mencap TRAINING ACADEMY

Ofsted Good Provider



# Mencap Training Academy Prospectus: NORTHAMPTONSHIRE



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# WHO ARE MENCAP?

**The Royal Mencap Society (Mencap) is a national charity. Our vision is for the UK to be the best place in the world for people with learning disabilities 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.

- 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 according to one survey. Through our Training Academy, Mencap is determined to help them achieve this.

**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





# WHAT ARE SUPPORTED INTERNSHIPS?

**Supported internships are programmes for young people with a learning disability and/or autism that help them to find work. They are full-time education 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.

Sessions are delivered to groups of around 10 people.

### 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.

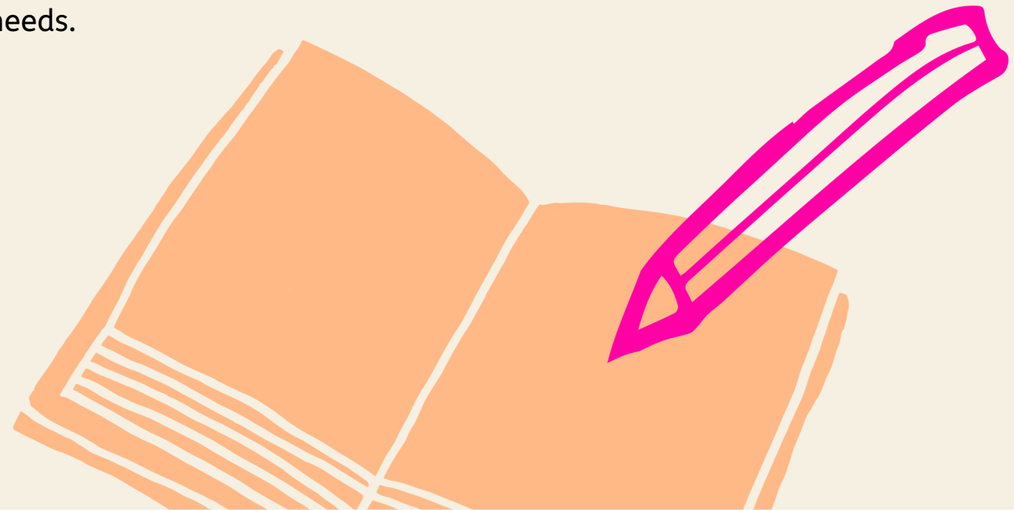
### Who can do a supported internship?

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 to have any qualifications.

Supported internships are free to join and are paid for by the government and your local council. If you receive benefits like universal credit and PIP, these should be unaffected by you joining a supported internship, but you may need to complete a form to tell the government that you are enrolled on the programme.





# HOW DOES A MENCAP SUPPORTED INTERNSHIP WORK?

### More choice

As a national charity with a well known brand, Mencap has partnerships with lots of different employers in lots of different sectors. Our learners do work experience in areas like retail, hospitality, logistics, healthcare and administration.

If you don't yet know what kind of work you want to do, then our team and our careers lead will help you to understand what kind of jobs would be a good fit for you based on your skills, needs and interests. There are lots of different kinds of jobs out there that you might not have even heard of before, that could be a great fit!

We can't promise that you will find your dream job through the programme, but we will help you to gain experience of work that is suited to you. Alongside our learning sessions, this will teach you transferable skills that will help you to develop a successful career.

### Sectors you can work in

There are lots of different employers that you could do work experience with. There should be something that you find interesting.

Depending on which sector you do work experience in, we will adapt our teaching during classroom sessions to ensure you develop the skills and behaviours needed to succeed in different types of roles and workplaces.

**In Northampton we offer work experience opportunities in lots of sectors like:**



Hospitality



Health and social care and childcare



Retail, administration and IT



Warehousing and logistics

# WHAT WILL I DO IN THE CLASSROOM?

**Learners on our programmes attend sessions at our classrooms for two days each week between September and July. During these sessions you will learn skills and behaviours needed for the workplace, as well as developing your English and maths 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.

### 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.

### 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.

### Maths

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

### English and maths portfolios

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



**Learners on our Northamptonshire supported internship puzzle over challenges in an escape room which they visited as part of their induction week.**

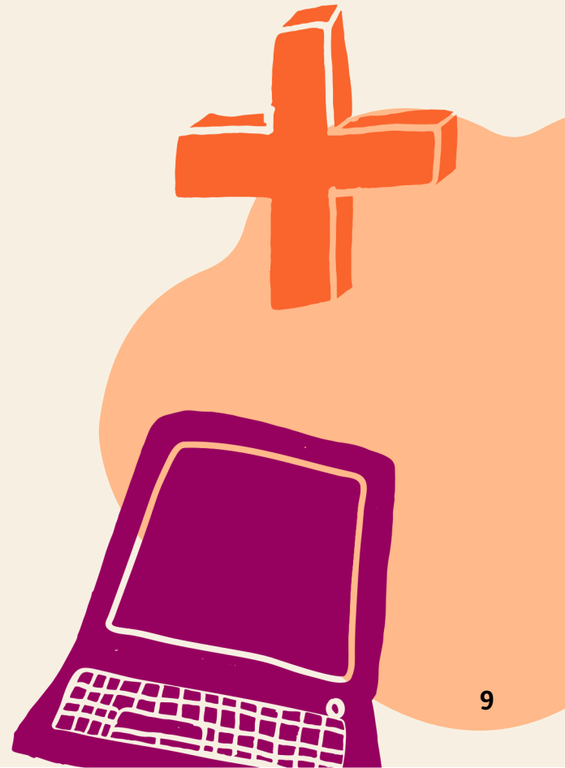
### Digital

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

### 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.



# CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

**During your time on our programmes, you will benefit from regular CEIAG. All learners meet one-to-one with Mencap's 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:**



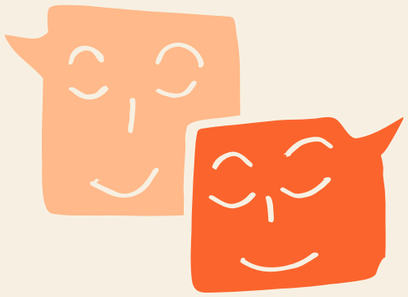
Looking at local labour market information to understand what kind of jobs are in demand in your local area.



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.



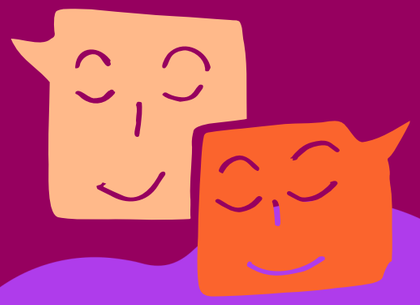
Group visits to employers' offices and guest speaker visits from employers.

# PRE-INTERNSHIP PROGRAMMES

We understand that for some young people, the idea of completing 420 hours of work experience in a year is quite scary and may feel impossible. We know lots of young people who really want to work may not have benefitted from much learning about careers before or previous work experience. We therefore offer an alternative to the supported internship. This is called a pre-internship programme. Like the supported internship, it is a year-long programme that runs from September to July. But it involves slightly different things:

### More education

Learners on our pre-internship programmes spend more time - 3 days a week (09.30-16.00) - in our classrooms. This gives them more time to learn about the world of work and the skills and behaviours needed to succeed in the workplace.



### More CEIAG

Learners will spend more time learning about the different career options available to them and on activities like meeting employers in different ways to work experience - like visiting employers' offices and guest speaker visits.



### Less work experience

Toward the end of the year, pre-internship learners will do some work experience, completing around 60 hours in the year, compared to 420 hours on the supported internship. By this time, you will have developed you skills and confidence so you should feel ready to begin work experience.





### Two year option

In Northamptonshire we also offer a 2-year pre-internship. Learners on this programme will focus primarily on skills and behaviour learning in year 1, before focusing more on employability skills in year 2.

In year 1 of this 2-year option, learners are only required to complete 10-20 hours of work experience.

This option may be best suited to younger learners aged 16-18 who have little or no prior work experience.

### What happens next?

Once learners finish the pre-internship programme, the aim is to move on to the supported internship. Most learners are ready to do this having built up their skills and confidence over the 1 or 2-year pre-internship. Some times, you can even carry on doing work experience during the supported internship that you started while on the pre- internship programme which can lead to earlier paid job outcomes!

# WORK EXPERIENCE IN HOSPITALITY

Work experience in hospitality could include roles in customer service, sales, and food-related services. Your focus will be on helping to provide a positive experience for customers. This could be by helping a customer to find a product, preparing ingredients for a meal, or setting up a restaurant ready for service.



**What roles are available and what skills will I need?**

You could do the following roles:

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

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

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

**Hospitality employers you could do work experience with include:**

cineworld

17 99 GREENE KING BURY ST EDMUNDS

Holiday Inn

BELLA ITALIA






# CHRIS' STORY

Chris completed work experience at Cineworld's Rushden Lakes venue.

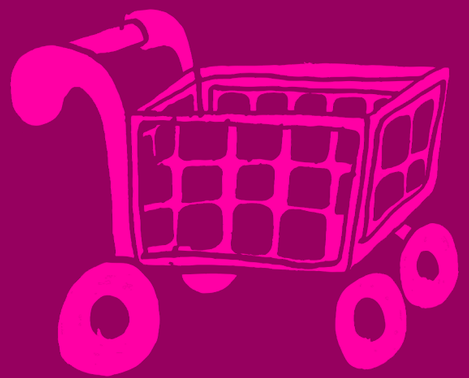
His colleagues all commented on how he grew in confidence since starting in his placement, as well as his fantastic work ethic. Chris took on any task he was asked to, including those he found difficult like opening the concessions (food and drink counters).

Chris soon started to take on busier shifts like at weekends and Cineworld recognised his hard work at the end of May with the offer of a paid job as a team member with a 16 hour a week contract!

Chris is one of a number of learners who have secured work with Cineworld in recent years and we look forward to supporting more learners into work with them.

# WORK EXPERIENCE IN RETAIL

Work experience in retail could involve customer service, sales, and manual work like stacking shelves. Your focus will be on helping to provide a positive experience for customers. This could be by helping a customer to find a product, preparing ingredients for a meal, or setting up a restaurant ready for service.



**What roles are available and what skills will I need?**

Work experience in this sector could involve:

- Working on the checkouts
- Providing information to customers
- Sorting shelves and trolleys

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

- Customer service
- Numeracy
- Health and safety awareness.

**Retail employers you could do work experience with include:**

HOWDENS

Travis Perkins

Dunelm

The Entertainer TheToyShop.com





# AARON'S STORY

Aaron completed Mencap's supported internship in Northamptonshire, completing work experience at Howdens.

Aaron quickly developed a close working relationship with colleagues at Howdens and in April, was offered a paid role at the company on an apprenticeship. This enabled Aaron to continue learning and being supported in his role, while being paid!

# WORK EXPERIENCE IN HEALTH AND SOCIAL CARE AND CHILDCARE

Work experience in health and social care 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?**

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.



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

**Health and social care employers you could do work experience with include:**

The ExtraCare Charitable Trust

NHS Kettering General Hospital NHS Foundation Trust

daisy chain 'where children blossom'



# WORK EXPERIENCE IN ADMINISTRATION



Administration 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?**

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.

**Administration employers you could do work experience with include:**

Northamptonshire County Council

KIER

Yusen Logistics





# WORK EXPERIENCE IN WAREHOUSING AND LOGISTICS

Work experience in this sector 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, and be ok with working in an environment that could be cold, noisy or busy.

**What roles are available and what skills will I need?**

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.

**Warehousing and logistics employers you could do work experience with include:**

Wincanton

Yusen Logistics

DECATHLON






# JIMMY'S STORY

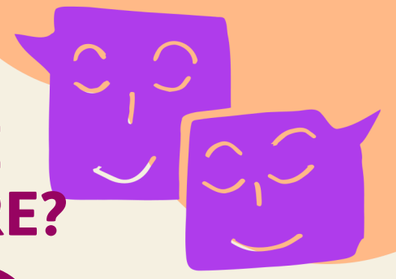
Jimmy (pictured third from right) completed our supported internship programme in Northamptonshire, first completing work experience with logistics company, GXO in one of their warehouses.

Jimmy was at first anxious to try new tasks and to speak up when he didn't know how to do something, but with hard work, he soon picked up lots of new skills.

After also working in a library, Jimmy realised he was interested in admin work so got another placement in the admin team with Yusen Logistics, completing tasks like scanning and sorting documents and checking documents on the computer.

Jimmy quickly excelled at Yusen and was soon offered a paid job as an inventory clerk. Here he is presenting his Yusen colleagues with our employer of the month award!

# HOW DO I ENROL ON A MENCAP TRAINING ACADEMY PROGRAMME IN NORTHAMPTONSHIRE?



## 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: northamptonconsults@mencap.org.uk

## 2 Step 2: Attend an online meeting

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.

## 3 Step 3: Meet with us

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 our supported internship programme we may invite you to one or more 'Employer Matching Days' before you start the programme. These help us make sure you have a placement ready for when you start the programme.





# WHERE TO FIND US

We have a classroom located centrally within Northampton and with good public transport connections.

This is where we deliver the classroom learning elements of our programmes.

Work experience takes place in different locations across Northampton and can potentially be sourced closer to learners' homes.

**See details below about how you can find us.**

Suite 2, Charles House, 61-69 Derngate, Northampton NN1 1UE

Buses: 19A, 41 (Derngate Centre stop) 4, 5, 9B, 12, 51 (General Hospital stop)

Closest stations: Northampton (1.1 miles)



# 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 may also be able to look into getting some travel training through your local council and travel training services they commission before you start on the supported internship programme.

Mencap can also provide travel training for up to 6 weeks at the start of the programme to help learners learn the routes to their work experience placements.



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



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