

Life and Work Charter

for trainees at my AFK



Hello!

If you are reading this, you might be a **trainee** who is part of the my AFK **Life and Work Programme**.

As part of this programme, you will develop skills for employment, travel and self-advocacy. We want to help you feel confident talking about what you want for your future, travel on your own, and find work you enjoy.

About the Life and Work Programme at my AFK

The **Life and Work Programme** helps 18-25 year olds with disabilities develop new skills, find work and live more independently.

Our team of **Job Coaches** and **Employment Brokers** can help you figure out what you want to do, and then help you find a job that matches your skills. If you have disabilities and want to work, we are here to help!

Most of our trainees have gone on to be successful in their work: 88% of our trainees are still in paid employment.

The Life and Work team also works with businesses and organisations to create friendly working environment through free training and support.

About this document

This **Life and Work Charter** will explain each step of the Life and Work Programme. It will tell you what to expect from us at each stage, as well as what we will need from you. Feel free to read through this document with your family or support worker so they can learn more about the Life and Work Programme at my AFK as well.

If you have any questions, you can call us on **020 8347 8111** or you can email getajob@my-afk.org

Meet the Life and Work team



Elaine Harman
Life and Work Manager

Email:
eharman@my-afk.org



Kate Jackson
Services and Business
Development Manager

Email:
kjackson@my-afk.org



Terry Kafizas
Employment Broker and
Coordinator

Email:
tkafizas@my-afk.org



Warda Mumin
Employment Broker and
Job Coach

Email:
warda.mumin@my-afk.org



Fareeda Southworth
Employment Broker and
Job Coach

Email:
fsouthworth@my-afk.org



Maya Wadhwani
Employment Broker and
Job Coach

Email:
mwadhwani@my-afk.org



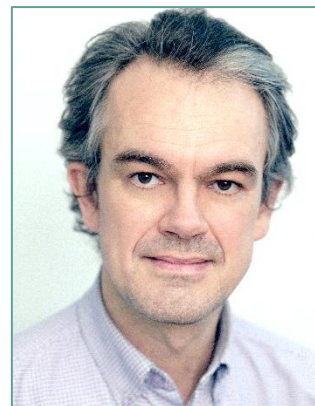
Kate Dixon-Phillip
Job Coach

kdixon-phillip@my-afk.org



Victoria Havard
Service Delivery Facilitator

vhavard@my-afk.org



Laurence Orrell
Life and Work Trainer

lorrell@my-afk.org

Life and Work Charter

Part 1: Getting to know each other



Learning about my AFK

When you first start working with my AFK, we will invite you to come to our office. Our address is **15a Tottenham Lane, Hornsey, London N8 9DJ**.

When you come to the office, we will give you a **Welcome Pack** with lots of information about my AFK.

Your Welcome Pack will tell you:

- what we do at my AFK
- who works at my AFK and what each person does
- which Job Coach or Employment Broker you will be working with at my AFK
- how to contact us
- information about other organisations who can support you

What you need to do

When we first meet you, we will need to know certain things about you so we can help you find a job that will be a good fit for your skills and interests.

We will ask you to tell us:

- about the important people in your life and what support they give you
- about all the services or organisations that work with you
- what days you are available to work
- how you would like us to contact you

We also need you to:

- help us to keep accurate and up-to-date information about you
- tell us if anything changes, including any personal and medical information
- share any concerns you may have with us as soon as they happen – we want to help



Life and Work Charter

Part 2: Your goals for employment



Setting goals for finding work

Once we know what you enjoy doing and what your skills are, we can start getting ready to look for work opportunities for you.

You will meet your **Job Coach**, who will arrange suitable work placements for you and help you look for work.

We will help you create a set of goals to help you find work. These goals will be your **Action Plan**, and we will work together with you to make sure your Action Plan is up to date.

We will also keep a record of all the things you learn during this process, and celebrate your achievements along the way.



What you need to do

It is a lot easier for us to help you find a job if you are involved in the process and make it a priority for yourself.

We will ask you to:

- help us keep your Action Plan updated and let us know if anything changes
- attend a 2-hour session every 4 weeks at our bike shop café – these sessions will help you develop your work skills
- be on time, and ready to work, for all your training sessions and work placements
- let us know if you are ill, late, or going away on holiday, by calling us on 0208 347 811

Life and Work Charter

Part 3: Becoming more independent



Feeling safe and confident on your journey

An important part of being independent is being able to travel on your own.

You may need to take the bus, tube or train to get to work, or you might want to travel somewhere to see friends.

We will work with you to develop a **travel training** programme just for you, to help you feel more comfortable travelling independently.

We will also:

- provide you with information about how to stay safe
- support you as you develop your confidence and self-esteem
- help you understand your rights and responsibilities at work and in the community
- advocate for you when you need help being heard and making big changes in your life
- listen to your concerns and help you find answers to any questions you have
- tell you about opportunities to get involved with my AFK and your community

What you need to do

We will ask you to:

- tell us what your travel goals are, as well as any journeys you make regularly
- tell us about your personal strengths and skills
- take part in activities that will help build your confidence and independence
- be honest with us about any concerns or questions you have, or anything else that might affect your progress



Life and Work Charter

Part 4: Communication



How we talk to each other

Communication between my AFK staff and trainees is important, so we know what's happening and can support you if anything changes.

We will do our best to:

- communicate in a way that makes sense to you
- respond to your emails or phone calls within 2 working days
- involve you in making important decisions about my AFK's work and your life
- tell you about events at my AFK that you can get involved with

What you need to do

We will ask you to:

- communicate regularly with your job coach and other staff members you're working with
- tell us **what's working** and what's **not working** for you
- show support and understanding for other young people's learning needs



What to do if things go wrong

If you're confused or unhappy about any part of our services, let us know as soon as possible and we'll work with you to make it right.

We can also provide you with a copy of my AFK's complaint process if you are still not happy.

Life and Work Charter

Part 5: Leaving my AFK



Moving on from my AFK

When you are ready, we will help you get ready to leave my AFK and go on to other things, such as a job, internship or further training.

We will:

- work with you to develop a leaving plan for what you're going to do next
- celebrate your achievements and successes during your time at my AFK
- help you get in touch with other organisations who can support you in the future

What you need to do

We will ask you to:

- let us know if there are any changes in your life that may affect your work
- stay in touch! We want to hear all about what you're doing after your time with my AFK

Other ways to stay involved with my AFK

Get updates about our work

There are lots of ways to stay up to date on news and events at my AFK:

- Subscribe to our email newsletter (you can sign up on our website)
- Subscribe to our YouTube channel
- Like **my AFK** on Facebook
- Follow **@my_AFK** on Instagram and Twitter

Become an Ambassador

Ambassadors support our work and spread the word about my AFK.

Student & Trainee Ambassadors can:

- Talk to new students and trainees about your experience at my AFK
- Organise or take part in different fundraising events, like bake sales
- Be a speaker at our events, telling people about our work

Volunteer for my AFK

Volunteers support my AFK at different events throughout the year.

If you would like to be a volunteer, contact

Fareeda Southworth:

volunteers@my-afk.org

020 8347 8111

