

# EMPLOY MY ABILITY

2020-2021



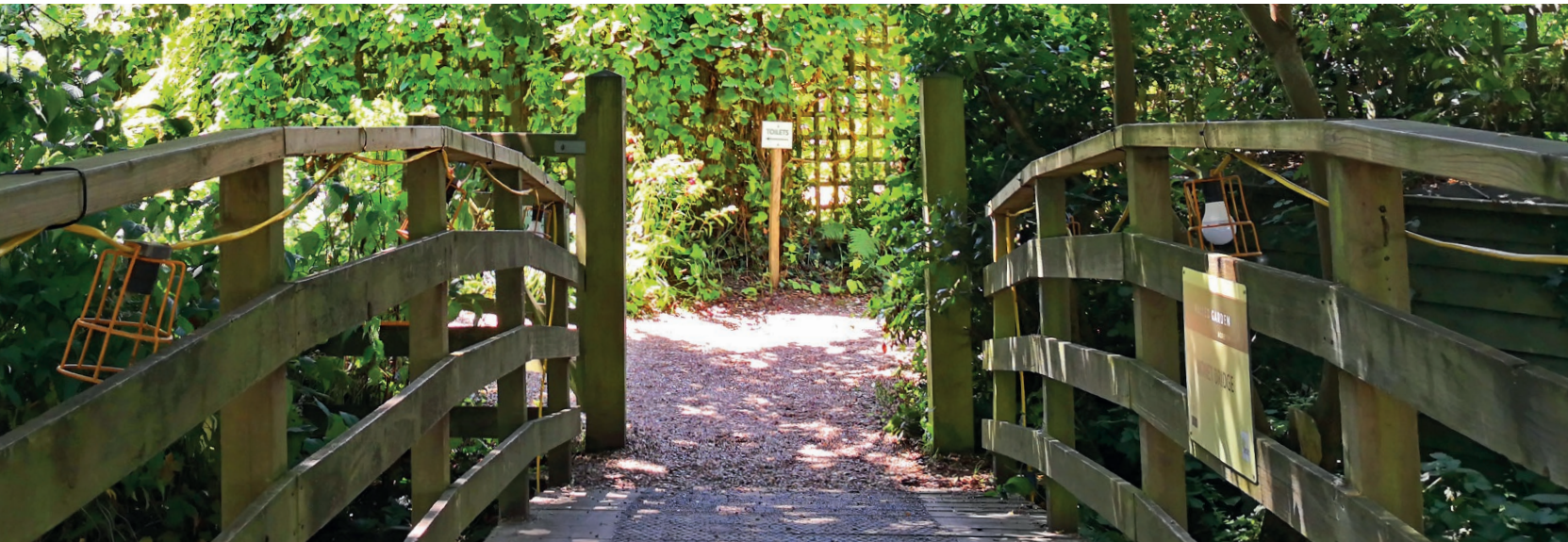
Real Jobs, Real Lives, Real Work



# Welcome...

Welcome to our college prospectus, thank you for your interest in Employ My Ability and the courses and work experience settings we offer.

We believe further education across our vocational settings is an exciting opportunity to develop your knowledge and work skills in preparation for adulthood and the world of work. Moving from school to college can be a challenging time for both young people and their families. We have developed a range of support to help students manage this transition successfully and with our support we are confident you can meet and exceed your expectations.



Our specialist teams work hard to provide safe, bespoke learning environments, that support students to confidently gain knowledge and grow in confidence.

As an EMA student you will follow an individual timetable that is structured to meet all your needs; academically, vocationally, and emotionally supporting your overall wellbeing. Our education dovetails into our careers guidance, as well as both onsite and offsite work experience to make sure you gain the work skills needed to make use of your qualifications. Please contact us for more information, or to arrange a visit to either one of our very special colleges

*Thank you!*

- Employ My Ability

# OUR STORY

Employ My Ability was founded in 2013, by professionals with experience across Children's and Adults services in a range of settings.

The Department of Education's Green Paper on Support and Aspirations instigated a change in direction for supporting young people. The founders all shared a common belief that:

- Young People with SEN have the potential to gain meaningful work in a range of vocational settings.
- Environment is key to people learning and these environments must be real and age appropriate to support young people to develop into the adult working world.

With these shared beliefs, much hard work, and a commitment to their vision, Employ My Ability was born. Development began at The Walled Garden Moreton. Potting sheds were replaced with training rooms, and the new Dovecote Café. The kitchen garden was a barren piece of land with 6 foot high brambles, so our expert estate manager, ably assisted by 3 helpful pigs set about the development of the space into what it is today. We also transformed what was a caravan and storage park into our family park, and animal area.

The Walled Garden welcomed its first students in September 2015, we continued to develop our qualifications and vocational areas, and then opened the gardens and café to the public.

In October 2017 we expanded EMA with the acquisition of Thorngrove Garden Centre in Gillingham from The Charity Scope. Thorngrove was already running a day service provision, so this suited EMA's vision already! The Garden Centre and its surroundings were run down and needed lots of redevelopment and modernising to make it suitable for its current day service provision and the addition of education.

The next year was spent developing the grounds and classrooms, introducing The Secret Garden Café, improving the environment of the site, decorating the shop and having another glass house put up. With horticulture experts on hand, as well as a sustainable business approach and ethos, Thorngrove is now one of the fastest growing garden centres in Dorset.

In September 2019 Thorngrove opened to its first 8 education students studying functional skills and a variety of vocational qualifications, and to date we have provided education and work experience to over 63 students across both sites.





EDUCATION & QUALIFICATIONS



# STUDENT STUDY PROGRAMME

## STEP 5

### Employment and Work Placement

We are committed to working together in partnership with local employers enabling students to have access to meaningful employment prospects.

## STEP 4

### Pathways to Employment

Qualified trainees work along side experienced professionals within chosen industry to consolidate existing skills and broaden knowledge and experience.

## STEP 3

### Preparation for Employment

Students make career decisions and gain in-depth knowledge, experience and qualifications within their preferred vocational area. Students work closely with vocational tutors to gain confidence, competence and nationally recognised qualifications in their chosen industry. Relevant qualifications ranging from Entry Level to level 2 are achieved to enable students to understand how to successfully access the job market.

## STEP 2

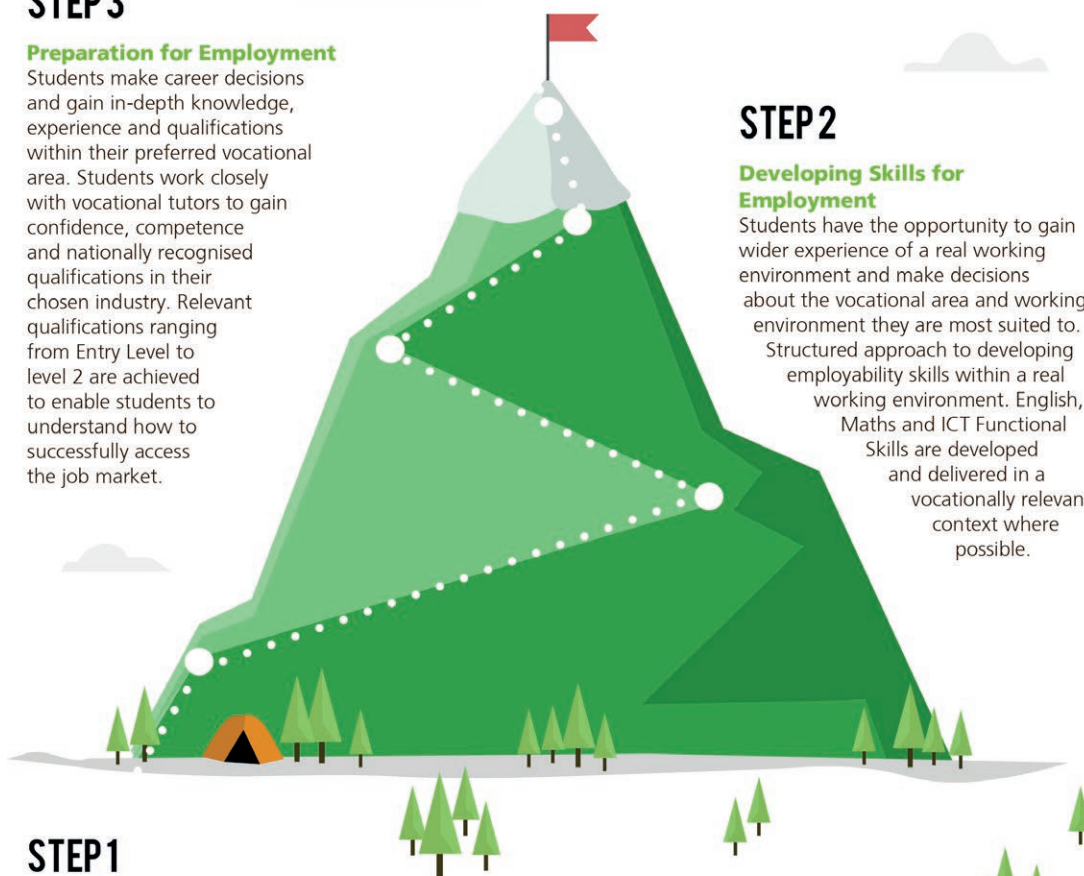
### Developing Skills for Employment

Students have the opportunity to gain wider experience of a real working environment and make decisions about the vocational area and working environment they are most suited to. Structured approach to developing employability skills within a real working environment. English, Maths and ICT Functional Skills are developed and delivered in a vocationally relevant context where possible.

## STEP 1

### Introduction to Employment

A personalised approach to introducing students to employment using their interests, abilities and aspirations as the basis for curriculum development. Working alongside professionals in a working environment employability skills are introduced. Initial diagnostic assessments identify Functional Skills levels and enable the process of working towards relevant English and Maths qualifications.





# FUNCTIONAL SKILLS

Functional Skills Qualifications provide reliable evidence of a learner's achievements against demanding content that is relevant to the workplace. The qualifications assess the learners' basic subject knowledge and their ability to apply this knowledge to different contexts. They provide a foundation for progression to employment and further technical qualifications, and they help learners to develop skills for everyday life.

Functional Skills qualifications are based on Department for Education (DfE) approved subject content and are regulated by Ofqual.

## Functional Skills Courses at Employ My Ability;

- English – Entry Level 1 up to Level 2 - 3 exams split though the year (Reading, Writing and Speaking and Listening)
- Maths – Entry Level 1 up to Level 2 - 2 exams at the end of the year (1 calculator and one non-calculator)
- ICT – Entry Level 1 up to Level 2 - 1 exam at the end of the year



“ It's a good place to learn new skills in Horticulture, Maths, English, Life skills, PSHE, front of house, land-based studies, Animal care, sports and games, and work skills. It's changed my life since being there.

- James Smyth-Stevens – Year 3 Student

”



BTEC Specialist qualifications are work-related qualifications, they give learners the knowledge, understanding and skills they need to prepare for employment

## **HOSPITALITY, CATERING, TOURISM AND RETAIL**

### **Edexcel BTEC Entry Level 3 Award/Certificate in Introduction to the Hospitality Industry**

This course offers a taster qualification that focuses on the personal qualities and work skills that are required for the hospitality and catering sector. This course covers; customer service, serving food and drink and basic food preparation and cooking.

Length of Course:

- Award – 2 years (1 year advanced)
- Certificate – 2 years

### **Pearson BTEC Level 1 Award/Certificate Introductory in Hospitality and Tourism**

BTEC's embody a fundamentally learner-centred approach to the curriculum, with a flexible, unit-based structure. With the focus being on the development of both transferable and sector skills. This course is designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do rather than what they know in theory. The qualification gives learners the opportunity to acquire and develop generic, transferable skills, as well as hospitality and tourism sector specific skills in order to complete tasks and demonstrate a level of achievement that enables them to progress to employment or further learning.

Length of Course:

- Award – 2 years (1 year advanced)
- Certificate – 2 years







### **Pearson BTEC Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking)**

This course offers an engaging programme for those who are clear about the vocational area they want to learn more about. It provides an opportunity for learners to progress into employment as hospitality/catering staff, or onto specialist qualifications.

Length of Course:

- Certificate – 2 years (1 year advanced)

### **Pearson BTEC Level 2 Award in Barista Skills**

This qualification is designed to give learners the knowledge and skills they require to work effectively as a barista in a coffee shop, hotel, restaurant or any other establishment where hot drinks are served. The qualification covers drink building techniques, cleaning and checking equipment before and after use, product knowledge and customer service skills.

Length of Course:

- Award – 1-2 years (part of a combined course)

### **Pearson BTEC Level 2 Award in Food Safety in Catering**

This course provides learners with food safety knowledge directly relevant to the catering and hospitality industry.

Length of Course:

- Award – 1-2 years (part of a combined course)

### **Pearson BTEC Level 2 Award in the Principles of Customer Service in Hospitality, Leisure, Travel and Tourism**

This course will provide learners with the understanding of the principles of customer service and understanding of customer needs and expectations.

Length of Course:

- Award – 1-2 years (part of a combined course)

## **Pearson BTEC Level 2 Award in Cultural Awareness in Customer Service in Hospitality, Leisure, Travel and Tourism**

This course will provide learners with an understanding of cultural awareness and how this enables them to better communicate, live and work in a multicultural community.

Length of Course:

- Award – 1-2 years (part of a combined course)

## **Pearson BTEC Level 2 Award in Meeting the Requirements of Customers with Specific Needs in Hospitality, Leisure, Travel and Tourism**

This course will provide learners with the understanding of how to meet the requirements of customers with specific needs in the hospitality, leisure, travel and tourism sector.

Length of Course:

- Award – 1-2 years (part of a combined course)

## **Pearson BTEC Level 1 Award/Certificate in Retail Knowledge**

This course gives learners the opportunity to develop a range of skills and techniques, personal skills and attributes essential for successful performance whilst working in the retail sector.

Length of Course:

- Award – 2 years (1 year advanced)
- Certificate – 2 years





## Land-based, Animal Studies and Construction.

### Pearson BTEC Entry Level 3 Award in Land-based Studies

BTEC Specialist qualifications are work-related qualifications, they give learners the knowledge, understanding and skills they need to prepare for employment. This course gives learners the opportunity to develop a range of skills and techniques, personal skills and attributes essential for successful performance whilst working in the land based sector. This includes land-based, gardening, horticulture and animal studies.

Length of Course:

- Award – 2 years (1 year advanced)



### Pearson BTEC Level 1 Introductory Award/Certificate in Land-based Studies

This course is designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do rather than what they know in theory. The qualification gives learners the opportunity to acquire and develop generic, transferable and land-based sector specific skills in order to complete tasks and demonstrate a level of achievement that enables them to progress to employment or further learning.

Length of Course:

- Award – 2 years (1 year advanced)
- Certificate – 2 years

### **Pearson BTEC Level 1 First Award in Animal Care**

This course will give learners an introductory overview to some of the key principles, knowledge, understanding and skills relevant to the animal care sector. Learners will study animal health, safe animal handling skills and animal welfare.

Length of Course:

- Award – 2 years
- Certificate – 2 years

### **Pearson BTEC Level 1 Introductory Award/Certificate in Construction**

BTEC's embody a fundamentally learner-centred approach to the curriculum, with a flexible, unit-based structure. With the focus being on the development of both transferable and sector skills. This course is designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do rather than what they know in theory. The qualification gives learners the opportunity to acquire and develop generic, transferable and construction sector specific skills in order to complete tasks and demonstrate a level of achievement that enables them to progress to employment or further learning.

Length of Course:

- Award – 2 years (1 year advanced)
- Certificate – 2 years

## **WORK SKILLS**

### **Pearson Edexcel Entry 2 Award/Certificate in Skills for Independence and Work**

This course aims to develop a learner's skills in a broad range of areas including communication, reading and writing, mathematics, skills for independent living and skills for the workplace, as well as engaging with the world around you. This qualification is great for students who are unsure what career path they want to follow. Units can include hospitality and catering, food preparation, gardening, horticulture, land-based, animal care, retail, sport, tourism and art & design.

Length of Course:

- Award – 2 years (1 year advanced)
- Certificate – 2 years



## **Pearson BTEC Entry Level 3 Award in Workskills**

This qualification offers learners a flexible programme of study to improve their understanding and application of employability skills. The qualification encourages learners to analyse their own skills and helps in developing insights into how to be successful in work. Units include; CV writing, applying for jobs, preparing and learning from work placements and skills and qualities for employment.

Length of Course:

- Award – 2 years (1 year advanced)

## **VOCATIONAL STUDIES**

### **BTEC Level Entry 3 Entry to Vocational Study**

This qualification is designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do rather than what they know in theory. The qualification gives learners the opportunity to acquire and develop generic and transferable skills in order to complete tasks and demonstrate a level of achievement that enables them to progress into independence, employment and or further learning.

This course is usually completed by all students at Employ My Ability as part of the EMA curriculum, which includes; life skills, travel training, employability skills and total communication.

Length of Course

- Award – 2 years (1 year advanced)
- Certificate – 2 years
- Diploma – 2 years



### **Pearson BTEC Level 1 Introductory Award/Certificate in Vocational Studies**

This qualification is designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do rather than what they know in theory. The qualification gives learners the opportunity to acquire and develop generic and transferable skills in order to complete tasks and demonstrate a level of achievement that enables them to progress into independence, employment and or further learning.

This course can include units in; Art & Design, Applied Science, Business, Caring for Children, Construction, Digital Media, Hair and Beauty, Health and Social Care, Hospitality, IT, Land-based studies, Performing Arts, Public Services, Sport, Transport and Vehicles.

Length of Course

- Award – 2 years (1 year advanced)
- Certificate – 2 years
- Diploma – 2 years

### **OTHER VOCATIONAL COURSES**

#### **Pearson BTEC Level 1 Introductory Award/Certificate in Sport**

This qualification is designed around practical skills and tasks that place an emphasis on learners demonstrating what they can do rather than what they know in theory. Learners will study core units that focus on key transferable skills such as research and planning, time management and working with others. Learners will also take a number of sector units which offer a broad introduction to the skills and knowledge in sports.

Length of Course

- Award – 2 years (1 year advanced)
- Certificate – 2 years

#### **Pearson BTEC Level 1 Introductory Award/Certificate in Digital Media**

Learners will study core units that focus on key transferable skills such as research and planning, time management and working with others. Learners will also take a number of sector units which offer a broad introduction to the skills and knowledge required in digital media.

Length of Course

- Award – 2 years (1 year advanced)
- Certificate – 2 years





CAREERS & WORKING



# CAREERS ADVICE & GUIDANCE

Employ My Ability is committed to enabling and encouraging all students to explore and experience different vocational and academic areas ensuring they have the tools to make meaningful decisions about their future career pathways. Employ My Ability recognises that Careers Education, Information, Advice and Guidance is crucial for our student's success and are committed to embedding the 8 Gatsby Benchmarks across the curriculum.

The eight Gatsby benchmarks of Good Career Guidance  
(©Gatsby.org.uk)

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Employ My Ability have a designated Careers Lead who is qualified to the recognised Level 6 standard of Careers Education, Information, Advice and Guidance. The lead, working in collaboration with colleagues, will oversee and monitor the policy, identify priorities and improvement plans, work with external Careers IAG professionals and ensure all students have access to a careers programme differentiated to meet their need.





## SUPPORTING YOUR CAREER PROGRESSION

Careers development lead & Senior management team

Careers & Progression Tutor



Employment Coach



Embedding across the curriculum  
Careers Education, Information, Advice and Guidance

Positive Outcomes for ALL! Students, Community & EMA

**Your Careers & Progression Tutor and Employment Coach work together to support your career progression.**

**Your Careers & Progression Tutor** and Employment Coach work together to support your career progression. They oversee your formal employment related learning in college that includes building your CV, interview skills and job searching, supporting you to explore different types of employment. They also oversee your onsite work experience, ensuring that it enables you to progress into meaningful employment or career activity when you leave the college.

**Your Employment Coach** is there to support you when you are ready to access offsite work experience in your local community. They will support you to find an appropriate employer and work alongside you and your employer to ensure that you both have a positive experience whilst feeling supported with taking this amazing next step. The coach will support you with accessing transport and understanding the wider world of work, for example, personal finances.

# WORK EXPERIENCE

## Internal Work Experience

At Employ My Ability we offer internal work experience placements in the hospitality, catering, horticulture, animal care and retail sectors to provide our students with valuable experience into the world of work. Over the period of time our students spend with us they will have timetabled and structured vocational sessions where they will learn the skills they need to prepare them for work when they leave EMA. The learners have short term individual structured outcomes to achieve in each vocational department designed to help them develop their skills and continually progress and further their practical knowledge.





## External Work experience

Once our learners have developed a range of basic skills in their vocational range, they will be supported to find an external work experience of their choosing in their local area so as to encourage independent travel to their workplace. The external work placements are fully supported by a member of EMA staff to ensure the learner feels secure and supported for as long as is necessary. We like to try and give our students placement for one full day a week to encourage a routine and to maximise the development of their skills within this setting. Once the employer and student are comfortable, we reduce the support if appropriate so they can gain independence in the workplace.

As with our onsite work experience, short term outcomes are put in place with the student and the employer to continually progress their skills. These outcomes are reviewed at six week intervals to encourage continual growth. We have a wide range of local employer partners in the hospitality, horticultural, retail and animal care sectors across Dorset who facilitate these placements. Without their help we would really struggle to place our students, they provide the real world experience our students need to progress and we are always grateful for their assistance.



## AARON'S JOURNEY FROM EDUCATION TO EMPLOYMENT



Aaron started with us after spending time at mainstream school, he had already completed work experience placements in a busy country pub and was keen to continue with his catering work.

During his first year at Employ My Ability, Aaron proved himself more than capable in the kitchen at our Dovecote café and was soon impressing our chef team. In his second year, Aaron oversaw the breakfast menu orders, delivering these to our customers to a high standard. It became very apparent that Aaron was more than ready for an external work placement. He independently researched different establishments that he would like to be considered for and he has subsequently managed to gain a placement at an independent brasserie in Dorchester. He is currently working there every Wednesday unsupported and travelling to work on his own. Aaron's most recent successful outcome has been to research a dish to go on their menu which has been achieved already.

Aaron is rapidly becoming a real asset to his employer and to the Dovecote café as the skills he is learning at his work placement are being fully utilised with us. Aaron still has another eighteen months with us to complete his academic and vocational qualifications and will continue to grow his skills in his external work placement.

“ Internal and external work experience placements are a vital area for our vision at EMA. It provides the stage for our classroom learning to be expressed in the real-life working environment. This is where we really see our students progress and it is a pleasure to watch them grow both with their confidence and their social skills.

- James Dunham, Senior Tutor ”

“ I've really enjoyed my time at Taste Brasserie in Dorchester, and it has shown me that there is still is a lot for me to learn.

It has also has shown me how challenging it can be in the kitchen sometimes, but I wouldn't have it any other way.

- Aaron ”



# THERAPIES

At Employ My Ability we are committed to providing a holistic range of therapies that support our students to fulfil their potential and have a better understanding of the world around them.

## **Cognitive Behavioural Therapy (CBT)**

Cognitive behavioural therapy is a talking therapy that can help you manage your problems by changing the way you think and behave.

## **Drama Therapy**

Drama Therapy can provide the context for participants to tell their stories, set goals and solve problems, express feelings, or achieve catharsis. Through drama, the depth and breadth of inner experience can be actively explored and interpersonal relationship skills can be enhanced.

## **Speech and Language Therapy**

Students accessing speech and language therapy at EMA follow an individualised programme of targets, devised and reviewed each half term by our HCPC registered speech and language therapist. Targets are worked towards through a combination of individual, pair or group work and support both in class and during on-site work experience as appropriate to each individual. Our speech and language therapy assistant leads sessions and ensures that all staff are aware of the most effective ways to communicate with each of our young people and promote positive communication skills and friendships between students.

Symbols and signing are used throughout the college, with students who communicate well verbally also being given the opportunity to learn signing at our weekly Makaton Club, in order to help them communicate more effectively with peers who rely on this method.

## **Occupational Therapy**

Students that require occupational therapy are referred to the local authority occupational therapy department who work closely with the students at EMA and their support team.

This is not an exhaustive list of the therapies we can offer students.

“

Employ My Ability is such an amazing place with staff who actually have time for these young adults and treat them all individually. My daughter attends and the change in her is outstanding, she actually can't wait to go to college and enjoys doing lessons and activities. I would so recommend 100%.

- Lisa Dunne – Parent of Year 2 student

”

## SUPPORTING STUDENTS DEVELOPMENT

We have always had a commitment to supporting our student's development as they move from young people into adulthood. We have never believed in 'just' educating our students, this will not support their transition into adulthood and the workplace.

Having working vocational sites supports students wellbeing as they learn real work skills in their work experience sessions, this develops their self-confidence and builds self-esteem. For our young people to be successful in their chosen field its important we support their emotional and mental wellbeing. A young person who has these skills will have fewer barriers to learning and a better understanding of themselves and how to meet their own needs. We have developed a range of groups for students to be part of to support their social skills and enjoyment. (Please ask for more details on the groups we have when you enquire or visit).



Students can access our Talk About group where they can explore how to express their feelings and build friendships and have an understanding and respect of other people and their feelings. We are committed to our student voice being at the very heart of everything we do at Employ My Ability. We have an active student council that meets every 4 weeks and has a representative from each tutor group, the chair of the student council is a member of the EMA Trustee Board. Our 'you said, we did' board lets students know how their suggestions have developed and changed the college.

At the end of the each year students, families and staff enjoy the EMA Graduation Celebration, a real chance to celebrate the fantastic achievements of our students. It's a chance for our graduating students to celebrate with their friends and families as we wish them a sad but incredibly proud goodbye.

# LOCATIONS

## The Walled Garden, Moreton

A beautiful five-acre landscaped formal garden situated in Moreton, Dorset. The village is close to the historic market town of Dorchester and situated on the River Frome. The gardens re-opened to the public in May 2015 when Employ My Ability took over the site and have since undergone significant replanting and restoration, with the site now managed by our expert garden team (with help from the students too). The gardens are not only a free entry attraction for the public to enjoy, but they also play a vital role in providing diverse habitats within a small area, which means plant and wildlife can thrive at a more abundant level than they might in less diverse locations.

Our curriculum is shaped from the environment at the Walled Garden which is home to;

- The Dovecote Café
- Formal gardens
- Kitchen garden
- Animal and family area
- Garden Shop

Students complete functional, vocational and Recognising and Recording Progress Achievement and Destination (RARPAD) qualifications that are complimented by the real working environment that they are part of. Employ My Ability students work alongside the teams in everyday tasks, and as the Gardens, Café and Animal area are open to the public, they have a high-profile presence when carrying out their work and studies, in the same way in which the staff team have.

This is a fundamental part of the students learning. They are part of the team working to present the site as a beautiful place for visitors to come to. This often gives the students a sense of purpose about their studies. Not only do they see physical results of their work, but they see the enjoyment it brings to the visitors.





## Thorngrove Garden Centre, Gillingham

A traditional garden centre in the heart of Gillingham which has been operating for over 50 years. Thorngrove was acquired by Scope as their first residential home in 1963 and the garden centre officially opened in 1967. Employ My Ability purchased Thorngrove Garden Centre in 2017 and embarked on an exciting and inspiring programme of regeneration which included; The new Secret Garden Café, a re-vamped Garden Centre shop, and the creation of modern teaching spaces.

Students complete functional, vocational and RARPAD qualifications that are complimented by the real working environment that they are part of. Employ My Ability students work alongside the teams in everyday tasks, and are an essential part of key operations in the cafe, garden centre, plant nursery and glasshouses. (Which are all open to the general public).



They have a high-profile presence when carrying out their work and studies, in the same way in which the staff team have.

This is a fundamental part of the students learning. They are part of the team working to present the site and fantastic plants, most of which are grown onsite (something Thorngrove prides itself on). As with Moreton, this also gives the students a sense of purpose about their studies. Not only do they see physical results of their work, but they see the enjoyment it brings to the visitors.

# LIVING AND STAYING AT EMPLOY MY ABILITY

## Respite Services

Our respite service is situated in Moreton close to the college grounds.

Respite offers an opportunity for students to experience and develop skills to support their independence. Our respite service is person centred and students are encouraged and supported to plan their respite and their outcomes. Respite is supported 24-hours a day and can be booked during weekdays, weekends and college holidays.

Funding for respite can be obtained through the local authority or direct payments and we can support you through this process.

## Supported Living

Employ My Ability have a range of supported living services both in Moreton and Dorchester.

Our supported living services are run by a dedicated learning support team overseen by senior support workers, team leaders and a supported living manager. The support is delivered 24-hours a day and is specific to individual's needs. We have developed our supported living services to adopt a 24-hour curriculum, meaning the skills and knowledge they are learning at college are practised and embedded into their home environment.

Our services are an environment for individuals to learn responsibilities of living independently. Individuals have a support plan with outcomes focused on developing skills in; cooking, cleaning, laundry, shopping, budgeting, making their own choices, living with others, independent travel and garden maintenance. Individuals are encouraged and supported to access and be part of the community around them and build and maintain positive friendships.





# ADMISSIONS

If you are interested in finding out more about us and would like to have a look around – we are more than happy to organise this. Just contact us on 01929 405 685. We believe every young person is different and we embrace this individuality ensuring each young person's transition is tailored to meet their needs.

## Visits

If you would like to come and visit us and have a look at Employ My Ability and meet staff and students, this can be easily arranged.

## Referral

Once you have decided EMA is the place for you, you can make a referral. We will send / email you a referral form to complete or complete it during your visit. Students, parents, carers and professionals can make referrals.



## Taster Sessions

We are more than happy to organise taster sessions for young people to give them an insight into what we do and support them in making their choice about their future.

## Student Assessment

After we receive your completed referral we will arrange a time for our assessment to be completed. One of the team will come out and meet with you and your family – in order to complete the assessment. This ensures we have all the information we need to support you academically and emotionally.

## Funding

Funding options will be discussed with you throughout the assessment period.

# SAFEGUARDING

Employ My Ability places the upmost importance on safeguarding and the safety and wellbeing of all our students. We share the belief that safeguarding is everybody's responsibility and have a dedicated safeguarding team that promotes awareness and is always available to provide support to students, their families and our staff team.

All staff, volunteers and trustees are trained in both children and adult safeguarding and we have established safeguarding policies and procedures in place. Safeguarding themes are embedded into our curriculum and we pride ourselves on going above and beyond to make college a safe, happy and thriving environment for all.







## EMPLOY MY ABILITY INITIAL EDUCATION REFERRAL FORM



Name of Learner				
Address of Learner				
Contact Number				
Next of Kin				
Date of Birth		Allergies/ medication		
Current Provision		Preferred Site	Moreton	Thorngrove

**Please note all learners will be required to complete the induction skills package and will be encouraged to have taster sessions in a number of vocational areas.**

Activities you would be interested in	Yes/No	Specific hopes and wishes
Horticultural – working in the gardens / nursery		
Catering – working in the café, food preparation		
Animal Studies and work experience		
Support to get paid employment and / or voluntary work		Types of jobs:
Administration – office work		
Literacy and Numeracy		
Other – please specify		

**continue form on reverse of page**

	Name	Email	Contact Number
Careers Advisor			
Social Worker			
Other			

Referrer			
Contact Number			
Relationship to Learner		Date	
Additional comments			

.....

.....

.....

Please declare whether you have any unspent convictions or current proceedings against you.

**Yes / No**

If you answer yes we will ask you for further details. Your response will not stop you from being offered a place at our college. We need to have this information to ensure your safety and the safety of our students and staff and make our decision based on your full assessment, not on your answer to this question.

Please return to:

By post: Employ My Ability, The Walled Gardens, Moreton, Dorchester, Dorset, DT2 8RH

Email: paula.harris@employmyability.org.uk      Tel: 01929 405 685







# EMPLOY MY ABILITY

Real Jobs, Real Lives, Real Work

Follow our story



[employmyability.org.uk](http://employmyability.org.uk)

Telephone: 01929 405685 Email: [office@employmyability.org.uk](mailto:office@employmyability.org.uk)

The Walled Garden, Moreton Dorset DT2 8RH  
Telephone: 01929 405685

Thorngrove Garden Centre, Gillingham, Dorset. SP8 4RE  
Telephone: 01929 405685

