



Cambridgeshire  
County Council



# ‘Moving On Into Work’

**Options and Information for Young People with  
Additional Needs, Parents/ Carer’s and  
Professionals**

14-25 Additional Needs Team

March 2021

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# Introduction- Moving On Into Work

**This booklet provides basic information about the options that young people will have around work and employment when they leave their educational setting. Options are broken down into key areas such as work pathways within schools, college courses, both independent and Local Authority employment skills providers.**

Information on some of the other key issues that affect young people who are studying on a work related course or who are already working is also addressed. This includes information around Access to Work, benefits, Disability Rights in the workplace, the role of job coaches and supported employment services.

Useful Information will also be provided on Vocational Profiles, what they are, when they and how they can be useful in identifying employment needs. Useful resources and websites will also be shared to assist young people and their supporters to navigate through the systems.

# College Courses

## What is a Traineeship?

Traineeships provide extra support for 16 - 24 year olds (up to 25 years for young people with learning difficulties) who need help to prepare for an apprenticeship or work. They can last between six weeks to six months. Traineeships are unpaid but most pay travel and meal costs.

Those who have been unsuccessful when applying for an apprenticeship or other job due to a lack of skills and experience are most likely to be good candidates for a traineeship.

Young people on traineeships will have:

- high quality work placements – where they learn what's expected in the workplace, and develop links with local employers
- flexible training - in other relevant areas to help get ready for work, such as job search and interview skills, time-keeping and team working
- study in English and maths (if appropriate) – employers value these essential skills very highly.

Find out more at: <https://www.gov.uk/find-traineeship>. Traineeships are available through local FE colleges and training providers.

## What is a Supported Internship?

The Government's reform of the SEND system includes a greater focus on preparing young people with SEND for adulthood, including employment.

Supported Internships are for young people **primarily** aged 16-24 with an EHCP ( Education Health and Care Plan) who want to move into employment and need extra support to do so.

Any institution that receives a funding allocation directly from the ESFA (Education Skills Funding Agency) can deliver supported internships. This included FE colleges, schools and independent providers. CRC (Cambridge Regional College) Cambridge and Huntingdon campuses, Peterborough College, City College Peterborough and the College of West Anglia all deliver Supported Internship programmes supported by job coaches.

Supported internships are structured study programmes based primarily with an employer. They are designed to enable young people with SEND to achieve sustainable, paid employment by equipping them with the skills they need for work through learning in the workplace. Internships normally last a year and include unpaid work placements of at least six months (as opposed to an apprenticeship which is on the job training and is paid). Wherever possible, they support the young person to move into paid employment at the end of the programme.

Students complete a personalised study programme which includes the chance to study for qualifications relevant to the industry (i.e. CSCS card, food hygiene certificates etc.) and appropriate levels in English and Maths.

Job coaches are critical to the success of supported internships. They provide in-work support for young people which tapers off as the individual becomes familiar with their role.

## How are internships funded?

From a combination of Education core funding and top up funding for the required amount of high needs budget. The DWP (Department for Work and Pension) Access to Work fund can pay for reasonable adjustments needed for the in-work element of an internship including the job coach and extra fares to work if a young person is unable to use public transport.

## What is an Apprenticeship?

There are lots of benefits to doing an apprenticeship. Young people can learn while they earn and in a way that is best suited to them. As an *apprentice* they will:

- earn a salary
- get paid holidays
- be paid while attending college
- receive training and gain qualifications
- potentially be able to progress to degree level

Apprenticeships are valuable for young people because they combine practical (on the job) learning with formal and theoretical learning in further education colleges or private training companies. Apprenticeship training can take between one and five years to complete, but the length of an apprenticeship depends on its level, the industry in question and the skills the apprentice already has.

Apprenticeships are a great way for everyone, regardless of their background or circumstance, to achieve their own ambitions and progress into a long term job or career with the skills that employers need. More people with a disability than ever before are doing apprenticeships.

### Employers can make reasonable adjustments

#### Eligibility:

[Reasonable adjustments for workers with disabilities or health conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/reasonable-adjustments-for-workers-with-disabilities-or-health-conditions)

All employers receive £1000 to take on 16-18 year olds and 19 plus if the young person has an EHCP:  
[Traineeships: framework for delivery 2020 to 2021 \(web accessible version\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/traineeships-framework-for-delivery-2020-to-2021-web-accessible-version)



## WHAT IS WORK EXPERIENCE?

If you haven't got a clue what job you might want to do, work experience is a perfect way to sample all the career options out there. It's a way of exploring different jobs without actually committing to anything. Work experience gently introduces you to the world of work.

### Who can arrange it?

Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career

It's the best way to get a real sense of your chosen interest or job. You'll get to speak to employees and ask them questions.

It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on.

Work experience can be arranged directly by you, or with an employer or job coach, or, if you still attend school or college, they can help organise placements for you. Further information can be found at: <https://www.youthoria.org/>

### Virtual Work Experience

Virtual Work Experience is a new opportunity, companies are creating since the pandemic to help with keeping work experience opportunities alive. It tends to come in three versions. Week long task based. Insight sessions with multiple young people or a 1:1 project and mentorship. The experiences are available on provision websites and Youthoria.

Aside from the work experience organised through your school or college, how can you look for a work experience by yourself? Not only do you need to think about what area you want to work in you also need to look for work experience that will help you to develop a set of skills that employers look for.

Some of the benefits of work experience are it:

- provides a valuable insight into the skills required for a particular job
- is an opportunity to test out a job to see if you really like it
- can broaden knowledge of jobs they have never considered
- will increase awareness of your own skills and strengths
- helps you understand how the subjects you study in school link to certain jobs
- can increase motivation to do well in school
- is an opportunity to make contacts with potential employers
- can give experience which can be useful for your CV and provide referees
- will help you appreciate the skills needed to succeed in a job
- thinking about the location of placement and how you will get there

For ideas, talk to family members, friends and contacts, look at your local newspaper and do an internet search for suitable employers in your local area



## WHAT IS VOLUNTEERING?

Volunteering is about giving your time to a good cause or business. You don't get paid, but you do get the chance to use your talents, develop new skills, and experience the pleasure that comes from making a real difference to other people's lives and businesses as well as your own achievements.

### Who can do it?

Whatever your age, background or work experience, you will have a skill that someone needs. No matter if you have never had a job there will be something that you can volunteer for. It can sometimes be a bit more difficult under 16 but not impossible.

### Why Volunteer?

Volunteering can deliver a wealth of benefits

- Learning or developing skills and interests
- A pathway to work experience
- Improve your health and get active
- A way to meet new people or broaden your social circle
- Build your confidence and self-esteem
- An opportunity to support a cause you feel strongly about
- Making a difference to your community

### How can volunteering help to get you a job?

When you go for an interview most employers are looking for workers who have workplace experience. Having experience shows employers that you can manage your time, complete your tasks, get along with others and make a commitment. And this experience can show employers that you have a more balanced and broader view of life. Volunteering can prove to a potential employer that you have experience. It also means you have a place that your employer can apply to for references.

If you're employed, you may want to look for volunteer opportunities that strengthen your skills and can demonstrate to your current employer your skills and abilities out of work place. If unemployed it will give you a chance to keep your skills current and showcase them to potential employers.

Volunteering gives you the chance to meet new people in both a social way and a professional way and through them expand your networks.

When you're choosing a career path or thinking about a career change it's nice to try before you make the big decision and volunteering gives you the chance to try a different occupation.

Volunteering and gaining experience in a specific occupation can make your CV or application more focused and appealing to potential employers.

Volunteering can help you feel active, useful and productive all great ways to increase your confidence.

Knowing yourself your skills, your strengths and weaknesses and values is the foundation of career success. Volunteering experience can be a good way to learn more about yourself and your potential to grow and develop. It also gives you a chance to find out how other people view you and your strengths.

Volunteering with an organisation gives you chance to be in the right place at the right time. A company knows you and knows how you work; you have already been trained in the role and know how to do it, so it will always give you a head start in the application.

**See useful info on page 15 for websites who may assist with volunteering opportunities.**





## WHAT IS A WORK TRIAL?

As part of the recruitment process, employers might ask you to come into the business and do a short unpaid work trial to demonstrate your abilities and suitability for the position.

That's okay, provided the work trial is only for as long as needed to demonstrate the skills required for the job and is not productive work. This depends on the type and complexity of the work but could range from an hour to one short shift.

Some unpaid work trials may take advantage of young job seekers. The best way to protect yourself is to know what's legal and what's not. Visit the Fair Work ombudsman website and search 'unpaid trials' for more information.

An employer should always give you clear information about what you can expect during a work trial, as well as whether you'll be paid. Don't assume you will be paid for work that you carry out. It's always okay to check.

Work Trials may be offered through your local job centre and training providers.

## SELF-EMPLOYMENT

For those young people with Additional Needs who may not want to work in a traditional work environment or who may struggle with working with others or for young people who have a particular skill or entrepreneurial idea there is the option of self-employment.

There are lots of resources that can help support people setting up their own enterprises and businesses and quite often there will be business networks in regional areas that will lend their expertise to individuals.

**See useful info on page 15 for websites who may assist with self-employment.**

There are many examples of successful businesses run by people with many kinds of additional needs from small retail outlets to online business.

[Podcasts: Georgie's Employment Journey & Top Tips \(preparingforadulthood.org.uk\)](http://preparingforadulthood.org.uk)

# JOB COACHES

The role of job coaches to engage young people with additional needs to move towards beneficial work experience and/or supported employment.

The Additional Needs Team now has two Job Coaches. Job coaches can also be accessed through a variety of other ways such as colleges, training providers, job centre.

# VOCATIONAL PROFILES

## What is a Vocational Profile?

The **Vocational Profile** (VP) is a tool for documenting and structuring functional information about a student with disabilities. The Vocational Profile helps young people identify the types of jobs they are interested in and areas of strengths and any support you think you may need. It is designed to be completed with the young person, ideally by someone whom the young person is familiar.

Cambridgeshire County Council have produced two versions of this document, one that can be read and completed as a written document and one Easy Read format that contains images and pictures that may assist those with more complex difficulties or communication difficulties. These versions can be located here:

[Employment and training - Cambridgeshire County Council](#)



# EMPLOYMENT AND WORK SKILLS PROVIDERS

Across Cambridgeshire there are providers of programmes that assist young people and adults with Additional Needs to prepare for and move into work opportunities and employment. They can be learning and skills providers, social enterprises, independent businesses or the local Job Centre.

## **Camb Skills** [www.cambsals.co.uk](http://www.cambsals.co.uk)

If you are 19 years plus, CAMB Skills offer employability courses which are delivered across Cambridge, Huntingdon, Ely, March and Wisbech.

## **Day Service Opportunities** [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

Across Cambridgeshire, Local Authority Day Service Opportunities have been expanding their range of provision to offer their service users potential to progress into some meaningful work opportunities. As part of the Supporting into Work programme this has incorporated facilitating supported work experience and volunteering, paid work for contract cleaning and catering services and the very successful **TAG bikes** at Huntingdon Community Centre.

## **National Career Service 0800 100 900**

National Careers Service advisers can provide you with information, advice and guidance on skills, learning and work. There are local workshops that can be accessed in Cambridge, Huntingdon and Fenland. Delivered in partnership with Camb Skills and Learning.

[The Skills Toolkit | National Careers Service](#)

## **Building Better Opportunities**

Building Better Opportunities Project assisting young people including those with Additional Needs to develop their work related skills, provide tailored support around getting ready for work, interview and applying for jobs. Based in the following areas; Wisbech, March, Chatteris, Kings Lyn, Northern Greater Cambridge, Greater Peterborough.

<https://www.gov.uk/work-health-programme> The Work and Health Programme , run by Papworth Trust.

<https://www.gov.uk/intensive-personalised-employment-support> - Work and Health Programme run by Shaw Trust.

<https://www.papworthtrust.org.uk/work/first-steps-to-success-cambridge/> - run by Papworth Trust.

## **BBO Support in Fenland**

Community Connections North brings together 15 specialist organisations to help those not in employment break down the barriers preventing them from achieving their goals, getting closer to securing a job and improving their life chances. Partner organisations will offer specialist support to help those who are not able to access the labour market for reasons such as a having a learning difficulty or disability, caring responsibilities, homelessness or a transport barrier. The lead partner is TCHC.

Support will be tailored to the individual to enable them to overcome issues they are facing with partners using their respective specialist support and work together to meet individual needs. There is no defined length to an individual's programme. The aim is to support individuals to get a step closer to work and be able to better access more formal services in the future to help them realise their goals.

### **Customer group(s) Eligibility**

Aged 15 years and over, unemployed or economically inactive, at a distance from the labour market – disadvantaged socially or economically - and resident in Northern GCGP LEP area – especially Peterborough, Fenland inc. Wisbech, March, Chatteris and King's Lynn

**Referral** - Via job centre

## **JOB CENTRE PLUS / DWP Support**

Disability Employment Advisers

The jobcentre offers advice on finding employment, training, work experience and voluntary work. A work coach will support individuals on their journey to work. If they have a health condition, the Disability Employment Adviser may be called upon to support. The DEA is in contact with local health organisations and charities and may suggest a referral to these services. In complex cases the DEA can make a referral to the DWP Work Psychologist or the Community Partners who can provide specialist support to help to move people closer to work.

### **Contact for Disability Employment Advisers**

Penny Scott Wisbech JCP WISBECH

[PENNY.SCOTT1@DWP.GSI.GOV.UK](mailto:PENNY.SCOTT1@DWP.GSI.GOV.UK) 07880 488801

Gwen Cook Cambridge Cook Gwen JCP CAMBRIDGE

[GWEN.COOK@DWP.GOV.UK](mailto:GWEN.COOK@DWP.GOV.UK) no phone

Carl Watkins Huntingdon and Ely Watkins Carl JCP HUNTINGDON

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**MENCAP** - <https://www.mencap.org.uk/about-us/our-projects/right-place-work>

contact Paul.winter@mencap.org.uk, tel: 07947 987650

The Right Place - Work Placements for SEND learners

Moving on Booklet – information on options available for 16-25 year olds.

<https://www.cambridgeshire.gov.uk/asset-library/Moving-On-Booklet-Sept-2020.pdf>



## BENEFITS INFORMATION

Many young people, parents and carers worry about how working will affect their benefits or what benefits they will still be able to claim while they are working. The Job Centre and possibly your **Work Coach** (if applicable) may be able to help you with this by doing what is called a Better Off calculation and then advise you on benefits that you may be able to claim to assist you with work.

One of the biggest funds available that you may be able to claim to assist you with working is called

### **Access to Work.**

Access to Work is a fund provided by the Department for Work and Pensions for help at work that isn't covered by an employer making reasonable adjustments. The support offered is based on a person's needs. An Access to Work grant can pay for

- special equipment, adaptations or support worker services to help do things like answer the phone or go to meetings
- help getting to and from work
- The money doesn't have to be paid back and won't affect other benefits.

For more information on Access to Work and apprenticeships, visit this webpage: <https://www.gov.uk/access-to-work>

Access to Work is also available to support the work placement of a supported internship, apprenticeship or traineeship. The school, college or training provider will apply on the young person's behalf.

For more information about applying, visit this webpage:

<https://www.preparingforadulthood.org.uk/downloads/supportedinternships/access-to-work-fund.htm>

Further information on benefits can be found at the following places ;

[www.dosh.org](http://www.dosh.org) 0300 3031288

Dosh supports people with a learning disability to be able to manage their money, providing financial advocacy, information and assistance on how to manage money.

Factsheets and Guides | Disability Rights UK

<https://www.disabilityrightsuk.org/how-we-can-help/benefits-information/factsheets>

These guides and factsheets provide basic information about benefits, tax credits, social care and other disability related issues for claimants and advisers.

### **Independent Skills**

Here are some useful sites for support with managing budgeting (short courses and budget planners) as part of moving into work.

<https://www.lloydsbank.com/help-guidance/managing-your-money/budgeting/developing-a-budget.html>

<https://www.open.edu/openlearn/money-business/mses-academy-money/content-section-overview?active-tab=description-tab>

# DISABILITY EMPLOYMENT RIGHTS

The world of Additional Needs and Disabilities entering the world of work can be a very scary leap and there is lots of information out there to help you know what support you are entitled to and your legal rights as an employee. Below are some of the easiest and best websites that you can use to navigate your way around the system.

[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org)

Factsheets containing information on Careers and work for people with disabilities

- Careers advice
- The Equality Act 2010
- Finding disability friendly employers
- Looking for job vacancies
- Application and interview
- Alternative ways of working
- Self-employment
- Disability organisations that help job seekers
- Disability Rights uk publications and helpline



## REASONABLE ADJUSTMENTS AND TALKING ABOUT YOUR SUPPORT NEEDS

### Reasonable Adjustments

If you have a disability, employers have a duty to change their procedures and remove the barriers you face because of your disability so you can work and apply for jobs in the same way as someone who is not disabled. The Equality Act 2010 calls this the duty to make reasonable adjustments.

- 1) What is a reasonable adjustment?  
Changing the way in which employment is structured, the removal of physical barriers and/or providing extra support
- 2) What might be a good example of a reasonable adjustment?  
Allowing for regular breaks to cope with a disability
- 3) How would I ask for a reasonable adjustment to be made?  
You can ask for this to be considered when you apply for the post or when you have accepted the position that it be include as part of your terms and conditions
- 4) What if my employer says it costs too much?  
Employers are legally obliged to do so if the individual has informed the employer of their disability and are classified as disabled under the Equality Act 2010.
- 5) What is the average cost of a reasonable adjustment to an employee?  
The average cost per employee is around £75

### Talking about your support needs

The most important message around talking about your disability, additional need or medical condition in the workplace is that it is your choice whether or not to. It may be that talking it through could assist you in the employer being able to understand and plan for your needs, being able to apply for Access to Work or make reasonable adjustments. You may decide that by not mentioning it, it may make things easier for you to feel more comfortable in the workplace.

[Routes Into Wo Guide \(preparingforadulthood.org.uk\)](http://preparingforadulthood.org.uk)



## USEFUL INFORMATION and GLOSSARY

**USEFUL INFORMATION** Below are some useful weblinks

[www.aspirationsforlife.org](http://www.aspirationsforlife.org) Helps to raise aspirations and expectations for people with learning disabilities. Resources for young people and employers.

[www.autism.org.uk/working-with/support](http://www.autism.org.uk/working-with/support) A page dedicated to support for employment put together by the national Autistic Society. Sections covered include training for employers and helping people with autism into jobs.

[www.bild.org.uk](http://www.bild.org.uk) Articles and resources on many aspects of employment for people with disabilities, including links to other websites. Delivering practical solutions that work for organisations, and for the people they support. Championing people's rights and enabling excellent support.

[www.base-uk.org](http://www.base-uk.org) British Association for Supported Employment. Articles, resources, links.

[www.businessdisabilityforum.org.uk](http://www.businessdisabilityforum.org.uk) Provides information, news and views concerning disabled employment in the UK along with reasons for businesses to employ a disabled person.

[www.cambridgecvcs.org.uk](http://www.cambridgecvcs.org.uk) A registered charity set up to champion and support community and voluntary groups and promote volunteering opportunities across Cambridgeshire.

<http://councilfordisabledchildren.org.uk/transition-information-and-support/employment> Work collaboratively, from policy into practice, to ensure the best outcomes for children and young people with learning disabilities.

[www.disabilitynow.org.uk](http://www.disabilitynow.org.uk)  
Newspaper covering disability issues and some job vacancies

[www.disabilityrightsuk.org](http://www.disabilityrightsuk.org) Information, campaigns on promoting routes into work and raising awareness of self-employment.

<https://do-it.org> Finding and matching volunteering opportunities in your area.

[www.gothinkbig.co.uk](http://www.gothinkbig.co.uk) Youth friendly site with loads of helpful tips, online tools, advice and work placement opportunities, one stop shop for those wanting to get on the career ladder.

[www.gov.uk/government/organisations/department-for-work-pensions](http://www.gov.uk/government/organisations/department-for-work-pensions)

[www.huntsvc.org.uk](http://www.huntsvc.org.uk) Huntingdon Volunteer Centre

[www.papworth.org.uk/employment](http://www.papworth.org.uk/employment) Various programmes in supported employment

[www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk) expertise, support and resources to local authorities and partners to embed preparing for adulthood. Working to ensure young people with SEND achieve paid employment.

[www.princes-trust.org.uk](http://www.princes-trust.org.uk) If you are aged 18-30 with a viable idea for your own business you may be able to get some help from the Princes Trust Enterprise programme.

[www.timebanking.org/our-membership/find-your-nearest](http://www.timebanking.org/our-membership/find-your-nearest) Timebanking is a means of exchange used to organise people around a purpose where time is the currency. Participants use their skills in the community and gain time back to access other services. It is a form of volunteering and may also be swapped for national time credits to be used on services locally or nationally.

[www.volunteering.org.uk](http://www.volunteering.org.uk) Opportunities in volunteering

[www.cambridgecvs.org.uk/reports/1](http://www.cambridgecvs.org.uk/reports/1) Information on volunteering placements:

[Routes Into Work Guide \(preparingforadulthood.org.uk\)](http://preparingforadulthood.org.uk)

[Employing Young People with Special Educational Needs & Disabilities \(SEND\)](#) – a leaflet is available from the 14-25 Additional Needs team

[Additional Needs Team \(ANT\) Job Coaches](#) – a leaflet is available from the 14-25 Additional Needs team

Access to Work - <https://www.gov.uk/access-to-work>



## GLOSSARY

These are some words you may hear during your work journey, some of which have been explained in this document in more detail and others you may hear in discussion with your school, college, care manager or other professionals that you may be working with.

**Access to Work** - government grant that enables funding to be applied for support in work that is not covered by reasonable adjustments.

**Additional Needs** - for the purpose of this document and team definition an Additional Need can be classified as a learning difficulty and/or disability, social, emotional and mental health need, Autism Spectrum conditions and Aspergers, physical disabilities and sensory impairments.

**DFE** - Department for Education

**DWP** - The Department for Work and Pensions

**EHC Plans** - Education, Health and Care Plan - completed through the Annual Review school, process at school enabling you to identify your goals and aspirations and how you may be supported in this.

**Functional Skills** - provide the essential knowledge and understanding in English and Maths for an individual to operate confidently, effectively and independently in life and work

**Job Coach** - the role of a job coach is to support young people to enable them to find and learn from work placements and to make a positive progression into paid employment. A job coach may be based at a college, with a training provider or through the community. The Additional Needs Team also have two job coaches.

**Reasonable Adjustments** - If you have a disability, employers have a duty to change their procedures and remove the barriers you face because of your disability. The Equality Act calls this duty to make reasonable adjustments.

**SEMH** - Social, Emotional and Mental Health

**SEND** - Special Educational Needs and Disabilities

**Study Programmes** - All education for 16-19 year olds is delivered as a 'study programme', which brings together the help that young people need to get a job and live independently.

**Supported Employment** - a service provision where people with additional needs are assisted with obtaining and maintaining paid employment.

**Training Provider** - These include further education colleges and independent training providers and can be either private or voluntary

**Vocational Profile** - document filled in by you and an appropriate person to identify your work aspirations, skills, challenges and support needs. Can be updated at every stage of your work journey

## **NOTE to READERS**

It is intended that this document will be a work in progress and is in no means an exhaustive list of providers or opportunities. It will be updated and amended regularly as new information is received.

If you have any new information or wish to make any changes as providers to your offer please email the Additional Needs Pathway Coordinator.

If as a young person with an additional need or SEND or a parent/carer of someone with additional needs or SEND you know of a provision that is not currently being reflected in this document please email the address below.

If you wish to get in touch with any members of the 14-25 Additional Needs Team please see contacts below:

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The Additional Needs Pathway Adviser Principles and Practice Standards are available on request.