

**EmployAbility - Pre Go-Live**

Process/Steps	SOP	Responsibility	Time Period (until we GO-LIVE)	Outcome
1. Start Up - Engage Schools/Colleges	Members of the EmployAbility management team present the programme to colleges and schools SLT	EmployAbility Team	June/July - 15/14 Months	Feel Interested
	Explore locations and feasibility			
	School/College Senior Leadership Team visit a running programme with an EmployAbility site lead			
2. Building the Relationship	The business builds the relationship with the school/college	School and College SLT/Volunteers from the business via the EmployAbility management team	Sept/Oct - 12/11 Months	School/College build a relationship with the business
	Employees from the business could do this in various ways including a Community Action Day, Business Enterprise or Work Experience			
3. Disability Awareness	The business graduates attend a "Comfort with Disability" session presented by Becky Cullen from 'Inspirations'	?	Nov - 10 Months	Graduates become more disability confident and are "hooked"
4. School Visit	Business graduates visit the School/College for an informal meet and greet with students from the school/college	Graduates/EmployAbility team	Dec - 9 Months	Build confidence working with young adults with SEN
	Schools identify potential 'Work Inspiration Week' students and staff	School/College EmployAbility lead		
5. Induction	Work Inspiration students' from local schools and colleges attend an induction at the business	Graduates/EmployAbility team	Jan - 8 Months	Graduates and Students feel comfortable with one another
	Students learn about the business through a mixture of presentations and interactive sessions			
	It educates the graduates about how to communicate effectively during the WIW e.g Using plain English			
	Establishing the right level to pitch the WIW activities			
6. Work Inspiration Week	Build confidence that the attendees to the WIW are comfortable with attending and have the right behaviours	Graduates/EmployAbility team	Feb - 7 Months	Graduates become disability confident and Interns become inspired to work
	Graduate organised			
	Inspire students to gain paid employment in the future			
	A mixture of educational visits and team based activities			
	Finish the week with a presentation to EmployAbility leads and all involved			
	Current EmployAbility Interns present to students about Supported Internship			
Selection process for EmployAbility - School/Colleges identify potential interns				
7. Students apply for the programme	Students inspired from work inspiration week are encouraged to apply (using selection criteria)	School/College/Job Coaches	March - 6 Months	Interview with School/College leads
	**Candidates complete PART 1 of the "EmployAbility application form" and submit to the EmployAbility lead at the school/college**			
	Student must have a statement of SEN/EHC Plan	EmployAbility Site leads/Job Coaches		
	Student will be working towards achieving paid employment at the end of the programme			
8. Business Engagement	Identify potential placements within business	EmployAbility Site leads/Job Coaches	May - 4 Months	Decide to work together
	EmployAbility site leads present to different departments to inspire collaboration with EmployAbility in other departments/sites			
	Engage and Agree potential placements			
9. Engage Parents/Carers	Engage and Agree potential placements	EmployAbility management team/Job Coaches/School and College SLT	May - 4 Months	Parents/Carers feel assured and are supportive
	Presentation to parents, carers and potential interns at their school/college			
	Question and Answer Session			
10. Taster Day	Recruit Job Coaches (TSI Training and visit a running EmployAbility site)	EmployAbility Site lead/Job Coaches	June - 3 Months	Match up Interns with potential Placements
	Students attending the taster day create a personal profile (Independent work for staff at NG to use on the day)			
	Departments/Lead contacts engage with new Interns			
	Skill matching exercise - Basic tasks to gauge level of interest and ability of potential Intern			
11. Recruitment and Engagement	Potential Interns familiarise themselves with environment/new faces	School/College EmployAbility lead	June - 3 Months	Interns Recruited and Parents/Carers become familiar with the site
	Recruit Interns			
	**Candidates complete PART 2 of the "EmployAbility application form" and submit to the EmployAbility lead at the school/college**			
	Tour of a supported internship at one our sites for the Interns and parents			
12. Site Preparation	"Getting to know you" education visits e.g. Job Coach observes the students in their school/college	Job Coach	July/Aug - 2/1 Months	Site prepped and ready for Interns arrival
	"Moving up day" at the business, school and college - recruited Interns come together for team building activities with Job Coaches	School/College EmployAbility lead		
	Room Allocated	EmployAbility Site lead		
	Students allocated to placement 1 department for September	EmployAbility Site lead/Job Coach		
13. GO-LIVE Opening Ceremony		EmployAbility Site lead	Sept - 0 Months	Visibility and Enthusiasm for the programme from all parties
	Celebrate the expansion of EmployAbility and it's introduction to a new site			
	Recognise the partnership between schools/ colleges and National Grid			
	Provide an opportunity to 'show case' EmployAbility to National Grid employees and inspire their involvement			
	Provide the opportunity for the interns to have a higher profile at the new site			
	Provide an opportunity for senior leaders to thank and recognise the efforts of all who have contributed			

**EmployAbility - Post Go-Live**

Process/Steps	SOP	Responsibility	Time Period	Outcome
1. Opening Ceremony	Celebrate the expansion of EmployAbility and it's introduction to a new site	EmployAbility Site lead	September	Business Community engage/become inspired in programme - faces to names
	Recognise the partnership between schools/ colleges and National Grid			
	Provide an opportunity to 'show case' EmployAbility to National Grid employees and inspire their involvement			
	Provide the opportunity for the interns to have a higher profile at the new site			
	Provide an opportunity for senior leaders to thank and recognise the efforts of all who have contributed			
2. First Placement	Deep Dive, Job Roles drawn up and confirmation of placement	Job Coach/Department lead contact/Site lead	September-Decemeber	Interns start to develop work and social skills set
	Intern builds up their basic skills set			
	"Intern Review Form" (Week 1, 4, 8 and 10)			
	"Placement Testimonial"			
	End of Placement Celebration			
3. Christmas Market (Site specific)	Organised and run by the Interns with support from volunteers in the business	Site lead/Job Coaches/Interns/Volunteers	December	Project management experience for the interns and high visibility for the programme
	Interns arrange meetings, agendas, minutes, action logs etc			
	Rasing awareness of the EmployAbility Porgramme while at the same time raising money for charity			
4. Second Placement	Deep Dive, Job Roles drawn up and confirmation of placement	Job Coach/Department lead contact/Site lead	January-April	Continue to build on work and social skills set
	Intern builds up their skills set			
	"Intern Review Form" (Week 1, 4, 8 and 10)			
	"Placement Testimonial"			
	End of Placement Celebration			
5. Third Placement	Deep Dive, Job Roles drawn up and confirmation of placement	Job Coach/Department lead contact/Site lead	April-July	Interns continue to build their skills set while also specifically working on any areas for development
	Intern hones their skills set			
	"Intern Review Form" (Week 1, 4, 8 and 10)			
	"Placement Testimonial"			
	End of Placement Celebration			
6. Working Together Conference (TBC)	Benefits to you, the Employer	EmployAbility Team	June	Showcase talent and inspire businesses to adopt the model or offer an intern a job
	Benefits to schools and colleges			
	Benefits to the individual			
	How to remove barriers			
	How to create and sustain opportunities			
7. Apply for Jobs	Liaising with local business - are they looking for a particular set of skills (business representatives could visit the programme)	Intern/Job Coach	May-July	Interview
	Applying for roles that the Intern has specific skills in			
	Local businesses with high turn over rates			
8. Graduation Ceremony	Celebrate the Interns success over the year	Site Lead/Job Coaches	July	Celebrate the Interns success
	Acknowledge the individuals and teams that have supported the programme			
9. Acquire a Job	Learn the job role - Job coach supports this if appropriate	Intern/Job Coach	July	Successful and rewarding career
10. Provide support to the Intern and Employee	Continue to liaise with the intern and their line manager	Job Coach	July Onwards	Transition from EmployAbility to a successful career
	Offer any advice or support with the role			
	Ensure the happiness and well being of the Intern			