



BeyondAutism

Employability Toolkit

Easy read version

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About



This booklet is filled with tips on how to help you get a job.

Wellbeing and employment



Work can have many benefits.



You can make friends at work.



Work can improve our health and wellbeing.



Work reduces poverty.

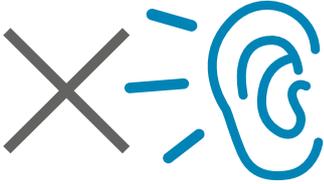


Work can make us included in society and our local communities.

Behaviour at work



Behaviours that challenge can be anything that stops someone from doing a task that they need to do. This could be:



Not listening to instructions.

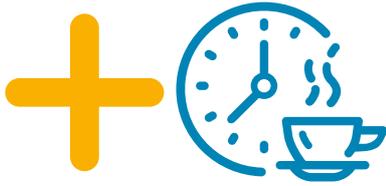


Being unable to focus for a long time.



Aggression or running away.

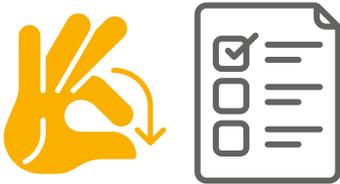
Tips to help



Additional breaks worked into daily routine.



Quiet spaces to access across the day.



Breaking down work into smaller tasks.



Extra feedback sessions.



Regular meetings.



Using headphones to block out some of the noise.



Telling your job coach or employer what your needs are.

Vocational Assessment



A Vocational Assessment is a tool that helps to plan what support needs you have.

Assessment		Support needed (0 = no support, 5 = lots of support)	Support plan
Computer skills – able to use computer			
Computer skills – able to send email			
Computer skills – able to search internet			
Maths skills – able to be on time			
Maths skills – able to use money			
English skills – able to write			
English skills – able to read			
Travel – able to walk around local area confidently			
Travel – able to travel on public transport			
Communication used			

Vocational Profile



A Vocational Profile is a tool used to learn about your skills and what job you want.



It can be used to see what support you might need at work,



what your interests are,



what skills you need to improve,



or training you need.



Profiles should be personal and updated regularly.

Vocational Profile

This profile belongs to:

This profile should not be shared without prior permission

Date of birth:

Date written:

Date reviewed:

Intolerances /
dietary needs:



Allergies / health
conditions:



When I feel happy
I act:



When I feel sad I
act:



If I am
overwhelmed I
need:



Vocational Profile

Plans that support my activities

Behaviour support plan:



Care plan:



Personal emergency
evacuation plan:



Health / medical plan:



Other plans:

My communication

I communicate using:



How to support my
communication:



Vocational Profile

People who are important to me and support me

Name and relationship:



They are important because:



I would like this plan to be shared with

Name:



How will it be shared and communicated:



Vocational Profile

Planning my day

A good day for me looks like:



Good times of the day for me are:



Things that need to happen during the day:



Who will support me with travel and transitions:



Vocational Profile

What's important to me about my employment?



- 1.
- 2.
- 3.
- 4.

How to support me in employment:



- 1.
- 2.
- 3.
- 4.

Skills

Skills I have:



- 1.
- 2.
- 3.
- 4.

Skills I would like to improve:



- 1.
- 2.
- 3.
- 4.

Vocational Profile

Previous experience

Job title:



Work activity:



How I contributed:



Job roles / duties

The types of job role or duties I am suited to:



- 1.
- 2.
- 3.

This is what I can do to show I am engaged:



Vocational Profile

Making an inclusive workplace:

What will help make a workplace inclusive for me:



- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Adjustments agreed with employer:

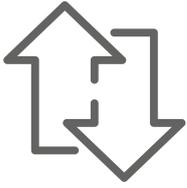


- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

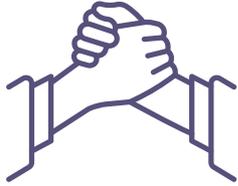
Signed by the individual:

Signed by the employer:

Reasonable adjustments



A reasonable adjustment is a type of change.



Employers must make adjustments to support employees.



They are in place for equality.



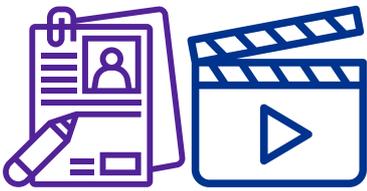
Application stage



Paper copies can be given in large print.



Or with pictures and symbols.



You could send your CV or a video about why you want the job.



Job coaches can help you complete application forms.



Interview stage



When invited for interview, let the employer know if you need adjustments. Such as:



Seeing questions before the interview to help you prepare.



Allowing your job coach to attend with you for support.



Work trials – allowing you to show the employer what you can do.



Video interviews rather than in person.



Photos of the interview panel or the room the interview will be held in.

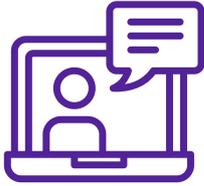


Having interviews in a quiet space without too many lights.

Interview guide



Different types of interview



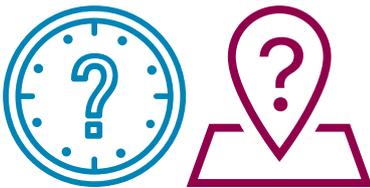
Video interview on Zoom or Teams. You can use a phone or laptop.



Telephone interview where you get asked questions on the phone.



In person interview with one person or a panel.



You will be told when and where to go for your interview.



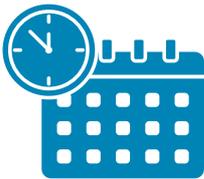
Before the interview



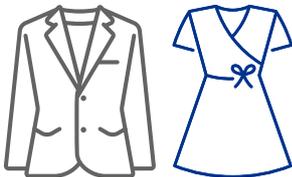
Check where the interview is.



You could practise the journey if it's in person.



Make sure you know the date and time of the interview.



Make sure your outfit is clean and ready to wear.



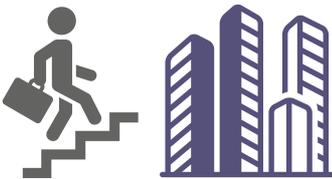
Example interview questions



You can practise these with a friend, family member or your job coach.



Can you tell me a bit about yourself and your experience?



Why do you want to work for this company?

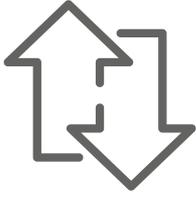


Can you give me an example of when you worked well in a team?



What are your strengths?

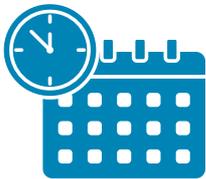
In work



Changes will depend on the type of role and individual needs. Such as:



A task list to show what you need to do. This might include photos and symbols.



Timetables so you know where you need to be and when.



This can be adapted for use at home to help you be on time and remember what you need for work.



Ask for written instructions if you find that helpful.



Or visual instructions, like photos or screenshots.



You should have regular 1:1 meetings with your manager to get regular feedback.



If you like routine, ask for set break times so you know when to take them,



and to be told of any changes to routine like social events.



A mood board on your desk can tell others how you're feeling that day.



Extra time can be given to learn and complete tasks.



Agree a quiet space at work where you can take a break.



There may be a buddy system where you are paired with a work friend to help you fit in.



Be careful sharing personal information.

Access to Work



Access to Work is funding from the government to help people who might find it hard to look for a job,



or stay in work for health reasons.



It can be used at interviews or to help with reasonable adjustments.



It can also be used for travel.



Like if you need to take a taxi to and from work.



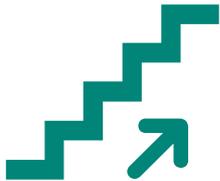
The amount depends on the individual.



You might need a doctor's note.



Once you apply to Access to Work, a case worker will support you.



They will take you through each step.



More information can be found online:
[gov.uk/access-to-work](https://www.gov.uk/access-to-work).

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