

SKILLS AND TRAINING FOR ADULTS WITH A LEARNING DISABILITY



UNITY WORKS

ABOUT UNITY WORKS

An astonishingly low 4.8% of adults with a learning disability known to their local authority in England are in paid work (BASE, 2023). At Unity Works, we strive to bridge this employment gap by creating opportunities and showcasing the talent of people with a learning disability.

We know that with the right support, people with a learning disability can gain new skills and pursue the career of their choice. We run successful accredited and vocational training to support people gain the skills they need to take the next steps.

Our learning and training offer is supported by our supported employment programmes and have established partnerships to provide practical and wellbeing support that enables people with a learning disability to move into and sustain employment. Once people are in work, our Job Coaches work with them and employers to ensure that roles are suitable and sustainable.

Our programmes are underpinned by a strong emphasis on health & wellbeing, supporting people to ensure that they have the resilience and routine to thrive in the workplace.



LOCATIONS

Where we're based

We run social enterprises as a vehicle to showcase the talents and create opportunities for the people we support. From cafes offering delicious food to the local community to a garden centre and a mailing centre, our enterprises provide a varied environment for learners to develop and hone their skills.

Café Victoria, 64 Victoria Street, London, SW1E 6

Based at Westminster City Hall, Westminster Council's Head Office this café offers on the job training in front and back of house skills.

Closest transport links:

Rail: Victoria (District, Circle, Victoria Lines, National Rail)

Bus:

Greenwood Centre, 37 Greenwood Place, NW5 1LB

Our social enterprise café based in the Greenwood Centre, a disability hub offering a range of services that support independence and inclusion. The café offers on the job training in front and back of house skills.

Closest transport links:

Rail: Kentish Town (Northern Line, Thameslink)

Bus: 88, 214, 134

Jacksons Café, 47 High Street, Romford, RM1 1JL

Our café based in the heart of Romford offers on the job training in front and back of house skills.

Closest transport links:

Rail: Romford (Elizabeth line, National Rail)

Bus: 86, 193, 128, 496, 165

Lisson Grove Cafe, 4 Frampton Street, NW8 8LF

Based at Westminster Council's Lisson Grove offices, this café offers on the job training in front and back of house skills.

Closest transport links:

Rail : Marylebone (Bakerloo , National Rail)

Bus: 139, 189

Mill Lane Garden Centre, 160 Mill Lane, NW6 1TF

Home to our social enterprise garden centre offering horticultural vocation and therapeutic learning.

Closest transport links:

Rail : West Hampstead (Overground, Jubilee, Metropolitan Lines and Thameslink)

Bus: C11, 139, 328

MailOut 27a Greenwood Place, London, NW5 1LB

Our social enterprise mailing centre providing training in warehousing and storage skills.

Closest transport links:

Rail: Kentish Town (Northern Line, Thameslink)

Bus: 88, 214, 134

QUALITY STANDARDS

Quality Standards

The Matrix Standard

Unity Works holds the Matrix Standard, a quality standard for organisations to assess and measure their advice and support services, which ultimately supports individuals in their choice of learning, work, and life goals.



Disability Confident Leader

We hold Disability Confident Leader Status, acting as a champion for Disability Confident within our networks and encouraging other employers to become Disability Confident.



MEMBERSHIP

Membership

Unity Works is a member of **AELP (Association of Employment and Learning Providers)**. Members deliver a range of training, vocational learning, and employability programmes.



We're a member of **BASE (British Association for Supported Employment)**, the national voice for providers of specialist employment support. BASE promotes the delivery of high-quality Supported Employment services .



Unity Works is a member of **ERSA (Employment Related Support Association)**, the trade and membership body campaigning for high quality services for the UK's jobseekers and low earners.



We're a member of **Social Enterprise UK**, the UK's biggest network of social enterprises. This network includes all the leading lights of the UK social enterprise movement.



RARPA

We use RARPA (Recognising and Rewarding Progress Achievement) to measure learner progress and demonstrate outcomes. This is a process that involves setting targets and reviewing progress throughout the year.

The use of RARPA ensures that the training we offer is appropriate and will help trainees grow, develop, progress, and achieve. Individuals work towards their own personalised training programme, built around their starting point, their individual needs, and their progression aspirations. They follow a personalised, carefully planned and tracked learning journey which starts before they join us and continues until their final targets are achieved.

This process is used for trainees who are completing both accredited and non-accredited pathways. It records wider achievements such as communications skills, problem solving skills, confidence, wellbeing, functional Maths and English skills, as well as specific workplace goals.



RARPA

There are five stages to the RARPA process:

1

Aims of the learning programme - This stage is about ensuring trainees are offered a programme that meets their individual needs and long-term aspirations and outcomes.

2

Initial assessment - This stage is about offering an initial assessment process that includes all the relevant information, gathered from different sources, that informs a trainees' starting points on entry to their learning programme and any additional support needs.

3

Objective setting - This stage is about having an approach to setting learning targets that establishes learning objectives with the trainee that enables them to make progress towards their long-term aspirations and targets. Targets will focus around employment, personal development, communication, independence, Maths and English and behaviour.



4

Formative review of learning - This stage is about assessing trainee progress through a formative review of learning that reviews and records the progress made during training within the enterprises. Evidence is gathered using creative approaches to gain regular feedback from trainees and other key stakeholders. From the reviews trainees are aware of what they have achieved and what their next steps are.



5

Summative assessment of achievement - This stage is about completing a summative assessment of achievement that supports trainees' progress towards their chosen destination. This is done by capturing the progress made across the whole training programme from the initial meeting to the end point. It celebrates achievement including a record of any external accreditation or qualification gained, along with achievements in broader aspects of the training.

ACCREDITED TRAINING

We offer accredited qualifications through City and Guilds in the following subjects:

- Level 1 NVQ Certificate in Hospitality Services (7131-04)
- Level 1 NVQ Certificate in Food Preparation and Cooking (7131-03)
- Level 2 NVQ Certificate in Hospitality Services (7132-09)
- Level 2 NVQ in Food Production and Cooking (7132-06)
- Level 1 NVQ in Warehouse and Storage Skills (1016-01)
- Level 2 NVQ in Warehouse and Storage Skills (1016-02)

Individuals are given the opportunity to choose units based around their interests and career goals. These units are then completed through a series of assessments at learner's social enterprises that involve professional discussion, questioning, observation and work products. This offers a variety of different training opportunities that can suit the needs of different learners enabling them in turn to take a lead in their learning and support them with self-reflection and goal setting.

Throughout the programme learners, trainers and assessors build a portfolio of assessment, progression and achievement that contribute towards their award.

As a nationally recognised qualification, NVQ's are an important way of showcasing learner skills to potential employers.

Joe's Journey

Joe is referred through his local authority

Joe is 18 has done work experience in an office but wants to know more about working in a business so that he can eventually get a job.

His Education Health and Care Plan lasts until he is 25 and will enable him to continue his education.

Joe completes a NVQ Level 1 after 6 months and decides to apply for our supported employment programme. We support him to continue his career in warehousing.

Joe feels like he's connecting with people but would like to have more friendships so is signposted to our Wellness Programme.

Joe completes assessments for his NVQ.

We find ways for him to demonstrate his skills that don't rely on Maths and English.

Joe has a taster day at our social enterprise (Mail Out) and likes the practical way they work.

He decides to pursue a NVQ level 1 qualification

VOCATIONAL TRAINING

Whilst many trainees look to gain accredited training on their path to employment, some trainees might not yet be ready for work.

Unity Works have skilled staff that support individuals to instead focus on their personal goals and outcomes that will move them further towards the labour market. The workplace offers a platform to help people to have a sense of purpose and achievement. Trainees who are seeking a pathway to focus on these wider outcomes will have specific individual goals that will be reviewed throughout the year using RARPA.

Examples of individuals goals include:

- Independent and team working
- Working in a safe manner
- Following instructions
- Interpersonal skills
- Problem solving
- Being able to respond to questions
- Managing stress and anxiety
- Managing a routine
- Workplace etiquette.

Fatima's Journey

Fatima is referred through her Community Learning Disability Team

Fatima is 42 and has been accessing a day service for 10 years. She has always liked the idea of working in a Café but doesn't currently have the skills or support to access a voluntary

Fatima's feels that she needs to work on her physical health as well as other skills. We refer her to an appropriate health organisation.

After 12 months, Fatima has an end of year review and is supported by her Unity Works Employment Advisor to find a voluntary role or to experience training in another social enterprise.

Fatima joins a "Cook Together, Eat Together" Adult Learning Course. She enjoys the course and is supported to make a referral for a training programme within a café at Unity Works.

Fatima starts training with clear targets that focus on developing confidence, communication, and problem solving skills.

REFERRAL PROCESS

Anyone may refer someone to join one of our programmes. You can also refer yourself. Once you've contacted us on the below details, we'll ask you to complete a referral form and then book in a taster session at one of our social enterprises. Following the taster session, we'll discuss whether joining our programmes is the right fit and if so, we'll agree funding and get the programme started.

Payment options:

- Use your personal budget or direct payments
- Referral and funding by a social worker or a health worker
- Self-funding
- EHCP (up to age 25)

Or any other appropriate funding - please just ask.

Get in touch with our Learning and Skills Manager, to find out more or to arrange a visit or a taster session:

E: uw-se-training@unityworks.org.uk

T: 07885 226 417

The logo for Unity Works, featuring the words "UNITY WORKS" in a bold, sans-serif font. "UNITY" is in white and "WORKS" is in yellow, both set against a red rectangular background with a thin yellow border.

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Unity Works, a registered charity (1185113), is a member of the Thera Group of Companies