independent-travel-training/

For Solihull residents, visit:
https://www.solihull.gov.uk/Schools-and- learning/independent-travel-training

Mencap can also provide travel training as part of our programmes. So let us know if you have any concerns about travel.



mencap TRAINING ACADEMY

https://trainingacademy.mencap.org.uk/

employment.support@mencap.org.uk

"Learners learn and work in friendly and nurturing environments where tutors and skills coaches care about them and their futures (...) [staff] provide effective support in lessons and at work placements so that learners can achieve their goals."

- Ofsted, October 2024.

Ofsted Good Provider

Registered charity number: 222377 (England and Wales); SC041079 (Scotland).