



## CO-WORKER PLACEMENTS AT UNWRAPPED

### **What is Prospects Trust Unwrapped?**

**Unwrapping Opportunities, Products and Produce.** The Prospects Trust is bringing a totally new social venture to the heart of Ely's shopping centre, with a **GREENgrocery, Farm Servery and Refill Larder**. We are retailing differently, helping our shoppers buy local, seasonal and eco products all without single use plastic and all served by our very talented workforce - our Co-worker Trainees – people with additional needs.

### **What is The Prospects Trust at Snakehall Farm?**

**It is not a case of WHAT we grow but WHO we grow at Snakehall Farm.** **WHAT** we grow is fruit, vegetables, herbs and flowers to certified organic standards on our 18-acre farm in Reach, Cambridgeshire which we wholesale to local businesses and sell in our on-site farm shop and our new Ely Shop. **WHO** we grow are our Co-workers (individuals with disabilities) and we've been growing since 1989. We teach life and independence skills through farming, gardening and other related activities such as cooking, making hanging baskets, making wooden craft items and garden furniture. We also run a garden maintenance service 5 days a week to local businesses and residential homes which provides experience of working in the community. We only focus on people's abilities at The Prospects Trust and passionately believe that everyone can do anything with the right support.

Celebrating 30 years this year, Prospects Trust at Snakehall Farm currently works with over 60 individuals a week and each one has an Individual Learning Plan which follows a structured learning pathway. Uniquely we also teach everyone how to drive Tilly, our New Holland tractor. Most of our farm-based learning is delivered through hands-on sessions in the outdoors with qualified and experienced staff who love to watch people grow into socially confident, knowledgeable and enabled individuals.

### **Prospects Unwrapped Employment Training Placements**

In our new shop in Ely, we will be offering short term training and work experience sessions for those looking to gain accredited training and transferable skills in retail and food hygiene. Our placement opportunities are for **people aged 19** or above, with an **active EHCP or supported care plan** and a passion to put their skills to the test in a real working environment and the aspirations to take a leap into longer term employment with other businesses in the Ely area.

An Unwrapped Placement will consist of 1 day of Tutor Lead learning on site at The Lighthouse – Tutor Tuesdays. All enrolled Co-workers must attend these learning sessions and are provided in partnership with **Cambridgeshire County Council Adult Learning and Skills**. Then the choice of additional placement days will be based on individual need and session availability. Each placement will consist of a minimum 2 days per week (£50) with additional days at a rate of £50 per day. We would recommend at least 2 days work experience with one day class-based training at the minimum. We would recommend a block of 4 to 6 months for our Co-worker Trainees to gain their first qualification.

We will be offering 2 accredited training programmes in Retail and Food Safety made accessible and with reasonable adjustments for people with additional needs. Each placement at Prospects Unwrapped will

**Farm HQ:** The Prospects Trust at Snakehall Farm, Swaffham Road, Reach, Cambridge, CB25 0HZ  
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have a Key Worker from The Prospects Trust to help them with their learning needs and the support of a Tutor once a week.

A placement at Prospects Trust is timebound. We are expecting individuals to take around 4 to 6 months to move through our learning packages and start to consider their onward options. We value person centred support and match our provision to our Co-worker's needs and adjust or make recommendations as appropriate. We want Prospects Trust Unwrapped to be the link from School/College/Supported Learning into the wider world of work. We will be working in partnership with other local expert agencies to help the transition into new job or work experience opportunities.

### **Placement Options at Prospects Trust Unwrapped:**

Options:	Days & Cost:	Suitable for:
<b>2 Day Placement over 4-6 months</b>	Tuesday + 1 Day Available: Mon, Wed, Thur, Fri Total Cost: £50 per week	Quicker and more adaptable learners, people with recent college experience looking for a steppingstone into paid employment within a <b>4 to 6 month</b> timescale.
<b>3 Day Placement over 4-6 months</b>	Tuesday + 2 Days Available: Mon, Wed, Thur, Fri Total Cost: £100 per week	Learners who are confident with a little intensive training and support they can obtain the 2 qualifications within a <b>4 to 6-month</b> timescale and move onto paid/supported employment.
<b>4 Day Placement over 4-6 months</b>	Tuesdays + 3 Days Available: Mon, Wed, Thur, Fri Total Cost: £150 per week	Learners who are not confident and will need a regular opportunity to put their training to the test. These learners will take <b>6 months</b> to obtain their qualifications and will require onward support to gain employment & volunteering opportunities
<b>1 Day Placement for existing Prospects Trust Co-workers</b>	1 Day at £50 per week Available: Tuesdays & Saturdays	This is a bespoke day care package on offer to any existing Prospects Trust Co-workers to have a <b>4 month work experience opportunity</b> in the shop & café. These sessions would be in addition to existing contracted sessions and will be offered on a rolling rota depending upon demand. Please note these sessions will not lead to an accredited qualification.

All sessions will take place at Prospects Trust Unwrapped, 14 Lynn Road, Ely, Cambs CB7 4EG. Transport to and from site will not be included in the placement fee. Placements are based on Co-workers being able to work independently and not require 1:1 carer support. We can provide specialised one to one support at an extra cost, please ask for more details.

### **Taking forward your application for placement at Prospects Trust Unwrapped**

- The best way to decide is for you to come and visit us at the shop, meet the team and see what we do at The Prospects Trust.
- Before your visit you should first speak to the person who deals with your social care package, who is normally your Care Manager or Carer, to confirm that funding is available for you to attend. When working out your budget, please remember to account for your transport and any Personal Support you may need. The Prospects Trust can help with enrolling you onto our accredited training package provided by **Cambridgeshire County Council Adult Learning and Skills**.

- You will then need to work out how many and what days you wish to attend. Tuesdays is our training day, so any placement will include a mandatory learning day which is provided free of charge.
- Prior to you enrolling, the Farm Office must receive paperwork from you to ensure your safety and wellbeing while at Prospects Trust Unwrapped. We will need the following documents:
  - ✓ Contact Details and Information Form
  - ✓ Initial Care Plan
  - ✓ GDPR consent
  - ✓ Training Enrolment Forms with ID

We will also require your Social Care Assessment (or similar) and your Social Care Risk Assessment (or similar) which your Care Manager should be able to help you with.

- Should the placement go ahead, The Prospects Trust will issue you with a Services Contract to confirm your commitment to the placement

### **Service availability**

- We are open 51 weeks per year at Ely for supported placements
- We are closed for one week over the Christmas period and all Bank Holidays
- We offer full day sessions only, from 9.00am to 4pm, Monday to Saturday
- Co-workers normally arrive between 9 and will start work/training session at 9.30am leaving between 3.30 and 4.00pm

### **Charges**

- The daily placement fee is £50.00 per day. Tutor Tuesday is fully funded
- There is no charge for Bank Holidays
- Invoices are processed monthly in advance and e-mailed accordingly. If you already have a self-directed care package, payment can be made either through the LDP as a Managed Budget or as a direct payment. Other funding streams might be available to you, such as Further Education. Please speak to someone in the office if you wish to discuss this option.

### **Other Information**

- Appropriate clean clothing and footwear must be worn at all times, we will provide branded aprons and basic uniform items while you are working in Prospects Trust Unwrapped.
- Lunch is not provided, and you must bring your own packed lunch and snacks or purchase directly from the shop's farm servery or luncheon club (currently luncheon club operates Mondays and Fridays at £5 per meal).
- The Prospects Trust has a strict Confidentiality Policy and will respect the privacy and confidentiality of all Co-workers. However, The Prospects Trust may disclose confidential information about a Co-worker to any other person, if it believes that such disclosure is appropriate for the safe performance of the service or the protection of its staff or other Co-workers.
- The Prospects Trust operates within the Cambridgeshire County Council Social Services 'Safeguarding of Vulnerable Adults from Abuse' policy, the 'Safeguarding of Children from Abuse' policy and the Department of Health 'No Secrets' guidelines.

I do hope that you find this information helpful, but please do not hesitate to contact me if you require further information or clarification and I look forward to welcoming you to the team!

Yours sincerely

**Tom Cockerton**

*Prospects Unwrapped Manager & Co-manager of The Prospects Trust*

*Updated June 19*