**We Work for Everyone**

**Specification**

**For Providers who can deliver Pre-Employment and Short Term in Work Support, Work and Personal Skills Training for individuals with Learning Difficulties, Learning Disabilities or Autism**

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1. **Introduction**

Research has identified that although many people with Learning Difficulties, Learning Disabilities or Autism can and want to work often they are denied this opportunity because there are too many barriers in the way of them being able to find meaningful paid work. Up to 10% of the population have a Learning Difficulty, Learning Disability or Autism however the employment rate in the UK for people with Learning Difficulties, Learning Disabilities or Autism is low at 5.7% with 71% of those working for less than 16 hours per week.

Led by Bristol City Council, (lead accountable body), The We Work for Everyone programme is a partnership between the Local Authority areas of Bristol, South Gloucestershire, Bath and North East Somerset and North Somerset, with the West of England Combined Authority, all four local colleges and the Department for Work and Pensions. Lasting for 3 years, the total value of the programme is £4,454m. This will be funded through a collaborative bid to the European Social Fund, led by Bristol City Council on behalf of the four LEP wide LA’s for £2.227m, a request for WECA Investment funding of £1.3m and other secured matched funding from LA and FE sources of £927,000.

Bristol City Council has secured funding from the European Social Fund (ESF) and in addition to this match funding opportunities have also been made available to enable BCC, surrounding Local Authorities, WECA and local colleges to work collaboratively to deliver the We Work for Everyone Project in the West of England.

**The wider We Work for Everyone Programme is in the process of:**

1. Appointing a team of 12 Navigators who will be based across the West of England and who will be assessing and advising potential participants with Learning Difficulties, Learning Disabilities or Autism
2. Procuring a Community of Best Practice Provider to oversee and underpin the support provided by the programme and to identify areas of commonality where expertise and training are developed and delivered on mass so that standards remain high and consistent across the Navigator service, our procured service providers and front line support professionals that the programme engages with.
3. Taking referrals from individuals and organisations of people aged 16+ years with Learning Difficulties, Learning Disabilities or Autism who want to work.
4. We now want to develop a list of organisations through a DPS/open framework that will provide pre-employment and short term in work support and work and personal skills training for our participants.
5. **Background**

The aim of the ‘WE Work for Everyone’ project is to offer a unified approach to improving employment outcomes for people with Learning Difficulties, Learning Disabilities or Autism living in the West of England. Underpinned by the principles of specialist employment support and supported internships and designed to respond to the specific needs of people with Learning Difficulties, Learning Disabilities or Autism from age 16+.

‘We Work for Everyone’ will improve employment outcomes through a dedicated individualised approach which will comprise of intensive specialist support and an education and enterprise infrastructure which will provide the depth and intensity of support many people with a Learning Difficulty, Learning Disability or Autism need to help them work towards, find and retain paid employment.

Commencing January 2021, the three-year programme will work with 2444 participants. The objectives of the project are to:

* Offer an individualised programme to support people with a Learning Difficulty, Learning Disability or Autism to access the labour market, and identify pathways to help them obtain employment.
* Provide intensive 1 to 1 support to identify suitable career pathways and signpost to specialist services, including bespoke models of provision aimed at people with Learning Difficulties, Learning Disabilities or Autism.

* Strengthen the work with service users, schools, employers and parents / carers.
* Work with people with a Learning Difficulty, Learning Disability or Autism to retain employment by ensuring ongoing support once in employment, and working with their employer to meet both the employer’s and the employee’s specific needs.
* Identify and embed models of effective practice with internships and supported employment.
* Raise awareness of the contribution which people with Learning Difficulty, Learning Disability or Autism can make to employers.
* Developing a Quality Standards and commissioning framework for specialist employment support, for the West of England area.
* Establish a sustainable model of support which can continue long-term across the West of England LEP area.

The project will be specifically aimed at people with Learning Difficulties, Learning Disabilities or Autism from aged 16+. This group faces particular labour market disadvantages, are often distant from the labour market and need additional support to give them the skills and / or confidence to enable them to move towards employment (including self-employment).

**This project will be targeted at all people with Learning Difficulties, Learning Disabilities or Autism including in the following:**

* Long term unemployed people with Learning Difficulties, Learning Disabilities or Autism in receipt of social care including people with complex needs.
* People with Learning Difficulties, Learning Disabilities or Autism not currently in receipt of care and support but not engaging in other DWP provision.
* Unemployed people with Learning Difficulties, Learning Disabilities or Autism aged 50+.
* Young people with special educational needs as they leave school and college
* Young people who have Learning Difficulties, Learning Disabilities or Autism, who are still disengaged from education who are aged 16+ and who are at risk of disengaging from a pathway to employment
1. **Legislative and Policy Context**

We Work for Everyone will operate within a wider legislative and policy framework which draws on local, regional and national policy. The Service Provider will therefore need to ensure that the service is delivered in accordance with all applicable legislation, strategies and guidance pertaining to jobseekers with learning difficulties and disabilities or Autism including but not limited to:

Valuing People Now: From progress to transformation’, (DoH, 2009) which identified priorities as being:

* Personalisation - so that people have real choice and control over their lives and services;
* What people do during the day (and evenings and weekends) - helping people to be properly included in their communities, with a particular focus on paid work;
* Access to housing - housing that people want and need with a particular emphasis on home ownership and tenancies;

Valuing People Now, Employment Now (DoH, 2009) which contained many important recommendations including:

* Raising the expectations of people with disabilities, their families and professionals

* Improving the transition from education to employment

* The inclusion in work of people with severe and/or complex disabilities

* Good quality supported employment
* Widening the range of employment options

West of England WORKS for Everyone aligns itself to addressing strategic priorities identified in regional and local Corporate Strategies and Employment and Skills Plans. This is demonstrated:

* The West of England Employment and Skills Plan, (WECA) identifies: “Supporting everyone who is able to work by helping to address their barriers to employment and progression” as a strategic priority
* In Bristol, improving the employment of people with Learning Difficulties, Learning Disabilities or Autism contributes to the Mayor’s commitment to inclusive economic growth and social mobility. It also helps reduce the reliance of people with Learning Difficulties, Learning Disabilities or Autism on public services and promotes their economic and social independence, health and wellbeing. This is demonstrated through the One City Plan’s commitment to –“Develop a new co-ordinated learning, employment and skills offer to adults to provide retraining and lifelong learning, with particular focus on disabled people and people with learning disabilities”
* In Bath and North East Somerset Council’s Economic strategy states that: “By building a dynamic and strong economy we will be better placed to tackle health & social issues in B&NES and establish a fairer more equitable community. By ensuring everyone has an opportunity to succeed we will fully maximise our economic potential”.
* South Gloucestershire Council’s Economy and Skills Strategy highlights their ambitions to “share the benefits of economic growth: ensure that all parts of South Gloucestershire and all groups share the benefits of economic development”.”
* North Somerset Council’s Corporate Plan sets out the desire to “ensure that all our communities share in prosperity and employment growth”.
1. **Participants Journey**

The Participant journey needs to focus purely on the individual. Providers need to ensure that the support offered follows a person-centred approach where individuals are at the centre, looking at what they can do, their interests and what they would like to achieve from the programme so that outcomes achieved over time are meaningful, there is engagement and employment opportunities are sustainable and long term.

It is important that participants are able to have a voice and be part of the planning process, inclusion and the feeling of belonging is a large part of society so it is essential for providers to enable participants to thrive in their choices to help avoid circumstances such as, un-fulfilment and there isn’t life or job enrichment.

The 1-1 approach which develops a pathway with the help of specialist job coaching pre-employment and short term in work support gives providers the opportunity of pursuing different options with individuals, taking a more personalised holistic approach creates a bespoke service offer to help strengthen opportunities as they come along.

What participants might expect on their journey:

* Building and nurturing confidence, developing self-reliance through the right level of support
* Understanding of their aspirations / dreams
* Developing existing strengths and understanding areas for development
* Addressing individual barriers to work as these will be individualised
* Training / development required
1. **Detailed Requirements - Service Provision**

**Provision ONE -** **Pre Employment and Short Term in Work Support**

We are seeking to commission a number of organisations across the West of England to construct an Employment Support model to ensure that participants are supported through a robust model of supported employment that includes:

* Vocational profiling – working with an Employment Support Specialist, the participant will undertake vocational profiling. This is a detailed and unique discovery and planning process that enables people to identify what they want to achieve and work out a plan for getting there.
* Employment planning - this brings together a number of chosen people to discuss the best approach to look for the ideal job. It also uses the Jobseeker’s existing networks and can often lead to a number of opportunities being identified.
* Job coaching – activities including, but not limited to CV preparation and interview skills.
* Job search– The Employment Support Specialist and participant work together to find vacancies that meet the client’s employment goals.
* Job matching - A job analysis is usually undertaken to check out any assumptions made in the job description. Although it is common practice for employers to set out the basics of a job for new recruits, it is not common for a detailed analysis of the job and environment to be available. We look at all aspects of the job and the work place, including reasonable adjustments, to make sure we have the right job for the right candidate.
* In work support – as support is often required once the new job has been secured, it is important to offer appropriate levels of support and encourage the involvement of the employer and co-workers. Specialist support providers may support the person’s induction and provide on-site training support where needed. They may also offer advice to access in work benefits. Individual development plans are usually used to plan and monitor the employee’s learning. Targets should include encouraging the social inclusion of the worker within the workplace.
1. **Service Levels and Key Performance Indicators (KPIs)**

Provision ONE - Specialist Pre Employment and short term in Work Support must fully meet the service delivery expectations and contract baselines.

**Pre Employment and Short Term in Work Support must Work to:**

* Promote social inclusion for people with Learning Difficulties, Learning Disabilities or Autism through supporting an individualised programme which focuses on an individual’s specific needs and assists in identifying pathways (specific support, vocational and education opportunities, career planning, on the job coaching)
* Demonstrates expert knowledge and key skills specific to this client group and to this service to ensure the delivery of priorities and meeting targets
* Demonstrate an understanding of the key elements that will successfully and effectively implement the service
* Demonstrate access to the appropriate resources to implement the service successfully and identify and report any problems with delivering the service in plenty of time

**Pre-Employment and Short Term in Work Support must deliver:**

* The proposed and agreed contract number of service users entering employment, education or training post interventions achieved so optimum outputs are reached
* Agreed number of starts
* Agreed percentage success rate of starts progressing into paid employment, education or training
* Agreed percentage of those going into work sustaining employment for more than 13 weeks

**Provision TWO - Work and Personal Skills Training**

We are seeking to commission a number of organisations across the West of England to deliver work and personal skills training. Providers must fully meet the service delivery expectations and contract baselines.

**Work and Personal Skills Training Providers must Work to:**

* To provide alternative provision not covered elsewhere on the programme that meets the needs of individuals wishing to work in specific sectors, occupations or geographical locations.
* Provide personal skill’s training that enables individuals to address any personal barriers to entering the work place e.g. confidence building, public speaking, and anxiety control.
* Promote social inclusion for people with Learning Difficulties, Learning Disabilities or Autism through supporting an individualised programme which focuses on an individual’s specific needs and assists in identifying pathways (specific support, vocational and education opportunities, career planning, on the job coaching)
* Demonstrates expert knowledge and key skills specific to this client group and to this service to ensure the delivery of priorities and meeting targets
* Demonstrate an understanding of the key elements that will successfully and effectively implement the service
* Demonstrate access to the appropriate resources to implement the service successfully and identify and report any problems with delivering the service in plenty of time

**Work and Personal Skills Training Providers must deliver:**

* The proposed and agreed contract number of service users entering alternative provision, employment, education or training post interventions achieved so optimum outputs are reached.
* Detail of the proposed programme and how it meets the needs of individuals wishing to work in specific sectors, occupations or geographical locations
* Agreed number of starts
* Agreed percentage success rate of starts progressing into paid employment, education or training
* Agreed percentage of those going into work sustaining employment for more than 13 weeks
1. **Contract Management and Review**

All Specialist Employment Support and Work and Personal Skills Training Providers must fully meet Bristol City Council’s Baseline Standards.

**All Specialist Employment Support Providers must Work within the Social Model of Disability to:**

* Address any issues faced by Jobseekers with Learning Difficulties, Learning Disabilities or Autism in the course of their service delivery to the Navigators and the wider Specialist Employment Support Community
* Meet the support and communication and sensory needs of jobseekers with a learning difficulty and multiple impairment including autism and physical disabilities in the course of their service delivery to the Navigators and the wider Specialist Employment Support Community
* Ensure staff have received training regarding disability and have specific awareness of learning disability

**All Specialist Employment Support Providers will:**

* Fully resource and deliver the service to which they are being procured.

* Provide a clear scheme of work and regular, up-to-date and accurate information on the progress of delivery together with objective assessments of likely delivery outcomes.
* Ensure knowledge is up to date and that all legislation whether current or in the future is factored in to the delivery of all Specialist Employment Support and Alternative Provision services.
* Provide monthly delivery progress in connection to standard payments and also provide clear financial documentation that includes a breakdown of costs being claimed for revenue expenditure.
1. **Sustainability**

The WE Work for Everyone project recognises that sustainable development is key to the project’s social and environmental responsibility as well as its economic performance. The project is committed to promoting sustainable development and working with all partners to support sustainable development.

WE Work for Everyone uses its influence and powers to enable all stakeholders involved in the project to improve the local environment and will act responsibly, consider the wider implications of its actions, and strive to have a positive impact on the world.

All partners will be expected to have a Sustainable Development Policy in place, in addition to following the project’s own sustainable development procedures.

**All Specialist Employment Support and Work and Personal Skills Training Providers will be expected to:**

* Review delivery mechanisms and include non-traditional learning environments (non-classroom based, distance, online, using technology in non-traditional ways) but taking into account what is effective for people with Learning Difficulties, Learning Disabilities or Autism.
* Have in place sustainable / green environmental management systems, or be working towards having these in place.
* Manage risks and reduce environmental impacts in energy, travel, pollution and waste as a minimum.
* Use resources efficiently, and work with their suppliers to reduce the impact of the goods and services they purchase.
* Continually improve performance to protect the environment.
* Support and implement recycling initiatives.
1. **Contract Period**

Contract period will be from 1st July 2021 – 31st December 2023, Service end date will be 31st December 2023.