



Gyrfa Cymru  
Careers Wales

A guide for  
parents and  
carers

# Planning Ahead



This booklet introduces you to the services that Careers Wales offers to young people with special educational needs.



[www.careerswales.gov.wales](http://www.careerswales.gov.wales)



0800 028 48 44



Llywodraeth Cymru  
Welsh Government

## About Us

Careers Wales is the all age careers information and guidance service. We work closely with the Local Authority services, schools, colleges, work-based learning providers and partner organisations to support young people with Special Educational Needs.

We are committed to equal opportunities and all of our services are designed to meet individual needs. Careers Wales will provide information in a format suitable for your child's needs. This may include arranging for literature to be available in Braille, large print, "easy reading" form, on audio tape or in his/her preferred language.



## Where to find us

You'll find us in all special needs schools and units, secondary schools and colleges of further education. We also have careers centres throughout Wales.

## Contact us ...



[www.careerswales.gov.wales](http://www.careerswales.gov.wales): Our website has information and activities to help people of all ages.



Telephone: 0800 028 48 44



e-mail: [post@careerswales.gov.wales](mailto:post@careerswales.gov.wales)



Textphone: 0800 0029 489 (for deaf and hard of hearing customers)



@careerswales

Parents and carers have an important role in helping their children plan for the future.

We welcome the opportunity to work closely with you and your child's teachers, social workers and other professionals to provide them with the support they need.

### This booklet tells you:

About the Transition Planning process for children who have a Statement of Special Educational Needs.

- How Careers Advisers work with young people with special educational needs at school and after they leave school.
- The Transition Planning process.
- What your son/daughter may be able to do when he/she reaches the end of compulsory education at the end of year 11.
- Where you can get further advice and support.



### How we can help

Young people may need information or help from a wide range of people when making decisions about what they want to do when they reach school leaving age at the end of year 11.

Careers Wales has qualified Careers Advisers who have additional training and experience in working with young people with special educational needs.

Careers Advisers can support young people and their parents by providing careers information, advice and practical assistance.

Our website, [www.careerswales.gov.wales](http://www.careerswales.gov.wales), has information and activities to help.

## Transition Planning

If your child has a statement of special educational needs you will have been invited each year to a review meeting at school to discuss the progress he or she is making. The review in year 9 is called the Transition Review. There may be a number of professionals, such as teachers, transition social workers and educational psychologists at the meeting, as well as a Careers Wales Adviser, who will work with you to help plan for your son or daughter's future.

This Review meeting should be centred on you and your child's wishes, opinions and hopes for their future. You and your child will be asked for your views. At the Review a Transition Plan will be drawn up by the school. This will identify on-going school provision and appropriate post-school provision. Your involvement in the meeting will be very important so it is important to prepare for the meeting.

Every Review after year 9 looks at the Transition Plan. The Careers Adviser will work with you from year 9 onwards to help you and your child with their transition from school.

## Here are some of the questions you may want to ask at the meeting

- Will my child have to leave school at 16?
- What information about future options can I have? For example, opportunities relating to education, training, employment, voluntary work and adult social care services.
- What can I do to help prepare for the time when my child leaves school?
- What qualifications are on offer?
- Are there any work experience opportunities?
- What subjects can my child study?
- What happens if my child is on medication or has specialised health treatment?
- What grants or benefits are available?
- Can my child get help with transport?
- When does independent or supported living become an option?
- When does specialist residential college become an option?
- What support will we get in making sure the move out of school is a success?





## What does the Careers Adviser do?

From Year 9 onwards the Careers Adviser will work with your son/daughter in school, providing individual careers guidance and group sessions as appropriate. The Careers Adviser will help your child move on from school when the time comes. We welcome the opportunity to work closely with parents, teachers, social workers and other professionals to provide pupils with the support they need.

The Careers Adviser will:

- see young people in school from the age of 13 in groups and individually
- treat them as individuals with their own needs and abilities
- help them to think about what they are good at
- talk to them about their future
- provide advice on work related activities where this is appropriate for the pupil
- attend the Transition Reviews, wherever possible
- produce an action plan describing the choices available to your son/daughter
- arrange, on request, for pupils and parents to visit colleges and/or training providers
- help pupils to move on from school
- produce a Learning and Skills Plan to identify any support requirements in college/ training, if appropriate
- work with young people after they have left school.

## Learning and Skills Plan

If your child has a statement of special educational needs this will end when they leave school. However, if your child is considering entering college or training their Careers Adviser will produce a Learning and Skills Plan as required under Section 140 of the Learning and Skills Act.

The Learning and Skills Plan will identify their educational and training needs and the support and provision required to meet those needs. It will be based on:

- discussions with you and your child during the transition-planning process and careers interviews
- information from teachers, and
- information from other specialists who have worked with your child

With your child's permission the Learning and Skills Plan will be passed to the college or training provider so that they can arrange for the support to be put in place. The Learning and Skills Plan will be produced and passed on during your child's final year in school.



## Options

There are five main options open to your child at the end of year 11:

- Staying in school
- Going to a college
- Starting work or training
- Doing a voluntary work placement
- Accessing day service provision

Whatever your child intends to do at the end of year 11 it is advisable to start planning early.



## Staying in school

Some young people are able to stay in their school until they are 19. Staying in school can provide opportunities for taking a wide range and level of courses. Your son/daughter's Careers Adviser can give you information about the courses on offer and levels of qualification.

For some young people over the age of 16, schools may offer alternative programmes covering independent living skills, work experience, college and day service placements and basic skills. These will usually lead to a recognised qualification.

Staying in school can give students more time to prepare for the future and to develop the skills they will need to move on.

## Going to a local college

Most young people attend their local college on a daily basis. Colleges can offer a very wide range and level of course, both academic and work-related. Colleges provide additional support to students with special needs to help them to get the best out of their course of study. This support could include personal helpers, help with Maths and/or English/Welsh, extra tutor time, special equipment, note takers, communicators or materials in Braille or large print depending on individual need.

College courses are available which have been specially designed for students who need additional support to develop their basic skills or career ideas. Courses vary but students are usually taught in small classes and programmes of study are tailored to suit individual needs and abilities. Broadly, the courses aim to prepare young people for adult life by offering a range of vocational tasters, the chance to gain qualifications and improve skills in Maths, English/Welsh and communication. Some students move on from



these courses to a mainstream course within the college.

The Careers Adviser can give you details on the courses available in your local colleges.

## Work based learning

Each year a small percentage of school leavers with special educational needs enter local training programmes. These offer young people the chance to gain work-based skills and qualifications in a training centre or with a local employer.

There are different types of training funded by Welsh Government. Young people will have the chance to enter a preparatory programme to help them to build confidence in a work situation. They may then be able to move on to further training to enable them to work towards National Vocational Qualifications (NVQs) in a particular area of work.

Young people assessed as having special training needs may be given additional help and support to enable them to complete training successfully. This additional help is assessed by the Careers Adviser and agreed with the young person before entry into



training. Throughout training reviews are held to discuss progress.

There are a number of training options leading to different levels of qualification. The Careers Adviser can give you more detailed information about local opportunities within training.

## Getting a job

A small number of young people go straight into employment from school. If this is the most appropriate option the Careers Adviser can help with job-seeking skills and can provide advice and information on interview skills and how to complete application forms or write a CV. Young people may also be able to access Jobs Growth Wales opportunities or support for employment from Job Centre Plus.

## Supported employment

There are organisations that can help people find supported employment. These organisations may offer:

- Support to employers who offer work to a young person with special educational needs.
- Support in the form of a job coach to enable a young person to learn the skills needed for a particular job.

## Voluntary work

If young people want to work but aren't yet ready for paid employment they could enter voluntary work. This can help to develop skills and confidence as well as providing useful work experience. Volunteers get involved in all sorts of activities and projects. The amount of time a volunteer commits can range from a one-off involvement to a regular commitment of a couple of hours a week (or more if they have the time).



## Day service opportunities

For some young people day services may be the most appropriate option. Day services are provided by local authority social service departments or voluntary organisations.

There are a number of options, depending on what is available in the local area but, typically, might include daily living skills, leisure and recreational activities, vocational training, community and voluntary projects, college links or work experience.

You would need to discuss this option with social services.



## Specialist colleges

Each year a small number of students whose educational needs cannot be adequately met by local provision take up places in special colleges. There are residential colleges in Wales and England offering courses for young people with Special Educational Needs.

Living away from home can give students the opportunity to learn new skills, to mature and become more independent.

Acceptance onto these courses is subject to funding from the Welsh Government, and possibly from social services and/or health services. Careers Advisers can provide further information about courses at residential colleges and will make the application for funding.

## Money matters

There is a range of allowances and grants available to families and young people. Most allowances are dependent on personal circumstances. For further information go to **www.gov.uk** or call: 0800 882 200.



## Useful contacts:

### **www.snapcymru.org**

SNAP Cymru works with families and professionals to ensure that young people's needs are identified and provision made available to help them reach their potential.

### **www.rnib.org.uk/wales-cymru-1**

RNIB Cymru provides services and support to blind and partially sighted people across Wales, as well as campaigning for service improvements to prevent avoidable sight loss.

### **www.scope.org.uk**

Scope Cymru offers free and confidential information, advice and support for disabled people, their families and professionals in Wales on a variety of issues. For disability information call 0808 800 3333.

### **www.cafamily.org.uk**

Contact a Family Cymru is a charity that works across Wales to support families of children with disabilities or additional needs, whatever their condition or disability. Freephone helpline: 0808 808 3555.

### **www.autism.org.uk/wales**

National Autistic Society Cymru is a charity that works across Wales providing information, support and services, and campaigning for a better world for people with autism (including Asperger syndrome), their families and carers.

### **www.asdinfo.wales.co.uk**

Raises awareness of Autism through its policy development, providing information, support and advice services and training professionals.

### **www.ldw.org.uk**

Learning Disability Wales is a national charity representing the learning disability sector in Wales. It works with people with a learning disability, government and the voluntary sector to create a better Wales for people with a learning disability.

**[www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)**

02920 333034

Action on Hearing Loss Cymru provides support for people who are deaf, have a hearing loss and tinnitus. They provide advice, care and support services, communication services and training.

**[www.childreninwales.org.uk](http://www.childreninwales.org.uk)**

Children in Wales provides services for those working with children, young people and families in Wales. They aim to improve the lives of them all, but especially those affected by family instability, poverty and deprivation or have special needs/disabilities.

**[www.walesdyslexia.org.uk](http://www.walesdyslexia.org.uk)**

Dyslecsia Cymru/Wales Dyslexia offers advice and support to individuals, third sector organisations, public bodies and private businesses. Their services include: A free bilingual Helpline; Dyslexia screening, workplace assessments; Courses and events.

**[www.remploy.co.uk](http://www.remploy.co.uk)**

As a provider of disability employment services in Wales, Remploy's mission is to help and support disabled people into work, whilst working with employers to ensure that they can recruit, retain and sustain individuals.

**[www.agoriad.org.uk](http://www.agoriad.org.uk)**

Agoriad Cyf are a specialist recruitment and training provider. Helping people to achieve greater independence and to realise their potential within the workplace.

**[www.elitesea.co.uk](http://www.elitesea.co.uk)**

Elite is a charity working with people with disabilities or those at a disadvantage across South and South West Wales. Elite supports people with vocational opportunities, training and employment through independence.

**[www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)**

Shaw Trust supports disabled and disadvantaged people into employment through either Work Choice or the Work Programme. Support includes help in preparing for work, help with employment and managing a disability.