



# Hertfordshire PASS celebrates 10 years with TEN new apprentices

We're a user-driven charity using employment and self directed support to enable disabled people to live independently.

*Employing 10 disabled apprentices to celebrate our tenth birthday*

## To celebrate our 10th birthday we want to find...

- 10 young disabled people and appoint them as apprentices, and place them at
- suitable projects and placements with local employers across Hertfordshire, and
- support them with mentors.

*This is our '10 pass TEN' challenge and we hope you can help...*

## An invitation to all young disabled people in Hertfordshire...

Are you looking for work? We can offer you a 1 year contract as an apprentice involving 2 short days a week working on projects or placements with local employ-

ers plus a further short day of training. The apprenticeship we offer is in Business and Administration and you will gain your experience across a number of different projects and placements; because of this we call it a portfolio apprenticeship. We will pay you a wage which will not affect any state benefits you might be on.

*For more information contact Andrew Bird (Access Co-ordinator – Senior Apprentice) on [andrew@hertspass.com](mailto:andrew@hertspass.com) telephone 01707 321 442 ext 21*



# Would your organisation like to help?

## An invitation to local employers in Hertfordshire....

Do you have any projects that an apprentice might do for you? Suggestions from existing employers include

- producing a monthly diversity newsletter for staff,
- supporting an office catering operation
- auditing offices and facilities for access – especially for wheelchairs
- organizing a conference profiling the charitable work of a company,
- supporting the work of the post room and related facilities
- developing and delivering disability awareness training, and
- contributing ideas and expertise in terms of marketing products and services to disabled people.

Maybe you don't have a project but want to explore the possibility of setting one up in discussion with us – or maybe you would like to make a financial contribution enabling us to place an apprentice with an employer who can't afford the fee we charge?



## Costs

All the responsibility for employing the apprentice is with Hertfordshire PASS, with you only paying a fee of £15/hour plus a small set up fee for each project, or WorkBITE. Therefore a small 20 hour project or WorkBITE would cost you £300, with a larger WorkBITE of 260 hours (equivalent to 1 day/week for a year) costing £3,900 + set up fee. This is a heavily subsidized rate given we receive financial support from Hertfordshire Youth Connexions, and the Big Lottery Fund.

As far as supervising the apprentice is concerned Hertfordshire PASS will provide a mentor who will accompany them full time until your staff can take on this responsibility.



# An invitation to adults to become a mentor

We're looking for adults to become mentors to work alongside the apprentices we are planning to appoint. No previous experience in mentoring is necessary, just a commitment to giving young disabled people the space and opportunity to develop their role as an apprentice.

The hours will be up to 15 hours a week for a year, and we will pay you £10/hour. *For more information contact Katie Fraser (Support Co-ordinator – Senior Apprentice) on [katie@hertspass.com](mailto:katie@hertspass.com) or telephone 01707 321 442 ext 23*

## Thanks

We are grateful to Henkel UK (a large multinational company with offices in Hertfordshire) for already signing up and paying the fee to take an apprentice, as well as sponsoring the cost of producing this leaflet.



*For more information contact Patrick Fitzgerald (Placements Co-ordinator – Senior Apprentice) on [patrick@hertspass.com](mailto:patrick@hertspass.com) or telephone 01707 321 442 ext 22*



# Hertfordshire PASS 10 years of achievement

The 10 apprentices we want to appoint in 2010 will join the 6 apprentices already employed by Hertfordshire PASS WorkABILITY project.

We set up the WorkABILITY project as an employment preparation project for disabled young people at the end of 2006 and because we wanted it to be user driven these 6 apprentices now manage it – including the 10 new apprentices!

## We're good at what we do....

- We have been shortlisted for the National Apprenticeship Service Awards for 2010 (Eastern Region)
- Hertfordshire PASS has published 3 papers on social enterprise driven by disabled young people, and developing a closer relationship with the commercial sector, and
- We've secured nearly £0.5million funding from the Big Lottery Fund for our innovative work.

## WorkABILITY's three senior apprentices...

- were nominated for the RADAR Young Disabled Person of the Year Awards for 2009
- were visited by Lord Young (Minister for Apprenticeships) in 2009 prior to the Apprenticeship Bill going through the House of Lords, and
- have written 2 books about their experiences of accessing 'the world of work'

“I visited WorkABILITY and was immediately impressed by the three apprentices that I met, so much so that I even went back to Parliament and raised some of their concerns”

Grant Shapps – MP

## 10 year track record

In addition to running WorkABILITY, Hertfordshire PASS has a 10 year track record of enabling disabled people to be independent through employing their own care staff, so that they can live in their own homes.

## Payroll service

We held the Direct Payments contract with Hertfordshire County Council for 7 years, and continue to provide a payroll service

(established in 2003 with a Department of Health grant) to over 130 disabled people who pay their own carers.

## Contact us

For more information on Hertfordshire PASS's '10 pass TEN' challenge contact: Hertfordshire PASS, Unit 2, Brownfields Welwyn Garden City. AL7 1AN

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WorkABILITY

