

WorkABILITY Summer Job Forum 2010

Information Sheet

WorkABILITY is a project run by and for 'young people with a learning or physical challenge overcoming barriers to work' and is described in the full colour leaflet enclosed.

A key part of WorkABILITY is its Job Forum which we plan to run over the summer holidays – for young people across Hertfordshire. This sheet provides further information, with the other sheets being a booking form, should you want to take part.

We have a fully accessible and equipped office in Welwyn Garden City for 10 young people (aged 16 – 25 years) with a learning or physical challenge to participate in the Job Forum – at each of the 6 Job Forum sessions. You can come to 1 of the sessions or all 6 if you want to, although we may reduce this if we have lots of bookings.

When? The Job Forum takes place between 10.30am and 3.30pm and runs every Wednesday from the 14th July to the 18th August 2010; the dates are listed below.

Who runs it? The Job Forum is managed by Katie Fraser(Support Co ordinator) and supported by Hertfordshire PASS staff.

If you want to attend the Job Forum fill out the attached booking sheets and return them. Keep this information sheet for your records including the dates you have selected – below.

Date	Wednesday 14 th July	Weds 21 st July	Weds 28th July	Weds 4 th August	Weds 11 th August	Weds 18 th August
Tick the dates you want to attend						

For more information please contact: Katie Fraser at Hertfordshire PASS, Unit 2 – Brownfields, Welwyn Garden City, AL7 1AN. Telephone: 01707 321 442 ext 23

WorkABILITY Summer Job Forum – Booking Form

Information about YOU – the young person attending the Job Forum

Name

Address

.....

Post code

Home telephone no:

Mobile no:

Email

Age: Gender: Male / Female Ethnic origin:

Times and Dates of the Job Forum

All sessions take place from 10.30am to 2.30pm

Date	Weds 14 th July	Weds 21 st July	Weds 28 th July	Weds 4 th August	Weds 14 th August	Weds 18 th August
Tick the dates you want to attend						

You are welcome to come to all sessions so tick as many as you want to, however please circle which are your two best dates. If we have more bookings than places, we may limit you to your two best dates.

Giving us information about the care and support you will bring with you and / or the care and support you want from us

What is your learning or physical challenge?

.....

.....

(We need the above information to inform our funders we have provided a service to people with a learning or physical challenge, rather than make any judgments about your ability to want to work.)

Will you come with a PA or someone who is responsible for your care – who will stay with you for the whole session? YES / NO

Will you need any special equipment – provided by us? (We have some equipment such as a hoist, large keyboards etc however if we don't have the equipment you need, we might be able to borrow it)

YES / NO. If 'yes' what do you need?

.....

If you need to use our hoist please bring your own sling? YES (or leave blank if not relevant to you)

Do you have any dietary requirements we should be aware of?

.....

Who should we contact in an emergency?

Name Telephone number

Is there ANYTHING else we should be made aware of regarding our care and support of you when you attend the Job Forum?

.....

.....

Travel to Hertfordshire PASS / WorkABILITY

Help with your travel costs

We welcome young people with a physical or learning challenge from across ALL Hertfordshire. Given we are based at Welwyn Garden City your journey should not be too far. To help with any travel costs we have a large travel pot of funds to share with all young people who attend the sessions.

What type of travel will you be using (ie bus, car or train)?

We will share out the travel pot at the end of August so please keep a record of the journeys you make and any bus or train tickets.

Where are we?

By car. We are off the Mundells roundabout in Welwyn Garden City. If you turn off the roundabout onto the B195 called Black Fan Road and turn right after only about 50 metres signposted 'Brownfields', we are the first unit on your right.

PARKING: There is limited parking at WorkABILITY. Will you arrive by car and need parking for the whole Job Forum session? YES / NO

By train – and walking from the City Centre. We are about a mile from Welwyn Garden City railway station. Go through the Howard Centre and ask for directions to Waitrose. Walk past Waitrose on your left and go over the railway bridge on Bridge Road going away from the City Centre. At the bottom of the bridge turn left onto Bessemer Road. Walk over the first roundabout and cross onto the other side of the road. Follow the path round to the right and go over Tewin Road. Keep to the path and about 100 metres later you will see a red postbox. Our offices are 10 metres to the right of this postbox.

By Bus. The Bus Station is next to the Railway Station and Howard Centre. The 401 bus runs every 25minutes and 55 minutes past the hour. Ask for Black Fan Road – just off the Mundells Roundabout. Having got off the bus, cross over the road and turn right. You can see our offices from the bus stop. We are about 75 metres away, being the unit on the corner, the other side of Brownfields (road).

Our address is Hertfordshire PASS, Unit 2 – Brownfields, Welwyn Garden City, AL7 1AN

WorkABILITY. Young people with a learning or physical challenge overcoming barriers to work

28/6/2010

Cost

We are charging £2 for each session attended. This includes the lunch we provide. Please pay for the sessions you have booked using a cheque made payable to 'Hertfordshire PASS' – and enclose with this form.

If you have trouble paying this fee please get in touch.

Agreement – by parent or guardian (if young person 16 – 18 years of age, or unable to sign)

I (parent or guardian name) agree to
..... (young person's name) attending the Job Forum
on the dates we have indicated and that the information we have provided in this form is accurate.

Signature

Date

Return this form to: Katie Fraser, WorkABILITY, Unit 2 Brownfields, Welwyn Garden City, AL7 1AN – at least 1 week before the first date you want to attend.

Once we receive your booking form we will confirm your booking within a week of receiving it.

For further information telephone 01707 321 442 – and leave a message if no one answers.

Thanks.