



## Good practices collection on Support to labour market inclusion of Young People with Disabilities

Jump to Job (Training Peers and Job Coaches for young people with disabilities) is an Erasmus Plus – Key Action 2 project that has the aim of supporting the employment of Young People with Disabilities.

Among the activities envisaged by the project, the collection of good practices on the subject of work inclusion linked to the issue of disability. The aim of the collection is to provide useful ideas, tools and methodologies for professionals in the sector and to provide a starting point for project partners in the development of the curriculum for Peer Mentor and Job Coach for young people with disabilities.

Jump to Job partners have selected 10 good practices among those collected, the ones that suited most the aim of the project.

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### 1. Inclusive Job Design methodology:

Inclusive Job Design is a comprehensive term for an employer-oriented method to create permanent jobs for people with disabilities whose chances of competitive employment are limited, especially those that have a low level of education. Inclusive Job Design is based on the needs and demands of an employer, the method implies the re-designing of work processes and the splitting of tasks, allowing highly qualified staff to be more available for the work for which they are trained.

For many service providers they work in a 'demand driven approach', the reality is that 'placing the person in to work' has a higher priority, compared to the needs and demands of the employer. In the methodology of Inclusive Job Design, there is attention to the person and to the employer.

HR manager: "This is the first time I learn about a method, where there is an emphasis on the needs of us, as employers. We are going to implement this methodology throughout the entire organisation."

Inclusive Job Design has been successfully applied in many different work settings, in industry, retail, hospitals and nursing homes as well as white-collar environments. Employers realised an economic benefit when re-arranging the work and many persons with disabilities having low chances to find a job on the competitive labour market, were happy to join the workforce in a job that fits their competences: a win – win situation!

This method for sustainable job creation implies the re-designing of work processes and the splitting of tasks, allowing highly qualified staff to be more available for work for which they are trained. In the same time, the simple tasks for which they are too high educated, will be combined into functions that are



suitable for people with disabilities who are now outside the labour market: regular and lasting functions that will be part of the company.

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The complete methodology is available online [here](#).

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## 2. Place & Train workbook:

Place and Train is a tool to ‘train the trainer’, i.e. mental health professionals, as to how to help place mental health service users into employment. This book is aimed primarily at helping mental health professionals, however a lot of the content is useful for mental health service users and employers.

What do we mean by Mental Health Professional? This is all about trying to help mental health service users into employment, if you are involved in that process then you can be considered a mental health professional – regardless of your level of education or experience with mental health. You could be a doctor, nurse, carer, employment advisor, volunteer, advocate and much more. We hope that irrespective of your position and how you help this workbook will offer you something to help.

The primary focus of Place and Train is to place service users into employment with a strong emphasis on the values of Lifelong Learning and the principles of the Individual Placement Support (IPS) model.

The idea and principles of lifelong learning is that we do not have to learn in the traditional way as we do at school. But the reality is that we learn all through our lives and in different ways; such informal, non-formal, vocational etc. The Place and Train project received Grundtvig funding; Grundtvig is European programme which aims to improve adult education and Lifelong Learning across Europe.

Place and Train began as a concept through a developing relationship between Eldonian Group Limited and Merseycare NHS Trust. As the partnership developed Inclusive Concepts Europe Limited (ICE) were commissioned to submit a bid for European funding for the Place and Train project.

The workbook can in available on the project’s website [here](#).

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## 3. Mental Health & Employment toolkits: Three toolkits addressed to employees, employers and mental health professionals, which contain measures to take, in order to reduce health inequalities in the workplace.

This toolkits, developed as part of a European project, has been designed to help people with mental health issues to remain in employment.

This toolkit has been developed by social and clinical researchers at Technische Universität Dresden’s public health research association using insights gathered from individuals with mental health conditions, as well as health professionals and employers from across Europe. The toolkit aims to reflect the themes that emerged and highlight areas of support.



These toolkits contain guidance on what to do in three inter-related areas of activity:

- Prevention – Preventing poor mental health in the workplace;
- Recovery – Support to individuals during recovery, whilst in treatment and off work; and
- Return to work – How to help individuals manage their return to work and give them the support needed.

Combined, the actions in these three areas are designed to help employers support individuals to stay in employment and they are all inter-related.

Crucially, the three areas of work are all inter-related. Supporting the development of good work and prevention of mental ill health can help to reduce the numbers of individuals off work and in recovery. Focusing on good support and treatment towards work can support the recovery process. Appropriate support to the individual and employer in the return to work phase can help prevent further mental ill health issues.

### **Toolkit for Health Professionals**

The toolkit is provided as a series of proposed best practice actions for health professionals to put in place to help promote good mental health through good work. It aims to help healthcare professionals consider employment as an important part of the therapeutic and recovery process.

It also incorporates some clinical practice guidelines and support resources published by health authorities and professional bodies to support the intervention process.

This toolkit is primarily aimed at health professionals who are responsible for patients with mild to moderate mental health conditions. The relevant health professional will vary, but in the UK will mainly be a GP. The toolkit is also useful for other healthcare professionals and providers, to help them support an individual or patient to remain in work.

The toolkit is available online [here](#).

### **Toolkit for Employer**

Through working with employers, this toolkit has been designed for use by public, private and third sector organisations. Many of the actions within the toolkit can be performed or supported by a range of people within your organisation:

- Senior management: showing a commitment to good work and supporting individuals can help to change the work culture towards supporting your staff towards remaining in work and maintaining your organisation's productivity;
- Human resources / personnel departments: the actions within the toolkit include a range of best practice, along with appropriate resources, which human resources / personnel departments can use to support the retention of staff and good practices in work;
- Line managers: your team works well when everyone works together. The actions contained within help you to develop a workplace culture that supports good work and can help to reduce sickness absences within your team;
- Trade union representatives: this toolkit can help you to work with your employer for your members and provides access to resources that you can promote within your workplace to help develop good work and a good workplace.



The toolkit is provided as a series of actions for employers to put in place to ensure that good work contributes to good mental health. These actions are organised in order of importance and reflect what employers, line managers or senior management can do to support employees with mental health conditions.

The toolkit is available online [here](#).

### **Toolkit for Individual**

If you have a mental health condition managing your condition and your job can sometimes be difficult. This toolkit provides you with ways to help you manage the two, and utilise the support available from a variety of sources:

- You can support your own mental health and wellbeing and improve your quality of life through positive action - keeping physically fit and healthy, taking advantage of opportunities to improve your self-confidence and self-esteem, and setting yourself realistic goals.
- Good relationships can provide both help and support. Maintaining friendships and making new relationships with friends, family, colleagues and support workers will prevent you from becoming isolated.
- Getting involved in your workplace and speaking to your employer can help you to recover whilst in work and help your employer understand how they can help you.

The toolkit is available online [here](#).

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## **4. European Union of Supported Employment Toolkit:**

The European Union of Supported Employment was established to develop Supported Employment throughout Europe. Studies and research have shown that there is a lack of consistency, guidance and training materials for professionals and service providers employed in the field of Supported Employment for disabled/disadvantaged people. The European Union of Supported Employment developed a Partnership consisting of managers and professionals who represent national, regional and local Supported Employment service providers across Europe. The partners were already linked through their involvement with the European Union of Supported Employment and all the partners are currently delivering some form of vocational training or Supported Employment service either through their role as a local or regional organisation or through their national organization for Supported Employment. The Partnership's aim was to produce a European Supported Employment Toolkit. This toolkit consists of a range of Position Papers and How to Guides and has been designed to increase the knowledge and skills of professionals responsible for the delivery of Supported Employment services. The toolkit is primarily aimed at service providers for use in their staff development programmes. The objectives of the Partnership were to:

- Design and develop a range of learning, practical guidance and instructional materials that will support service providers/participants in the acquisition and use of knowledge, skills and awareness to support disabled/disadvantaged people into the European labour market



- Develop the Supported Employment model in Europe to facilitate improvements to standards and practices in the vocational education and training of Supported Employment service provider organisations
- Improve the quality and increase the cooperation between organisations, institutions and professionals involved in the delivery of Supported Employment services throughout Europe
- Facilitate the development of innovative and good practices in the field of Supported Employment/Vocational Education and Training between the participating countries/partners.

The Partnership sought to reinforce a consistent methodology for the delivery of specialist Supported Employment services for people with significant disabilities as part of a longer term aim of increasing the numbers of severely disabled people entering sustainable employment. The Partnership sought to address the need for support and assistance required by employers and to meet the need for improved awareness by policy makers and funders. It is widely recognised that people with disabilities are one of the most economically inactive groups who face significant barriers when trying to access the open labour market. It was the intention of this Partnership to increase the awareness and competencies of the staff that are responsible for the assessment, job finding and on-going employment support for job seekers and employees with disabilities. Moreover, the Toolkit aims to reinforce the values, standards, principles and process of Supported Employment and to encourage us all to adhere to the full model of Supported Employment.

The complete version of the toolkit is available online [here](#).

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## 5. Project ABLE (Autism: Building Links to Employment):

ABLE is an employment service established in Belfast, Northern Ireland, for young people and adults aged 16+ with an Autism Spectrum Condition. The Project adopts an individualized approach to meet the employment aspirations of this group using the Supported Employment model of intervention. The Project works with participants across the autism spectrum including high functioning individuals as well as those with severe learning disability and complex needs.

**OBJECTIVE:** To prepare participants for employment by developing or improving their employability skills using a customised approach.

**METHODS:** An action research approach was adopted to explore if the Supported Employment model could be used to meet the employment requirements of this group. The project was marketed to colleagues from the statutory sector and referrals were made from the Departments of Education, Health and Employment.

**RESULTS:** During the first four years of the programme seventy-two individuals took part in the project and 56% of the adult group achieved full time and part time employment in a variety of sectors. All participants experienced a least one work experience opportunity and 66% attended more than one.

During the project over one hundred work placements were organised with employers throughout Belfast encompassing all vocational areas. The overall impact on participant's lives has been positive, as well as developing employability skills many have reported an improvement in communication, social skills and over all independence.

CONCLUSIONS: The Supported Employment Model can be used effectively to assist people with ASC prepare for and enter employment.

The online version of the ABLE Hand-Book is available online [here](#).

## 6. Realistic Career Guidance Adopting solution-focused views and tools:

A characteristic of every (GTB) job mediator is that he can move clients to work. By entering into a unique, professional connection with the customer, the latter has a strong willingness to take action. Obviously, not every customer is equally prepared for action, from his customer perspective there can be good reasons for a previous contemplative attitude or even to be obstructive. The mediator consciously uses methodical actions to allow customers to gain insight into their own situation and to motivate them to grow. The choice of methodologies to be used is not limited to desk discussions, but the solution-oriented conversation is a basic method in which every mediator is trained.

The basic questions in each phase of a process are:

INTAKE: What brings you here?



Where do you want to go?

ANALYSIS: What is already going well?

What else do you need?

ACTION: What is the first useful step?

FOLLOW-UP: Where are you now? + short restart... .



It is part of the basic competences of every intermediary to mediate from the customer's demand with external providers who help support the plan for that customer.

The job brokers formulate the action plan together with the client with the most concrete work goals.

The mediators use the following building blocks to arrive at a personal action plan together with the customer with concrete work goals: psychoeducation, cognitive restructuring and realistic (behavioral) goals. It is essential that mediators do this from an empowering solution-oriented basic attitude. Dweck's Self-Determination Theory forms the theoretical foundation here. The core concepts of this are:

**Autonomy:** There is a basic sense of security where the idea of control is as little as possible.

**Connectedness:** refers to the feeling that you "belong somewhere" that you are loved by others and that meaningful contacts arise between customer and / or professional who work together in a task-oriented manner.

**The sense of competence** can easily be explained by trusting that someone is able to successfully perform or perform a certain task and learn from the implementation process so that it is performed faster or better next time.

More information (in Dutch) [here](#)

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## 7. Start to can:

"Start to can" is funded by the ESF (European Social Fund) Flanders/Belgium - Finland. The aim of this project is to support young people in their transition from school to work, starting from the principles of motivational coaching (empowerment, social support and self-confidence) and the new authority. The product development runs until 30/09/21 and is done in collaboration with GTB (promoter), Pulso Europe NV, UCLL and U-Lapland.

Specifically, this project is developing an interactive web tool with gamification that challenges young people to make concrete what they want to achieve (what they dream of), what they already can and what they still need to achieve their goal in different areas of life such as work, education, relationships, leisure,.... In each domain, the young person is challenged to reflect who can help or support them in realizing the dream. The exercises and the online tool are developed together with young people. The intention is that the young people can start working independently, supported by someone from their network. This can be a job coach, a teacher, a meaningful person, etc. The GTB mediator will use the tool for young people who find it difficult to make the transition to a job from education.



Until now, the contents of the Start To Can tool have been finalized, based on literature, mapping the needs and requirements of young people themselves and a first round of feedback among young people, teachers and mediators. Based on this, we have worked hard to have a first prototype of the tool ready. This is the first stage to get an idea of the look and functioning of a tool before proceeding to the actual development of an interactive tool.

In addition to the web tool Start to Can, training for teachers, supervisors and coaches developed from the principles of the New Authority is elaborated as the PEN Program (Presence - Empowerment-Net Support).

Product development will be available from 08/21 in Dutch, Finnish and English.

More info about New Authority / Kristof Das can be found [here](#).

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## **8. Ripples in the Water - a new way to open the labour market to people with disabilities:**

RIW is a methodology for cooperation between NHO (The Confederation of Norwegian Enterprises) member companies and W&I service providers. It aims to increase the level of employment for PwD or disadvantages based on the understanding that the vast majority of people both want and are able to work. With reference to their CSR strategy, NHO companies need manpower and want to be successful in integrating employees with a disability.

An evaluation from December 2017 shows that RIW helps NHO's members recruit the right person for the right job. The NHO company gets in touch with a service provider, who after an assessment of the company's needs, consider whether they have suitable candidates for the position in question. The service provider may also provide training and coaching to prepare the candidate to become employable. In addition, they provide follow-up support in the workplace, including coaching after the candidate has been permanently employed. The evaluation further shows that 57% of the NHO companies would not have recruited without RIW. 84% trust that the service providers propose relevant candidates and 77% agrees that the actual candidate matched the needs of the company. Two out of three find it safe to recruit through RIW.

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## **9. Empowerment for Social Inclusion – Youth with Disabilities on a labor market:**

The Manual was created during „Empowerment for social inclusion – youth with disabilities on a labor market” project organised by Centrum Inicjatyw Młodzieżowych „Horyzonty” (Center of Youth Initiatives „Horizons”, CIM Horyzonty) in Dymaczewo on 17-24 July 2016 supported by Erasmus+ Program. During the training course 34 youth workers from 8 countries (Albania, Cyprus, Macedonia, Poland, Portugal,





Serbia, Spain and Turkey) were learning new methods of social and laboral activation of youth with disabilities, sharing experiences from their countries and organisations and had opportunity to visit some of most successful companies and social enterprises active in this topic in Poland.

The manual is a product of a collaborative work of them. It is a collection of experience gathered by participants during the training course in Poland. It is directed to youth workers actively engaged with topic or work with young people with disabilities. We hope You will find useful this material and it will inspire You to learn new methods, approaches and help You to understand better needs of people with disabilities and finally improve Your work.

The online version of the manual is available [here](#).

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### **10. Video Tutorials on employability skills:**

These videos are designed to support youth workers to understand concepts and give them some tips how to work those skills with young people.

#### Aims of the tool

To enable youth workers to better understand the concepts of employ-ability skills and what kind of skills employers are looking for, and get practical tips how to work with young people.

#### Description of the tool

The employ-ability of young people is a hot topic, and there are many actions undertaken to improve the situation. But do you know what the employ-ability skills are? And what is the role of youth work in supporting young people?

The videos are available online here: [1](#), [2](#), [3](#). (The tool was created in the framework of CHARGER project - more info: [www.bevolunteer.net](http://www.bevolunteer.net)).

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