

The Employability Map toolkit and training



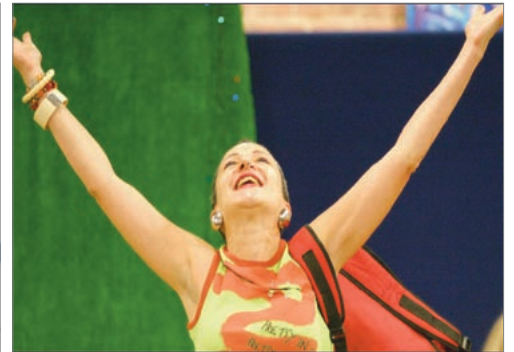
For frontline workers

This programme has been developed to equip frontline workers with skills and a soft outcomes tool to track progress of individuals in a supportive, non invasive and engaging way.

Want to achieve outcomes?

Achieving outcomes depends on a number of factors including:

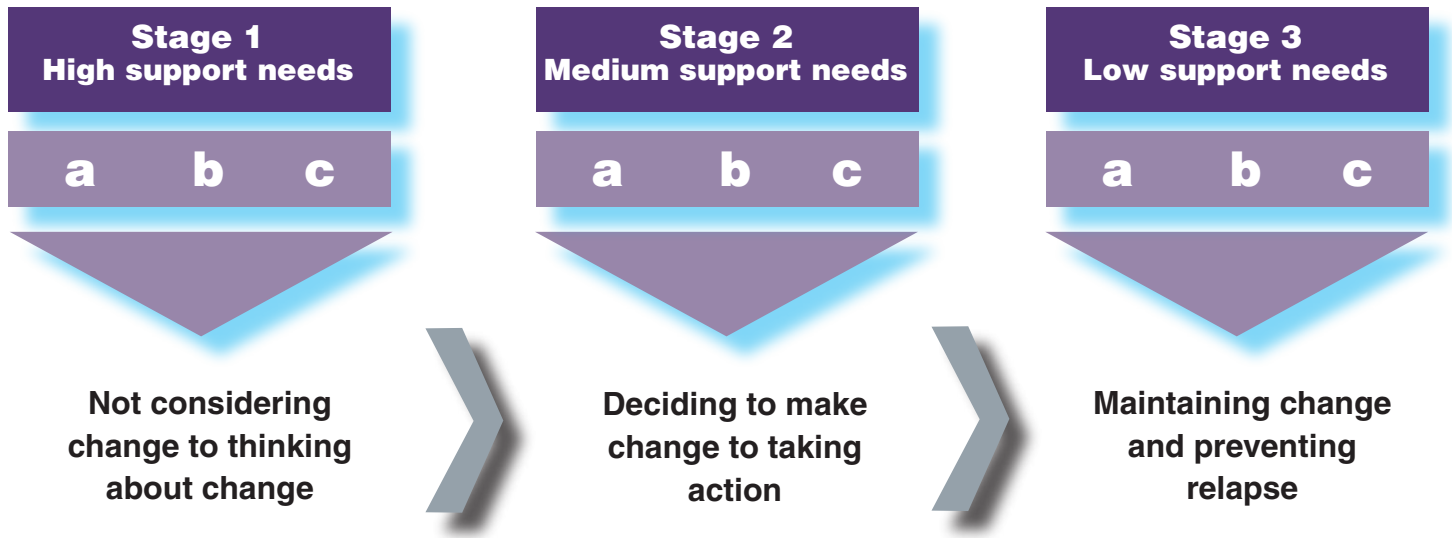
- **Workers' skills**
- **Quality of support**
- **The individual themselves**



The Employability Map toolkit and training deals with these factors by:

- **Up-skilling frontline workers**
- **Raising standards and tracking progress**
- **Making the intervention effective by empowering individuals to make change**

The Employability Map (TEM) Structure



TEM covers four skills areas that are considered to be important to employability:

Motivation – hope, sense of direction, energy, initiative, willingness to make changes.

Lifestyle and social skills – eating, sleeping, health, hygiene, structured activities, dependency issues, substance misuse, social behaviour.

Basic skills – English, reading, writing, maths.

Work related skills – presentation, phone manner, CV, appropriate dress, interview skills, application forms, confidence, work related social skills.

How to use the map:

Each area is graded with a scale.

Each scale is split into three stages according to the level of support that an individual will require if they fall into that stage.

For each of the four areas on the map, the client and worker decide together which stage the client is at.

The form comes with detailed descriptions of what kind of behaviours each of the points on the scale represent, to make the process as objective as possible.

Implementation

Assessment

The first Employability Map works like an initial assessment, providing a snapshot of the client's current position and highlighting areas of concern.

Action Plan

TEM feeds directly into action planning and sets the scope to address concerns.

Review

Subsequent TEM assessments highlight any progression made as a result of the intervention.

“It was well prepared and presented. Good mix of presentations & workshops. It all felt relevant to the map.”



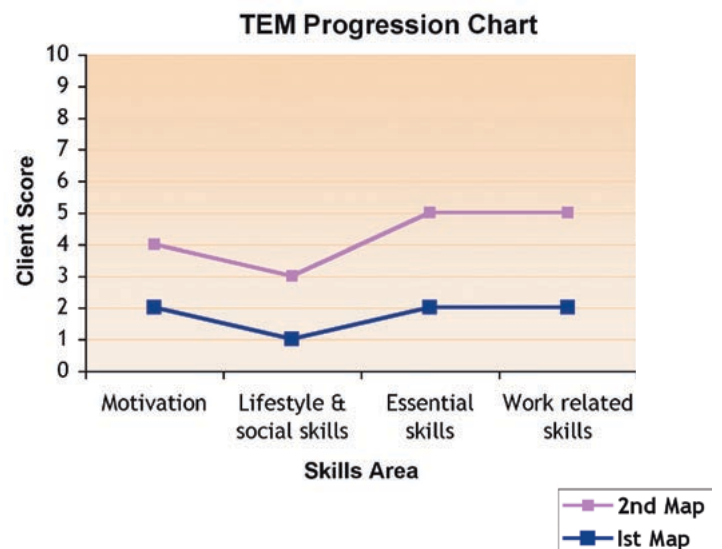
Employability Training and TEM

The aim of the training is to up-skill frontline workers to enable them to work more effectively with people with multiple disadvantage, and support them towards employability and independence. Our soft outcome measuring tool, The Employability Map (TEM), which has been developed specifically for people with complex needs, provides the framework for this training programme. The tool helps service providers and their clients to monitor progression towards employability.

The beneficiaries: Although the training is delivered to frontline workers, the real beneficiaries are the people who are socially and economically excluded. By acquiring new skills, workers will be able to work with individuals to support their progression towards employment and independency. This training creates a win-win situation for both the frontline workers and their clients.

“Very relevant with lots of good ideas and things that can be used in the future to improve working relationships and outcomes.”

“I am glad I had the training and am left with positive thoughts and enthusiasm to improve...”



OSW (www.osw.org.uk) is a registered charity that supports individuals with multiple needs and organisations that tackle multiple disadvantages.

What we do

Conduct research and influence policy

Based on our research, OSW aims to influence policy makers, service providers and individuals, so that they can chart a clear, coordinated and supported route out of exclusion towards independence.

Pilot, innovate and develop good practice

OSW tests new approaches and generates new ideas, which are promoted widely to policy makers, service providers and homeless individuals.

Provide training, consultancy and service evaluation

OSW has developed a range of services to help support the homeless and people furthest away from the labour market and the organisations who work with people who face multiple barriers.

Who/what we influence

By actively engaging with regional agencies, Government departments and European bodies, our aim is to influence policy that will better enable disadvantaged groups to improve their skills and access employment.

The training “really made me question my current working methods and made me want to change them.”

Next Step

To book on a course and for further information please contact the TEM Team on **020 7089 2722**, tem@osw.org.uk or visit our website www.osw.org.uk

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Charity number 1078212

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