



SUPPORTING
YOUNG PEOPLE
WITH LEARNING
DISABILITIES AND
DIFFICULTIES,
TO ACHIEVE THEIR
EMPLOYMENT GOALS

MINT brochure 2016



CITY
COLLEGE
NORWICH

Welcome



MINT is a local project set up by City College Norwich. We focus on helping young people, aged between 16 and 25 years old, into sustainable paid employment through innovative training ideas and consistent support that is tailored around the needs of the individual.

We work with a huge range of people with a variety of barriers to employment, which include Asperger's, specific learning difficulties, mental health conditions, dyslexia, dyspraxia and low self-esteem.

By working with our young people to help them manage or overcome what is stopping them

getting into work, we see their self-development, independence and confidence grow. We genuinely feel we have one of the most rewarding jobs out there. All we ask of our young people is that they have a desire to get into work and that they commit to the appointments they make with us.

In this brochure we aim to demonstrate how we help people and how we collaborate with local employers, but we love to talk so please feel free to contact us using the details on the back page.

Lee Robinson
Curriculum Programme Manager



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MINT Support



"MINT have been fantastic in supporting me in my search for work. They have really helped boost my confidence in helping me realise what I can achieve."
Thomas

Everyone who comes to MINT works with their own Employment Job Coach and we have a full 12 months to work towards getting you into paid employment.

Typically you will see your Employment Job Coach for weekly 1:1s. These could cover many different topics such as:

- Creating an eye-catching CV
- Writing high-quality job applications, learning to sell yourself at interview
- Travel training
- Confidence-building
- Identifying key strengths

These topics are all covered at a pace you feel comfortable with and we want your input to this as much as possible, after all you are the one we are helping!

We also encourage involvement in our group workshops where appropriate. These tend to be in groups of up to 16 people and take place in our Training Suite in The Forum, where we have superb facilities. Workshops are 2 hours in duration and cover topics such as Job Searching, Communication Skills, Employer Expectations and Interview Techniques. Although led by us, you can participate as much as you like and there are lots of opportunities to work with other young people in the group.

As well as learning new skills this is also a great chance to get to know new people and we find that lots of our young people make new friends through activities at MINT.

Once you are in paid employment, your 12 months of MINT support starts all over again with our job coaching. This means that your Employment Job Coach can come to see you in your new role (with the agreement of you and your employer) and help you with anything you feel you need support with. This could be an induction and completing paperwork on your first day, understanding how to do certain parts of your new role or learning new tasks 6 months later. Or alternatively you may not want us around at work, in which case we'll keep in touch by phone regularly. Either way we love it when our young people let us know how they're progressing – we have people who still keep in contact after 2 years in their jobs!

Train with MINT



Pre-Employment

For those who want to get into certain industries we offer Pre-Employment Projects.

These are 12 weeks in duration and include work experience placements – vital for your CV and to make you stand out from the crowd when you're applying for paid work. Currently these projects specialise in Customer Service, Retail, Care and Hospitality. They consist of one day per week at MINT learning important aspects of your chosen

industry and 2 days per week at your work placement getting experience of doing a job for real, with plenty of support from MINT and the employer you're working with.

In the last year we have used companies such as Waitrose, Jarrolds, Sainsbury's and WH Smith, and some young people have even gone on to get paid jobs with the employer they did their work experience with.

Real quotes from our young people

"MINT has helped me rebuild my confidence and learn new skills to help me cope with my condition."
Katherine

"I would like to thank MINT for getting me this job. MINT has helped me to be more independent."
Damien

"Everyone is great and friendly – MINT are very helpful and understanding."
Ryan



Pre-Apprenticeship / Traineeships

Apprenticeships combine paid employment with gaining a relevant qualification and are becoming very popular with employers and young people alike.

At MINT we offer dedicated support to those wishing to go down this route. We have an excellent record of finding the right apprenticeships for our young people and you will continue to receive ongoing support from MINT once in your apprenticeship. As they require strong functional skills we will help with your English and Maths skills.

We will also ensure you are happy with your CV and that it will help you stand out. When it comes to finding the right apprenticeship for you we can help with your search,

completing application forms and approaching employers directly. Finally, interview practice and personal presentation skills are vital in ensuring you make the best impression to employers and we can conduct mock interviews, even filming you if you want to see how you come across!

Traineeships allow young people to complete work experience with employers, as well as support in English, Maths and employability skills. They are a great opportunity to add to your CV and to prove how proactive you are about gaining employment. Work experience in general will benefit all young people in this way and can be a fantastic passage into paid work.



Specialist Support Areas

Many of our young people benefit from support in a number of other areas. Through our links with City College Norwich we can access counselling services to those who feel they would benefit from them, as well as formal functional skills training to help people who would like to improve their English, Maths and IT. Many people who start working with MINT suffer from a lack of confidence or feel their low self-esteem is holding them back from getting paid employment.

As Employment Job Coaches much of our time is spent indirectly helping our young people in these areas through other activities such as going to see employers, mock interviews, researching jobs and promoting general independence. Self-development is vital in helping to boost confidence and self-esteem and we encourage our young people in pursuing their hobbies, interests and social interaction – sometimes this can even lead to employment.

Work with MINT



When it comes to work, there are many options available to young people before going straight into paid employment – sometimes easing your way into work is less daunting and more efficient in the long run.

For example, we spend a lot of time searching for unpaid work experience placements for people to find out what they are interested in, where their skills lie and whether they would actually enjoy paid work in that role. Work experience tends to be for up to 2 days per week for around 6 weeks and can be in any type of job. Work trials are also a great way to prove your ability to

do a job – think of it as a working interview and a chance to make sure the employer has no choice but to employ you!

Apprenticeships are another option – they combine working and training for a qualification, so at the end of your contract you've not only earned money but also a valuable qualification that could lead to an even better paid job. We also interact with employers constantly, trying to find the right paid jobs with support employers for our young people by getting direction from you about what job you want or who you want to work for.



Free and professional recruitment service

Our young people want to work in a wide variety of jobs and industries and are job-ready

We can arrange free job coaching

Experience of working with many different employment sectors

As a team we have a diverse background and range of specialisms



Working with Real Employers

The relationships we build with employers are absolutely vital to our success at MINT. We rely on our employer partnerships to allow our young people to achieve their employment ambitions through work experience, interviews and jobs.

Allowing us to do Job Coaching also helps our young people – this involves us supporting young people and employers through the process of training the new employee to ensure a smooth transition into work.

We are keen to forge links with supportive employers who understand that everyone is different and can see the potential of our young people to be brilliant employees.

If you feel this is you and you would like to join the list of employers who have benefitted from working with us as well as helping our young people, whether it's through work experience opportunities, paid work, getting involved with our training or anything else, please contact us – we would love to hear from you to discuss it further.



We have an excellent track record of doing what we do – here are some of the employers we have worked with in the last year:



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Quotes from some of our Employers

"Ryan has been
getting on very well
in his job role. I am very
impressed with MINT."

Clair Ramos, Fresh Food Manager,
J. S. Sainsbury's

"MINT helped find
a suitable employee,
very quickly.

They have kept great
communication throughout
the process with hiring
Liam and making sure
he has settled in with
the role and team."

Katrina Salmon, Administrator,
William H. Brown

"I found MINT very
supportive and what an
excellent idea to coach
Stephen for the first few days.

I like the fact you are on
hand to help all the time."
Clive Mills, Catering Manager,
The Bawburgh School

"Jonny has impressed
me with his energy and
enthusiasm to the job.
We will continue to work
closely with him to aid
his performance and
development."

Sam Seddigh,
Personnel Manager, Waitrose

**Contact
us to
find out
more**



Call us:
01603 773 760

Email us:
mintenquiries@
ccn.ac.uk

Online:
mintnorwich.co.uk

Visit us:
at The Forum,
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Open Monday
to Saturday
10am to 4pm

