



Leading learning and skills

Learning for Living and Work

Suffolk Provision Guide

For Learners with Learning Difficulties
and/or Disabilities

Updated 14th July 2009

This guide was researched, compiled and produced by Leanne Sword, Consultant, in order to identify the range of provision across Suffolk that is available to learners with learning difficulties and/or disabilities (LLDD)

This project was commissioned through and produced in consultation with Amanda Stevens, Partnership Manager for Suffolk Learning and Skills Council

With special thanks to Katie Mackenzie,
Skills Support Adviser for
Suffolk Learning and Skills Council
for her contribution of the IES Customer Journey.

Also, many thanks to all members of
the Living for Learning and Work Forum and
the Suffolk Employer Network Group
for their input and feedback.

The most up-to-date version of this guide can be found
at <http://www.lsc.gov.uk/regions/EastofEngland/>

If you have an update or amendment
that you would like to make to this Provision Guide,
please send details to Leanne Sword,
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Contents

1) Suffolk Definition of 'Supported Employment'	Pages 4-8
2) Suffolk Definition of 'Learning in the Workplace'	Pages 9-10
3) Provision Identification Tool	Page 11
4) L4LW Suffolk LLDD Provision Guide for Learners	Pages 12-13
5) L4LW Suffolk LLDD Provision Map for Professionals	Page 14
6) Suffolk LLDD Provision Additional Information (Funders, Providers & Referrals)	Pages 15-17
7) Suffolk 'Other' LLDD Provision	Pages 18-30
8) Integrated Employment and Skills (IES)	Pages 31-35
9) Provider Contact List	Page 36

Foreword

This definition has been developed in consultation with the Suffolk Learning for Living and Work Forum and the Suffolk Employment Network.

Definition of Disability

This definition of the term 'disability' as used throughout this document is in accordance with the Disability Discrimination Act (1995) which states that;

'A disabled person is someone who has a physical or mental impairment, which has a substantial, long-term and adverse effect on his or her ability to carry out normal day-to-day activities'.

The term 'physical or mental impairment' includes mental illness or mental health problems, learning disabilities and difficulties, sensory impairments, those with severe disfigurements and conditions such as diabetes or epilepsy.

The Suffolk Vision

We believe that work plays an important role in defining an individual's quality of life and must be an integral part of a person's overall life experiences.

We believe that everyone can work if they get the right support. Services should support anyone with a disability who wants to work. People considered to be severely disabled are not excluded.

We need to develop innovative, creative and adaptable processes which support employment as an achievable goal for people with disabilities.

We believe that services, support staff and employers need to place emphasis on what people with disabilities can do, rather than focussing on their limitations.

Supported employment is:

"Doing whatever is necessary to support someone to gain, retain and fully benefit from having a regular job, with a regular employer."

Valuing People, 2006

Supported employment should not be confused with:

- Day Centre Projects
- Sheltered Workshops
- 'Stand-alone' Employment Training
- Employment Preparation (for a job sometime in the future)
- Work Experience that is not part of wider supported employment.
- And other support that doesn't progress people into open employment.

A high quality supported employment service should have the following characteristics:

1. Individual focus

- Individual aspirations are identified through person centred planning and job profiling. People are supported to identify and secure employment that reaches towards those aspirations.

2. Long-term commitment

- On-going support in the workplace is provided to help each person to get and keep a job to the employer's satisfaction.
- The focus is on exploring all options until success is achieved. This may be enhanced through the use of direct payments and individualised support packages.
- Support is not time limited and should include assistance for job advancement or job change as well as an initial induction into the workplace and its culture.

3. Full participation

- Employment support is offered to anyone with a disability who is old enough and wants to work. This means having the time and skills to support people with significant disabilities, healthcare needs and behaviours labelled as challenging.
- The individual should have full participation in planning the services and support they would like to receive.
- Their families, carers and other support staff should also be consulted and involved at each stage of the individual's supported employment to ensure that the best service possible is being provided and that the individual's needs are being met.

4. Variety and flexibility

- A demonstrable commitment to developing natural workplace supports.
- Support should be creative, flexible and shared with employers.
- Support can come from service professionals, self-advocacy groups, co-workers, managers, supervisors and home networks.
- Support can cover induction training, co-worker and employer support, transport, career guidance, home liaison and support to gain a relevant qualification if desired or necessary.
- Support is available for people who want to work outside traditional 'office hours'.
- People are supported to access the full range of employment opportunities (beyond traditional activities such as catering and horticulture).
- People are supported to access welfare benefits advice so they can work the number of hours they want.

5. Social Inclusion

- Supported employment takes place in integrated settings.
- Contacts and relationships with people without disabilities who are not paid carers are emphasised. Emphasis is placed on introductions to work colleagues and their involvement in people's lives.
- Individuals are encouraged to be involved socially during work breaks, as well as engaging in social activities with colleagues after work.
- Supported Employment opportunities can be accessed through a variety of different employment settings including social firms and social enterprises.

6. Real jobs

- Employment is only considered if the job is a real one i.e. would otherwise be done by a non-disabled worker, and is valued by colleagues.
- Wages, pay intervals, and methods of payment, at the going rate for the job; safe working conditions and hours similar to other employees; and job security and opportunities for advancement are key considerations.
- If the job is unpaid, then it must be time limited with a commitment from the employer to provide a fair wage at a set date.
- While other goals such as education or confidence building may be worthwhile, the entire focus of the service is to support people to gain and maintain waged employment.

7. Not just 'Learning in the Workplace' or 'Work Preparation'

- The focus is on creating opportunities to work and training on the job rather than preparation for a job sometime in the future.
- Separate skill development services such as Day Centre Projects, Sheltered Workshops and Training Schemes do not meet this definition.
- Although stand-alone Employment Training aimed at readying people for entry to employment can build confidence and skills, it is largely ineffective in getting people into paid work. Employment Training and Preparation is more successful when it is done through the individual and work-based focus of supported employment.

Supported Employment Programmes can offer one or a range of the following 'Individual Elements';

1. **Job Seeking & Preparation;** to prepare, find and apply for jobs of interest.
2. **Visits;** to see jobs and gain understanding of different work environments.
3. **Shadowing;** to see a job in depth, ask questions and consider the particular job requirements.
4. **Work Experience;** to work, without wages, over a short term period with training support to gain more experience and understanding of a particular job (should only be used as part of wider supported employment).
5. **Work Trials;** to really experience or 'test drive' a specific job (there should always be a live vacancy available at the end of the work trial)
6. **Travel Training;** to learn how to get to and from work using public transport.
7. **Learning Support;** to receive additional support, based on the individuals needs, which assists them to complete training and/or gain a qualification.
8. **Access to Work;** to get advice and support with extra costs which may arise because of the individuals needs. For example, specialist equipment for work, adapting premises to meet needs or a support worker. This fund is accessed through Jobcentre Plus (JCP).
9. **Job Coaching;** On the job support that helps individuals to master job skills and focus their talents in a productive way, whilst offering support and advice to employers.
10. **Job Carving;** to split up an employment post that is to be shared between employees according to the tasks that a disabled individual can and can't do. (Like job sharing, but with division being task-based rather than time-based).
11. **Job Brokering;** this a service available through JCP's New Deal for Disabled People (NDDP) programme. NDDP Job Brokers offer a wide range of support, including:
 - helping individuals to look at their skills and abilities and identify suitable job opportunities
 - helping individuals overcome any barriers to employment they may face
 - help with filling in application forms
 - advice about writing CVs
 - help with preparing for interviews
 - advice about other help available such as the Travel to Interview scheme
 - identifying individuals training needs and then working with local training providers to get the training the individual needs
 - information about local job vacancies
 - helping individuals through the process of applying for jobs
 - supporting individuals during their first six months in work

Involvement Required for Success in Supported Employment

Many different people must play their part for supported employment to succeed;

- Individuals with a disability must be keen to work and interested in taking the lead.
- Families must be supportive and willing to help their family member to become an employee (and employer if they are hiring their own support staff through individualised budgets).
- Employers must be looking for good employees and willing to offer additional support to help people with disabilities overcome barriers in their employment.
- Jobcentre Plus can help applicants gain Access to Work funding subject to them meeting eligibility conditions of the programme.

References & Source of Further Information;

- British Association for Supported Employment (BASE) '*Definition of Supported Employment*'
www.base-uk.org
- *You can work it out – Best practice in employment for people with a learning disability*, Valuing People, 2006. (www.valuingpeople.gov.uk/employment)
- O'Bryan, A. *Person Centred Planning and Supported Employment*
www.valuingpeople.gov.uk/documents/PCPEmploy.doc
- *Success in supported employment for people with learning difficulties:*
www.jrf.org.uk/knowledge/findings/socialcare/622.asp
- *Information on the Certificate and Diploma in Supported Employment:*
www.supportedemployment.net
- *Information on Workstep:*
www.jobcentreplus.gov.uk/cms.asp?Page=/Home/Customers/HelpForDisabledPeople/WORKSTEP

Foreword

This definition has been developed in consultation with the Suffolk Learning for Living and Work Forum and the Suffolk Employment Network.

Definition of Learning in the Workplace

For the purposes of this guide, the term 'Learning in the Workplace' refers to a range of different learning opportunities that include some aspect of the training taking place in a workplace for example Work-Related Learning (WRL) Work-Based Learning (WBL) and work experience. This includes learning for work, learning at work and/or learning from work.

What is a 'work place'?

A work place is any setting in which a person can carry out duties associated with a particular employment. This includes both actual work places and 'realistic' work settings that may be found within FE Colleges to support students' studies.

Aims of Learning in the Workplace

Learning in the Workplace should provide a connection between formal classroom learning and employment and aims to prepare people for the world of work.

It should be viewed as a means of providing opportunities for extending the learning commenced by students by transferring it to another learning environment.

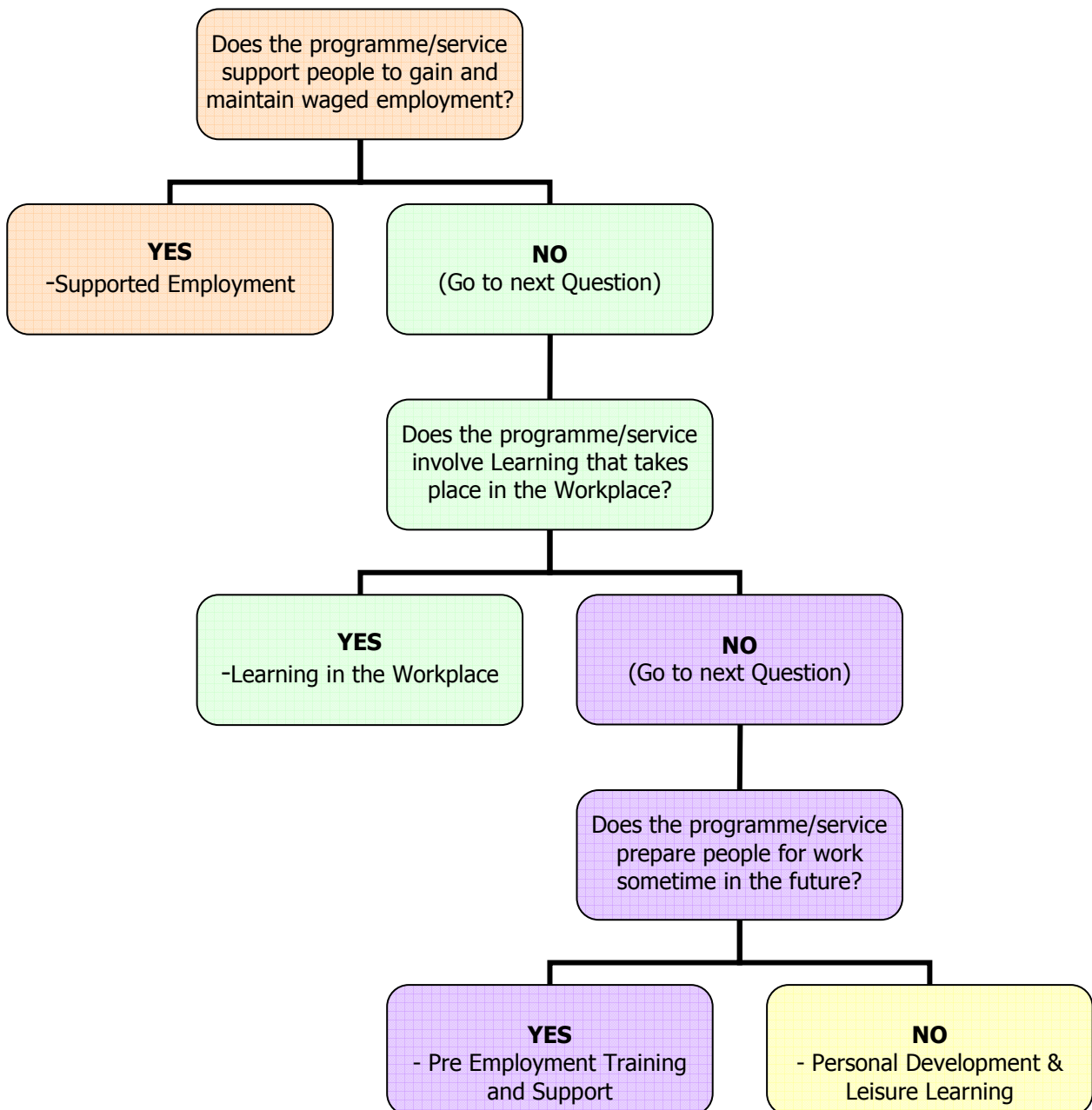
Learning in the Workplace is centred around a number of key concepts. It should be;

- (1) concerned with reflection on and learning from experience;
- (2) as a result of the former significantly based on real-life problem-solving; and
- (3) acknowledges that much learning is also a function of a collective activity situated within a specific social and situated context.

'Learning in the Workplace' Programmes can include any one or a mix of the following individual elements;

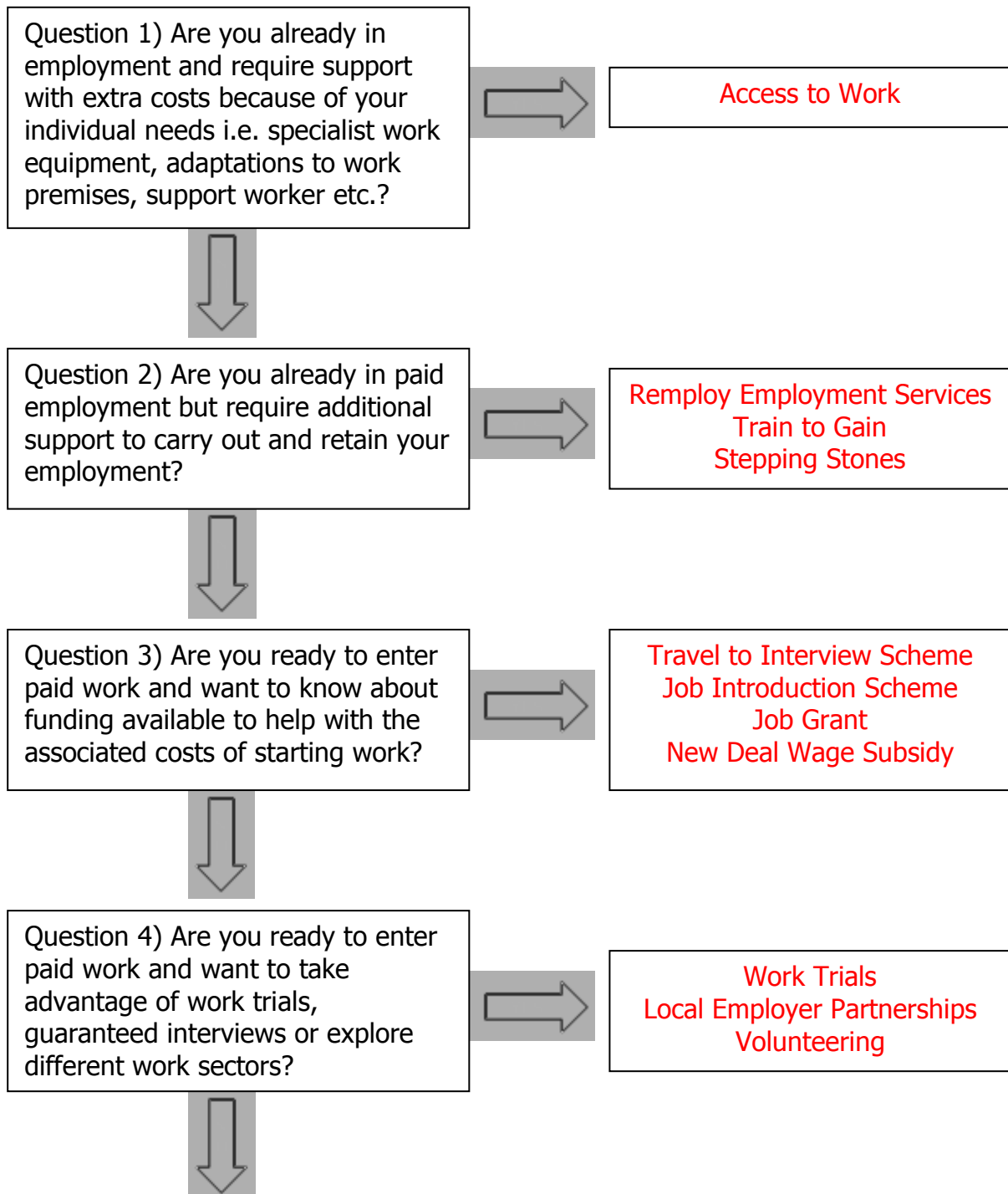
- Visits to work places
- Work Placements
- Work Simulations
- Job-shadowing
- Mentoring
- Coaching and Peer Support
- Job rotation
- Special projects or assignments
- Task-specific learning
- Job-specific learning
- Generic employability skills learning and/or development
- Soft skills (Confidence, Communication, Presentation skills)
- Experiential learning (learning from experience and interaction)
- Informal learning activities (for example games, role play, discussions etc)
- Formal training and development opportunities (organisational training needs)
- Training transfer (using new skills you've learned in a 'real' work situation)
- Professional Competency Training (i.e., NVQ Level 2 in Care for Care Professionals)

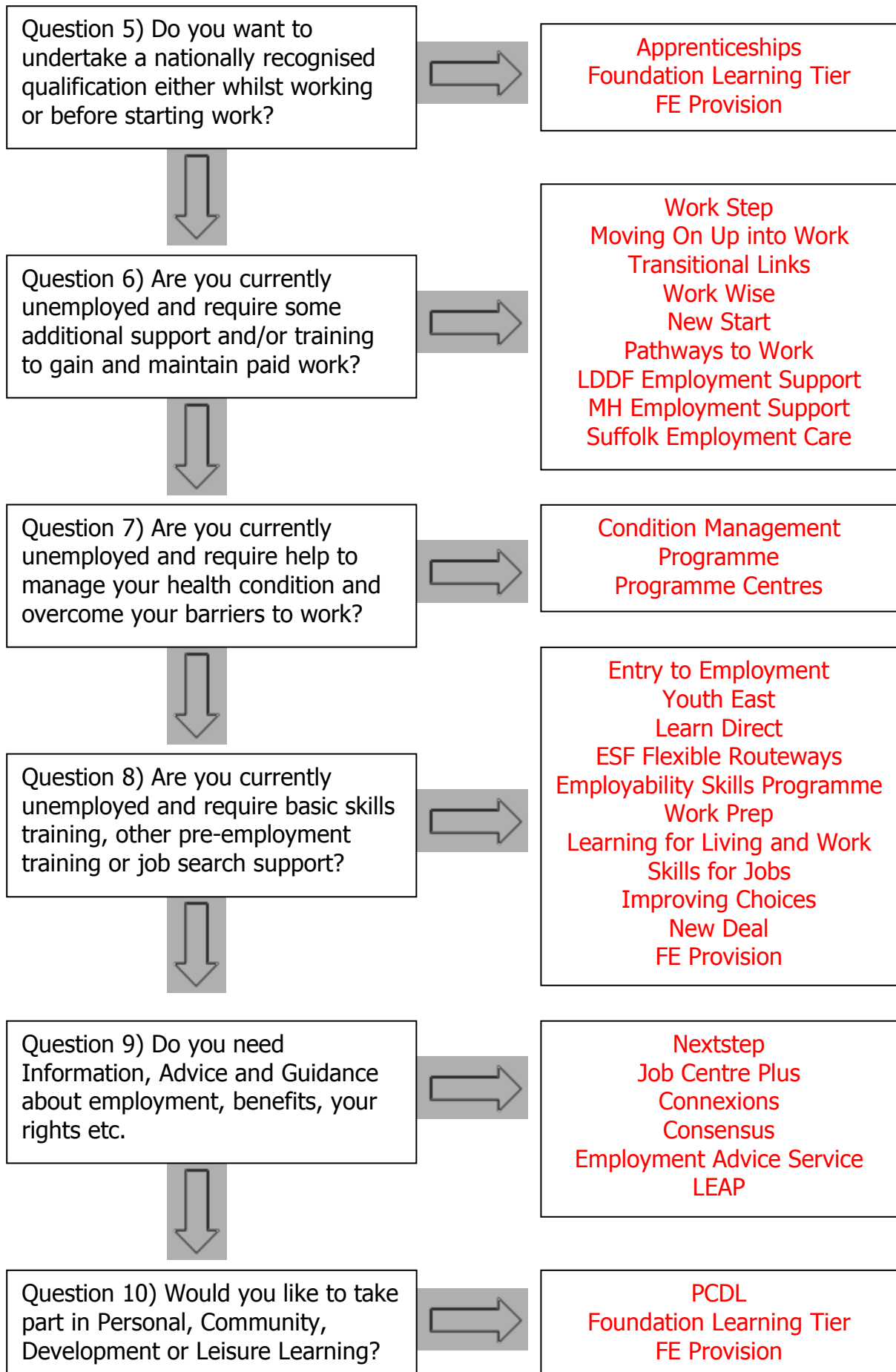
To find out whether the type of provision you offer is considered to be Supported Employment, Learning in the Workplace or Pre Employment Support and Training, please answer the following questions;



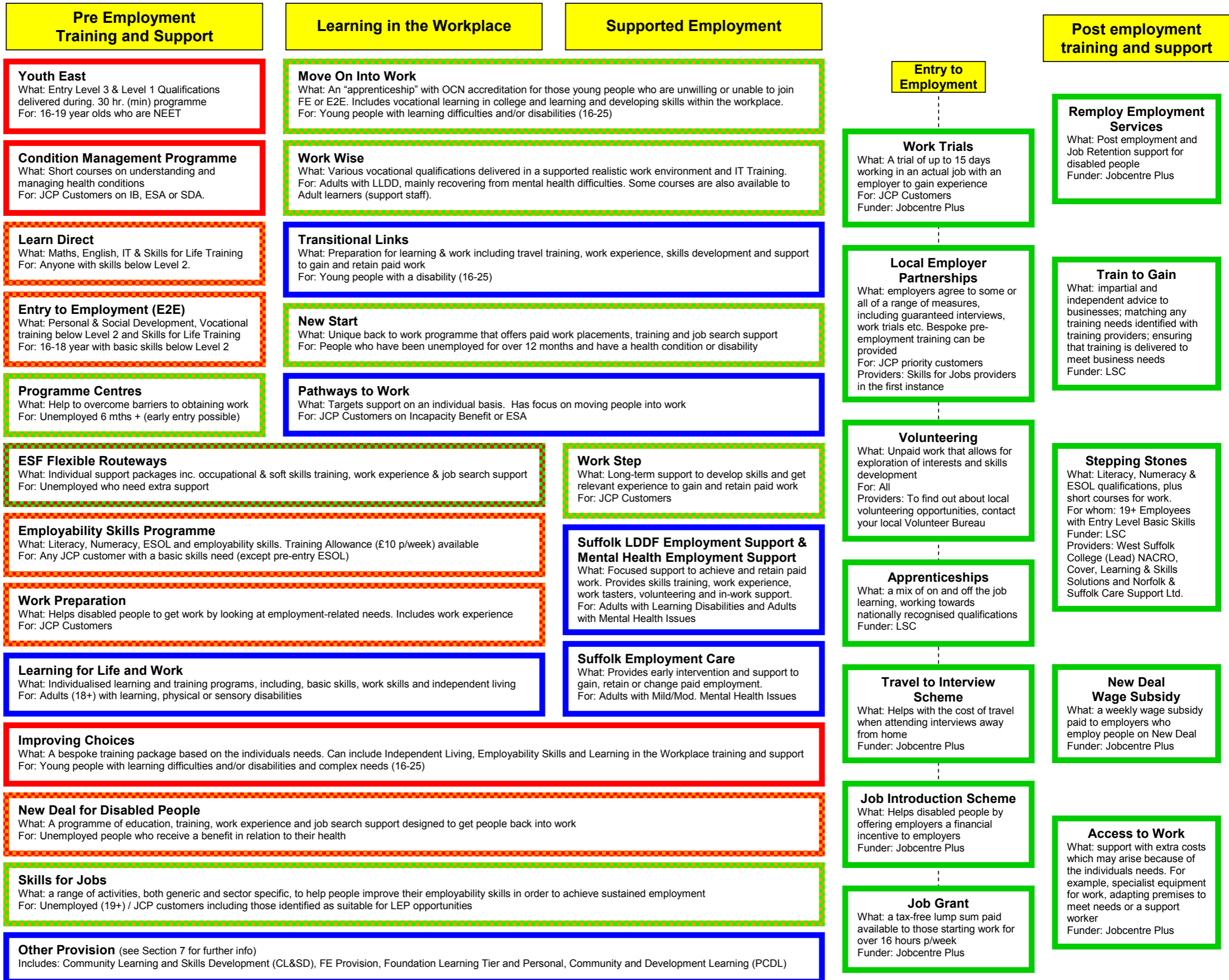
Answering the following questions may help individuals to identify possible support programmes available to them.

This document should be used along with the rest of the advice in this guide to determine which service/programme, and associated eligibility criteria, is the most appropriate route for the individual.





L4LW Suffolk Provision Map for Professionals





Suffolk LLDD Provision
Additional Information
(Funders, Providers & Referrals)



Employment Advice Service

For whom: People with Mental Health Problems

Funder: Suffolk County Council Pooled Fund

Providers: Richmond Fellowship covers Suffolk Coastal and Forest Heath Areas (For this service in other areas please see 'Mental Health Employment Support' entry)

Referrals: Referred from Community Mental Health Teams or Link Workers in Primary Care

Youth East

Funder: Learning and Skills Council

Providers: Lowestoft College (Lead), Nacro, Suffolk New College, West Suffolk College, YMCA, Meridian East and ITS Training

Referrals: Through Referral Agencies, generally Connexions.

Condition Management Programme

Funder: Jobcentre Plus and NHS Co-financing

Provider: Local NHS

Referrals: Contact Jobcentre Plus

ESF Flexible Routeways

£150 back to work bonus available

Funder: Jobcentre Plus and European Social Fund Co-financing

Providers: Seetec

Referrals: Through Seetec

Programme Centre

Running until December 2009 after which new contracts commence to replace provision

Funder: Jobcentre Plus

Providers: Seetec

Referrals: Through Seetec

Learn Direct

Funder: Learning and Skills Council. Certificates in Maths & English are free subject to formal assessment and IT Qualifications may be fully or part funding depending on circumstances.

Provider: Local Learn Direct Centres

Employability Skills Programme

Funder: Learning & Skills Council

Providers: Nacro and Seetec

Referrals: Through Jobcentre Plus. JCP also manage Training Allowances.

Work Preparation

Funder: Jobcentre Plus

Providers: New Thresholds, Remploy, Whitehouse Enterprises (SCC)

Referrals: Through Jobcentre Plus

Work Step

Funder: Jobcentre Plus

Providers: Mencap, Meridian East, New Thresholds, Papworth Trust, Shaw Trust, Whitehouse Enterprises (SCC)

Referrals: Through Jobcentre Plus

Suffolk LDDF Employment Support

Funder: Suffolk County Council (Learning Disabilities Development Fund)

Providers: Shaw Trust (Employment Support Partnership) and Richmond Fellowship

Referrals: Through a number of referral sources including Suffolk County Council Adult & Community Services, Care Managers, Connexions, Mencap, local colleges, Nextstep Partnership, Stonham St. Johns Housing, A4E and Jobcentre Plus.

Mental Health Employment Support

Funder: Suffolk County Council (Pooled Fund)

Providers: Shaw Trust (Employment Support Partnership)

Referrals: Primary and Secondary Care Mental Health Professionals

Suffolk Employment Care

Funder: EEDA (with In Kind funding from Suffolk PCT, West Suffolk Mind, East Suffolk Mind & Job Centre Plus)

Providers: Suffolk Employment Care (SEC)

Referrals: GP's, Link Worker, Health Professionals, IAPT.

Learning for Life and Work

Funder: Either Suffolk County Council and Papworth Trust Co-financing or learner self funded

Providers: Papworth Trust

Referrals: Contact Papworth Trust

Improving Choices

Funder: Learning and Skills Council

Providers: Lapwing (formerly known as the Development and Training Unit (DTU))

Referral: Through Connexions

New Deal

Funder: Job Centre Plus

Providers: To find a Job Broker, go to www.jobbrokersearch.gov.uk

Referrals: Through Jobcentre Plus

Skills for Jobs

Funder: Learning & Skills Council

Providers: Education and Youth Service (EYS), TCHC & Princes Trust

Referrals: Contact Providers

Move On into Work

Funder: Learning and Skills Council

Providers: West Suffolk College & Lowestoft College. Accreditation through Mencap.

Referrals: Through Connexions and from Colleges.

Transitional Links

Funder: Investors in Communities (up until March 09) & LSC (to December 2009)

Providers: Mencap

Referrals: Through Connexions, Schools, Further Education Institutions and self-referral

New Start

£150 back to work bonus available

Funder: Jobcentre Plus and European Social Fund Co-financing

Providers: Seetec

Referrals: Through Seetec

Pathways to Work

Funder: Jobcentre Plus

Providers: Reed in Partnership

Referrals: Through Jobcentre Plus

Entry to Employment (E2E)

Funder: Learning and Skills Council

Providers: CSV, Education and Youth Service (EYS), Lifeskills Solutions, Nacro, West Suffolk College and YMCA

Referrals: Through Connexions or E2E Providers

Work Wise

Funder: Learning and Skills Council

Providers: West Suffolk College

Referrals: Largely closed route. Referrals are to the Partner Provider (PP) from Community Mental Health Teams, although self-referral is now becoming possible. Following Worklink IAG, PP then agrees suitable learning programmes with West Suffolk College.

Provider Website Information:

CSV	www.csv.org.uk
Development and Training Unit (DTU)	N/A-Contact via telephone for more details
Education and Youth Service (EYS)	www.eysuk.org.uk
ITS Training	www.itstraining.co.uk
Learn Direct	www.learndirect.co.uk
Lifeskills Solutions	www.lifeskillssolutions.net
Local NHS	www.nhs.uk
Lowestoft College	www.lowestoft.ac.uk
Mencap	www.mencap.org.uk
Meridian East	www.meridian-east.org
Nacro	www.nacro.org.uk
New Thresholds	N/A-Contact via telephone for more details
Papworth Trust	www.papworth.org.uk
Princes Trust	www.princes-trust.org.uk
Reed in Partnership	www.reedinpartnership.co.uk
Remploy	www.remploy.co.uk
Richmond Fellowship	www.richmondfellowship.org.uk
Seetec	www.seetec.co.uk
Shaw Trust	www.shaw-trust.org.uk
Suffolk Employment Care	N/A-Contact via telephone for more details
Suffolk New College	www.suffolk.ac.uk
TCHC	www.tchc.net
West Suffolk College	www.westsuffolk-ac.co.uk
Whitehouse Enterprises (SCC)	www.whitehouseenterprises.org.uk
YMCA	www.ymcatraining.org.uk

Community Learning and Skills Development Service (CL & SD)

Learning For Living and Work

- A range of short courses and classes focussed on maximising choice and independence and improving employability. Both accredited and non accredited courses are available. The Service also offers a full range of Skills For Life and Workforce Development courses. For a full brochure, contact Debbie Williams.

Main Contact: Debbie Williams, 01284 352181, debbie.williams@educ.suffolkcc.gov.uk

Who is the programme for?

- Adults (19+) who may benefit from targeted provision or require additional support to access mainstream provision.
- Courses range from Pre- Entry to Level 1
- Suitable for all (including people who have a learning disability or disability), as support and training is tailored towards individuals needs.

Who is the programme funded by? Learning and Skills Council and Suffolk County Council

How do people get referred onto the programme? Through Self referral or via support workers/other Professionals

Further Education Provision

Lowestoft College

Towards Independence

- Based on individual need and learners are able to choose from a variety of modules according to interest and aspirations.

Main Contact: Sarah Guymer, 01502 525071, s.guymer@lowestoft.ac.uk

Who is the programme for?

- Learners aged 16+ with SLD and complex needs.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment and suitable for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council
(normal funding and Improving Choices)

How do people get referred onto the programme? Through Connexions

Pre-Vocational Course

- Provides full time provision for students with learning difficulties.
- Designed to provide an overall curriculum to improve literacy, numeracy, self esteem, confidence and experience in various vocational areas and includes a work experience.

Main Contact: Kath Hawkesworth, 01502-583521, k.hawkesworth@lowestoft.ac.uk

Who is the programme for?

- Learners aged 16-18 with SLD/MLD
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions, schools and social workers

Foundation for Work

- Provides full time provision for students with moderate learning difficulties – providing skills and confidence for work and adult life.
- Many have progressed into employment or vocational courses at college – especially in catering/hospitality.

Main Contact: Mike Rainton, 01502-525103, m.rainton@lowestoft.ac.uk

Who is the programme for?

- Learners aged 19+ with MLD
- Suitable for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the course? Through Connexions or Foundation Courses

Preparing for Employment

- Entry Level course with links into Level 1 provision across the college, designed to provide students with a more gradual supported route towards vocational accreditation
- Full time provision offering a unitised flexible programme offering individuals preparation for the world of work and realistic opportunities for progression onto further learning programmes.

Main Contact: Sara Webster, 01502 525196, s.webster@lowestoft.ac.uk

Who is the programme for?

- Learners aged 16-18
- Primarily those who have been low achievers in school, school refusers or students with learning difficulties and/or disabilities who need more time to achieve their learning aims/ goals.
- Suitable for those who need some support and training to become ready for work and suitable for those who are ready to enter labour market.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions, schools, study centres, pupil referral units, social workers, other courses at point of interview.

Pathways- Full & Part-time

- Offers hands on learning in practical and vocational skills relevant to individual needs.
- Raises awareness of strengths and possible progression routes to further college courses or to sheltered work placements.
- Opportunities to develop and consolidate self advocacy and basic skills.
- Develops confidence in independent living skills

Main Contacts: Caroline Leybourn, 01502 525071, c.leybourn@lowestoft.ac.uk
Gill Phillippo, 01502 525071, g.phillippo@lowestoft.ac.uk

Who is the programme for?

- Learners aged 19+ with LLDD
- Aimed at Pre-Entry and Entry Level 1-3 students
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment or for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Contact college directly

Suffolk New College

Towards Independence

- A programme designed to help develop independent living skills for students with learning disabilities.
- Students complete Asdan Units-Towards Independence.

Main Contacts: Penny Gavin, 01473 296380 pennygavin@suffolk.ac.uk

Who is the programme for?

- Young adults aged 16-25 with learning disabilities
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions

Developing Skills for Life and Work

- Two-year, full-time course offering students the opportunity to learn through vocational, practical and basic skills work. Serves as a stepping-stone for students to achieve progression on to further studies or to aid future employment.
- Students have the opportunity to gain an Edexcel Certificate in Life Skills at Entry 1-2, an Edexcel Certificate in Skills for Working Life at Entry Level 2-3. In addition, students will study Application of Number and Communications leading to a City & Guilds Entry Level certificate.
- Students will also gain vocational experience in Cooking and Hygiene and follow one or more vocational pathways including Hospitality and Catering, Arts and Media and Business Administration.

Main Contact: Odette Allen, 01473 296380, odetteallen@suffolk.ac.uk

Who is the programme for?

- Learners aged 16-19 with learning difficulties who need significant additional support with their learning.
- Suitable for all, as support and training is tailored towards individuals needs.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and School Links

Working Towards Employment

- One-year programme where students undertake either a BTEC Award/Certificate in Health & Social Care, Sport & Active Leisure, or Business Administration, with Vocational Options in Motor Vehicle, Painting & Decorating & Catering.
- Also includes Basic Skills, Edexcel Workskills Suite & enrichment opportunities.

Main Contact: Jean Nial, 01473 343631, jeannial@suffolk.ac.uk

Who is the programme for?

- Suitable for learners aged 16-19 either with learning difficulties or disabilities
- Suitable for learners aged 16-19 who do not have qualifications necessary to access a Level 1 Vocational Course.
- Suitable for those who need some support and training to become ready for work and for those who are ready to enter labour market.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and School Links

Otley College

Bridging Course

- This two-year (four days a week) course is designed as a progression from School to College. Students work towards a variety of entry level qualifications including NPTC Skills for Working Life (Entry 2), NPTC Life Skills and City & Guilds Certificate in Adult Literacy and Numeracy.

Main Contact: Sarah Brunning, 01473 784132, sarah.brunning@otleycollege.ac.uk

Who is the programme for?

- Learners aged 16-19 with learning difficulties or disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and Schools

Enterprise Course

- 2 year programme designed to extend and develop learners' life skills. Various practical activities undertaken including work experience.
- Qualifications include City & Guilds Certificate in Personal Progression through Practical Life Skills (Entry 1, 2 & 3) and City & Guilds Certificate in Adult Literacy and Numeracy.

Main Contact: Julie Greaves, 01473 784124, julie.greaves@otleycollege.ac.uk

Who is the programme for?

- Learners aged 19+ with learning difficulties or disabilities who would like to work in social enterprise.
- Suitable for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and Schools

First Steps in Horticulture Course

- This two-year (four days a week) course introduces students to basic horticulture skills and techniques such as planting, turfing, maintenance, weed control and pruning.
- Applicants will be assessed through an informal interview, taster sessions and a Numeracy/Literacy Skills Check. No formal qualifications are required.

Main Contact: Karen Aerts, 01473 784255, karen.aerts@otleycollege.ac.uk

Who is the programme for?

- Learners aged 16-25 with learning difficulties and/or disabilities
- Suitable for those who are some way from achieving sustainable employment/ have significant barriers to employment or for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions.

Springboard Course

- One year (4 days a week) programme. Qualifications include Skills for Working Life (Entry 3), OCN Certificates for Progression (Entry 3) and City & Guilds Certificate in Adult Literacy and Numeracy.
- Many vocational areas covered to give learners a broad understanding/experience of employment (including construction, conservation, catering and more).
- Applicants will be assessed through an informal interview, taster sessions and a Numeracy/Literacy Skills Check.

Main Contact: Tony Gibson, 01473 784132, tcgibson@otleycollege.ac.uk

Who is the programme for?

- Learners aged 16-25 years with learning difficulties and/or disabilities
- Applicants will need an Entry 3 Numeracy/Literacy qualification, GCSE's F-G or ASDAN (Bronze, Silver or Gold).
- Suitable for those who are some way from achieving sustainable employment/ have significant barriers to employment or for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and Schools.

West Suffolk College

Life Skills

- One year course (although students may attend a second year if appropriate) which aims to develop skills and confidence in young people and to prepare them for further training or for the world of work.
- Students follow the City and Guilds Skills for Working Life qualification.

Main Contact: Paul Beamish, 01284 716565, paul.beamish@wsc.ac.uk

Who is the programme for?

- Learners aged 16 + with moderate learning support needs.
- Suitable for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and Schools.

Asdan- Towards Independence

- 30 week programme (2 hrs p/week) designed to help develop independent living skills for students with learning disabilities.
- A range of subjects are available including Pottery, Digital Photography, Creativity, Performing Arts, Computing, Cookery and Environmental Studies.
- Students work towards Asdan qualifications.

Main Contact: Gill Corke, 01787 880619, gill.corke@wsc.ac.uk

Who is the programme for?

- Learners aged 16 + with learning disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Various routes including self-referral, social services, Key Workers, IAG Guidance Workers etc.

Vocational Studies Level 1

- One-year full-time course which gives students the opportunity to explore and study different pathways that give the chance to sample a range of career routes.
- Students access a range of vocational options, primarily with the Faculty of Health and Humanities.

Main Contact: Sue Reeve, 01284 716565, sue.reeve@wsc.ac.uk

Who is the programme for?

- Suitable for learners aged 16 + with learning difficulties and/or disabilities.
- Suitable for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions or progression from courses within WSC School of Foundation Studies.

STEPS

- Full-time, four days a week course which aims to develop skills necessary for daily living through personal and social education, learning in the workplace and supported employment.
- Course is suited to those who will be able to cope with the College environment and community-based learning.

Main Contact: Marianne Beamish, 01284 716564, marianne.beamish@wsc.ac.uk

Who is the programme for?

- Young people with learning disabilities working from Milestone 5 (P5) to Entry 3.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment and for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Through Connexions and Schools.

Moving On

- Aims to develop essential skills necessary for daily living.
- Students follow City and Guilds NPTC Certificate in Life Skills. Functional Skills will be accessed as appropriate.

Main Contact: Bryan Thurlow, 01284 716565, bryan.thurlow@wsc.ac.uk

Who is the programme for?

- Learners aged 19 to 25 years with severe to moderate learning disabilities.
- Suitable for all, as support and training is tailored towards individuals needs.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? All students will have an interview. Many will progress from WSC STEPS course onto this programme. Others come via schools and Connexions

Best Assess- Adult Literacy and Numeracy Levels 1&2

- Adult Literacy and Numeracy EDI Level 1 and Level 2 intensive, short courses delivered by Best Assess.
- The best level of achievement of the learner determines the planned outcome level. Each course is full-time (30hrs) for 1 week.

Main Contact: Andy Carmichael, 01284 716257, andy.carmichael@wsc.ac.uk

Who is the programme for?

- Adult learners with literacy and numeracy learning and qualification needs.
- Suitable for those who are ready to enter the labour market.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Various routes including self-referral, Princes Trust etc.

Street Forge, Thornham Magna

- Offer West Suffolk College Certificates and other qualifications at various levels in several subjects; Land Based Operations, Horticulture, Catering, Woodwork, IT and Independent Living.
- Training delivered at Street Forge Workshops, Walled Garden Project and in realistic working environment projects in Stowmarket.

Main Contact: Andy Carmichael, 01284 716257, andy.carmichael@wsc.ac.uk

Who is the programme for?

- Adults with learning difficulties and/or other disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment and for those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Closed route. Referrals are made to the Partner Provider, who then arranges suitable learning programmes with WSC.

The Bridge Project, Sudbury

- Courses in a range of subjects available including Hospitality/Catering (NVQ Level 1 & Level 2 Units), IT (eDCC Qualifications at Entry 3 and Level 1) and Literacy & Numeracy (C&G Pre-Entry & Entry Levels)
- Hospitality NVQs are based around café work at the Bradbury Courtyard in Sudbury for learners who need significant support in a voluntary, work-based environment.
- All other training is also delivered at the Bradbury Courtyard in Sudbury.

Main Contact: Andy Carmichael, 01284 716257, andy.carmichael@wsc.ac.uk

Who is the programme for?

- Adults with LLDD, mainly learning difficulties but also have students with a range of other disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment and those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Closed route. Referrals are to the Partner Provider who then arranges suitable learning programmes with WSC.

Aid to Hospitals Worldwide

- NPTC Skills for Working Life units at Entry 2 and Entry 3 in using employability, core units and vocational units from Retail, Office & Reception, IT or Metalwork based at the Aid to Hospitals Worldwide project in Bury St Edmunds for learners who need significant support (including learners from secure hospitals.)
- Courses run for 1 or 2 days per week for up to 1 year, according to learner need.

Main Contact: Andy Carmichael, 01284 716257, andy.carmichael@wsc.ac.uk

Who is the programme for?

- Adults with LLDD, mainly learning difficulties but also have students with a range of other disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment.

Who is the programme funded by? Learning and Skills Council (ALS funded through other organisations)

How do people get referred onto the programme? Closed route. Referrals are made to the Partner Provider, who then arranges suitable learning programmes with WSC.

Walled Garden, Thornham Magna

- NPTC Level 1 Certificate in Horticulture Skills based in realistic working environment charitable project at The Walled Garden in Thornham Magna for learners who need significant support.
- Courses run for 1 or 2 days per week for up to 2 years, according to learner need. Unit-based courses are also available for some learners.
- Accreditation and QA is provided through West Suffolk College.

Main Contact: Andy Carmichael, 01284 716257, andy.carmichael@wsc.ac.uk

Who is the programme for?

- Mainly young learners with LDD but do accept some Adults with LDD. Mainly learning difficulties but also have students with a range of other difficulties/disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment and for those who need some support and training to become ready for work.

Who is the programme funded by? Various sources including Suffolk County Council Upper and High schools and Improving Choices Funds.

How do people get referred onto the programme? Closed route. Referrals are made to the Partner Provider, who then arranges suitable learning programmes with WSC. However it is possible for learners to self-refer.

Haverhill CRU

- Hospitality/Catering training courses available; NPTC Skills For Working Life qualifications at Entry 3 and Entry 2 in Catering and NVQ Level 1 in Hospitality.
- Training is based around café work at the Haverhill CRU for learners who need significant support in a voluntary, work-based environment.
- All other training is also delivered at the Mildenhall CRU in Mildenhall.

Main Contact: Andy Carmichael, 01284 716257, andy.carmichael@wsc.ac.uk

Who is the programme for?

- Adults with LLDD, mainly learning difficulties but also have students with a range of other disabilities.
- Suitable for those who are some way from achieving sustainable employment / have significant barriers to employment and those who need some support and training to become ready for work.

Who is the programme funded by? Learning and Skills Council

How do people get referred onto the programme? Closed route. Referrals are to the Partner Provider who then arranges suitable learning programmes with WSC.

What is Integrated Employment and Skills (IES)?

Integrated Employment and Skills is not a programme and should not be viewed as one. It is intended that IES will bring together existing programmes and services. It is the work that is being undertaken to ensure a better level of service can be offered to individuals and employers at all points in the continuum that helps people move from low skills and worklessness through to high skilled sustainable employment.

An integrated employment and skills service will be in place nationally by 2010 with trials starting 29 September 2008 in the West Midlands. This will require partnership working between Jobcentre Plus (JCP), the careers advice services, Nextstep and training providers and improved customer services from each partner.

To date Jobcentre Plus has focused on helping their customers, who are in receipt of Jobseekers Allowance, into work as quickly as possible. IES changes this significantly. IES will empower JCP advisers to look more broadly at the employment and skills needs of individuals and to identify the most appropriate route to return to employment.

Why introduce an integrated service?

The importance of joining up employment and skills was first highlighted in the publication of 'Prosperity for all in the Global Economy: World Class Skills' in December 2006 and has been the subject of a number of command papers published jointly by DIUS and DWP, with the active involvement and support of the LSC, culminating in 'Work Skills' in June 2008.

Work Skills set out a number of policy intentions that the LSC would be at least partly responsible for implementing, including trialling a new target:

'...in 2010-11 the ambition is to help 100,000 people to gain sustainable employment and to achieve a recognised qualification through the new service.'

This in turn supports the Government goals to achieve an employment rate of 80% of the working age population and halve child poverty.

Benefiting Individuals

The IES service will make it easier for people to learn, earn and fulfil their potential through a better signposting of and referral to services to find the help to get into and on in work, break down barriers to improving skills; and break the 'benefit to low income job to benefit' cycle for the most disadvantaged in society.

Benefiting Employers

The IES service will support employers' business needs through a single employer offer which will ensure a "no wrong door" service. Improved employer engagement and better identification of business needs will make a positive impact on business performance.

How will IES be trialled?

After commencement of the service trials in the West Midlands, a further seven JCP districts in the North West, East of England, Greater London and the South East will roll out IES trials during 2008/09. The trials will test different approaches locally and will shape the service that is delivered and measured in 2010/11.

How the trials will work in the East of England

The IES Trials will start in this region from December 2008. The initial trial areas will be Norfolk, Suffolk and Cambridgeshire.

The focus for our part of the trial will be the delivery and development of the Skills Health Check (SHC), which will be delivered by Nextstep advisers.

A national SHC is being developed and, in practical terms, each Jobcentre in the above three counties will be able to offer a SHC to appropriate clients. These customers will also have skills accounts and will be able to access appropriate training to meet their needs.

The LSC (Skills Funding Agency) has an important role in ensuring the provision of part of the package of training available to clients. Some of the LSC's existing programmes should be able to provide this support:

- Skills for Jobs
- Employability Skills Programme
- Apprenticeships
- Train to Gain

The LSC will be working in close partnerships at both regional and district level with Jobcentre Plus. The LSC will have lead responsibility for the IES Trials but JCP will clearly be an equal partner in this important development. It is the intention to 'roll out' the SHC to the whole region as soon as possible

Skills Accounts

The IES trials in the South East and the East Midlands will also include Skills Accounts. A Skills Account is a new way for individuals to take control of their learning and working life, allowing them to directly access careers advice, details about their eligibility for government funding for training, information on local courses and providers in their area, and much more. Skills Accounts have been designed with individual needs in mind, and are tailored to give greater choice and support during learning.

Routes to a Skills Account

Skills Accounts will initially be aimed at adults (19+) and linked to the Adult Learner Responsive funding stream. Individuals can open a Skills Account in a number of ways:

- Strategic Partners (8 FE colleges) are offering Skills Accounts to individuals who enrol with them and are funded through the Adult Learner Responsiveness budget
- The nextstep service are beginning to promote and offer Skills Accounts and provide additional support for individuals
- Individuals can open accounts independently through the online portal at www.direct.gov.uk/skillsaccounts
- The Careers Advice Service can also register individuals for Skills Accounts on 0800 100 900.

What is included in a Skills Account?

Skills Accounts bring together all the information and services individuals need in order to make informed decisions about their learning and working life. Through their Skills Account they will be able to access:

- a **Skills Voucher*** that allows individuals to see whether they are eligible for government funding towards the cost of learning; it can then be taken to an accredited provider and redeemed against the cost of an eligible course
- a **Course Finder** that enables individuals to view what courses are available in their area so that they can choose the provider, course and time that suit their needs
- a **Skills and Interest Assessment Tool** that helps individuals to identify the skills they need to manage their career
- a **Qualifications Calculator** that shows the individuals current level of learning to help them plan their next steps
- **Careers Advice Job Profiles** that allow individuals to search across a range of information about the types of occupation they are interested in.

* For eligible adults in the East Midlands and South East England.

For further detailed information regarding aspects of the IES Trials please contact the following LSC Staff;

General information about aspects of the IES Trials or supporting groups; Liaison with JCP; Skills Accounts	Steph Luke	Tel: 01733 895242
The Adult Advancement and Careers Service: Information, Advice and Guidance	Katie Mackenzie	Tel: 01473 883017
Skills for Jobs: Employability Skills Programme: IES Customer Journey	Katie Mackenzie	Tel: 01473 883017

Integrated employment and skills – responding to the economic downturn: An overview of the offer for individuals and employers

In Employment	Facing Redundancy	Up to 6 months unemployed	From 6 months of unemployment	12 months unemployed
Train to Gain	Responding to Redundancy - LSC		Recruitment subsidy	Flexible New Deal (to replace existing New Deal from October 09)
Local Employer Partnerships	Rapid Response Service – Jobcentre Plus	Skills Health Check and Skills Action Plan - nextstep		
Recruitment Subsidy	Response to Redundancy - EEDA	Skills for Jobs		
Work Trials		Employability Skills Programme		
National Apprenticeship Service		Flexible Routeways / Intermediate Labour Market		
		Pathways to Work		
		Mortgage Support	Work focussed training – “6 month offer”	
		Newly unemployed offer – Jobcentre Plus	Self employment support	
		Early access to programmes	JCP Adviser support	
			Volunteering	

For further details on these services, please see the A3 version of this diagram.

In Employment	Facing Redundancy	Up to 6 months unemployed	From 6 months of unemployment	12 months of unemployment
<p>Train To Gain</p> <ul style="list-style-type: none"> literacy and numeracy first full L2 and repeat L2 for certain sector-specific areas first L3 (19-25 year olds and others without first L2) first L4 (19-25 year olds and others without first L3) <p><u>TtG/employer joint funding for:</u></p> <ul style="list-style-type: none"> ESOL (all levels) L3 for certain sector-specific areas Apprenticeships <p><u>From unemployment to work (no firstness rule):</u></p> <ul style="list-style-type: none"> fully funded L2 and subsidised L3 <p><u>SME employees:</u></p> <ul style="list-style-type: none"> fully funded first and repeat L2 and subsidised L3 bite-size courses in critical subjects funding for leadership & management training 	<p>Rapid Response Service – Jobcentre Plus</p> <ul style="list-style-type: none"> Administered by Jobcentre Plus Available to all employers making 20 or more redundant and can include smaller redundancies at the JCP District Manager discretion Can include a range of job search support – CV preparation, applying for jobs online, access to vacancies matching etc Orientation sessions on how to claim and in and out of work benefits Skills training analysis and job focused training 	<p>Nextstep service: Skills Health Check and Skills Action Plan</p> <p>In Cambridgeshire, Suffolk and Norfolk, new JSA claimants or those reaching 13 weeks of their claim can be referred to nextstep for a Skills Health Check, a Skills Action Plan and possibly a diagnostic skills assessment. From summer 09 customers reaching 6 months of their claim will also be eligible for referral. Coming soon: In Bedfordshire, Hertfordshire and Essex, customers reaching 6 months of their claim from 1 April 09 will also be eligible for referral to nextstep for a “light touch” IES service.</p>	<p>Skills for Jobs</p> <p>Bespoke, flexible, skills training linked to local labour market. Eligibility: Unemployed adults, 19+. Includes pre-employment training for Local Employer Partnerships.</p>	<p>Flexible New Deal (To replace existing New Deal from Oct 09)</p> <p>After 12 months of self managed, directed and supported jobsearch, the customer is handed over to specialist providers for back to work provision.</p> <ul style="list-style-type: none"> personalised support from specialist providers where appropriate guarantee of four weeks of full-time work-focused activity if do not move into work
<p>Local Employment Partnerships</p> <p>These could include some of the following:</p> <ul style="list-style-type: none"> Work trials for potential employees Developing pre-employment training and offer opportunities for people who complete that training Reviewing recruitment processes to ensure that they don't unnecessarily exclude anyone Trying new ways to help people take up a job such as offering flexible working patterns Giving current employees the chance to mentor people who want to return to work 	<p>Response to Redundancy</p> <ul style="list-style-type: none"> Funded by the East of England Development Agency and the European Social Fund Supports those at risk of redundancy Individual information and advice (delivered one to one) Soft skills workshops – for example CV writing, interview tips Funded training to develop relevant employability skills for future employers Direct links to additional business support mechanisms 	<p>Employability Skills Programme</p> <p>Literacy, numeracy, ESOL and employability skills. Eligibility: Any JCP customer with a basic skills need</p>	<p>Flexible Routeways / Intermediate Labour Market</p> <p>ESF funded JCP provision to help JCP customers furthest from the labour market.</p>	
<p>Recruitment Subsidy</p> <p>This is made up of two elements</p> <ul style="list-style-type: none"> £1,000 recruitment subsidy is available to employers who offer eligible 6mth plus JSA customers employment that is expected to last at least 26 weeks & consists of an average of 16 hours per week Up to £1,500 of Train to Gain support available via the brokerage service 	<p>LSC funded Responding to Redundancy offer</p> <ul style="list-style-type: none"> 2-8 weeks offer: <ul style="list-style-type: none"> customised, flexible, tailored to labour market improved access to advice about jobs and training fully funded repeat L2 and partially funded repeat L3 on return to work 	<p>Pathways to Work</p> <p>Targets support on an individual basis. Has focus on job entry and retention. Eligibility those JCP customers unable to work through sickness (on either Incapacity Benefit or Employment Support Allowance).</p>	<p>Mortgage Support</p> <ul style="list-style-type: none"> Available from 13 weeks to the value of £200k 	<p>Self Employment</p> <ul style="list-style-type: none"> Referral is made to Business Link 0845 717 1615 for advice on self employment. When the customer begins trading they will receive a weekly credit of £50 for 16 weeks
<p>Work Trials</p> <ul style="list-style-type: none"> Provides employers with the opportunity to try out a potential employee for up to 30 days At no cost to the employer, the customer remains on benefit for the duration Suitable for most jobs over 16 hours a week that are expected to last at least 3 months 		<p>Newly Unemployed Offer – from 6 April 09</p> <ul style="list-style-type: none"> Eligibility – primarily aimed at redundant workers who are job ready but who lack jobsearch skills because they have been in employment for a number of years Diagnostic checklist as part of NJI to help identify the help and support they may need 5 possible outcomes from the diagnostic <ul style="list-style-type: none"> Normal JCP process 1 hour group session within 2 weeks – delivered by JCP Advisers One to one coaching session – delivered by JCP Advisers One day Provider led provision – delivered by JCP programme centre providers Specialist Executive provision – delivered by the Recruitment and Employment Confederation 	<p>Advisor Support</p> <ul style="list-style-type: none"> An average of 3 hours personal adviser support for each customer to draw up an action plan Access to existing contracted and non contracted provision Access to a Skills Health Check through Next Step Advisors (light touch approach in Essex and Bedfordshire and Hertfordshire) Six consecutive weekly jobsearch reviews (Cambridgeshire & Suffolk and Norfolk) 	<p>Volunteering</p> <ul style="list-style-type: none"> Agreed by the JCP advisor to provide the customer with a short period of time gaining work experience with a voluntary organisation National JCP contracts delivered through the British Trust for Conservation Volunteers
<p>National Apprenticeship Service</p> <ul style="list-style-type: none"> A mix of on and off the job learning, working towards nationally recognised qualifications. www.apprenticeships.org.uk Candidates can search for vacancies and employers can upload their vacancies online. Available to both adults and young people. 		<p>Early Access to Programmes</p> <p>The extension of eligibility for current provision to day 1 of unemployment</p> <ul style="list-style-type: none"> Programme Centre Adviser Discretionary Fund Local Employment Partnerships 	<p>Work Focused Training (“6 month offer”)</p> <ul style="list-style-type: none"> LSC funded provision delivered through colleges Part time training or flexibility to attend up to 8 weeks full time training Includes Local Employment Partnership pre employment training option Direct referral via an Advisor or through Next Step Adviser and Skills Health Check (IES trial areas - Cambridgeshire and Suffolk and Norfolk) 	
			<p>Recruitment Subsidy</p> <p>This is made up of two elements</p> <ul style="list-style-type: none"> £1,000 recruitment subsidy is available to employers who offer eligible 6mth plus JSA customers employment that is expected to last at least 26 weeks & consists of an average of 16 hours per week Up to £1,500 of Train to Gain support available via the brokerage service 	

Who to contact for further info:			
Apprenticeships		08000 150 600	www.apprenticeships.org.uk
CLiP (Creative Learning in Partnership)	Jeff Banks	01277 365 626	jeff@theatre-resource.org.uk
CSV	Bruce MacGregor	01473 418021	bmacgregor@csv.org.uk
Lapwing	Sue Chesworth	01473-604809	headbelstead.kgk@e2bn.net
EYS (Education and Youth Service)	James Weston	01502 514000	j.weston@eys.org.uk
ITS Training	Chris Radmacher	01394 458524	chris.radmacher@itstraining.co.uk
Jobcentre Plus	General- Sue Pottle ESF & New Deal- Stuart Durrell	01223 884687	sue.pottle@jobcentreplus.gsi.gov.uk stuart.durrell@jobcentreplus.gov.uk
LEAP	To find your nearest LEAP Centre, LEAP Training Provider or search for suitable training courses in your area, go to www.leap.ac.uk		
Learn Direct	To find your nearest Learn Direct Provider, go to www.learndirect.co.uk or phone 0800 101 901		
Learning & Skills Solutions	Adrian Bouckley	07920 486193	adrian@learningandskillsolutions.com
Lifeskills Solutions	Leon Bernasconi	01502 512839	leon@lifeskillsolutions.net
Lowestoft College	Stuart Mack- Moving On Up into Work Bob Kells- Youth East	01502-525196 01502 525014	s.mack@lowestoft.ac.uk r.kells@lowestoft.ac.uk
Mencap	Katrina Evans	01284 757789	katrina.evans@mencap.org.uk
Meridian East	Julie Simper	07950414992	julies@meridian-east.org
Nacro	Youth East- Nancy Sinclair Employability Skills Programme & Stepping Stones- Emma Pawsey E2E- Bob Turnbull	01473 729230	nancy.sinclair@nacro.org.uk emma.pawsey@nacro.org.uk bob.turnbull@nacro.org.uk
New Thresholds-	Work Prep- Thecla Fellas/ Work Step- Cherry Trigwell	01502 713355	newthresholds1@suffolkonline.net
Nextstep	Mel Harvey- Skills Health Check	07595091365	mel.harvey@iag.suffolkcc.gov.uk
Norfolk & Suffolk Care Support Ltd.	Su Pointer	01263 823232	su@n-scs.co.uk
Papworth Trust	Angie Brett	01473 232146	angela.brett@papworth.org.uk
Princes Trust	Carolyn Mason	01206 231 452	Carolynm@princes-trust.org.uk
Reed in Partnership	Jan Bamber, Partnership Manager	01502 505090	jan.bamber@reed.co.uk
Remploy	Ian Kearsley	07977 436162	ian.kearsley@remploy.co.uk
Richmond Fellowship	Vince Ogilvie	07786191032	vince.ogilvie@richmondfellowship.org.uk
Seetec	Tracey Long, Operations Manager	01473 407297	tracey.long@seetec.co.uk
Shaw Trust	Peter Coltham- Suffolk Employment Support Partnership (LDDF &MH) Wendy Gibb- Workstep.	01473 407305 01225 779478	peter.coltham@shaw-trust.org.uk wendy.gibb@shaw-trust.org.uk
Suffolk Employment Care	Jeanette Guy	01284 705995	jeanette@secare.org.uk
Suffolk New College	Kim Trotter	01473 255885	kimtrotter@suffolk.ac.uk
TCHC (The Consultancy Home Counties Ltd)	Gill Clark	01923 698430	gill.clark@tchc.net
West Suffolk College	Moving On Up & Workwise-Andy Carmichael Youth East & E2E- Sherry Fry Stepping Stones- Jane Powling	01284 716257 01284 716560 01284 716286	andy.carmichael@wsc.ac.uk sherry.fry@wsc.ac.uk jane.powling@wsc.ac.uk
Whitehouse Enterprises	Marina Babic	01473 588115	marina.babic@whitehouse.suffolk.org.uk
YMCA	Simon Allen	01603 620642	s.allen@ymcatraining.org.uk