

# TIPS FOR EMPLOYERS

# one



BY YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

## 1 Make it clear what the job is.

Expect me to do just that job, not lots of other tasks; it's too confusing if I'm given lots of tasks! I need routine.  
Visual is best – posters – clear images – timetables.  
If I have a regular task it will build my confidence.



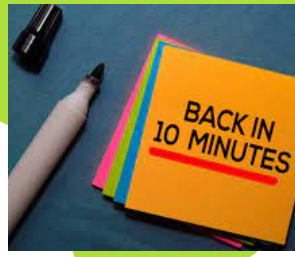
## 2 Give me a mentor or buddy.

Give me someone to shadow to help me build my confidence at the start.  
Build up slowly getting to know staff.  
Have a 'go to' person.



## 3 Simplify my day

Let me know when I can have breaks/lunch  
Let me know what's expected of me in advance.  
Give me a ten-minute break between each task.  
Give me a visual time table for the day, especially if I have different tasks to do at different times.  
Give me a clear description of what I will be doing and keep it consistent.



## Be aware of the Disability Discrimination Act

Make sure you set up a conversation with me about my needs; the workplace needs to be accessible for me.  
You will have to check I can get about in my wheelchair and may have to adapt the toilet, install ramps, widen doorways etc.



## 5 Can I come in for a few days to get used to the place before the job actually starts?

Don't rush through my induction – make it longer than normal.  
Written down information can be difficult for me; can someone read through the induction paperwork with me?  
Make a plan and stick to it, don't change things too quickly with me.



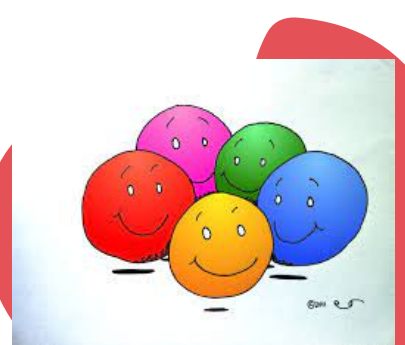
## Taster days

Set up lots of visits/ taster sessions before starting so I can feel ok around travel there / food arrangements / toilets / dress code – uniform / length of day ..breaks – tell me all these things CLEARLY!



## Build on my positives

Focus on my positive skills and abilities, such as my time keeping, reliability, and strong work ethic.



A BIG thank you to the Foundation Learning Students at Suffolk One.