



Inclusive Employment

At ECL we believe that anyone that wants to work, has the right to do so and we understand that having a job can enhance the quality of life, health and well-being of someone with learning disabilities and/or autism.

Our Inclusive Employment programme is designed to help you achieve your aspirations of paid work or volunteering.

Our specialist Inclusive Employment team will work closely with you and your family to help you find, and keep your ideal job.

You will have the full support of your own Inclusive Employment Consultant to make sure you are happy and successful in your job.

All types of jobs in any sector can be considered, it could be voluntary or paid, full-time or part-time.

Inclusive Employment is about what **you** want to do and what works for you and your family.

We will support you all the way with your choices and decisions.

What support will I get on the Inclusive Employment Programme?

Your Inclusive Employment Consultant will support and guide you through the entire journey.



Before employment, we will support you to:

- Complete a vocational profile to find out about: your personal goals and aspirations, what skills you have, and any previous paid or voluntary work.
- Identify any barriers to achieving your dream job and put a plan in place to help you to get the skills, training and work experience you need.
- Search for a job, look at recruitment websites and use our connections with employers to see which opportunities exist.
- Create a CV, covering letter and complete job applications.
- Practise your interview techniques.
- Ensure any 'reasonable adjustments' are made at the interview.



Once you have been offered a job, we will help:

- Organise any assistive technology, specialist equipment, workplace adaptations, healthcare arrangements or work systems needed at your place of work.
- Familiarise you with the work and workplace e.g. building layout, facilities, daily routine, new manager, and work colleagues.
- Ensure you have a work buddy who can help you with day-to-day matters at your place of work.
- Plan and practise your journey to work.



During your employment, your Inclusive Employment Consultant will:

- Coach you during your induction period..... (the first few weeks of your new job) and beyond. They will be excited to hear about your experiences, good and bad!
- Be at the end of a phone for you to answer any questions or concerns.
- Liaise with your employer to ensure yours and their needs are being met.



What are the benefits of Inclusive Employment?

As well as the benefit of earning your own money, having the right job will improve your self-confidence as you learn new skills and become a valued part of a team.

Most of us like to have a meaningful routine in our lives, and having a job will give you a great sense of purpose and the feeling of achievement.

Your place of work is likely to be a good place to make new friends and potentially offer a wider social life.

Having a job can be good for your emotional well-being and don't worry, we are right here to help you through any anxieties or challenges along the way.



Successful Inclusive Employment Participants...

Ellen

Ellen is 29 years old, she has Down's Syndrome, loves dancing, and all things geeky; including Star Wars and Dr Who.

Having gained training, work experience and an ASDAN qualification in catering at ECL Greenacres, Ellen felt ready for work.

When Inclusive Employment Consultant, Caroline spotted the job advert for Geek Retreat, she immediately thought of Ellen!

Caroline helped Ellen to create her CV and prepare for the interview, and on securing the job, Caroline not only supported Ellen with her induction training and initial shifts, but also ensured Ellen was comfortable with her bus route to work.

Ellen commented "I'm very happy, I'm looking forward to earning some money to buy a Star Wars bobblehead". Ellen's mum Mary added "Ellen is really enjoying her job; she comes home happy and smiling".

Simon

60-year-old Simon loves horses and had dreamt of having the opportunity to work with them ever since spending time volunteering at a stable.

Having attended ECL's day service in Basildon for the past 15 years, Simon had grown to love his routine. However, Covid-19 meant that Simon was no longer able to attend the day service, so his Inclusive Employment Consultant (IEC) Lauren encouraged him to consider applying for a job.

Through ECL's network the team were able to find Jane, the owner of a local, family-run stable. Jane had a roster of jobs which she found herself struggling to find time for, so she set Simon up with a trial shift to see how he got on.

With the support of his IEC, Simon quickly felt at ease and found the work both therapeutic and rewarding. Jane was delighted with his standard of work and offered him a paid job there and then!

Frequently Asked Questions

Will money coming from employment mean that my financial contribution to my care package will increase?

No, income from employment should not be taken into account when assessing the contribution you need to make for your care.

Will being employed affect my benefits?

Disability Living Allowance and Personal Independence Payment (PIP)

Disability benefits such as Disability Living Allowance and PIP should not be affected by employment. They are not means tested, so earnings do not affect the amount of your benefit.

However, starting work would be considered as a change in circumstance so you will need to inform the DWP of this. Starting work could actually mean your care or mobility needs increase.

Universal Credit

If you're employed, how much Universal Credit you get will depend on your earnings. Your Universal Credit payment will reduce gradually as you earn more – usually for every £1 you earn, your payment reduces by 63p.

However, it is possible that some of your earnings (up to a maximum of £512 per month) will be disregarded by applying for Work Allowance. This means that under the following circumstances you can earn a certain amount before your Universal Credit is reduced.

If you or your partner are either:

- responsible for a child or young person
- living with a disability or health condition that affects your ability to work

Your work allowance is lower if you get help with housing costs.

Your circumstances	Monthly work allowance
You get help with housing costs	£292
You do not get help with housing costs	£512

You can use the benefits calculator on www.gov.uk/benefits-calculators to see how increasing your hours or starting a new job could affect what you get.

Employment and Support Allowance (ESA)

If you are receiving ESA you are able to earn up to £140 per week after tax and National Insurance deductions if you are participating in a Supported Employment Scheme, such as the one run by ECL.

For the latest information go to www.gov.uk/universal-credit/how-your-earnings-affect-your-payments

If you are in any doubt about the effect earnings from employment will have on your benefits, ask your Inclusive Employment Consultant for more advice.

Will I receive any funding or grants to help me access work?

Access to Work is a publicly funded employment support programme that aims to help more disabled people start or stay in work. It can provide practical and financial support if you have a disability or long term physical or mental health condition.

How much you get depends on your circumstances. The money does not have to be paid back and will not affect your other benefits.

Find more information at: www.gov.uk/access-to-work/what-youll-get

Will I get choice over the work I do?

Absolutely, at the start of your journey your Inclusive Employment Consultant will work with you to complete a Vocational Profile. This will tell us what type of work:

- a) you want to do
- b) would best match your needs
- c) would best match your skills and strengths

What additional support will I get in my job?

It depends on your needs; your Inclusive Employment Consultant will work with your employer to ensure any required assistance or support is in place.

We will liaise with you and your employer to ensure the arrangement is working well for you both and make adjustments until everyone is satisfied.

You will also have a contact number and email address for us, should you need to ask for help.

How long will I be supported by my Inclusive Employment Consultant?

During the agreed settling-in period of your employment we will be in contact on a frequent basis.

Once you and your employer are happy that you have settled in well, we will check in on you on a regular (as agreed) basis to ensure that things are still progressing well.

You can always contact us when needed.

Will there be someone in the organisation who is aware of my disability that will be 'looking out for me'?

Yes, we will ensure the employer appoints a work buddy or mentor and that you feel comfortable with them.

How will I travel to my job?

We will ensure your job is within a comfortable distance for you to travel to. We will provide travel training so that you are confident with the journey before you do it independently.

What if I don't feel ready for paid employment?

We can help you to get work experience, apprenticeships, or voluntary work to help build your skills and confidence.

What if I don't have all of the skills I need to do the job I would like to do?

We will help you learn new skills and identify relevant training courses to develop the skills you need.

Will I need a CV?

Yes, but don't worry, we will help you to produce a winning CV. We will also help with job applications and covering letters.

Will I need to attend interviews?

Most likely yes, but don't worry, we will help you prepare for the interview so you're confident.

Will I be safe in the workplace?

We will assess all the potential risks in the workplace to make sure you are as safe as possible.

Frequently Asked Questions (Continued)

Will I lose time at an ECL day centre as a result of working?

You will find you don't need us as much whilst you are working, and we will provide support to you throughout your employment.

What happens if employment doesn't work out for me? Would I be able to receive my care package and benefits once more?

If you stop working, any benefits that were affected by your income would be re-instated.

Do I have to work full time hours?

Not necessarily, we will help you find a job that offers hours to suit your needs.

Can a person with a learning disability be paid less than the national minimum wage?

No, a person with a learning disability must be paid the same as other employees for the same work. The National Minimum Wage must be paid as a minimum.

A person with a learning disability can often do the same job as anyone else with the right support.



If you would like to know more about Inclusive Employment contact us:

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