



# Getting Ready for the World of Work

Supported Pathways into the Creative Industries 2019-2020



Making it Work

**Inclusion  
London**

Supporting London's Deaf and  
Disabled People's Organisations



**National  
Theatre**

**dasl** \*  
disability advice service lambeth

creative  
& cultural  
skills

The National  
Skills Academy  
CREATIVE  
& CULTURAL

**LEWISHAM  
COLLEGE**

“

**Everyone has talents,**

**strengths**

**and potential.**

”

Sharon Salihu,  
Enterprises Resources Development Manager,  
National Theatre





## Contents



<b>1. Introductions to Supported Pathways</b>	<b>4</b>
- Welcome to 'Supported Pathways into the Creative Industries'	
- What will you get out of Supported Pathways?	
- How can you benefit most from Supported Pathways?	
<b>2. Introductions to the host employers</b>	<b>5</b>
<b>3. Meet the Programme Team</b>	<b>6</b>
<b>4. Employability Skills training</b>	<b>8</b>
<b>5. Key dates</b>	<b>8</b>
<b>6. Daily timetable</b>	<b>9</b>
<b>7. Transport</b>	<b>9</b>
<b>8. Job placements</b>	<b>11</b>
<b>9. Information for parents and carers</b>	<b>12</b>
<b>10. Bursaries for expenses</b>	<b>14</b>
<b>11. Access to Work</b>	<b>14</b>
<b>12. Job development: the process and support available</b>	<b>15</b>
<b>13. Services offered by Disability Advice Service Lambeth (DASL)</b>	<b>16</b>
<b>14. Meet the graduates</b>	<b>18</b>



## 1. Introductions to Supported Pathways



### Welcome to ‘Supported Pathways into the Creative Industries’

Supported Pathways is a one-year programme which runs from September 2019 until July 2020:

- The programme runs Monday to Friday, during term time
- There will be 9-10 trainees on the programme
- It is designed to help you all get full time paid jobs
- Every morning you will learn employability skills (see page 8)
- You will then do work placements with different employers to get work experience. The employers include the National Theatre, the Royal Opera House and the British Film Institute
- Onsite course tutors, job coaches and staff during your placements will provide coaching and support

## What will you get out of Supported Pathways?

- You will develop more independence, confidence and improved self-esteem
- You will do a variety of work placements and learn about workplace culture
- You will learn about the arts and culture, especially theatre, opera and ballet
- You will gain the skills, support and experience needed to get a paid job in a real work setting
- You will find out what support you need at work and how to ask for it

## How can you benefit most from Supported Pathways?

- You must be available from Monday-Friday, term time only, and agree to finish both the college course and the work placements
- You must want to find paid work at the end of the programme. This is not a 'day opportunity'
- You must be able to follow instructions, with support from Job Coaches
- You must be willing to learn in the classroom and on the job
- You must follow the rules of the workplace, such as time keeping, dress codes or a uniform (if necessary), health and safety requirements, etc.
- You must respect everyone you meet on placement
- You must be willing to participate in job searching and recruitment processes
- You must be willing to accept support from family and friends where appropriate

## 2. Introductions to the host employers



The National Theatre is a well-known arts centre on the South Bank with three auditoriums presenting new writing, classics, comedies and musicals.

The Royal Opera House is a major performing arts venue in Covent Garden, central London, and home to The Royal Opera and The Royal Ballet.

The British Film Institute is an organisation which promotes and preserves filmmaking and television in the United Kingdom.

### 3. Meet the Programme Team



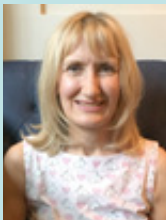
**Carol Dickson**  
*Course Tutor*  
(Monday – Wednesday and Friday)  
carol.dickson@lscollege.ac.uk



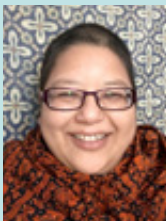
**Geoffrey Saunders**  
*Course Tutor*  
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geoffrey.saunders@lscollege.ac.uk



**Peter Sanders**  
*Supported Employment Coordinator*  
peter.sanders@disabilitylambeth.org.uk



**Fiona Tootill**  
*Job Coach*  
fiona.tootill@disabilitylambeth.org.uk



**Theresa de Swiet**  
*Job Coach*  
theresa.deswiet@disabilitylambeth.org.uk



If you are unwell or have an appointment or are delayed, please call the Absent Line on 07917 723248 to let the course tutors know.





## What will the course tutors do?

- Support the trainees to develop work skills at the beginning and end of every day
- Work with the job coaches to support trainees to learn to do their jobs at work
- Work with the job coaches and managers to plan learning and to support the trainees in their roles
- Support trainees in setting and achieving targets
- Support trainees with any difficulties they are having at work or outside of work
- Support trainees if they feel angry or upset about something

## What will the Job Coaches do?

- Support trainees to get to their placements on time
- Provide day-to-day support to the trainees at their work placements
- Create and use training plans
- Work with the college, employers and families to ensure work placements are successful
- Identify any reasonable adjustments required in the workplace
- Support trainees if they feel angry or upset about something

## 4. Employability Skills training






You will develop skills that are useful for the workplace, such as:

- Arriving at work on time
- How to be organised and professional in the workplace
- Communication skills needed for the workplace
- Teamwork skills and problem solving skills
- Having a positive attitude toward work

## 5. Key dates



<b>Autumn Term</b> 	Start: Monday 9 September 2019 End: Friday 18 October 2019
	Half term: 21 – 25 October 2019
	Progress Review Week: 28 October – 1 November 2019 (no classes)
	Start: Monday 4 November 2019 End: Friday 20 December 2019
<b>Spring Term</b> 	Start: Monday 6 January 2020 End: Friday 14 February 2020
	Half term: 17 – 21 February 2020
	Progress Review Week: 24 – 28 February 2020 (no classes)
	Start: Monday 2 March 2020 End: Friday 3 April 2020
<b>Summer Term</b> 	Easter Break: 6 – 17 April 2020
	Start: Monday 20 April 2020 End: Friday 22 May 2020
	May Bank Holiday: Friday 8 May 2020
	Half term: 25 – 29 May 2020
	Progress Review Week: 1 – 5 June 2020 (no classes)
	Start: Monday 8 June 2020 End: Friday 3 July 2020
Graduation ceremony for the trainees: July 2020, date to be confirmed	



## 6. Daily timetable



- 9.15 - 10.30** Employability Skills training session
- 10.30 - 11** Travel / break
- 11 - 12.30** Placement
- 12.30 - 1.30** Lunch (trainees are encouraged to eat with their co-workers and peers at the host employers)
- 1.30 - 3.30** Placement
- 3.30 - 4** Travel / break
- 4 - 4.30** Review (trainees reflect on their day and further develop their planning and communication skills)

Please note: These times may change as the programme develops.

## 7. Transport



We expect trainees to be able to travel independently or to work towards travelling independently. Disability Advice Service Lambeth (DASL) will organise travel training for trainees who need extra support.





## 8. Job placements



You will do three work placements. Each placement lasts 10-12 weeks.

Some examples of placements:

- Customer service roles, as ushers, in the bookshops and in the cafes
- Technical placements (sound, video and lighting) – preparing equipment and maintaining it
- Visitor experience, such as working in the Box Office

You will also do some early or late shifts so that you experience what the job really involves.





## 9. Information for parents and carers



The goal of Supported Pathways is for every trainee to find a job in a mainstream, inclusive setting. Supported Pathways is funded by the local authority and the Education Funding Agency and they expect the trainees to get jobs at the end of it. These jobs will be paid at the going rate and not be seasonal or zero hours contracts.

It is very important that parents, carers and friends are fully involved throughout the programme. The course tutors will keep parents updated on the trainees' progress. They will also arrange a progress review each term and plan events for supporters to learn more about Supported Pathways and follow the trainees' successful development.

Parents and other supporters must also support and encourage trainees to travel independently and respect the culture of the workplace, for example good timekeeping, appropriate clothing and regular attendance. It is also important for supporters to make connections with employers and create a job searching network for each trainee. The course tutors can advise on how to do this.

We hope that some of the trainees may be recruited by the host employers but this is not guaranteed. During the last term trainees will use the job search techniques they learn, alongside the work experience they gain, references and transferable skills to get jobs with other employers. Much of their time will be taken up with job hunting, speculative emails or phone calls, interviews and work trials.

This programme regularly achieves over a 70% success rate of getting the trainees into paid work.





## 10. Bursaries for expenses



If you think you are eligible to receive financial support through the '16-19 Bursary Fund & Free Meals Scheme' visit <https://www.lewisham.ac.uk/help-support/fees-and-finance> to obtain further details or talk to one of the course tutors.

## 11. Access to Work



Access to Work is a government scheme which supports Disabled people to get a job and remain in work. If some of the Supported Pathways trainees need more support than the onsite job coaches can deliver, Disability Advice Service Lambeth (DASL) will apply to Access to Work for additional funding to pay for extra support or for assistive equipment / technology for trainees, if needed.





## 12. Job development: the process and support available



The Supported Pathways staff will support the trainees with writing their CVs, practising their interview skills and developing their portfolios. They will then support them to identify job opportunities within and outside the host employer, make job applications, request work trials, ask for adjustments to recruitment processes and prepare for interviews.

Graduates of the programme will continue to receive employment support from Supported Pathways staff after July 2020. This will include support with

- preparing for interviews
- organising work trials with employers
- changing jobs
- accessing training opportunities
- applying for promotions
- accessing work benefits
- applying for Access to Work support
- re-entering the workplace if they have to take a break from work

Graduates will be encouraged to be ambitious, expect career progression and ask for training and promotion opportunities.

## 13. Services offered by

### Disability Advice Service Lambeth



Disability Advice Service Lambeth (DASL) is a Disabled People's Organisation which works with Disabled people, including those with mental health support needs, older people and carers, mainly in the London Borough of Lambeth.

DASL employs the Job Coaches and the Supported Employment Coordinator for the Supported Pathways programme. They can provide information about the following services that DASL provides:

#### **Advocacy Service**

This service supports people who have difficulties self-advocating to speak up and promote their rights.

#### **Community Development**

We support the development of creative projects with Disabled people, including forming new partnerships with community organisations to make their services more inclusive. We support Disabled people to be involved in consultations and we campaign on services.



### **Direct Payments Support**

We provide advice and support around all aspects of direct payments including money management options, recruitment of staff, managing employer responsibilities and monitoring. We organise a monthly peer support group for direct payments recipients as well as training for employers. We also provide advice for self-funders.

### **IntoSport**

We support Disabled people to become more physically active and take part in sport and activities alongside non-disabled people.

### **Specialist Advice Service**

Advice casework for people living with mental health problems on issues including welfare benefits, housing and debt.

**Independent living for disabled people**

[www.disabilitylambeth.org.uk](http://www.disabilitylambeth.org.uk)





## 14. Meet the graduates



**Paige** now works as an Usher at the National Theatre. She did a programme like ‘Supported Pathways’ in 2015-2016. She was based at GlaxoSmithKline.

She says:

“

I always wanted to work in theatres so, when I got the job, I was so happy and I was relieved because it’s nice to work in a field that you always wanted to work in and a lot of people tell you that you can’t work in those fields because of your disability. When I first started here I was very nervous. I didn’t know what to do half the time and I was scared to come out of my comfort zone and ever since I worked here I became more confident. I have pushed myself to step up my stepping stone and to say, ‘Look, I can do this. Bring it on and have fun with it.’ It spoke a message: ‘Look, we might be disabled but it doesn’t stop us working. We are very hard working people.

”



**Ian** now works as a Receptionist at GlaxoSmithKline. He did a programme like ‘Supported Pathways’ in 2012-2013 at GlaxoSmithKline.

One of his managers at GlaxoSmithKline said:

“

Ian fitted in right from the beginning and we obviously saw the potential very quickly. I would say to other departments that they should give it a go because very quickly they will see the commitment that these young guys will give to the department. Ian learnt to use the systems very quickly as well so, when a vacancy came up, he was the strongest candidate for the position.

”

“

Be proud of who you are.

Have high expectations of yourself.

Don't be limited by what people might have told you in the past or what you think people might think of you as a young Disabled person.

Be confident in asking for the support and the adjustments that you need.

You have a right to a fair chance at work, the same as any other young person does.

”

Jon Rees, Making it Work Project Manager, Inclusion London

Inclusion London promotes equality and inclusion for Deaf and Disabled people by supporting the development of Deaf and Disabled People's Organisations (DDPOs) across London. We run the 'Making it Work' programme which aims to improve young Disabled people's chances of finding employment and remove the barriers to getting into work.

[www.inclusionlondon.org.uk](http://www.inclusionlondon.org.uk)

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