

Preparation for Adulthood – Employment guide



This guide gives you and your family/carers information about your options to move into employment after school or further education.

All young people with Special Educational Needs and Disabilities (SEND) can move into work with the right support, planning and access to opportunities.

Being in paid work is good for you, it can make you financially independent, help you to make friends and is great for your physical and mental health.

These boxes explain what your schools and colleges should be supporting you to do to get ready for employment.



www.southampton.gov.uk



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Years 9 & 10 (Ages 13-14)

This is when you choose your options at school
Think about what you would like to do as a job. You can find help at: <https://nationalcareers.service.gov.uk/>

Think about what sort of work experience you might like to do and contact businesses

Click here to visit the local offer page for help on your options: [Southampton Local Offer](#)

Year 11 (Age 15)

Get support to create a Curriculum Vitae, you can get help with this here: [Employment support team](#)

Learn interview skills

Start to think about whether you want to do an Apprenticeship or apply for jobs.

Start to apply for jobs towards the end of the school year

Year 12 (Age 16)

You can start to research other work experience that interests you and you might want to try

Learn how to complete job applications:
[Employment support team](#)

You can start to look into how you can be supported to get a job: [Employment support team](#)

Year 13 (Age 17)

Think about volunteering and who you might like to volunteer for

Learn how to look for employment/work experience opportunities

If you have an Education, Health & Care Plan –
Think about what do you want to achieve

Find out about which benefits you could claim and how you claim them on this link: www.entitledto.co.uk

If you want to go to work now you can begin sending job applications

Post Year 13 (Age 18 onwards)

Explore who can support you and where to look for a job/work experience

Find out about supported internships and see what they are and how they work. You can also think about how you could work as a volunteer and who you would like to volunteer for: [Employment support team](#)
www.southampton.gov.uk

Decide what you want to achieve and add this to your Education, Health and Care Plan

How can you find out what employment support is available for you?

Southampton City Council website – has employment support information on its Local Offer pages, you can click on these links for more information: [Employment and further education for young people with SEND](#)

The post 16 team can support you if you are aged 16-18 and unsure about your next step: You can find more information here: [Engagement support - Referral form](#)

Where can you go to get some help and support to start looking for work, an apprenticeship or a supported internship?

Access Southampton – this is Southampton City Council's impartial careers guidance website. Here you can find lots of information about who you can speak to about apprenticeships, employment support and careers guidance as well as details of jobs in the city that might interest you: [Access Southampton](#)

Employment Support Team – This is the council's employment support service. They can help you to: look for work that you would like to do, apply for a supported internship or find training opportunities as well as help you write a CV and prepare for interviews.

The team can work with an employer that you would like to work for and help them to make any reasonable adjustments that you may need in the workplace.

There are a number of Supported Internship programmes that the Employment Support Team can support you to apply for. To find out more click here:

[Employment support team](#)

Access to Work – This scheme can help you find or stay in work if you have a disability, physical or mental health condition. This could include offering some money to pay for practical or communication support in your workplace. You can find more information here: Access to work: www.gov.uk/access-to-work

Job Centre Plus – You can go to the local job centre where a Disability Employment Officer can help you to find jobs near where you live.

You can find your nearest jobcentre by clicking on this link: <https://find-your-nearest-jobcentre.dwp.gov.uk>

Other useful links you can look at to get support and advice for accessing employment opportunities

- **Apprenticeships**
www.access-southampton.co.uk/apprenticeships/
You can learn a job that you want to do and go to college as well while earning a wage.

- **Jobs Bulletin**
www.access-southampton.co.uk/jobs-bulletin/
the latest job opportunities in Southampton, which is updated every two weeks.

- **Health Adjustment Passport**
www.gov.uk/government/publications/health-adjustment-passport
Shows what reasonable adjustments you may need when applying for a job or in a work setting

- **DARE Autism & Employment resources**
www.dareuk.org/resources
A service that supports employers to offer people with Neurodiverse conditions work opportunities

- **Read Easy**
www.readeasy.org.uk/groups/southampton/
Offers help with reading

- **Saints Works**
www.southamptonfc.com/saints-foundation/projects/empowerment/saints-works
Breaking down the barriers to employment using football to build confidence and break down barriers to finding work

- **The Prince's Trust**
www.princes-trust.org.uk
Develops your skills and motivation to find work or start your own business.

- **Safe New Futures**
www.safe.org.uk
Offers training to build self-esteem and motivation

Jargon buster

Apprenticeship	An apprenticeship is where you mix work-based experience with training. Anyone aged 16 or above can do an apprenticeship and you can gain a qualification and earn money at the same time.
Volunteering/ Voluntary Work	Doing voluntary work or volunteering means that you offer to work within a setting, often retail or care. You won't get paid but it is an opportunity to learn valuable skills and often leads to paid employment.
Supported Internships	A supported internship is where a placement is found for you in an area of work that you would like to do, a job coach will support you to attend and engage with your placement where you will learn specific tasks that will help you to get employment in a role that you are interested in.
Jobs Bulletin	A list of jobs in your local area that is updated and available to look at or sent out at regular intervals, normally weekly or fortnightly.
Resources	An amount or supply of something that you can access and use
EHCP	This is an Education, Health and Care Plan for children and young people up to 25 years old and it is normally written by the local authority with you and your family and it helps you to get any extra support that you may need.
Health Adjustment Passport	This is a document that can help you to get into employment if you have a disability or a condition that may make it more difficult for you to work. It shows any reasonable adjustments that you may need in a work place and you can apply to get one from the DWP health passport form Easy Read
CV	A Curriculum Vitae is a short, written list of your skills, achievements and any work related experience you may have gained. You can use this when you are applying for work.
Application Form	This is a paper or online form that an employer may ask you to fill out if you apply for a job with them. It usually includes a list of questions, some will be about you and others will be about any experience you may have that would help you to do the job that you are applying for.
Interview	This is when you meet with a possible employer to talk in more detail about your application and the job you have applied for.
Scheme	A scheme is a plan or a program of action that can help you to do what you want to do
Wages	Wages are the money you get paid, normally once a month from the people that you work for