



South Tyneside Council



**SEND**  
LOCAL OFFER

# **SOUTH TYNESIDE**

## **Preparation for Employment and Training**

A guide to supporting young adults with Special Educational Needs and Disabilities into employment and looking after their health care and needs.



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## ABOUT THIS GUIDE

*Welcome to the South Tyneside Preparation for Employment and Guide.*

This guide is for young people who have Special Educational Needs and Disabilities (SEND) who are about to or have now left education and are looking for a job. At school/college you may have previously had an SEN Support Plan or an Education, Health and Care Plan (EHCP).

Becoming an adult can be both an exciting and confusing time as you plan for your future and look towards being more independent.

There are many things that you might be thinking about. For example, getting a job, where you might live, looking after your own health and how you will make friends.

*To help you know what services and support is available we have produced this guide to give you information about:*

- *Employment and Support Services*
- *Adult Social Care*
- *Adult Health Services*
- *Local Community Groups*

If you require any further information about this guide, please contact the SEND Local Offer.

- **Email:** [SENDLocalOffer@southtyneside.gov.uk](mailto:SENDLocalOffer@southtyneside.gov.uk)
- **Tel:** 0191 424 6730
- **Website:** [www.sendlocaloffer.southtyneside.gov.uk](http://www.sendlocaloffer.southtyneside.gov.uk)

### What the abbreviations mean:

- **EHCP-** Education Health and Care Plan
- **IAG-** Information and Guidance
- **NEET-** Not in Education, Employment or Training
- **SEND-** Special Educational Needs and Disabilities



## PREPARING FOR EMPLOYMENT

We know that thinking about your future and deciding what kind of job you would like to do can be overwhelming.

This part of the guide will give you information about additional support and services that are available to help you with preparing for work.

The National Careers Service has lots of information online about careers, advice and guidance. You can find this at: [www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)

## EMPLOYMENT SUPPORT SERVICES

Young adults with SEND can move into employment with the right planning and support. A paid job can give financial independence provide opportunities to meet new people and can be good for your mental and physical health.

To help you know what opportunities are available this section tells you about support available. These services can assist you with writing a CV, job searching, completing application forms and interview preparation. They can also signpost you to training providers where you can work towards gaining more qualifications without the need to attend college.

### Connexions

Connexions offer impartial Information, Advice & Guidance (IAG) and transition support to young people aged 16-18 and up to 25 for those with an EHCP, this includes those who are Not in Education, Employment or Training (NEET).



Connexions can also offer advice and signposting to young people who have reached the end of their educational journey and are considering employment pathways.

All advisers are qualified to Level 6 in Information Advice & Guidance in line with recommendations from Ofsted and the Career Development Institute.

Connexions work in partnership to deliver the Your Next Steps annual careers events and activity which help young people make informed choices about their next steps and career journey.

For more information follow our Facebook page:  
<https://www.facebook.com/CnxSouthTyneside/>

### South Tyneside Works

South Tyneside Works supports people in South Tyneside who are out of education, employment and training.

They offer Specialist Employment Support for residents with health conditions and disabilities and work with employers to understand what extra support you might need for an interview or at work.

They can help with CVs, interview preparation, travel training, work placements, signposting for specialist support, wellbeing, confidence and emotional resilience, work placements, vocational qualifications and supported job search.

They also run a range of training courses to help adults get into work or improve their skills. Courses include employability skills, maths and English, retail and customer service, business and admin, warehousing and logistics.

Email: [southtynesideworks@southtyneside.gov.uk](mailto:southtynesideworks@southtyneside.gov.uk)

Website: [www.southtynesideworks.com](http://www.southtynesideworks.com)



### Northern Rights

Northern Rights provide information, advice and guidance on work, personal circumstances, training and health.

Northern Rights can also offer benefit calculations, financial assistance and a range of training programmes.

Tel: 0191 597 4943 | Email: [info@northernrights.org.uk](mailto:info@northernrights.org.uk)

Website: <https://northernrights.org.uk/what-we-can-do-for-you/>

### PRS Inclusion & Training Services

PRS Inclusion & Training Services support people to enter or re-enter employment through flexible courses, training and work experience placements supported by a dedicated job coach.

They also offer a Transition to Employment scheme which allows adults living with disabilities to gain work experience in a variety of areas.

Email: [admin@prsinclusion.com](mailto:admin@prsinclusion.com) | Tel: 0191 5002343

Website: [www.prsinclusionservices.com](http://www.prsinclusionservices.com)



## **Action Station**

Action Station is an employment service that provides support for people 18+. They can offer help with CV and cover letters, job applications and interview techniques, as well as providing support to overcome any barriers to employment.

*Email: [info@actionstation.org.uk](mailto:info@actionstation.org.uk)*

*[stephen.clark@actionstation.org.uk](mailto:stephen.clark@actionstation.org.uk)*

*Tel: 0191 455 8122*

## **Bright Futures**

Bright Futures are a charity who aim to support and educate young women up to the age of 25. They provide one-to-one, long-term and tailored support, group sessions, community, health and wellbeing programmes addressing key issues young women face.

They also provide employment support for women aged 16-25. Their services include helping young women to create professional CVs, identifying and building on their existing skills, and guiding them through the process of job searching. They assist with distributing CVs to potential employers and offer hands-on support with online job applications, ensuring they feel confident navigating the application process.

Additionally, they provide advice on interview preparation, workplace expectations, and building a professional network, giving young women the tools they need to succeed in their chosen career paths.

*Tel: 0191 455 1196/07484904676*

*Email: [d.hendry.brightfutures@live.co.uk](mailto:d.hendry.brightfutures@live.co.uk)*

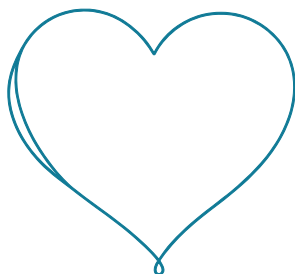
## **Training in Care**

Training in Care provide vocational care courses within the care sector. They work with adults with disabilities to provide the skills and learning they need to equip them for work or further learning.

*Email: [sheldonbainbridge@trainingincare.co.uk](mailto:sheldonbainbridge@trainingincare.co.uk)*

*Tel: 0191 5373529*

*Website: <https://www.trainingincare.co.uk/>*



## **Autism Able**

Autism Able specialise in autism, learning disabilities and complex disabilities with multiple needs, but their services can be accessed by anyone aged 16+ who identifies as neurodivergent.

They also have a café in South Shields which provides their members with real-life work experience. They offer a range of pathways and activities which cover things like:

- Independence, life skills, health and wellbeing
- Employment skills and work experience
- Music, filmmaking and photography
- Friendships, socialising, confidence and self-esteem.
- Support for independent living and accessing the community

*Email: [rachel.mawson@autismable.com](mailto:rachel.mawson@autismable.com) | Tel: 0191 825 0035.*

*Website: [www.autismable.com](http://www.autismable.com)*

## **Sea Change**

Sea Change CIC has a focus on improving the quality of life for people with autism and learning disabilities through inclusive supported employment opportunities.

Sea Change, South Shields is a vibrant café and venue for community events, while also serving as a hub for training and employment for neurodivergent individuals.

*Email: [info@sea-change.co](mailto:info@sea-change.co) | Tel: 07508312735 | Website: [www.sea-change.co](http://www.sea-change.co)*

## **Good2Graft**

'Good2Graft is for anyone not currently in work and looking for a new direction in life. The service provides a programme of support tailored to your needs and interests; with 1 to 1 support, FREE training, access to volunteering opportunities, work placements and taster sessions.

It also includes access to advice and support with your finances, health and wellbeing, caring responsibilities or educational needs.

*Email: [info@ac-ts.org.uk](mailto:info@ac-ts.org.uk)*

*Tel: 0191 456 9603*

*Website: [www.ac-ts.org.uk](http://www.ac-ts.org.uk)*



## Key Subject Tuition

Key Subject Tuition is an Education and Training provider that offers Functional Skills Maths and English courses to adults 19+.

Their services include:

- Personalised learning
- Expert Tutors
- Exam Preparation
- Interactive Learning Tools
- Careers Information, Advice and Guidance

*Tel: 07788126846 | Website: [www.keysubjecttuition.co.uk](http://www.keysubjecttuition.co.uk)*

## Foundation of Light

The Foundation of Light offers mentoring to people aged 16 plus who are NEET. This includes one-to-one mentoring for young people and adults based on the wants and needs of the individual, with a focus on helping them progress closer to the world of work.

Mentors engage participants in informal and supportive mentoring, utilising the Foundation of Light and outreach centres across the North East.

*All referrals to be made via email: [anthony.parkinson@foundationoflight.co.uk](mailto:anthony.parkinson@foundationoflight.co.uk)*

*Website: [www.foundationoflight.co.uk](http://www.foundationoflight.co.uk)*



## Smartworks

Smartworks supports any unemployed women over the age of 16, living in the North-East of England. They have two different services –

### **Free interview clothing and coaching**

Smartworks offer interview dressing and a preparation appointment when an interview has been secured. You will try on some interview appropriate outfits until you find one you are happy with and its yours to keep for free. You will then will spend an hour with a coach who will help you to prepare for the interview. The appointment is individually tailored to each person's needs to guarantee you get the most from the visit, in a safe, accessible, confidential, quiet environment.

### **Career coaching appointment**

Alternatively, if you haven't quite secured an interview, or are not receiving feedback on applications, or need a general confidence boost, fresh set of eyes to look at your CV, support applying for roles, etc Smartworks can offer a one off 1:1 Career Coaching appointment.

*Email: [newcastle@smartworks.org.uk](mailto:newcastle@smartworks.org.uk) | Tel: 0191 691 7900*

*Website: [www.newcastle.smartworks.org.uk](http://www.newcastle.smartworks.org.uk)*

## North East Autism Society

The North East Autism Society run a Neurodiversity Employment Service in the South Tyneside area.

Employment Futures exists to help remove barriers to meaningful employment for autistic adults and/or those with learning difficulties.

They help support people whether they are neurodivergent or not. They can be referred from the job centre, self-refer, GP's, and from other services.

They offer a person-centred approach, getting to know the individual and their needs, whatever they may be, for example, education, training, well-being, mental health, volunteering, paid work placements, access to work, travel training, confidence and self-esteem courses just to name a few.

*Email: [alaine.robson@ne-as.org.uk](mailto:alaine.robson@ne-as.org.uk) [micah.pond@ne-as.org.uk](mailto:micah.pond@ne-as.org.uk)*

*Tel: 0191 410 9974*

*Website: [www.ne-as.org.uk/employment-futures-home](http://www.ne-as.org.uk/employment-futures-home)*





# HELP FINDING A JOB

## Job Centre Plus

Job Centre Plus can help you find a job; you can contact them, and they will discuss your skills and experience and support you into work.

They can also provide you with a Disability Employment Advisor who will be able to learn more information about you and any extra help you might need. They can also support you to apply for benefits you may be entitled to.

## Disability Employment Advisors

If you have a health condition or a disability that affects your ability to work, Job Centre Plus offers a service for disabled workers by putting them in touch with a Disability Employment Advisor (DEA).

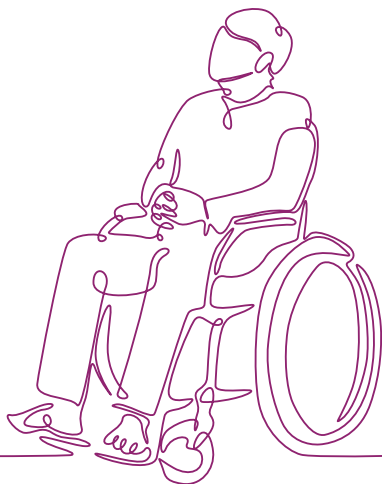
- They can help with work preparation, interview coaching and confidence building
- They are able to support employers, GPs and claimants with health / disabilities and employment
- They work collaboratively to support customers with their Health Providers and GPs
- They support employers/employees by discussing Access to Work/Health Adjustment Passports and the benefits of being part of Governments Disability Confident Scheme

### Where to find your local Job Centre Plus:

- Mile End Road, South Shields, NE33 1BZ
- 56-64 Ellison Street, Jarrow, NE32 3BX
- Website: [www.gov.uk/contact-jobcentre-plus](http://www.gov.uk/contact-jobcentre-plus)

You can also look for jobs online at:  
[www.gov.uk/find-a-job](http://www.gov.uk/find-a-job)

Website: [www.dwp.gov.uk](http://www.dwp.gov.uk)



# PREPARING FOR EMPLOYMENT

## Money and advice services

Now you have finished your education you might be thinking about how you are going to afford to pay for daily living expenses. There are different services that can help you get advice on your finances.

## Government Benefit Information

You may be able to apply for universal credit which is a benefit that helps with your living costs. You might be entitled to this if you are on a low income, not working or can't work.

jobcentreplus

For more information, please go to: [www.gov.uk/universal-credit/how-to-claim](http://www.gov.uk/universal-credit/how-to-claim)

There may be other benefits that you are entitled to whilst you are looking for work. You can use a free benefits calculator to check what you could be entitled to.

This will help find out:

- The benefits you could get
- How much your benefit payments could be
- How your benefits will be affected if you start work or increase your hours
- How your benefits will be affected if your circumstances change

Website: [www.gov.uk/benefits-calculators](http://www.gov.uk/benefits-calculators)

## Personal Independence Payment

Personal Independence Payment (PIP) can help with extra living costs if you have both:

- A long-term physical or mental health condition or disability
- Difficulty doing certain everyday tasks or getting around because of your condition

You may be eligible for PIP if you're working, have savings or are getting most other benefits.

To check if you are eligible you can go to:  
[www.gov.uk/pip/how-to-claim](http://www.gov.uk/pip/how-to-claim)



## **Welfare Support Team**

This service is free and confidential for anyone living in South Tyneside. They can provide money advice and a benefits check for anyone over 18yrs living in South Tyneside.

*Email: [welfaresupport@southtyneside.gov.uk](mailto:welfaresupport@southtyneside.gov.uk)*

*Tel: 0191 424 6040*

*Website: [www.southtyneside.gov.uk/welfaresupport](http://www.southtyneside.gov.uk/welfaresupport)*

## **Social Navigators**

Social Navigators can provide intensive support to South Tyneside residents experiencing financial wellbeing issues.

They can help and give you support with:

- accessing welfare benefit and debt services
- accessing employability services
- getting help with digital skills
- getting the best deals on your gas and electricity bills
- grants to buy essential furniture items
- accessing other agencies who can help with other issues

*To make a referral you can email: [welfaresupport@southtyneside.gov.uk](mailto:welfaresupport@southtyneside.gov.uk)*

## **Citizens Advice South Tyneside**

Free and confidential advice on a range of topics.

This includes benefits, debt, tax credits, and housing.

*Tel: 0191 455 7958*

*Website: [www.southtynelca.net](http://www.southtynelca.net)*



# **WELFARE SUPPORT TEAM**

## **Help and support at work**

In this section you will find information on reasonable adjustments, health adjustment passports and Access to Work.

The Equality Act (2010) protects everyone from discrimination in the workplace and you can get support and adjustments in the workplace if you have a Special Educational Need and/or Disability.

All employers must make reasonable adjustments if you have told them about your disability and you might also be entitled to an Access to Work grant from the Government to pay for any extra practical support.

## **Reasonable adjustments**

Employers must make reasonable adjustments to make sure workers with disabilities, or physical/mental health conditions, are not disadvantaged when doing their jobs.

For example:

- Finding a different way to do something
- Making changes to the workplace
- Changing someone's working arrangements
- Providing equipment, services or support

*Website: [www.acas.org.uk/reasonable-adjustments](http://www.acas.org.uk/reasonable-adjustments)*

**If you need extra support, or have had support in the past which you still need, what additional support or adjustments do you think will help you at work?**



## Health adjustment passport

You can complete a Health adjustment passport which can be used if you have a disability or health condition that makes it harder for you to move into work or stay in a job.

The passport can be used to:

- Support you to identify what support and changes (known as reasonable adjustments) you may need when you are in work or moving into work
- Help you to apply for support from Access to Work. This could include funding for specialist equipment to support you to do your job, support getting to and from work or support when you are in work, such as job coaching
- Help you talk to employers about adjustments and in-work support that you may need.

Website: [www.gov.uk/government/publications/health-adjustment-passport](http://www.gov.uk/government/publications/health-adjustment-passport)

## Access to Work

Access to Work can help you get or stay in work if you have a physical or mental health condition or disability. The support you get will depend on your needs.

Through Access to Work, you can apply for:

- support with managing your mental health at work
- money to pay for communication support at job interviews
- specialist equipment and assistive software
- support workers, like a BSL interpreter, a job coach or a travel buddy
- costs of travelling to work, if you cannot use public transport
- adaptations to your vehicle so you can get to work
- physical changes to your workplace

Tel: 0800 121 7479

Website: [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)



## ADULT HEALTH SERVICES

Moving into adult health services should be gradual and may involve various health and social care professionals to prepare you to manage your own healthcare needs as an adult. To support you with this, the Ready Steady Go programme gives you information to help you plan for the future.

You can find this online at: [www.readysteadygo.net](http://www.readysteadygo.net)

This part of the guide gives information for services that provide support with health needs to young adults with additional needs, disabilities and autism.

### Annual Health Checks

Annual Health Checks are for children and adults aged 14 and over who are on their General Practitioner's (GP) learning disability register.



The purpose of your annual health check is to talk about your health and find any problems early that could make you poorly.

You can ask your GP questions about your health, how you're feeling or any medicines you take. If you have difficulty visiting your GP, the Primary Care Health Hub can meet you in a place of your choosing to do your annual health check. You can contact the Primary Care Health Hub on 0191 451 6649 or [SouthTynesidePCPHS@cntw.nhs.uk](mailto:SouthTynesidePCPHS@cntw.nhs.uk)

### Adult Learning Disability Service

The Learning Disability Service is made up of several teams (community, assertive outreach, acute liaison and therapeutic services). These teams provide a range of care and support services for people with a learning disability.

Tel: 0191 283 2538

### Lifecycles Mental Health Support

South Tyneside Lifecycle Mental Health Service aims to help people experiencing mental health problems. They aim to help young people at the earliest possible stage to support them to develop skills and promote positive wellbeing and reduce the risk of further distress.

Website: <https://www.southtynesidelife-cyclementalhealth.nhs.uk>





### **Social Prescribing service**

Social prescribing is an approach that connects people to activities, groups, and services in their community to meet the practical, social and emotional needs that affect their health and wellbeing.

*Email: [fcc.abu@nhs.net](mailto:fcc.abu@nhs.net) | Tel: 0191 432 9838*

*Website: [www.firstcontactclinical.co.uk/Social-Prescribing-Service](http://www.firstcontactclinical.co.uk/Social-Prescribing-Service)*

### **Qwell**

Free digital mental wellbeing support for adults across the UK

*Website: [www.qwell.io](http://www.qwell.io)*

### **Kind Mind Community**

Kind Mind Community focusses on wellbeing and mental health. They offer courses such as anxiety management, the chance to meet new people and volunteering opportunities.

*Email: [kindmindcommunity@everyturn.org](mailto:kindmindcommunity@everyturn.org) | Tel: 0191 217 2935*

*Website: [www.kindmindcommunity.org](http://www.kindmindcommunity.org)*

### **Autism in Mind**

Autism In Mind South Tyneside is a pre/post-diagnostic service for autistic adults who do not have a learning disability and have a South Tyneside GP. They provide low-level preventative support along with emotional support to listen to and validate autistic experience.

*Email: [contact@autisminmind.com](mailto:contact@autisminmind.com) | Tel: 0191 570 0047/07800005228*

*Website: [www.autisminmind.com](http://www.autisminmind.com)*

### **Sense Ability Matters**

Sense Ability Matters (SAM) provides a wide range of services to support people who are blind, partially sighted, deaf or hard of hearing on their journey to independence.

They make sure people have choice and control over their lives and help others better understand the impact of sensory loss.

*Email: [contactus@weareSAM.org.uk](mailto:contactus@weareSAM.org.uk) | Tel: 0191 478 5959*

*Website: [www.wearesam.org.uk](http://www.wearesam.org.uk)*

### **AskSARA**

An online self-help guide providing expert advice and information on products and equipment to help with physical and mental health, carrying out tasks around the home and getting out and about for older and disabled adults and children.

AskSARA also provides information on obtaining funding and assistance in purchasing equipment and carrying out home adaptations.

*Website: [www.asksara.dlf.org.uk](http://www.asksara.dlf.org.uk)*

## **ADULT SOCIAL CARE**

This part of the guide gives information about services that can support eligible adults with housing support, independent living skills and accessing the community.

To get support from Adult Social Care you must be over 18.

### **Housing and living independently**

You may be starting to think about where you want to live in the future whether you want to live alone or with support.

South Tyneside Council's website has information available on housing.

*You can find this at: [www.housing.southtyneside.gov.uk](http://www.housing.southtyneside.gov.uk)*

An adult care and support assessment can also give you more information on what housing options is available for you. If this is something that you need to discuss then you should contact the Let's Talk Team.

### **Let's Talk Team**

The Let's Talk team make sure that everyone has access to information and advice which supports their wellbeing. This includes online information and telephone advice supported by trained Adult Social Care Advisors.

You can also speak to them if you have worries about yourself or you need to talk to someone about more support.

*Email [LetsTalk@southtyneside.gov.uk](mailto:LetsTalk@southtyneside.gov.uk)*

*Tel: 0191 424 6000*



## Let's Talk Team

Residents can also drop in to our Let's Talk Local Hubs to get free advice, information, and guidance about:

- Adult Social Care services
- local community groups and support networks
- options available in South Tyneside to help you stay connected and supported
- support for carers who need guidance or help balancing their caring role

Day	Time	Location
Monday	10am to 12pm	Actions Stations - Chatty Cafe
Wednesday	10am to 12pm	Cleadon Park - HUB
Thursday	1pm to 3pm	Hebburn Central - ACTS Computer Club
Friday	10am to 12pm	The Word Library



## Connected Caring

Connected Caring works closely with health and social care services, voluntary sector organisations, and community services to ensure that carers receive comprehensive support and access to resources.

Email: [info@connectedcaring.org.uk](mailto:info@connectedcaring.org.uk) | Tel: 0800 304 7725

Website: [www.connectedcaring.org.uk](http://www.connectedcaring.org.uk)

South Tyneside Council

living better lives

# WE WANT YOU!

Help us **IMPROVE** Adult Social Care in South Tyneside...

We are dedicated to engaging with people who use our services and are looking for more people to join our **Working Together Group** - a diverse group of people who help us improve adult social care and commissioning services. You can take part in focus groups or be part of interview panels.

To join us, please scan the QR code below.

Alternatively, you can email [maxine.turbitt@southtyneside.gov.uk](mailto:maxine.turbitt@southtyneside.gov.uk) for more info.

VISIT OUR FORM: **SCAN ME**

Spread the word! **THIS IS SOUTH TYNESIDE**

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YOU!

ial Care in

people who use our services  
n our **Working Together**  
help us improve adult social  
an take part in focus groups

e below.

uk for more info.

Spread the word! **THIS IS SOUTH TYNESIDE**





## LOCAL COMMUNITY GROUPS

All people should have the opportunity to be included in their local community and there are lots of activities that you can take part in which can improve your social skills and help you to make friends.

This part of the guide gives a list and the website details of organisations and services that run activities specifically for people with SEND.

- **Alan Shearer Activity Centre** | [www.alanshearercentre.org.uk](http://www.alanshearercentre.org.uk)
- **Autism Able** | [www.autismable.com](http://www.autismable.com)
- **Autism in Mind** | [www.autisminmind.com](http://www.autisminmind.com)
- **Beach Access North East** | [www.beachaccessnortheast.org](http://www.beachaccessnortheast.org)
- **Bilton Hall Community Trust** | [www.biltonhallct.com](http://www.biltonhallct.com)
- **Foundation of Light** | [www.foundationoflight.co.uk](http://www.foundationoflight.co.uk)
- **NECA Gardens** | [www.neca.co.uk/neca-community-garden-south-shields/](http://www.neca.co.uk/neca-community-garden-south-shields/)
- **Our 1 Community** | [www.our1community.co.uk](http://www.our1community.co.uk)
- **Tailored Leisure** | [www.tailoredleisure.co.uk](http://www.tailoredleisure.co.uk)
- **Twisting Ducks** | [www.thetwistingducks.co.uk](http://www.thetwistingducks.co.uk)
- **Waves** | [www.waves-support-group.com](http://www.waves-support-group.com)
- **The Kayaks** | [www.facebook.com/Thekayaks/](http://www.facebook.com/Thekayaks/)



## FUTURE EMPLOYMENT PROFILE

**Do you have any work experience?**

**What are you good at?**

**What kind of job would you like to do?**

**How many hours would you like to work?**



# FUTURE EMPLOYMENT PROFILE

What days would you like to work?

Do you face any barriers or challenges when applying for jobs and attending interviews?

What support do you think you might need to work?

(For example, flexible work hours, allocated desk, designated quiet space, noise-cancelling headphones)

# NOTES

*If you know someone who needs this information in a different format, for example large print, Braille or a different language, please call Marketing and Communications on 0191 424 7385*