



# Implementing an apprenticeship programme for young disabled people

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# Intro to Hertfordshire PASS

- Hertfordshire PASS aims to be “a user-driven charity using employment and ‘being an effective employer of care staff’ to enable disabled people to live independently”
- The charity is divided into two main projects: WorkABILITY (“employment through overcoming barriers to work”) and EmployerABILITY (being an employer)

# History of WorkABILITY

- WorkABILITY was established in September 2006, with funding from the Big Lottery Fund
- It is an employment preparation programme run by and for young disabled people
- An operations group was set up, with most of its members being young disabled people
- This group advertised for, interviewed and appointed a full-time Employment Facilitator

# History of WorkABILITY

- The Employment Facilitator left Hertfordshire PASS in April 2008
- We did not appoint a like-for-like replacement
- Instead three young disabled people were taken on as part-time apprentices to fulfil the various aspects of his role
- These three were myself, Andrew Bird and Katie Fraser



# The First Apprentices

- Andrew, Katie and I were the first three Hertfordshire PASS apprentices
- We had been volunteers since WorkABILITY was founded and were now given new responsibilities
- These were placements (me), access (Andrew) and supporting work experience students from Oaklands College (Katie)

# Seniors & Juniors

- In December 2009, the existing apprentices took charge of another recruitment process
- We appointed three more young people, who started in January 2010 as Junior Apprentices
- At this time, Andrew, Katie and I were promoted to Senior Apprentices
- We increased our hours and responsibilities, which included line managing the new staff





# “10 PASS Ten” Challenge

- Hertfordshire PASS celebrated its tenth birthday in June 2010
- We used the birthday to launch our apprenticeship challenge
- We appointed nine apprentices and placed six with organisations around Hertfordshire
- The other three are doing an apprenticeship in “being an effective employer of care staff”



# “10 PASS Ten” Challenge

- Each apprenticeship involves working two short days per week “on project”
- There is a further short day a week of studying for an NVQ Level 2 at Hertfordshire PASS
- Subjects our apprentices are studying include Business & Administration, Customer Service and Team Leading, and they have mentors
- Top 100 Apprentice Employers in England





# Cohort One

## October 2010 – April 2011

- One apprentice/mentor pairing worked at Henkel Limited, a large multinational company with offices in Hatfield
- Another pairing were placed with Health & Community Services (in Stevenage) and our payroll department (at our old offices in Welwyn Garden City)







# Cohort Two

## April 2011 – April 2012

- Two apprentices and one mentor worked at POhWER, a disability advocacy charity based in Stevenage (April 2011 – October 2011)
- Another two apprentices and one mentor are employed by St Albans City Youth Football Club, where they had previously been doing voluntary work

















# Cohort Three

Sep 2011 – Mar 2012

- Our latest three apprentices are working at Hertfordshire PASS, where they have the same mentor
- This is a brand new type of apprenticeship, in “being an effective employer of care staff”
- They work alongside three apprentice PAs, who are employed by HCPA

# Being User-Driven

- We are trying to encourage placements to identify projects that would best be done by a disabled person
- Example 1: the apprentice placed with Health & Community Services is working with clients with learning disabilities
- Example 2: the same apprentice marketed our payroll service to new customers

# Being User-Driven

- Example 3: the apprentice at Henkel created a presentation about the company's community programme
- Example 4: POhWER, formerly Hertfordshire PASS' parent organisation, took on two apprentices for their reception desk

# Being User-Driven

- Example 5: the apprentices employed by the football club are coaching a team made up entirely of learning disabled people
- Example 6: the last three apprentices to be appointed all have physical disabilities, and will be providing support to others with similar challenges



## “10 PASS Ten” Progression

- The Henkel apprentice is now looking for work in childcare, having volunteered for us
- The second apprentice is doing a further six months until December 2011
- The POhWER apprentices are volunteering for Hertfordshire PASS while they search for full-time paid employment
- One of these has also worked in our payroll department since June 2011

# Seniors/Juniors' Progress

- Andrew, Katie and I finished our three-year apprenticeships in April 2011
- The Junior Apprentices were therefore promoted to Senior Apprentices and have taken on more responsibility
- Andrew now runs his own department, EmployerABILITY, which was established at the beginning of this year

# The Future

- Subject to funding, I intend to implement the next stage of our apprenticeship programme in the new year
- I will continue to appoint apprentices, but they will first do an apprenticeship in our offices with the aim of becoming more employable – owing to the recession
- They could then go into an external placement

# My Role

- I am responsible for recruiting apprentices, mentors and organisations
- I line manage most of the apprentices and have on occasion filled in for the mentors
- Following the recruitment of all nine "10 PASS Ten" apprentices, I have made a funding application so that we can hopefully take on more

# My Role

- I am a young disabled person and a former apprentice myself
- This gives me an insight into the barriers faced by the people we appoint and makes it easier to relate to them
- I passionately love my job and take a great deal of satisfaction from seeing the apprentices succeed

I would like to thank you all for listening, and will now be happy to discuss any of the points that I've raised. Or do you have any questions for me?





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