



DCU ABILITY NEXT STEPS TOOLKIT

A Guide for families & Supporters

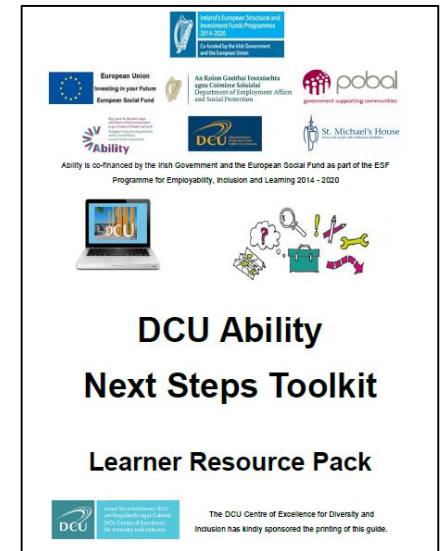
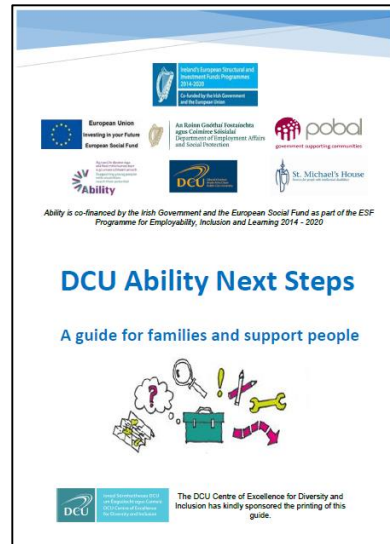


What is the Next Steps Toolkit?

A resource for families , friends and supporters of DCU Ability Learners with suggested approaches to finding work opportunities

Support Person guide

Learner resources or activities



Aims of this Toolkit

- Involving the learner in the next steps towards work by including learner activities
- Raising the profile of the learner in their local community and so increasing useful contacts and supports
- Support the supporters of the learner in securing meaningful opportunities which develop their work skills and experience.

Who can use this Toolkit?

Supporters

- The toolkit is for anyone providing help and support in finding work opportunities.
- Aimed at those with little or no experience in supporting a job search by providing activities and guidelines for working together with learners to find work opportunities.

Who can use this Toolkit?

DCU Programme Participants



Ben



Niamh



Mark

Who can use this Toolkit?

DCU Programme Learner Profiles

- Ben has not yet done any work experience.
- He has completed an Introduction to Work programme with DCU Ability.
- He is seeking a first opportunity to experience the world of work.



Who can use this Toolkit?

DCU Programme Learner Profiles



- Niamh has had the opportunity to work in a local charity shop for one day a week over a six week period.
- She has completed a DCU Programme and a DCU campus work placement.
- She is now seeking a work experience opportunity offering more hours and scope to practice her workplace skills.

Who can use this Toolkit?

DCU Programme Learner Profiles



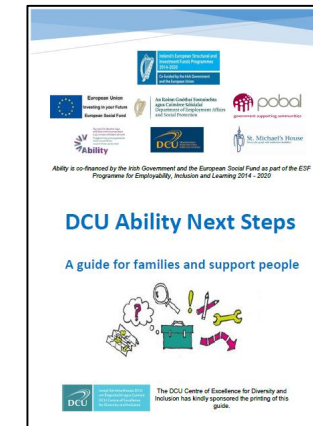
- Mark has been doing work experience in a restaurant for an extended period of time.
- He has developed his workplace skills and confidence at work.
- He is now seeking part time paid work in a similar environment.

How should the Toolkit be used?

- The toolkit is intended to be used over a long period of time.
- Many of the steps can be repeated.
- Not all steps are suitable or necessary for all learners.

What's inside the support person guide?

- Overview of the resource
- Introduction
- Support person guidelines
- Activity guidelines for learner resources
- Appendices and suggested records



Step 1: Exploring places where I live

Objective:

- To support learners to explore their local area with a view to discovering potential opportunities together.

Support Guidelines:

This step consists of two activities. These will involve walking around the chosen local area to complete the worksheets. This activity can be revisited a number of times to explore new places and organisations.

It would be preferable to complete these activities on separate days or over one or two weeks. The activity should also allow the learner to become familiar with their local area on a general level and notice more places and activity each time.

In many cases the learner may show an interest in a workplace or work activity which was not identified during their work with DCU Ability or previously and this is valuable in creating more possible opportunities to be explored later.

The activities and tasks in this step include exploration of clubs, voluntary organisations and training and education centres. Again this is intended to encourage the learner to discover other interests and options as well as being sources of useful contacts for supporters and learners at later stages of this journey







Support Persons Record – STEP 1

- The places and organisations identified and discussed during this step can be recorded as a framework for exploring work and training opportunities in the future. The learners' particular interests in any particular place can be noted along with details and contacts identified throughout the 'Next Steps' process.
- **Appendix 1. Opportunity Tracking Record** This or a similar template can be used for record keeping. In some cases, supporters may wish to use excel or another application to keep a similar record.







Learner Activities	Activity guidelines
1.1 Learner Activity: My Local Workplaces (1 instructions page, +4 page worksheet)	Read through the 'My Local Workplaces' instructions with the learner and plan a walk which will them to discover and record local workplaces. Ask the learner to think and talk about if they would like to work in each place identified. The learner can complete the 'My Local Workplaces' worksheet with support.
1.2 Learner Activity: What's happening near where I live? (1 instructions page, +5 page worksheet)	Read through the 'What's happening near where I live?' instructions with the learner. The learner can write down the groups and organisations they know already and identify more on a walk in the local area. The learner can fill in this information on the 'What's happening near where I live?' worksheet. Talk to the learner about what they know about each club or organisation, and their own interest in these activities.

What's inside the learner resource pack?


- Overview of the resource
- Learner activities and instructions pages
- Appendices


Plan What is in the next steps learner resource pack		
Getting ready for next steps		
A	 Keeping safe from Coronavirus	p.8
B	 Things that have changed in work	p.11
Step 1: Exploring places where I live		
1.1	 My Local Workplaces	p.14
1.2	 What's happening near where I live?	p.19
Step 2: Who can help me find a job?		
2.1	 Who can help me find a job?	p.26
2.2	 Getting to know people where I live	p.30







2.2 Learner Activity: 'Getting to know people where I live' PAGE 1

	Getting to know people where I live
	Getting to know people near where you live helps you to find work.
	Look at the worksheet of clubs and activities in your local area.
	Think about these clubs and activities. You could visit some of these places.
	There is a list of ideas. You can try some of these ideas whenever you like.
	You can tick these activities on the list when they are done.

2.2 Learner Activity: 'Getting to know people where I live' PAGE 2

 **DCU Ability Online Next Steps**
Getting to know people near where I live

 Here are some ideas for things you can do to get to know more people near where you live.

	Idea	 I have done this
	Talk to people I know about my local area.	
	Visit community centre.	
	Look at noticeboard in a supermarket.	
	Visit library and ask staff.	

What's inside the learner resource pack?

- Overview of the resource
- Learner activities and instructions pages
- Appendices

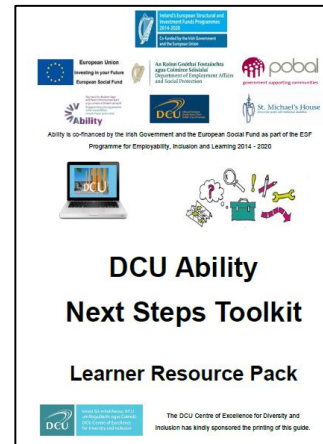


Table of Contents	
B: Information Sheet: Things that have changed about work	5
1.1 Learner Activity: My Local Workplaces:	7
1.2 Learner Activity: What's happening near where I live?	9
2.1 Learner Activity: Who can help me find a job?	13
2.2 Learner Activity: Getting to know people near where I live	16
Step 3:	18
4.1 Learner Activity: Getting ready to meet an employer:	20
4.2 Learner Activity Thanking a boss	22
4.3 Learner Activity: Thinking about meeting a boss	24
5 Learner Activity: I am doing work experience because	28
6.1 Learner Activity: My work details	30
6.1 Learner Activity: My work details	31
6.2 Learner activity: My plan for getting to work	32
6.3 Learner Activity: What to do if I have a problem at work	33
7.1 Learner Activity: Keeping safe from Coronavirus at my work	36
7.2 Learner Activity: Learning about fire safety at my work	37
7.3 Learner Activity: My work diary	38
8.1 Learner Activity: Thanking a boss for work experience	44
8.2 Learner Activity: Telling people about my work experience	45
9.1 Learner Activity: I want to learn more about	48
9.2 Information Sheet: Things I can do to learn more	49
9.3 Learner activity: Practice thinking about voluntary work	50
9.4 Learner activity- job taster ideas	52

Page 2 of 97

8.2 Learner Activity: Telling people about my work experience

It is important that you are happy to tell other people about your experience. This worksheet will help you to get ready for telling people about your work experience.

Workplace name:	
Start date of work experience:	
Finish date of work experience:	

Please list the main jobs you did during your work experience:

- _____
- _____
- _____
- _____

What did you learn during this work experience?

A Post Covid Job Search Plan

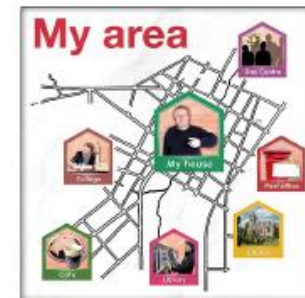
- A changed environment
- A longer wait for opportunities
- Health & Safety concerns
- Building familiarity with guidelines



Getting ready for next steps

Step 1: Exploring places where I live

Exploring the local area to identify potential interests and opportunities.



Step 1

Exploring places where
I live

Step 2: Community Supports & Networks

Supporting the learner to identify their current network of contacts and grow this over time.



Step 2

Who can help me find a job?

Step 3: Finding work opportunities

- Identifying workplaces where the learner can be introduced to an employer or other senior staff member
- To start to talk to employers about the different ways they might support the learner in finding employment.



Step 3

Finding work

Step 4: Introduction to Employers

Supporting the learner in introducing themselves in a workplace setting and talking to an employer about their work interests.



Step 4

Meeting a boss

Step 5: Securing work opportunities

- Securing opportunities appropriate and progressive for the learner.
- Working with employers to secure an opportunity in which they are able to accommodate the learner.

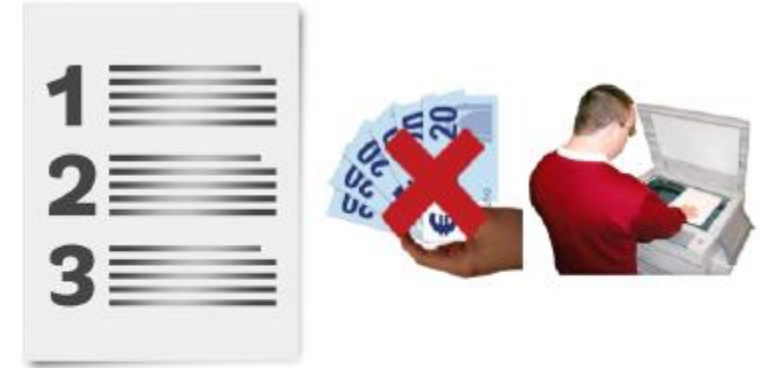


Step 5

Choosing work

Step 6: Preparing for Work

- Supporting the learner to prepare for work.
- Preparing an employer or workplace mentor to support a placement.



Step 6

Getting ready for work
experience

Step 7: Supporting a work placement

Supporting the learner on placement.



Step 7

Doing work experience

Step 8: Work experience follow up

- Supporting the learner in reviewing the work experience and discussing what was easy or challenging.
- Obtaining feedback from the employer.



Step 8

Thinking about my work
experience

Step 9: Keep learning skills for work

Identifying local opportunities to learn or improve skills for work.



Step 9

Keep learning skills for
work

Step 10: Applying for jobs

Investigating advertised jobs

Responding to job advertisements

Preparing for a job interview



Step 10

Looking for a paid job

- **Further resources & pathways**
- **Suggested supporters records**

Finally...

- This is just a guide with a suggested plan and ideas for moving towards employment over time.
- All our learners have different needs and interests so not every step and activity is suitable or required for all.



Ben



Niamh



Mark



Ben - who is looking for a first work experience.

Step 1 : Exploring places where I live

Step 2: Community Supports & Networks.

Ben will focus on these steps as he makes connections between his interests and skills and how he might use these in a local workplace or organisation



Niamh – who has done a short local work placement and a DCU campus placement.

Step 1 & 2 – Niamh uses these steps to ensure she is aware of any local opportunities of interest not previously identified. These steps are useful to work on before all business reopens to maintain motivation and interest

Step 3, 4, 5 – The focus for Niamh is on meeting employers and speaking to them about doing a longer work placement



Mark has completed an extended period of work experience and developed skills in a restaurant placement

Step 9 – Mark can focus on staying aware of local training opportunities to further develop relevant skills

Step 10- Mark will concentrate on investigating advertised jobs and applying for suitable opportunities.

He can use the resources to prepare for interviews and understand the process.

**We hope that all our learners, families and supporters
find something helpful in our Next Steps Toolkit**

**We are happy to answer any questions and hear how
everyone gets on over the coming months.**

Thank you

The DCU Ability Team