

## ***BRIDGE TO WORK PROPOSAL***

**Royal Mencap Society**

**CITY BRIDGE TRUST**  
**Disability and Employment Fund**  
**First-stage Application form.**

Broadly speaking, we have three main aims for this fund:

- To support a significant number of disabled people into paid employment.
- Supporting disabled people in paid employment to stay in work and progress their careers.
- Supporting employers to recruit and retain more disabled people.

With the exception of work targeted at employers, all projects applying for this fund must have a target beneficiary group which falls between the ages of 16 – 30 and considers themselves to have a disability as defined by the Equality Act (2010).

This is a first stage application form designed to give us a preliminary idea of the kinds of projects which will help us to achieve our aims around disability and employment. Whilst we expect the nature of the project which you outline to remain consistent, due to the short turnaround time for this form we acknowledge that financial figures quoted may vary slightly.

Name of Organisation:

Royal Mencap Society (Mencap)

Main contact details:

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Please describe briefly which of our aims your work aligns with, the outcomes you want to achieve and how you will reach those outcomes:

**Aims our work aligns with:**

- To support a significant number of disabled people into paid employment.
- Supporting employers to recruit and retain more disabled people.

**Outcomes we will achieve per year:**

**Employability Outcomes**

- A minimum of 20 people with a learning disability or difficulty will access our Employ Me programme each year
- A minimum of 20 people with a learning disability or difficulty will have increased travel skills
- A minimum of 20 people with a learning disability or difficulty will have increased soft skills e.g. team work and organisation.
- A minimum of 20 people with a learning disability or difficulty will have increased employability skills e.g. CV writing and interview skills.
- A minimum of 7 people with a learning disability or difficulty will have positive progression pathways established upon project completion e.g. training or volunteering
- A minimum of 3 people with a learning disability or difficulty will move into supported internships
- A minimum of 8 people with a learning disability or difficulty will move into sustainable paid employment (including apprenticeships)

### **Employer Engagement outcomes**

- A minimum of 30 new employers will be engaged and able to support people with a learning disability or difficulty in work each year
- A minimum of 100 staff (from employers) will receive Learning Disability Awareness Training each year
- A minimum of 30 employers will offer people with a learning disability or difficulty work experience placements each year
- A minimum of 3 employers will offer supported internships each year
- A minimum of 8 employers will offer paid roles (including apprenticeships) each year
- A minimum of 15 apprenticeships for people with a learning disability or difficulty will be set up with employers by the end of year 5 (year on year increase e.g. one in year one, two in year two etc.)

### **How we will achieve these outcomes:**

In order to achieve these outcomes, with the support of the City Bridge Trust, we will recruit two members of staff; an Employment Coordinator and an Employer Engagement coordinator. These two roles will deliver two complimentary streams of activity; our Employ Me programme which will support people with a learning disability to get job ready and our Employer Engagement plan which will engage and educate employers, increasing their accessibility and supporting them to employ and sustain people with a learning disability in their workplace.

This project will also be hugely complimentary to the introduction of the governments apprenticeship levy in May. Workplaces are unclear on how they can use the apprenticeship levy funding and are even more unclear on how this might help them support people with a learning disability in their businesses.

### **Employ Me**

The employment coordinator will manage a caseload of people with a learning disability or difficulty, aged between 16 – 30 years old, and support them through our Employ Me programme. Employ Me is a person centred employment support service for people with a learning disability or difficulty. We will target those furthest from the job market and equip them with the skills and experience they need to move into or closer to paid sustainable employment, live more independently and contribute to their community.

The programme will be delivered on a rolling basis, with each learner typically completing the programme in six months and receiving between 50 - 100 supported learning hours, this is adaptable depending on the learner's need. We will work with each learner to develop their Employ Me Plan, focusing on their individual learning and support needs and employment goals.

The plan will cover the following:

*Work Skills:* Introduce the learner to the skills key for successful employment e.g. communication, team work and time keeping

*My Skills:* Provide the learner with an understanding of the workplace and the kind of employment that may suit them. We will carry out vocational profiling to identify the types of sectors and roles suited to each person. With the introduction of the apprenticeship levy we can explore this opportunity with our learners.

*Work placements:* Introduce the learner to the work environment, establish their ambition, interests and any further training or support needs.

*Finding Work:* Introduce learners to the main ways of finding paid employment. This will cover applying for work, job searching, CV writing and interview techniques. Working with the Employer Engagement coordinator the Employment coordinator will liaise with potential employers to identify employment opportunities and improve their accessibility. We will also support learners in attending interviews.

*In Work Support:* Once in paid work learners will receive intensive In Work support, this will help learners to adapt to their workplace and role. (Upon securing paid roles we will draw down Access to Work to pay for additional staff hours to cover this support and for apprenticeships we will access funds from the employer's apprenticeship levy or draw down funds from Skills Funding Agency if the employer is not levy-paying). We will also work with colleagues regarding how they can support our client and liaise with the employer where necessary regarding reasonable adjustments. If required, we will support the participant and employer if they become at risk of falling out of work. We pride ourselves on an 80% sustained employment rate, measured at six months.

### **Employer Engagement**

The employer engagement coordinator will work with London employers to change attitudes and increase their accessibility and inclusivity and in doing so create more job opportunities for people with a learning disability here and now and in the long term.

This role will work in tandem with the employment coordinator and seek employers that match the needs of individuals completing our Employ Me programme.

If we are working with people whose interests and work goals lie outside the employers we are working with on this project, we will source new additional employers in the specific sector required.

The process they will use:

1. *Connect with employers:* The coordinator will reach out to employers by; visiting an employer's premises, cold calling, connecting and contacting through LinkedIn or through a referral from another employer/friend/colleague. We currently work with over 200 employers who are hugely supportive and endorse our work to their peers.
2. *Present business case:* The coordinator will present why employing people with a learning disability can be good for business, working with Steven Beyer from Cardiff University we have formally developed a business case, which outlines the commercial benefits of employing people with a learning disability.
3. *Explore opportunities:* The coordinator will then explore recruitment process and potential barriers, discuss types of roles available and the potential for job carving to create roles more suitable for both the candidate and the employer, offer learning disability awareness training to staff teams and plan next steps e.g. work experience placements (to help build confidence of the employer as well as providing opportunity for people with a learning disability).

A key part of the conversation at this stage will be about apprenticeships. The coordinator will explore the employers understanding of the apprenticeship levy and how to use it and coach them through the process of developing an apprenticeship programme to match their business needs of which we can provide suitable candidates for.

4. *Connect candidates and employers:* The coordinator, working with the employment coordinator, will then identify people with a learning disability that would be a good match for the employer and set up an informal meeting (this may be more than one person with a learning disability). Together we will then plan the roles and the support required whether this be a work experience placement or a paid role.
5. *Place and support:* We then place people with a learning disability, training and supporting both them and the employer on the job. We will then fade the support out as the person and the employer become more confident.

How much are you requesting from City Bridge Trust?

*Please provide an additional single sheet with the detail of posts to be funded, etc, (eg title, salary incl NI/pension, hours per week) plus any other info you feel relevant.*

Grant request: £70,000 per year for five years, £350,000 in total.

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>		<u>Year 4</u>	<u>Year 5</u>
Salaries (full cost)	£43,400	£43,400	£43,400		£43,400	£43,400
Office/overheads	£4,900	£4,900	£4,900		£4,900	£4,900
Volunteers						
Travel	£3,500	£3,500	£3,500		£3,500	£3,500
Management	£5,600	£5,600	£5,600		£5,600	£5,600
Equipment	£2,100	£2,100	£2,100		£2,100	£2,100
Other (Central overheads)	10,500	10,500	10,500		10,500	10,500
Total	70,000	70,000	70,000		70,000	70,000

Are you providing any additional funds/resources from other sources towards this project? N/A

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>

What are the principal outputs you hope to achieve:

Year 1: Deliver our Employ Me programme to 20 people with a learning, support 8 in to paid employment (including a minimum of 1 apprenticeship), 3 in to supported internships and establish robust progression pathway plans for a minimum of 7. Engage and work with a minimum of 30 employers and deliver learning disability awareness training to a minimum of 100 staff members.

Year 2: Deliver our Employ Me programme to 20 people with a learning, support 8 in to paid employment (including a minimum of 2 apprenticeships), 3 in to supported internships and establish robust progression pathway plans for a minimum of 7. Engage and work with a minimum of 30 employers and deliver learning disability awareness training to a minimum of 100 staff members.

Year 3: Deliver our Employ Me programme to 20 people with a learning, support 8 in to paid employment (including a minimum of 3 apprenticeships), 3 in to supported internships and establish robust progression pathway plans for a minimum of 7. Engage and work with a minimum of 30 employers and deliver learning disability awareness training to a minimum of 100 staff members.

Year 4: Deliver our Employ Me programme to 20 people with a learning, support 8 in to paid employment (including a minimum of 4 apprenticeships), 3 in to supported internships and establish robust progression pathway plans for a minimum of 7. Engage and work with a minimum of 30 employers and deliver learning disability awareness training to a minimum of 100 staff members.

Year 5: Deliver our Employ Me programme to 20 people with a learning disability, support 8 in to paid employment (including a minimum of 5 apprenticeships), 3 in to supported internships and establish robust progression pathway plans for a minimum of 7. Engage and work with a minimum of 30 employers and deliver learning disability awareness training to a minimum of 100 staff members.

What are the principal outcomes you hope to achieve:

1. 100 people with a learning disability will be job ready, 40 of whom will enter paid employment on completing their Employ Me programme, 35 will enter progression pathways e.g. training or volunteering and 9 will enter supported internships
2. 150 employers will be engaged and prepared to support people with a learning disability in employment (including in apprenticeships)
3. 500 members of staff will be ready and prepared to support colleagues with a learning disability in their workplace

Please outline how you will monitor/track progress against these outputs and outcomes:

Mencap is Matrix-accredited. People using our services are active participants in the review process. Individual reviews will take place periodically but on average will be every four weeks in order to discuss progression made towards individual targets set, and to plan activity until the next review. Our approach of assess-plan-deliver-review ensures that people are making real progress, and focuses the individual on 'owning' and reaching their desired target of being ready to enter into paid work. The reviews also enable us to identify any additional support needed. For instance, we can repeat a particular session, offer another work placement or provide more in-depth workplace support to ensure participants can reach their goals.

To formally measure achievement of outcomes we also use a formal monitoring and evaluation framework. We conduct an initial assessment of each beneficiary which provides a baseline measurement. Each beneficiary's progression against their baseline measurement will then be formally measured upon project completion, staff observations and beneficiary feedback of each activity will feed into this assessment. Where possible we will also work with family members or carers to monitor beneficiaries progress.

The framework used for this project will include information such as:

- The outcomes that we want to achieve, with a clear description of what those outcomes mean
- The measurement tools (e.g. what questionnaires) we are going to use to capture those outcomes
- The frequency with which data is going to be collected (for this project there will be pre and post-intervention measurements)
- Who is responsible for data collection and analysis

To monitor progression and achievement of outputs, we develop a contract profile indicating targets, outputs, milestones, outcomes and a timetable and plan for achieving these. The locality manager (who will oversee the coordinators) will work with the team so that each staff member understands his or her role in meeting those targets. From this overall plan,

each staff member will be given their own individual targets to meet, and this will be reviewed informally monthly, and formally quarterly at performance reviews.

Internal reporting is compiled by the locality manager, and the regional locality manager audits this information every month so that any problems are quickly identified. If a service is failing to meet overall targets, the regional locality manager will develop an improvement plan and closely monitor the staff team to ensure they get back on track. Our database captures the achievements/milestones clients are making during their time with us e.g. developing a CV, attending interviews, developing IT skills, increased confidence; as well as vocational outcomes.

Signed:

Please attach the following financial information:

1. Your most recent signed audited/examined accounts
2. Your latest management accounts with a forecast to the end of the financial year OR draft accounts
3. A budget for your whole organisation over the next year including confirmed and unconfirmed income.

For consideration in the March committee meeting, please send the completed application form and supporting documentation by email no later than Tuesday 28<sup>th</sup> February to: [james.lee@cityoflondon.gov.uk](mailto:james.lee@cityoflondon.gov.uk) forms returned after this date will be considered in May.