Before Your Intern Starts
Project SEARCH

Before starting at Project SEARCH, please ensure that you have considered the following:

• How your Intern would travel to Project SEARCH—Do they have a bus pass? Do they require travel training?

• What benefits your Intern may be entitled to—for example Disability Living Allowance & Employment Support Allowance.

• What local employment support is available to your Intern—for example Aberdeenshire Council Employability Support.

Project SEARCH Staff are able to provide support and advice, or refer you to the most suitable place for this information.

Further Information
For more information about the programme, please contact:

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www.abdn.ac.uk/staffnet/working-here/project-search
What is Project SEARCH?

Project SEARCH is a partnership between the University of Aberdeen, Inspire PTL, North East Scotland College and both Aberdeen City and Aberdeenshire Councils.

It is an employment focused education programme based at the University of Aberdeen, designed to be the transition from education to employment. It runs Monday-Friday over the course of one academic year for up to 12 people or ‘interns’.

It is designed to give young people with learning disabilities the opportunity to develop employability skills and gain hands-on, workplace experience in a supportive environment.

Completing Project SEARCH requires a lot of hard work and commitment from the Interns taking part, which in turn requires a commitment of help, support and encouragement from their families and support network.

What is the goal of Project SEARCH?

The aim of Project SEARCH is for each intern to move into sustainable, paid employment of more than 16 hours per week. It is intended to be the last year of education as the young person transitions into employment.

Throughout the year we hold at least two employment planning meetings per internship, which are led by the intern and are an opportunity for them to discuss how they are progressing at each placement. These meetings are attended by parents, staff and aftercare support.

Support Your Intern Will Need From You

The support that family and friends provide throughout the Project SEARCH year is invaluable. Your Intern will need support and encouragement to:

- Arrive on time and attend every day— and contact Project SEARCH if absent for any reason
- Wear the provided Project SEARCH uniform
- Adopt a positive attitude to work
- Seek paid employment as a goal
- Be open to trying new things

Other Ways To Get Involved

Throughout the Project SEARCH year we hold regular parents evenings which are a great opportunity for you to come along to discover more about what has been happening and to meet other interns and families. We encourage participation in the parents’ network group, facilitated by Project SEARCH, which is made up of parents from the current and previous years, and can be a source of support as well as a forum for discussion.

Family members can become involved in fundraising activities throughout the year to raise funds for Project SEARCH.

You can also promote Project SEARCH within your own personal and professional networks to increase awareness of the programme and even identify potential areas of employment for your own and other Interns.

Project SEARCH Timeline

Our recruitment and application process begins in December with open days for prospective interns and their families to attend and meet the team, gaining further information in order to decide if Project SEARCH is right for them.

We accept applications from December until March. Following short-listing and subsequent interviews, 12 Interns will be selected for the coming year. We host various intern engagement events over the summer before the start of the programme, which gives everyone a chance to meet each other and get to know the University site.

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<thead>
<tr>
<th>December to March</th>
<th>Application Stage</th>
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<tr>
<td>April</td>
<td>Interview</td>
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<td>May to August</td>
<td>Summer Engagement</td>
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<td>September to December</td>
<td>Orientation and First Internship</td>
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<td>January to March</td>
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<td>April to June</td>
<td>Third Internship and Graduation</td>
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<table>
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<tr>
<th>STAGE 1</th>
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<tr>
<td>Referral, engagement &amp; assessment</td>
<td>Needs assessment &amp; engagement</td>
<td>Vocational activity</td>
<td>Employer engagement &amp; job matching</td>
<td>In work support &amp; aftercare</td>
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<td>Not job ready</td>
<td>Agreeing steps required to address barriers to employment e.g. confidence building</td>
<td>Training in core skills &amp; workplace experience</td>
<td>Identifying suitable roles, meeting with employers, searching &amp; applying for jobs</td>
<td>Continued support to ensure success at work</td>
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