

Appendix A: In Work Support Package - Internal

Support	Description	Occurrence
Career Management session	Career goal setting paying particular attention to placement role	Pre-start of placement (2 hours)
Self-Smart	A Psychometric tool, which supports people in areas including mental health, emotional intelligence, employment styles, entrepreneurship and personal resilience.	Pre- start of placement (one hour)
1-2-1 IAG sessions	Information Advice and Guidance session – setting SMART targets, and revisiting career management session	3 sessions: 1 per last months of placement (2 hours per session)
GOW online course	Covering: <ul style="list-style-type: none"> • Introduction/ career test • Wellbeing • Safeguarding/health and safety • Devices / E-mails • Internet browser/ Microsoft word • Customer Service/ British Values • 6 points of sale • Time management / Productivity • Budgeting 	1 online training course (Course length: 8 sessions = 42 hours)
Job Club - attend 3 sessions	Dedicated online session to support with job search / application forms	attend minimum of 3 sessions in final month of placement (each session is 2 hours)
self-smart – Revisit	Revisit self-smart to look at & discuss changes in self smart behaviours	Last month of placement
Access to travel subsidies via JCP - (£250)	Support from JCP to cover travel expense to and from place of work	Over first month
E-newsletter to all latest vacancies	Weekly news / vacancy e-mail	Throughout
H&S Qualification	A recognised and fully funded qualification in Health & Safety to increase the individual skills in a vital element of any workplace	Once at the start of the placement