

**East Sussex**

**Learning Disability Employment  
Strategy**

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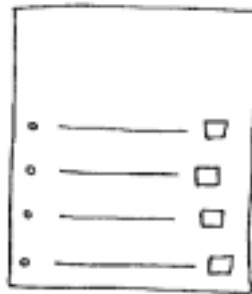
## Introduction

### What is an Employment Strategy?



It is a plan of action that will help ensure the right services for employment can be put in place to meet the choices of people.

### Who is the Strategy for?



It is for East Sussex Partnership Board, and the Employment subgroup of the Partnership Board, to help to develop support for people with learning difficulties to meet their goals for employment and related activities.

**Valuing People** says the key aim of the employment strategy should be to:

Ensure more people with learning disabilities find the right employment

## What do we mean when we talk about employment and work?



**Employment:** means ways of spending your time that are useful, interesting and keep you busy during the day. If you are employed, you will have **a job** that you do, for which you are paid money (**wages**). Your job may be full time or part time.

**Work:** means that you have a job, but you don't get paid wages. You may receive a small payment to help with expenses such as transport, food or clothes that you must have to get the job done. Work can be used to gain experience or learn new skills.



At the end of this document there is a 'glossary', which explains other words that we have used.

## Purpose of the document

The purpose of this Employment strategy for people with learning disabilities is to:

- enable more people to participate in all types of employment, including voluntary work, paid jobs and training;



- provide information to help people to make choices about employment and work;



- influence mainstream work and training providers and provide support to employees and potential employees.

We recognise that work is needed to support people to reach their goals and this employment strategy has two strands:

1. to promote employment and work opportunities to young people coming through transitions and prevent unnecessary entry into day centre care.



2. to promote employment and work opportunities to people currently using day centres in East Sussex.



Members of the Employment Strategy sub group of the East Sussex Learning Disability Partnership Board have developed this paper with the help of people with learning disabilities who attended focus groups across the County. See Appendix 2 for details of the subgroup members.

The East Sussex Learning Disability Partnership Board is developing plans for a number of services, as well as employment. All of the plans need to link together as they overlap in many ways.



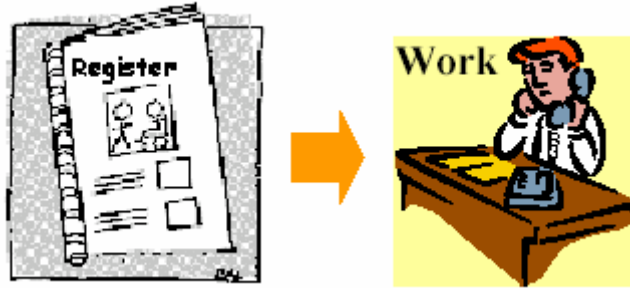
**Partnership Board**

This employment strategy links, particularly, with:

- The Day Services Modernisation Plan
- Transitions
- Person Centred Planning

It is offered as a starting point from which to develop a modern approach to employment for people with learning disabilities in East Sussex.

## Where are we now?



### Local Information

As suggested in 'Valuing People', we have attempted to find out the number of people with learning disabilities in work as a proportion of those with learning disabilities known to the Council, and found that we do not have enough information at the moment to make this comparison. However, from information gained through discussions and consultations, we believe that national statistics are reflected locally. It is known that:

- A total of 1125 adults attend learning disability day services
- Of these, 662 people attend independent sector day services
- 463 people currently attend one of the seven Local Authority day centres in East Sussex
- Of the 463, 79 have a level of work or employment as follows:
  - 50 in Voluntary work
  - 29 in Permitted work (previously known as therapeutic earnings)
- 64 people with learning disabilities in East Sussex are supported in employment with a variety of employers under the Workstep contract run by the County Council. 9 of these 64 people work part time. People working with support from Workstep have to work a minimum of sixteen hours per week.

Recording systems within East Sussex will be adapted to enable better planning for the future. The information gathered will provide details such as how many working age people with a learning disability are:

- In paid work;
- In voluntary work;
- Are doing, or have had, work experience;
- In open employment
- In part time work
- In full time work.



## **The Local Economy**

Businesses in East Sussex are either small or medium sized. Manufacturing is low in the county and work is mainly in the service industries. The largest single employer is the County Council, followed by the health services. Much of the service industry is centred on the county's tourist trade. There has been a significant increase in call centres in the county.

There are pockets of rural deprivation together with areas of high unemployment. Of these, Hastings, with 5% unemployment is the highest.

The transport infrastructure of the county is poor and travel for people living in rural areas can be a real problem for people trying to get to employment.


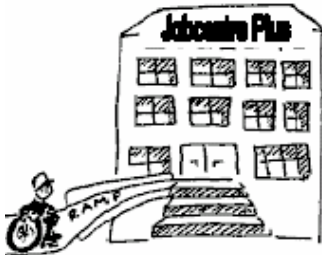


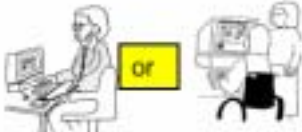
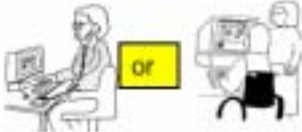
**Services available in East Sussex**

**LIST OF PROVIDERS**

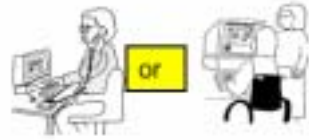
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Employment Support		
Service	Area covered	Contact point
<p><b>Compaid Trust</b> Computer Aid for Disabled People</p> <ul style="list-style-type: none"> <li>• Assessment of individuals with a physical, learning and sensory impairment and in the use of special input devices and software to allow clients to access a computer to improve their skills and/ or be rehabilitated.</li> <li>• Work experience for people on job schemes, and voluntary work.</li> <li>• Employ disabled people</li> </ul>	<p>Within reasonable travelling distance of their base at Pembury Hospital, Tunbridge Wells.</p> 	<p><b>Contact person:</b> Val Sprott, Assessment and Development Manager <b>Address:</b> Pembury Hospital Tunbridge Wells Kent TN2 4QJ <b>Telephone:</b> 01892 823865 <b>Fax:</b> 01892 824060 <b>Email:</b> <a href="mailto:compaidtrust@btinternet.com">compaidtrust@btinternet.com</a> <b>Website:</b> <a href="http://www.compaidtrust.org.uk">www.compaidtrust.org.uk</a></p>
<p><b>Jobcentre Plus</b> <b>Access to Work Business Centre (Sussex and Surrey)</b></p> <ul style="list-style-type: none"> <li>• In-depth information on Access to Work programme including advice which can help disabled people and their employers overcome work related obstacles resulting from disability.</li> <li>• An assessment of your needs and whether Access to Work is appropriate for you.</li> <li>• Details of any grants that may be available, through Job Centre Plus, towards any extra employment costs which result from disability.</li> </ul>	<p>Sussex and East Surrey</p> 	<p><b>Contact Person:</b> Paul Niner, Team Manager <b>Address:</b> Norfolk House, High Street, Shoreham-by-Sea, West Sussex BN43 5EN <b>Telephone:</b> 01273 364750 <b>Fax:</b> 01273 364751 <b>Textphone:</b> 01273 364753</p>



Employment Support (Continued)		
Service	Area covered	Contact point
<p><b>PACT Community Projects</b> <b>IMPACT</b></p> <ul style="list-style-type: none"> <li>• 1 to 1 work/vocational guidance</li> <li>• Personal Development courses</li> <li>• Work experience</li> <li>• Work placement</li> <li>• Support into work</li> <li>• Help into voluntary work</li> <li>• Drop in sessions to use IT suite by arrangement</li> <li>• Access to learning provision at Sussex Downs College</li> </ul>	<p>Brighton &amp; Hove, including Lewes, Peacehaven and Newhaven</p> 	<p><b>Address:</b> 4<sup>th</sup> Floor, Hanover House 118, Queen's Road, Brighton BN1 3XG <b>Telephone:</b> 01273 324343 <b>Fax:</b> 01273 327722 <b>Textphone:</b> 01273 324343 <b>Email:</b> Workability.brighton.hove@pact.org.uk <b>Website:</b> <a href="http://www.pact.org.uk/wabton">www.pact.org.uk/wabton</a></p>
<p><b>Impact Initiatives</b> <b>Workability East Sussex</b></p> <ul style="list-style-type: none"> <li>• Provides a training base for Workability in Uckfield, working with Uckfield College and Sussex Careers and also working with the Hastings SRB Environmental project developing a social firm.</li> <li>• Group sessions, 1 to 1 vocational guidance, support in accessing further education, training and employment, voluntary or paid.</li> <li>• Individual action plans.</li> </ul>	<p>East Sussex</p> 	<p><b>Contact person:</b> Eleanor Bond, Brenda Thompson, Catherine Burn, Vocational Worker / Team Leaders <b>Address:</b> 2<sup>nd</sup> Floor, Dyke House 110 South Street, Eastbourne, East Sussex BN21 4LZ <b>Telephone:</b> 01323 416788 <b>Fax:</b> 01273 732011</p>



<b>Employment Support (Continued)</b>		
<b>Service</b>	<b>Area covered</b>	<b>Contact point</b>
<p><b>Work Preparation</b></p> <ul style="list-style-type: none"> <li>• Provides short term work placements (usually for six weeks) to help people prepare for work after a long period of unemployment due to disability or ill health.</li> <li>• Placements are voluntary but travel expenses are usually reimbursed.</li> </ul> <p><b>Workstep</b></p> <ul style="list-style-type: none"> <li>• Provides support for people who are either in or looking for paid employment for people whose disability is a barrier to finding or keeping work.</li> <li>• Employees must work at least 16 hours per week.</li> <li>• For job seekers, assistance can be given with job applications, CVs, interviews and the induction to a job.</li> <li>• Advice and support is also provided to employers.</li> <li>• For people in employment, individual development plans are designed with a focus on personal development and progression into 'open' employment.</li> </ul>	East Sussex	<p><b>Contact Person:</b> Debbie Franks, Programme Manager Royal British Legion Industries – Workwise (Previously know as East Sussex Employment Services)</p> <p><b>Address:</b> 7 Horsted Square, Uckfield, East Sussex TN22 1QG</p> <p><b>Telephone:</b> 01825 761811</p> <p><b>Fax:</b> 01825 762925</p> <p><b>Textphone:</b> 01825 761811</p> <p>Email: <a href="mailto:debbie.franks@rbli.co.uk">debbie.franks@rbli.co.uk</a></p> <p>Please note: <b>Referrals for Work Preparation have to come from the DEA at Jobcentre Plus.</b></p>


Employment Support		
Service	Area covered	Contact point
<p><b>SCOPE Employment Services</b></p> <ul style="list-style-type: none"> <li>• Provides support for people with disabilities to gain/return to paid employment</li> <li>• One-to-one work as well as group sessions</li> <li>• Arrange work placements with a view to gaining employment</li> </ul>	<p>East Sussex</p> 	<p><b>Contact person:</b> Marie Larkin, Employment Officer</p> <p><b>Address:</b> Link Place, Off Hollingdean Road, Brighton BN1 7GA</p> <p><b>Telephone:</b> 01273 542803</p> <p><b>Fax:</b> 01273 330576</p> <p><b>Email:</b> <a href="mailto:Patricia.parrott@scope.org.uk">Patricia.parrott@scope.org.uk</a></p>
<p><b>Southdown Housing Association Breakaway Employment Services</b></p> <ul style="list-style-type: none"> <li>• Offers professional service to people wishing to gain employment.</li> <li>• Each individual is assessed through an application form and by a 'rapport building' interview</li> <li>• People who meet criteria for New Deal for Disabled People are eligible to apply</li> <li>• Assistance to enter employment given, with each person offered help to achieve their goals</li> </ul>	<p>East Sussex</p>	<p><b>Contact person:</b> Simon Cornish Employment Manager</p> <p><b>Address:</b> Chandlers Wharf, Railway Lane, Lewes, East Sussex BN7 2AQ</p> <p><b>Telephone:</b> 01273 405800</p> <p><b>Fax:</b> 01273 405801</p> <p><b>Email:</b> <a href="mailto:Simon.cornish@southdownhousing.org">Simon.cornish@southdownhousing.org</a></p>


Training and Work Experience services		
Service	Area covered	Contact point
<p><b>Greenshoots (Horticulture Unit)</b></p> <ul style="list-style-type: none"> <li>• Support people with learning disabilities to learn and participate in the growing and selling of vegetables and soft fruit, and to up keep the grounds of Greenshoots and the immediate area of Plumpton College.</li> <li>• No pay is offered.</li> <li>• The project is part of the St. Nicholas day service and is offered on a therapeutic basis, but it does teach work-related skills.</li> </ul>	<p>Lewes. Ringmer, Newhaven, Peacehaven, Seaford, Chailey, Barcombe.</p> 	<p>Viv Haynes, Resource Officer</p> <p>Address: St. Nicholas Centre Spital Road, Lewes East Sussex BN7 1PA</p> <p>Telephone: 01273 480906</p> <p>Fax: 01273 478083</p>
<p><b>Active Arts</b></p> <ul style="list-style-type: none"> <li>• Groups of 10-12 students work with their tutor to produce and end of year show.</li> <li>• They participate in a variety of subjects including art, dance, music, photography, singing and stage craft.</li> <li>• All students work towards producing items for the show.</li> </ul>	<p>Hastings and Rother</p> 	<p><b>Contact person:</b> Ann Bloomfield, Co-ordinator</p> <p><b>Address:</b> Hastings and Bexhill Mencap Arts Scheme, 64 London Road, St. Leonards-on-Sea East Sussex TN37 6AS</p> <p><b>Telephone:</b> 01424 424813</p> <p><b>Fax:</b> 01424 424813</p>


Training and Work Experience services (Continued)		
Service	Area covered	Contact point
<p><b>Parchment Trust Limited</b> Friary Gardens, Co-operative, One-to-One Schemes</p> <ul style="list-style-type: none"> <li>• Offer horticultural work experience and training to people with learning disabilities</li> <li>• Produce is sold and local gardening service offered</li> <li>• One-to-One schemes aim to maximise young people's opportunities in the community. They are designed for people with multiple and profound disabilities and are tailored to individual's needs.</li> </ul> <p>The Parchment Trust co-operative provides supported work placements and college courses.</p>	<p>Hastings and Bexhill</p> 	<p><b>Contact person:</b> Andrew Philips <b>Address:</b> Ashbrook Park Upper Church Road St Leonards on Sea East Sussex, TN37 7AT <b>Telephone:</b> 01424 755800 <b>Fax:</b> 01424 755777 <b>Email:</b> mail@parchment-oreplace.fsnet.co.uk</p>
<p><b>People Matter</b> <b>Equipping People for Work</b></p> <ul style="list-style-type: none"> <li>• Offers career guidance and help with job applications</li> <li>• One-to-One sessions are with volunteers and last about an hour</li> <li>• Sessions are unlimited</li> <li>• Appointment preferred</li> </ul>	<p>Seaford, Eastbourne, Hailsham, Bexhill</p> 	<p><b>Contact person:</b> Sandy Medway, Manager <b>Address:</b> 17, Gildredge Road, Eastbourne East Sussex BN 21 4RU <b>Telephone:</b> 01323 431289 <b>Fax:</b> 01323 431289 <b>Email:</b> <a href="mailto:pmtrust@aol.com">pmtrust@aol.com</a> <b>Website:</b> <a href="http://www.people-matter.org.uk">www.people-matter.org.uk</a></p>


Training and Work Experience services		
Service	Area covered	Contact point
<p><b>Shaftesbury Society</b>  <b>Unpaid work experience</b></p> <ul style="list-style-type: none"> <li>Work experience supervised by staff and volunteers working at the placement where the service is located</li> </ul>	<p>Eastbourne and Stone Cross</p> 	<p><b>Contact person:</b>            Joan Waring, Service Manager  <b>Address:</b>            39-47 Martello Road, Eastbourne, East Sussex BN22 7SS  <b>Telephone:</b>            01323 644607  <b>Fax:</b>            01323 644607  <b>Email:</b>            Martello.Road@Shaftesburysoc.org.uk</p>
<p><b>Training for Change</b> Open College Network            Accredited <b>self advocacy course</b></p> <ul style="list-style-type: none"> <li>Paid advocacy employment &amp; Voluntary work</li> <li>Confidence building</li> <li>Learning new skills in IT, Rights, using &amp; finding resources, planning &amp; presentations,</li> <li>Self assessment &amp; Group work</li> <li>No enrolment fees plus help with transport</li> <li>Follow on steps being established along with Training &amp; Enterprise Agency running for &amp; by Training for Change students</li> </ul>	<p>Lewes            Eastbourne            Burwash            Hastings            Robertsbridge</p> 	<p><b>Contact person:</b>            Debbie Peters ALDD Project Co-Ordinator  <b>Address:</b>            Adult Education, County Hall Lewes BN7 1SG  <b>Telephone:</b>            01273 481432  <b>Fax:</b>            01273 481500  <b>Email:</b>            debbie.peters@eastsussexcc.gov.uk</p>


Training and Work Experience services		
Service	Area covered	Contact point
<p><b>Growmore Project</b></p> <ul style="list-style-type: none"> <li>• Provides realistic work experience to students with a learning disability.</li> <li>• Students are taught horticulture, communication, information technology and life skills based on the National Proficiency Training Council Scheme</li> </ul>	<p>East Sussex</p> 	<p><b>Contact Person:</b> John Sharp, Vice Chairman <b>Address:</b> Pilmer Road, Crowborough, East Sussex TN6 1HH <b>Telephone:</b> 01892 655079 <b>Fax:</b> 01892 611415 <b>Email:</b> Jsfield.freeuk.com</p>
<p><b>The Downland Farm Project</b> Chalk Farm Hotel and Plant Centre</p> <ul style="list-style-type: none"> <li>• Offer NPTC Level B in Horticulture and Hotel and Catering (a basic qualification which is a good introduction to NVQ Level 1)</li> <li>• NVQ Level 1 in Catering and Hospitality</li> <li>• NVQ Level 1 Horticulture</li> <li>• NVQ Level 1 Commercial Horticulture</li> <li>• Also offer work experience in hotel and horticulture</li> </ul> <p>Access to Employment Project</p> <ul style="list-style-type: none"> <li>• Offers training accredited by OCR at 3 Levels</li> <li>• Independent Travel Training</li> <li>• Preparation for Work – a 6 week pre-employment course</li> <li>• Job Searching</li> <li>• 1 to 1 coaching</li> </ul>	<p>Eastbourne and Hailsham</p> 	<p><b>Contact Person:</b> Laurie Rickaby <b>Address:</b> Coopers Hill, Willingdon, Eastbourne, East Sussex BN20 9JD <b>Telephone:</b> 01323 503322 <b>Fax:</b> 01323 520331 <b>Email:</b> chalkfarm@supanet.com</p>

Advice and Support Services		
Service	Area covered	Contact point
<p><b>Local Authority Day Services</b>  <b>Firstfields,</b>  <b>Southview Close,</b>  <b>Avis Way,</b>  <b>Beeching Park,</b>  <b>Conquest Centre,</b>  <b>Linden Court,</b>  <b>St. Nicholas Centre</b>                      Offering a range of day-time opportunities including further education, employment and leisure activities. These opportunities are increasingly focused upon accessing community facilities and inclusion.</p>		<p><b>Contact Person:</b>                      Gerry Purcell, Operations Manager /                      Nancy Stembridge, Practice Manager  <b>Telephone:</b>                      01424 430066 /                      01825 768296  <b>Fax:</b>                      01424 720338 /                      01825 762925  <b>Email:</b>                      Gerry.purcell@eastsussexcc.gov.uk                      Nancy.stembridge@eastsussexcc.gov.uk</p>

Advice and Support Services		
Service	Area covered	Contact point
<p><b>East Sussex Disability Association</b></p> <ul style="list-style-type: none"> <li>The employment information service can provide information on finding and keeping employment and disability employment rights, as well as advice on adaptations that can make work and training more accessible. Freephone 0800 0924 688.</li> <li>Also provide a wide range of other services and support, wither from the head office in Eastbourne or via local groups across the County. Opportunities for volunteering are available.</li> <li>The Welfare Rights Advice service can help with claims for Social Security Benefits. Currently open for telephone advice on Tuesdays and Thursdays.</li> </ul>	<p>East Sussex</p> 	<p><b>Address:</b> 1, Faraday Close, Hampden Park, Eastbourne. East Sussex BN22 9BH</p> <p><b>Telephone:</b> 01323 514500</p> <p><b>Fax:</b> 01323 514501</p> <p><b>Email:</b> <a href="mailto:information@esda.org.uk">information@esda.org.uk</a></p> <p><b>Website:</b> <a href="http://www.esda.org.uk">www.esda.org.uk</a></p>

Advice and Support Services		
Service	Area covered	Contact point
<p><b>Jobcentre Plus Disability Employment Advisors</b> Can provide a range of support, advice and information including:</p> <ul style="list-style-type: none"> <li>• Employment assessment, which can help you find out how your disability or health condition affects the type of work or training you want to do</li> <li>• Referral to a period of Work Preparation (Employment Rehabilitation) which is an individually tailored programme designed to help disabled people, or those with health conditions, return to work following long periods of sickness or unemployment.</li> <li>• Information on the Job Introduction scheme which pays a grant to your employer for the first few weeks in a job, helping pay towards wages or other employment costs</li> <li>• Information on Workstep which provides supported job opportunities for disabled people facing complex employment barriers.</li> <li>• Information on the Disability Symbol which enables employers to show their commitment to the employment, training, retentions and career development of disabled people</li> <li>• Details of the New Deal for Disabled People programme which assists eligible disabled people in finding and keeping work.</li> </ul>	<p>South East</p> 	<p>Disability Employment Advisors are based in Jobcentres. <b>Contact:</b> <b>Eastbourne:</b> Ann Tidbury / Gillian Foster 01323 532452 <b>Hastings:</b> Colin Faulkner / Sylvia Markwick 01424 784452 <b>Newhaven:</b> Sue Jennings 01273 368307</p>

Advice and Support Services		
Service	Area covered	Contact point
<p><b>East Sussex Advocacy Service for Adults with LD</b></p> <ul style="list-style-type: none"> <li>• Service available across the county.</li> <li>• Office base in Lewes and Hastings.</li> <li>• Responsible for user involvement in the partnership board.</li> <li>• Employ 3 direct advocacy workers, 1 volunteer organiser all of whom are managed by county manager.</li> </ul>		<p><b>Contact Person:</b> Marie Tomblin, County Manager</p> <p><b>Address:</b> Lewes Enterprise Centre 112 Malling Street Lewes</p> <p><b>Telephone:</b> 01273 483890</p>
<p><b>Express advocacy for young people – Disability Advocacy Service</b></p> <ul style="list-style-type: none"> <li>• For children &amp; young people with a physical and or learning disability living in East Sussex including people with profound communication difficulties</li> <li>• Only a limited service for those not in receipt of respite services</li> </ul>	<p>Mainly Eastbourne &amp; Bexhill</p>	<p><b>Contact Person:</b> Kate Webb, Coordinator Disability Advocacy Service c/o EAVS 8 Saffrons Road Eastbourne</p> <p><b>Telephone:</b> 01323 733111</p>

<p><b>Connexions Sussex Careers</b></p> <ul style="list-style-type: none"> <li>• A personal adviser is attached to each school and college in East Sussex to work with all 13-19 year olds and with young adults with learning disabilities up to age 25.</li> <li>• Support when applying for jobs, college training and employment is available.</li> <li>• Each Connexions careers centre has a fully equipped library containing information on occupations, courses (local and national) and computer programmes to generate job ideas</li> <li>• In certain areas, additional support is available in the form of locally funded guidance opportunities</li> </ul>	<p>East Sussex</p> 	<p><b>Contact Person:</b> Lead personal advisers (special needs) are based in each area.</p> <p><b>Telephone:</b> Lewes / Wealden: 01273 473141 Hastings / Rother: 01424 425780 Eastbourne / Hailsham: 01323 745500</p>
<p><b>Sussex Careers</b> Opportunities exist through Information, Advice &amp; Guidance Contracts for other types of activities for adults 20+. This can vary from area to area. In certain areas, additional support is available in the form of locally funded guidance opportunities.</p>		<p><b>Contact Person</b> Local course co-ordinators Telephone: Hastings: 01424 425780 Lewes: 01273 473141 Eastbourne: 01323 745500</p>

<b>Advice and Support Services</b>		
<b>Service</b>	<b>Area covered</b>	<b>Contact point</b>
<p><b>Local Colleges and Education Opportunities</b></p> <ul style="list-style-type: none"> <li>◆ Offer a wide range of courses some of which may help to prepare students for employment</li> <li>◆ Courses available vary from college to college and each establishment publishes a prospectus giving details of what is an offer</li> </ul>		<p>For Community Colleges (Beacon, Hailsham, Ringmer, Heathfield, Uckfield) contact: Learning for Living Enrolments, Barbara Kingham, ALDD Co-ordinator, Wealden Consortium Telephone: 01273 812220 ext 234 <a href="mailto:Bkingham@ringmer.e-sussex.sch.uk">Bkingham@ringmer.e-sussex.sch.uk</a></p> <p>Sussex Downs College – Post 19</p>

		<p>David Grimley, Course co-ordinator ALDD Eastbourne 01323637212 Gill Morrison (Lewes)</p> <p>Hastings College Alison Russell, Assistant Head School of Health and Social Studies 01424 720978</p> <p>Plumpton College MENCAP Essential Skills Award Simon Bishop, Ivyland Farm Outcente 01424 838620 or 01273 890454</p>
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## What we plan to do

### Employment Action Plan

This plan is to help people into:

- **Employment.** (Paid work either part time or full time)
- **Work.** (Voluntary work. This may be long term or as part of a plan before going into paid work)
- **Training and Learning Opportunities.** (To gain skills that will help people to get work or employment).



## This is a list showing what we think we need to do.

1. Use a person centred approach to people and to planning employment and training opportunities.
2. Listen to what people with a learning disability tell us and make sure that we develop services that people need.
3. Make sure that there are close links between:
  - Transition
  - Connexions
  - Adult services
  - Colleges and specialist training providers
  - Specialist employment services

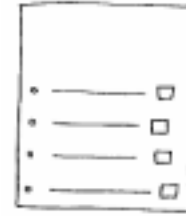


so that young people have the training and employment information advice, help and support they need.

4. Make sure people have easy access to employment information and know what help is available to get employment, work and training.
5. Help people in day services to move towards work, training and employment.
6. Make a list of who:
  - is employed
  - wants employment
  - wants training to help with employment
  - who want voluntary work
  - who wants valued occupation
7. Make sure we know the kinds of jobs people want.



8. Make sure we keep our lists of people and the kinds of jobs they want up to date.



9. Make sure we provide more access to travel training and look at ways to improve transport



10. Make sure we get more people into employment and into employment skills training.

11. Improve the opportunities and choices of employment and training.

12. Increase the number of people in work and attending employment related training.

13. Increase the number of people in employment by developing links with employers.



14. Look at the special needs of people from ethnic minority groups

15. Support work to help reduce the numbers of people who could be affected by benefit traps.

16. Monitor how we are doing.

The ideas and actions that have been suggested are shown on the next 17 pages. They have been put into different sections. These are:

**1. Providing Information**

**Page 28**



**2. Collecting Information**

**Page 29**

**3. Support from Children's to Adult Services**

**Pages 30-31**

**4. Support to people using Day Services**

**Pages 32-33**



**5. Promoting Employment and Training Choices**

**Pages 34-37**


**6. Working with Employers**

**Page 38**




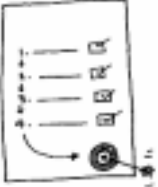
**SECTION 1. Providing Information**

**Strategy:** To give easy access to a lot of employment information and to ensure information is widely available

ACTION	RESPONSIBILITY	PERFORMANCE INDICATORS
<ol style="list-style-type: none"> <li>1. Work to provide an employment Website that helps to share ideas and has easy to follow links to other employment related subjects.</li> <li>2. Provide information leaflets on the different employment opportunities and schemes available e.g. Workstep, Access to Work, and the employment providers in the employment directory</li> <li>3. Increase users, carers and staff knowledge about employment opportunities and support such as access to work.</li> <li>4. Work to make sure that the Employment advice and information service is user friendly for people with a learning disability.</li> <li>5. Set up drop-in training and learning advice 'surgeries' at day centres in partnership with Jobcentre Plus and specialist employment providers.</li> <li>6. Work to make sure that other information and advice that is important for people wanting employment is easily available e.g. money and housing</li> <li>7. Make better links with benefits agencies and voluntary organisations who will give employment benefits advice.</li> </ol>	<ul style="list-style-type: none"> <li>▪ LD Social Services and Health, Jobcentre Plus, specialist employment providers</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>• Social services, Benefits agency, training and employment providers</li> </ul>	<ul style="list-style-type: none"> <li>▪ More people helped towards employment</li> <li>▪ People tell us they have more knowledge about what employment help, advice and support is available</li> <li>▪ Users tell us that information is easy to understand and easily available</li> <li>▪ Users tell us the 'drop ins' are helpful.</li> </ul> <ul style="list-style-type: none"> <li>• Employment benefits advice widely available.</li> </ul>


## SECTION 2. Collecting Information

**Strategy:** Ensure that the range of services provided meets the specialist requirements of people with needs traditionally included as learning disabilities

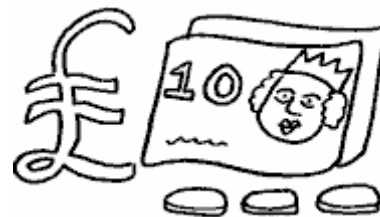
ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Find out what people using day services want (what kind of employment and voluntary work).</li> <li>▪ Make a list of what people do and keep the list up to date</li> <li>▪ Find out how many people will be coming through transitions and using the Connexions services each year</li> <li>▪ Find out about the training needs (including travel) of people               <ul style="list-style-type: none"> <li>❑ coming through transitions</li> <li>❑ in day centre who want to work</li> <li>❑ receive permitted earnings</li> <li>❑ are in voluntary work</li> <li>❑ have an employment plan</li> </ul> </li> <li>▪ Find out how many people in the county need help with employment</li> <li>▪ Make sure the website also helps us to collect ideas</li> <li>▪ Keep a list of employers who are positive about working with learning disabled people</li> </ul>	<p>All</p> <ul style="list-style-type: none"> <li>▪ Day services, Children's services, education, Connexions</li> </ul>  <ul style="list-style-type: none"> <li>▪ Specialist employment providers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information collected</li> <li>▪ Lists kept up to date</li> </ul>  <ul style="list-style-type: none"> <li>▪ Information collected and kept up to date</li> </ul>

**SECTION 3. Support through the Transition from Children’s to Adult Services**

**Strategy:** Provide a seamless transition for young people from Children’s to Adult services to make sure more young people have work that it is right for them

ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Every young person will be supported to identify their employment, learning and training goals, and to regularly review and update these goals.</li> <li>▪ Transition planning will include finding out about what peoples’ employment hopes are and making plans</li> <li>▪ Make sure that training and employment assessments are person centred so that people’s wishes and needs are listened to.</li> <li>▪ Give young people opportunities for work training and work experience.</li> <li>▪ Make sure young people know about the training and employment choices available and can get information easily.</li> <li>▪ Work to increase training that leads to real employment.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learning and Skills Council, Connexions, schools and colleges, Transitions Services, Adult Services, external employment providers</li> </ul> 	<ul style="list-style-type: none"> <li>▪ Young people and their carers will tell us that employment, learning and training planning was right for them</li> <li>▪ Young people and their carers will tell us they have the work opportunities they need.</li> <li>▪ Young people and their carers will tell us if it has been easy to get the information they want.</li> <li>▪ Young people and their carers will tell us the training they had had has helped them get employment.</li> <li>▪ More people are in employment</li> </ul>

ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Increase the expectation of work for users, parents carers and employers</li>   <li>▪ Increase employment opportunities by strengthening links between the different agencies</li>   <li>▪ Bid for money to provide individual travel training as part of an employment plan.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Connexions, schools, colleges, Transitions Services, Adult Services, external employment providers, employers</li>   <li>▪ Transitions and Adult services, training and employment providers and Connexions</li>   <li>▪ LSC, training providers, Transitions</li> </ul>	<ul style="list-style-type: none"> <li>▪ More people expect to work and are planning for work.</li>   <li>▪ Users and carers will tell us that the different groups work closely together to help with employment needs</li>   <li>▪ People will tell us that they are now able to have the travel training they need.</li> </ul>



## SECTION 4. Support to People using Day Services

This section should be read in conjunction with the Modernising Day Services Strategy


To enhance the quality of life for adults with a learning disability by offering a range of social, leisure and educational activities and to support to those wishing to secure employment.

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>PERFORMANCE INDICATOR</b>
<ul style="list-style-type: none"><li>▪ Use a person centred approach to find out what are people's employment wants and needs.</li> <li>▪ Day services will work with people to help with their training and learning, work and employment</li></ul>	<ul style="list-style-type: none"><li>▪ Day services, training and employment providers.</li></ul>	<ul style="list-style-type: none"><li>▪ People will tell us that they liked the way we worked with them to help them decide their employment wants and needs.</li> <li>▪ People will tell us that they are being helped towards employment and that the help they get is right for them</li></ul>

ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Everyone will work together so that moving from training and day services to employment is made easy.</li> <li>▪ Work to ensure that people get the travel training they need.</li> <li>▪ Increase employment opportunities by strengthening links between the different agencies <ul style="list-style-type: none"> <li>▪ Work in partnership with colleges to develop a programme of in work training.</li> </ul> </li> </ul>	<p>Day services, training and employment providers</p>	<ul style="list-style-type: none"> <li>▪ People will tell us that they the change from training and day services to employment was made easy for them</li> <li>▪ People will tell us that they are getting the travel training they need</li> <li>▪ Users and carers will tell us that the different groups work closely together to help with employment needs <ul style="list-style-type: none"> <li>▪ People will tell us that they are continuing to learn and that they are enjoying this.</li> </ul> </li> </ul>




## SECTION 5. Promoting Employment and Training Choices

ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Look for money from external funding agencies to develop employment opportunities for working age people</li> </ul>  <ul style="list-style-type: none"> <li>▪ Work closely with providers of Government employment Programmes (Workstep, Work Preparation, NDDP) to maximise employment opportunities</li> <li>▪ Find ways to give training to the people who have said they need it to help them get employment (including travel)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learning and Skills Council, Jobcentre Plus, training providers Transitions Services, Adult Services, external employment providers, County Council, Health</li> <li>▪ LD Social and health services and external employment providers</li> <li>▪ Learning and Skills Council, Connexions, colleges, Transitions Services, Adult Services, external employment providers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extra money found from external funding and extra services provided</li> <li>▪ The programmes are used as much as possible.</li> <li>▪ People will tell us that they are able to get the travel training they need.</li> </ul>



ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Find out if it is possible to use Direct Payments to help with additional work experience and job tasters.</li>   <li>▪ In one area pilot a volunteering service in Health and the County Council.</li> <li>▪ If the pilot is a success extend it across the county</li>   <li>▪ With training organisations develop training in volunteer support. This will make sure learning disabled people can support people to be volunteers.</li>   <li>▪ If volunteering scheme successful look at extending to a range of other host organisations</li>   <li>▪ Continue to develop employment and sheltered employment initiatives for those who want them.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Direct Payments, Day Services, Transitions</li>   <li>▪ All</li>   <li>▪ All</li>   <li>▪ All</li> </ul>	<ul style="list-style-type: none"> <li>▪ We will have found out if it is possible to use Direct Payments to help by April 2004.</li>   <li>▪ We will get positive comments from users and staff and a commitment to extend the volunteer service county wide if the pilot is a success</li>   <li>▪ Volunteer training for learning disabled people available and being used.</li>   <li>▪ People will tell us we are providing the help they want to get employment.</li> </ul>

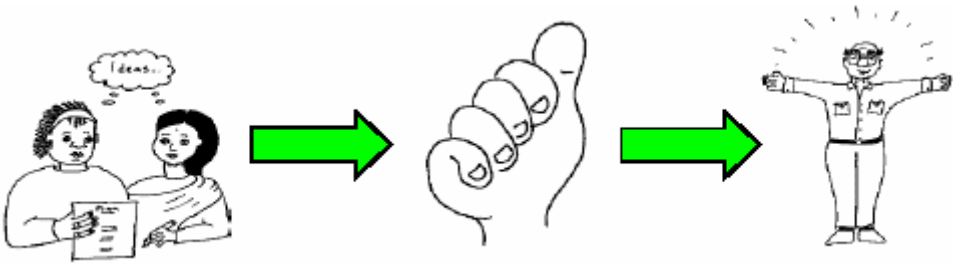
ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Look for funding to work with employment providers, Jobcentre Plus, Benefits agency and others to gain employment that is more than 4 and less than 16 hours a week. This is the gap between 'permitted earnings' and entry to Workstep.</li> <li>▪ The Royal British Legion Industries will work with the department on developing employment services to fill the gap between 4 hours permitted work and the 16 hours of Workstep. The RBLI will work to make bids to the Learning and Skills Council. They are able to make grants for three year employment development programmes.</li> <li>▪ Look for funding and opportunities to develop 'in work' job coaching and support for people who are not on a government employment programme.</li> <li>▪ Offer support to the creation and development of social firms and social enterprises for learning disabled people in the county.</li> <li>▪ Work with West Sussex, Brighton and Hove on a pan Sussex Equal bid for three year funding to develop employment opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> </ul> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> <li>▪ Royal British Legion Industries</li> <li>▪ Royal British Legion Industries</li> <li>▪ County Council and Health</li> <li>▪ New representative required post September</li> </ul>	<ul style="list-style-type: none"> <li>▪ Funding made available and the 'gap' filled</li> <li>▪ Funding achieved</li> <li>▪ Funding made available and in work job coaching available</li> <li>▪ Emerging Social firms will confirm that support was provided.</li> <li>▪ Successful bid outcome.</li> </ul>

ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Continue to enhance the sensitivity of all services towards cultural backgrounds and needs.</li> <li>▪ Research the uptake of services for people from minority ethnic and cultural groups</li> <li>▪ On the basis of research into demand, develop targeted services in line with best value principles.</li> <li>▪ Work to increase the range suitable transport available</li> <li>▪ Work with partners to develop the long term transport plan for the county.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> <li>▪ County Council, health, transport providers</li> <li>▪ Strategic planners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ongoing</li> <li>▪ Transport options increased</li> <li>▪ Strategic plan takes account of the travel needs of learning disabled people</li> </ul>

## SECTION 6. Working with Employers

ACTION	RESPONSIBILITY	PERFORMANCE INDICATOR
<ul style="list-style-type: none"> <li>▪ Increase the numbers of disabled people employed by the Statutory sector employers.</li> <li>▪ Review the Equal Opportunities Policy of East Sussex based NHS and Local Government organisations</li> <li>▪ County Council to encourage the employment of disabled people, (including people with learning disabilities).</li> <li>▪ Enable local businesses to be more aware of the opportunities to employ and support of learning disabled people.</li> <li>▪ Build liaisons with local employers to offer 'job tasters' work experience and voluntary work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All</li> <li>▪ NHS trusts and County Council</li> <li>▪ All</li> </ul>	<ul style="list-style-type: none"> <li>▪ Records show an increased number of people with a learning disability working for the Statutory sector employers</li> <li>▪ Changes to Equal Opportunities Policies agreed and in place</li> <li>▪ More people with disabilities into jobs.</li> <li>▪ Employers have better knowledge and show they are happy to employ disabled people</li> </ul>

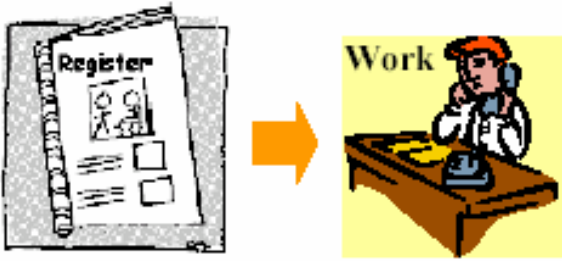
# Reviewing the Plan and Targets



The Learning Disability Partnership Board, Employment subgroup will review this plan and look to see if we are meeting the targets set out in Valuing People. The list on pages 25 and 26 sets out the targets that we intend to achieve.



We have to show how many people are in employment in East Sussex and tell them what percentage of this total number includes people with learning disabilities.



We also have to reduce the difference between the number of people with a learning disability in employment and the overall employment rate of disabled people, in East Sussex.



The Learning Disability Partnership Board will receive regular reports checking the progress of all the actions in this plan – shown on pages 24 to 43.



**Partnership Board**



## **Appendix 1      What words mean (Glossary)**

If you see the name of an organisation for example Connexions you can look in the Current Services Section on pages 8 to 23. It explains what each organisation does.

<b>Access to work</b>	Special funding to help people when they get a paid job. This may help with getting to work or pay for special equipment needed at work. The Job Centre will help with this.
<b>Advocacy Groups</b>	Help people to speak up about issues that concern them, especially if those people have difficulties communicating themselves.
<b>Audit</b>	A check on the quality and standards of service.
<b>Benefits Trap</b>	When claiming benefits leaves a person better off financially than taking the available work options.
<b>Best Value Review</b>	A check carried out on a service to see whether it is of good value and quality, and to plan improvements in areas it finds need to be better.
<b>Community Education</b>	They run short courses locally on a range of subjects.
<b>Commissioning</b>	Identifying need; planning, and purchasing services, which respond to needs of local people; monitoring results.
<b>Connexions Partnership</b>	draws together six agencies to support Government policies for young people aged between 13 and 19 (up to 25 for disabled people already in education). Connexions Partnerships are tasked with ensuring improvements in the transition process for young people.
<b>Consultation</b>	Finding out and listening to service users' and carers' views about a service.
<b>Day Opportunities</b>	Are the services/supports that people use during the day.
<b>Direct Payments</b>	Some people may receive money instead of a service. This is to pay for care directly themselves, so they have greater choice about who their carers are, and how their care is organised.
<b>Disability Definition</b>	The definition "disabled people" varies in interpretation between Health, Education, Social Services and employment agencies. Jobcentre Plus defines "disabled people" as those that fall within the

Disability Discrimination Act (DDA). Social Services and Health have different criteria for establishing eligibility for their disability services. For the purposes of the DDA a person has a disability “if he (sic) has a physical or mental impairment which has a substantial long-term adverse effect on his ability to carry out normal day-to-day activities”. Education uses the term “special educational needs” for a range of people including those with disabilities and those disadvantaged who have difficulty learning.

<b>Eligibility Criteria</b>	The level of need which a person has to meet in order to receive a service.
<b>Joint Investment Plan (JIP)</b>	The plan that sets out the aims for the next few years.
<b>Job Centre Plus</b>	Helps people to find and prepare for jobs, courses which would lead to employment, and work experience.
<b>Learning Disability</b>	Although service users prefer the term learning difficulties, we have used learning disabilities in this document as it fits with the term used in the Valuing People strategy and employment related initiatives. It also differentiates from services aimed at people socially disadvantaged who may have difficulty learning.
<b>Learning Disability Partnership Board</b>	Are responsible for elements in the Valuing People strategy that relate to services for adults with learning disabilities.
<b>Learning &amp; Skills Council (LSC'S)</b>	Funded through the Department for Education and Skills, LSC's have responsibility for post-16 education up to higher education (university equivalent).
<b>Locality Groups</b>	Service users, carers and providers meet to check how local services are developing.
<b>Modernisation</b>	Is about improving services.
<b>Monitoring Services</b>	This is when services are checked to make sure they are of a good standard.
<b>Named Workers</b>	The key worker or care manager who co-ordinates services.
<b>National Vocational Qualification (NVQ)</b>	A practical based course leading to a work-related qualification.

<b>New Deal</b>	New Deal is a key part of the Government's Welfare to Work strategy. It aims to help people through a range of programmes who are having difficulty gaining employment.
<b>New Deal for Disabled People (NNDP)</b>	One of the New Deal programmes that aims to help people with an incapacity, illness or disability return to work. NNDP Job Brokers provide help with looking for a job and any support or training that is needed.
<b>Person Centred Planning (PCP)</b>	Making sure the person is the centre of planning.
<b>Quality Standards</b>	Where health and social care commissioning and service delivery are assessed for quality using national and local standards as identified by funding partners to measure effectiveness.
<b>Statutory Services</b>	Services provided by local or central Government.
<b>Transitions</b>	Young people whose support moves from an children's Social Services Team to an adult's Social Services Team.
<b>Valuing People</b>	The Government's plan to improve services for people with learning disabilities.
<b>Welfare to work (JIP's)</b>	The NHS and local authority jointly own the Joint Investment Plans for Welfare to Work for Disabled People. It is intended to cover all disabled people of working age who wish to achieve employment and is part of the Welfare to Work agenda.
<b>WORKSTEP</b>	A Government employment programme supporting access and retention of employment for disabled people who face more complex barriers to getting and keeping a job, and who can work effectively with the right support.

## Appendix 2 Membership of the Employment Strategy Subgroup

Name	Organisation and Contact Details
Chris East	Joint Commissioner for Learning Disabilities East Sussex Social Services Department <a href="mailto:chris.east@eastsussexcc.gov.uk">chris.east@eastsussexcc.gov.uk</a>
Rod Colley	East Sussex Learning Partnership <a href="mailto:rod.colley@sussexdowns.ac.uk">rod.colley@sussexdowns.ac.uk</a>
Barbara Davey	Special Needs Lead Careers Advisor <a href="mailto:barbara.d@sussexcareers.co.uk">barbara.d@sussexcareers.co.uk</a>
Darren Gunn	My CHOICE Advocacy and Service User
Peter Martin	Parent Carer
Bob Nisbet	Mencap <a href="mailto:bob.nisbet@mencap.org.uk">bob.nisbet@mencap.org.uk</a>
Jeanette Howe	Children and Families Social Worker East Sussex Social Services
Ian Munroe	Jobcentre Plus <a href="mailto:ian.munroe@jobcentreplus.gov.uk">ian.munroe@jobcentreplus.gov.uk</a>
Phil Pattinson	Learning Disability Day Services East Sussex County Council
Sandy Thomas	Policy and performance Children's Service East Sussex Social Services Department <a href="mailto:sandy.thomas@eastsussexcc.gov.uk">sandy.thomas@eastsussexcc.gov.uk</a>
Nancy Stembridge	Learning Disability Day Services East Sussex County Council
Ken Stevens	Regional Organiser Federation of Small Businesses
Kay Holden	Operations Manager East Sussex Social Services <a href="mailto:kay.holden@eastsussexcc.gov.uk">kay.holden@eastsussexcc.gov.uk</a>



Pictured from left to right: Phil Pattinson, Peter Martin, Barbara Davey, Christ East, Kay Holden, Jeanette Howe, Ian Munroe, Bob Nisbet