

# EMA

2023 - 2024



Find Your Future

# Head of Education's Welcome...

Welcome to EMA, I have the privilege of leading the education provision across our campuses at both Moreton and Thorngrove.

We believe accessing further education at either of our unique vocational settings enables students to develop the knowledge and skills needed to prepare for adulthood and the world beyond college, whether that be into paid employment, voluntary work, or other community engagement.

Often young people and their families find the transition into college a challenging time, however we have successfully supported numerous students over the years with this, and our team is well practiced in tailoring the experience to each individual student.

We support students and their families from well before a student enrolls with us, by assisting them to navigate the referral process, getting to know them during the months before enrolment, providing taster days, and finally ensuring that when they do start with us that their Study Programme is bespoke, aligned with their needs and aspirational.

As you would expect, our specialist team works hard to provide safe and bespoke learning environments that support all of our students' needs and overall wellbeing. The support of course extends beyond the academic, to assistance with vocational and emotional challenges that young people may face as they prepare for adulthood.

Students benefit from an integrated approach to careers guidance that runs through everything we do; we provide onsite work experience, and support students to find offsite work experience and/or wider community engagements that enable them to make meaningful use of the skills and qualifications gained during their time with us.

I look forward to welcoming you at either campus to show you where your journey to independence begins.



**James Dunham - Head of Education**

*Thank you!*

## ABOUT US

Since opening in 2013 EMA has been committed to providing a quality education provision for young people where they are firmly at the centre of building their own futures.

In March 2023, The Government published the Special Educational Needs and Disabilities (SEND) and Alternative Provision Improvement Plan, which focuses on the needs of young people with SEND as they transition through different stages of life and prepare for adulthood.

The themes of this plan have continued to be our founding principal;

**“ Right Support, Right Place & Right Time  
are essential in enabling young people to thrive.”**

Accordingly, our core beliefs and commitments are:

- Young People with SEND 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.
- Young People with SEND should be given the opportunities to develop skills and transition into work environments.
- A solid commitment to Careers Education, Information, Advice & Guidance is essential to support young people with SEN in reaching their aspirations.
- Through the process of “Preparing for Adulthood”, an ongoing commitment to supporting a young person’s pathway towards whole life independence.
- To fully embed Speech & Language Therapy (SALT) into our curriculum, so that it is intertwined with our teaching and not delivered as an additional standalone therapy.

EMA’s CEIAG programmes are bespoke to each student and can be found in every aspect of our provision. This prepares our students to take charge of their careers and lives by having clear, achievable and aspirational aims for what they want to do when they leave us. As well as knowing what needs to be done in order to achieve their plans for further education, training, work, independence, accessing their communities and keeping





EMPLOY  
MY ABILITY

Old School

LEARNING AT EMA



# STUDENT STUDY PROGRAMME

**Our education and training programmes have been specifically developed for Young People aged 16-25 with Special Educational Needs (SEND). We are funded by the Education and Skills Fund Agency (ESFA) and Local Authorities.**

We deliver Study Programmes that support students to develop new skills, knowledge and behaviours with a focus on the Preparation for Adulthood (PfA) themes:

- Employment
- Independent Living
- Good Health
- Friends, Family and Relationships

Learning at EMA supports students in developing the skills and behaviours for independence and work. This practical hands-on approach to learning supports students who have found school

challenging, allowing them to develop skills, knowledge and behaviours for independence, employment and a successful future.

During students' transitions and throughout the first 6 weeks of their enrolment at EMA we work with all students to complete a full assessment of their ability and aspirations. The outcome of this enables us to construct an individualised Study Programme and timetable focused on specifically meeting their needs and EHCP targets: it is designed to show their achievement as they move into adulthood.

The Study Programmes consist of a mixture of externally accredited, and non-accredited learning from Pre-Entry to GCSEs. We focus on challenging the student at the correct level and supporting their individual progression.



## OUR STUDY PROGRAMMES

### Preparation for Adulthood (PFA) Study Programme

The PFA Study Programme is for those students at the Pre-entry, Entry 1, and Entry 2 ability levels. The intended duration is for 2 years, and is focused on students progressing towards either an Adult Social Care provision and/or volunteer role.

This study programme is non-accredited and progress is measured and demonstrated using RARPA (<https://natspec.org.uk/resources/rarpa/>). Functional Maths, English & ICT are a combination of accredited and non-accredited courses.

#### Independent Living Skills

- Making decisions (Mental capacity)
- Understanding consent
- Understanding your choices
- Life skills
- Managing bills
- Personal independent payments (PIP)
- Being safe in your home
- Understanding different types of living arrangements
- Careers advice

#### Employment

- Support to develop the skills and behaviours for independence and work in our onsite work experience settings Vocational learning and onsite work experience
- Community project work
- English, Maths, ICT and Digital skills
- Employability skills
- Careers advice
- Travel training

#### Health

- Sex education
- Understanding relationships, including sexual relationships – choices, safety, and good health
- Mental Health and wellbeing
- Learning how to make appointments
- Managing your own health
- Knowing when you need to see the Doctor
- Staying fit and healthy

#### Friends, relationships and being part of your community

- Tutorials, All about me, Sports and wellbeing
- Communication groups, Personal development
- Developing new friendships and managing friendships
- Digital skills – online safety
- Managing your time
- Keeping safe
- Understanding drug and alcohol
- Volunteering
- Understanding the criminal justice system
- Knowing where to go for help
- How to use the emergency services
- Managing friendships beyond college



2023-2024

### **The PFA Study Programme consists of:**

PFA sessions covering Employment, Independent living, Community Inclusion and Health.

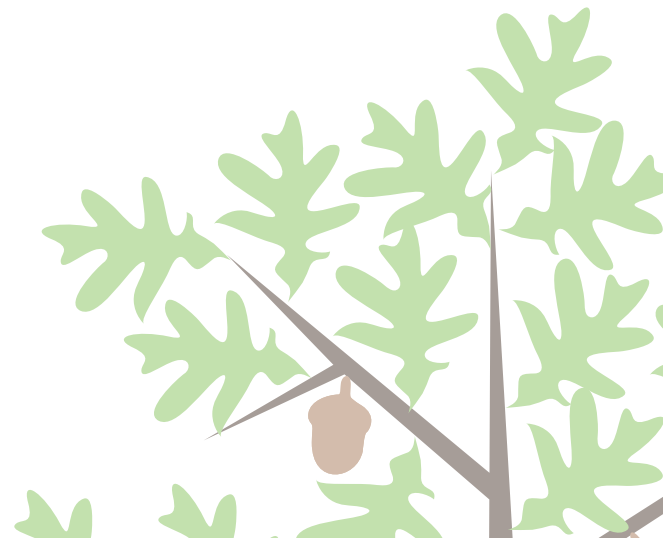
Learning English, Maths, and Digital skills.

Completing vocational skills courses in Animal Care, Hospitality and Landbased & Horticulture.

Gaining transferable skills in internal work experience in EMA's Cafes, Shops, Gardens, and Animal centre.

Being supported to learn employability skills and engaging in community project sessions.

Take part in tutorial and All about Me sessions alongside pastoral support to help record and reflect on overall development and achievements in line with EHCP targets, and any other agreed goals, therapies, or initiatives.



### Supported Employment Study Programme

The SE Study Programme is for those students at the Entry 3 to Level 2 ability levels. The intended duration is for 2 years, and is focused on students progressing towards either paid employment or a full time volunteer role.

This study programme is a combination of accredited and non-accredited courses (<https://natspec.org.uk/resources/rarpa/>), including your vocational programme, Maths, English & ICT courses.

Upon completion of the SE Study Programme, students typically will progress onto paid employment, volunteer work, supported internships or other similar vocational placements, on either a part time or full time basis.

The SE Study Programme has a focus on learning independently and demonstrating the skills for employment at both our on-site work experience settings, as well as whilst on external work placements. It covers:

- A focus on learning and independently demonstrating the skills for employment in our onsite work experience settings
- External Work Placements
- English, Maths and ICT /digital skills
- Vocational learning
- Support to learn skills and overcome barriers to gaining employment (e.g. travel training, Personal development, Independent Living Skills)
- Preparation for Adulthood themes
  - Independent living
  - Employment
  - Health
  - Friends relationships and being part of your community
- Tutorial and pastoral support to develop skills (including SALT, Sports) All about me sessions
- Careers, Education, Information and Guidance





2023-2024

### **The SE Study Programme consists of:**

Gaining Internal Work Experience in EMA's Cafes, Shops, Gardens, or Animals centre.

Undertaking External Work Experience with a local employment partners, either close to home or college.

Learning English, Maths, and Digital skills.

Completing a vocational programme in either Hospitality, Animal Care, and Landbased & Horticulture.

Being supported to learn employability skills and overcome barriers to gaining employment by following the recognised principles of Preparing For Adulthood, and Work Skills.

Take part in tutorial and All about Me sessions alongside pastoral support to help record and reflect on overall development and achievements in line with EHCP targets, and any other agreed goals, therapies, or initiatives.









**CAREERS & WORKING**



# CAREERS ADVICE & GUIDANCE

EMA 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. EMA recognises that Careers Education, Information, Advice and Guidance is crucial for our student's success and are committed to embedding the eight GATSBY standards using the Compass Tool that benchmarks good Careers Guidance across the curriculum.

These are:

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

Our Careers lead at Senior Management Level works in collaboration with the Senior Management Team, Work Placement and Next Steps Coordinator and wider colleagues to oversee and monitor the Policy and Careers Strategy, identify priorities and improvement plans, and works with external Careers IAG professionals to ensure all students have access to a career programme that is differentiated to meet their needs.






## SUPPORTING YOUR CAREER PROGRESSION

Careers education, information and advice is embedded across the curriculum. Students are supported by the staff teams and the Work Placements and Next Steps Co-ordinator to experience positive career progression.

Tutors alongside the Work Placements and Next Steps Co-ordinator to oversee students more formal employment related learning in college that includes building a CV, interview skills, job searching, and support to explore different types of employment. The team also oversees on-site work experience, ensuring that it enables students to progress into meaningful employment or career activity when they leave college. The Work Placements and Next Steps Co-ordinator offers progression interviews with all students ensuring they are supported to explore all options and progression routes.

The Work Placements and Next Steps Co-ordinator is there to support you when students when they are ready to access off-site work experience in their local community. They will support with finding an appropriate employer and work alongside students and employers to ensure that they both have a positive experience whilst feeling supported when taking this amazing next step.



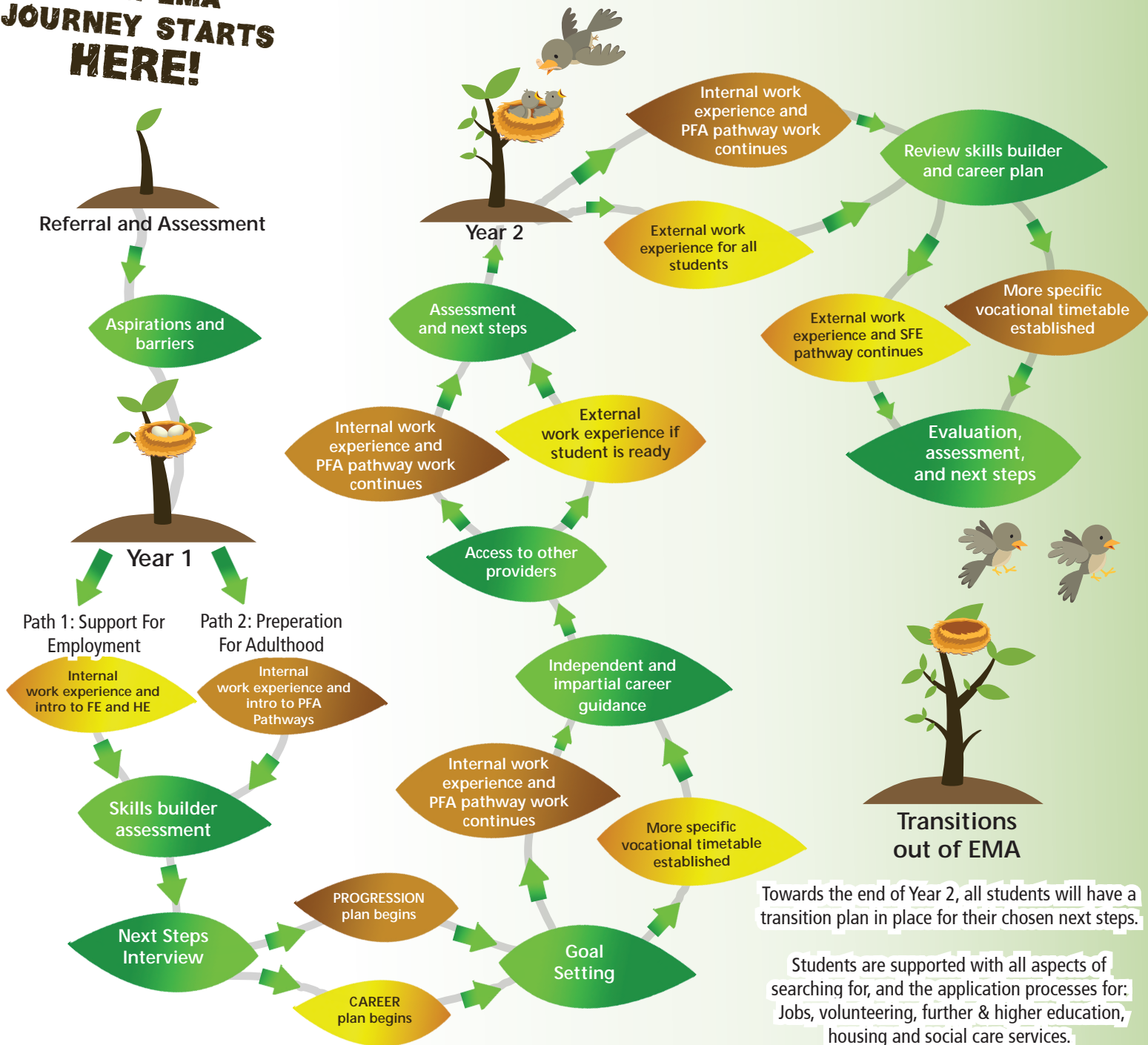
**Positive  
outcomes for  
all students,  
employers,  
community  
and EMA**





# YOUR EMA JOURNEY STARTS HERE!

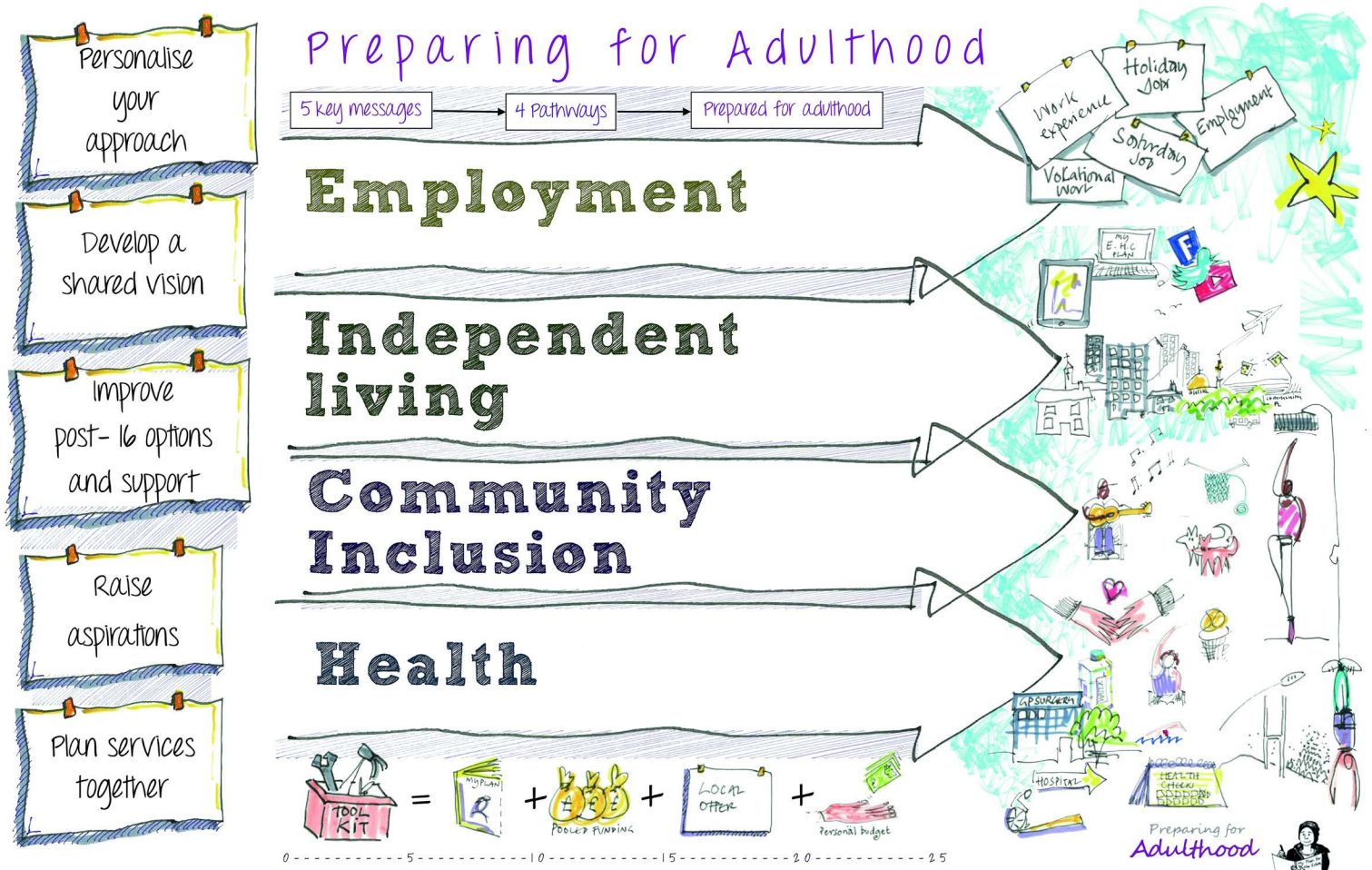
## EMA - Careers Programme





# PREPARING FOR ADULthood

Ensuring young people at EMA reach their full potential working towards Employment, Independent Living, Community Inclusion and Good Health.



Source: <https://www.ndti.org.uk/projects/preparing-for-adulthood>

# WORK EXPERIENCE

## INTERNAL WORK EXPERIENCE

At EMA we offer internal work experience placements to all students in our 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

Students on our Supported Employment Study Programme will be supported to develop 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 on-site 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 and surrounding areas 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.



## Community Projects

Students on our PFA Study Programme will have the opportunity to be part of a range of community projects which include litter picks, tree planting, community lunches and other projects that will allow them to use the skills they have developed during their on-site work experience.

“ 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, Head of Education





**STUDENT SUCCESS**



# STUDENT SUCCESS

## Ben Beasley

Ben graduated from EMA in 2022, and over the prior year had been completing a work experience placement at the Happycino café. The staff were so impressed with Ben and how he'd taken to his role, that he was offered a permanent job once he graduated. We couldn't be happier for Ben and it's brilliant to see the skills he's learnt at EMA, and his placement, leading him to a real job. He's since moved on to a new job beyond Happycino and continues to develop his skills and independence. We wish you all the best for the future Ben!



## Maddie Walters

Based at our Gillingham campus, Maddie graduated from EMA's education provision in July 2022 and transitioned to EMA's Social Care Provision, focusing on work experience in the café, shrubs, nursery, and the shop: as well as improving her Independent Living Skills and accessing the gym.

Alongside her studies, Maddie showed an enthusiasm for writing and journalism (she was responsible for setting up the Gillingham campus newsletter). We collaborated with the digital Blackmore Vale magazine and Maddie delivered a regular column which was published in the magazine for their 12,000+ subscribers.

Maddie has always shown herself to be a really keen learner and has always wanted to expand her knowledge and skills in all areas of her education and work and we've been very happy with her transition from education to social care.





## Adam Richards

In 2022 while studying, Adam was supported to set up a car washing business. He made his own business cards and price list and each week on a Friday he cleaned staff cars inside and out. At the end of the summer term, Adam was presented with a cheque for the money he had earned washing cars. Adam flourished when he set the car wash business up and managed his equipment and ordering of products with minimal support.

Adam left EMA education in July 2022 and achieved Entry 3 Work Skills and Level 1 Land based studies. Adam decided he wanted to attend EMA's social care day provision, this would allow him to access work experience at a familiar setting and also interact with new peers and accessing the community with support.

Adam is now half way into his first year under social care, he has matured hugely and works brilliantly alongside the estates team whilst still engaging with life skills and community activities.

## Aaron Stevens

Aaron started with us after spending time at a 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 time at EMA Aaron proved himself more than capable in the kitchen at our Dovecote Café and was soon impressing our chef team.

Since graduating from EMA in 2021, not only did he pass his driving test, he's also been working at Luccio's restaurant in Dorchester since the month after graduating, and says that he is really enjoying his work. He finds it challenging and busy but this has also been motivating him to do his best.

He's able to utilise so much of the skills and experience he learnt during his time at EMA, not just food-prep from being in the café, but being able to apply his excellently developed confidence and communication skills.





# SUPPORTING STUDENTS DEVELOPMENT

## Careers Strategy

We understand that making decisions about future career paths can be daunting for young people. We are committed to providing a supportive environment to help our students explore their career options. We provide guidance and advice on career options, as well as activities and resources to help young people make informed and confident decisions about their future.

We provide a range of learning opportunities that help students explore and develop their career interests including work experience, community projects, visits to next steps providers, CV writing and interviews, our curriculum provides students with the skills and knowledge they need to progress developing the right attitude and behaviour and supporting them to make successful careers choices.

Our Work Placements and Next Steps Coordinator works with students to develop a pathway plan that is suitable and ambitious with a focus on the Preparation for Adulthood themes of:

- Good Health
- Employment and Careers
- Independent Lives
- Friends, Relationships and Community

Once the plan has been agreed, it is reviewed with the student to make adjustments as they gain more understanding of their choices. This ensures that the student remains on track to achieving their career goals and that any changes in the student's needs or interests are added to the plan.

## All About Me

These are daily sessions where students get the chance to meet with their tutor and go through the work they are doing towards their EHCP Outcomes. Tutors will meet with students 1:1 and go through the evidence that has been captured on their vocational and functional studies each week and recorded on Evidence for Learning and how it links to their outcomes. They will also go through their wellbeing and what they have been doing with their work experience. Classes will also follow the tutorial scheme of work which covers tasks and topics that link to EHCP categories Communication & Interaction, Independence, Learning & Communication, Personal, Social & Emotional health and Physical & Sensory.

## Listening to our Students

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.

Alongside our student council we are committed to extending activities to ensure all learners have the ability and opportunity to contribute to curriculum planning, and the assessment of their college experiences. We are committed to increasing the reach and influence of learner voice activities.



## Enrichment at Employ My Ability

Enrichment is all about boosting students' overall wellbeing to help them to perform at their best while at college. They can improve their study performance through curricular enrichments and enjoy time away from their studies through extra-curricular enrichments.

Students will be invited by tutors to join any curricular enrichments; meanwhile, students will choose at least one extra-curricular enrichment to engage with for fun. Our extra-curricular enrichment provision gives students varied opportunities to try something new or develop an interest alongside their main studies. Some are based online while others are conducted in person. So whether students want to meet new people, improve skills or just have fun, we have an activity to suit.

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 an incredibly proud goodbye.



# STUDENT FINANCIAL SUPPORT

Employ My Ability (EMA) receive a small budget from the Government for financial bursaries each academic year. These bursaries can help with the cost towards traveling to and from EMA, course equipment, college activities. This financial support helps students in completing their courses.

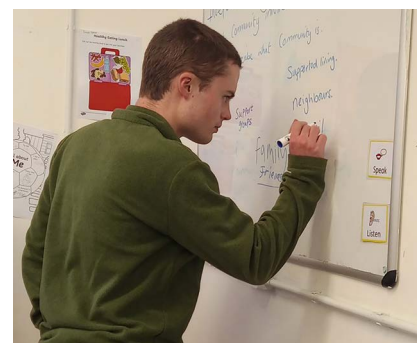
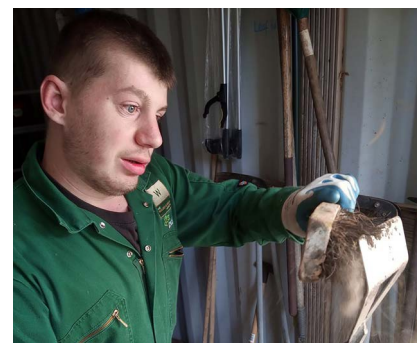
EMA also receives money from the Government to support eligible students with free meals whilst at college.

The funding we receive from the Government is not set and changes from year to year depending on what they have available to spend.

All applications are on a first come first served basis and can be submitted each term.

**Further information, eligibility criteria and application forms can be found on our website:  
[www.employmyability.org.uk/aboutus/studentfinancialsupport](http://www.employmyability.org.uk/aboutus/studentfinancialsupport)**

**Alternatively call reception on 01929 405685  
for further information.**







**MORETON CAMPUS**



# MORETON CAMPUS

## 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 plants 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.







GILLINGHAM CAMPUS



# GILLINGHAM CAMPUS

## 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 Cafe, 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 Café, garden centre and shop (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, in the same building as our Adult Day Service. Respite offers an opportunity for individuals to experience and develop skills to support independence as well as offering regular breaks to parents and carers. The service is person centred and allows individuals to plan activities and look at what they would like to achieve during their stays. Respite is supported 24-hours a day and can be booked during weekdays, weekends, and college holidays.

## SUPPORTED LIVING & DAY SERVICES

EMA have a range of supported living services both in Moreton and Dorchester. Our supported living services are run by a dedicated Manager of Adult Social Care with a team of support workers, senior support workers and a deputy manager. The support is delivered 24-hours a day and is specific to each individual's needs and outcomes.

Supported living provides an environment that promotes independence and an opportunity to learn the responsibilities of living independently and holding a tenancy agreement. Individuals will have a support plan which identifies outcomes they wish to achieve and skills they wish to learn which will enable them to live a more independent and fulfilled life. This includes focuses on cooking, cleaning, laundry, shopping, budgeting, decision making, maintenance, and accessing the community.

Our adult day service aims to be an extension of these supported living aims. Offering sessions in basic life skills such as finances, cleaning, cooking and decision-making, combined with activities and outings that enrich the lives of those who attend. Each attendee is encouraged to feed into the planning of sessions so that these can be focused on what the group wishes to achieve, building upon teamwork and relationship skills. The work-based outcomes of EMA also form part of the adult day service, with opportunities for work-based groups within our café, maintenance, and gardening teams on site or with support accessing external work placements. The day service is open to both those who reside in supported living and external attendees, offering group and 1:1 support.

## FUNDING

Funding for all these services can be by private arrangement or funding may be available through the local authority, depending on assessed needs and requirements.



# SAFEGUARDING

EMA are dedicated to providing a safe and inclusive environment for all our students and staff. Our commitment to safeguarding means that we take proactive measures to identify and mitigate potential risks, provide appropriate support, and maintain a culture of respect and dignity for all. 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 in going above and beyond to make college a safe, happy and thriving environment for all.



Sammie Eaton  
Designated Safeguarding Lead  
for EMA



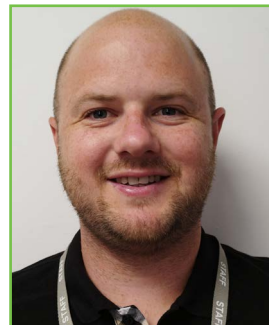
James Dunham  
Deputy Safeguarding Officer  
Moreton & Gillingham



Sadie Paradise  
Deputy Safeguarding Officer  
Moreton & Gillingham



Jacqui Church  
Deputy Safeguarding Officer  
Moreton & Gillingham



Bradley Kendrick  
Deputy Safeguarding Officer  
Moreton & Gillingham





**JOIN EMA**



# ASSESSMENT

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 or email as at [referrals@employmyability.org.uk](mailto:referrals@employmyability.org.uk). 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 EMA 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.





## EMPLOY MY ABILITY INITIAL EDUCATION REFFERAL 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: [referrals@employmyability.org.uk](mailto:referrals@employmyability.org.uk)      Tel: 01929 405 685







# EMA

## Find Your Future

Follow our story



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

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

### Moreton Campus

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

### Gillingham Campus

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

