

Routeway Employers Update

2 March 2011



Dear «Contact_name»

Sadly the Breakthrough project is due to finish at the end of March. Until then I am continuing to broker placements for local unemployed people and I will continue to support clients through the duration of their placement.

The final placements I am seeking are:

Healthcare admin	This client speaks fluent English, French and Arabic and has a degree and 8 years' experience in healthcare admin in Algeria.
Work with animals	An outgoing, very amiable lady who has a passion for animals – particularly dogs. Would love a placement in a pet accessory store or other animal-related environment.
Public or third sector administration	This client is in the process of finishing an office administration skills course and would like the opportunity to put her skills in to practice. Currently unavailable Tuesday or Wednesday mornings.
Mechanics	A reliable and responsible car enthusiast who already knows the basics of mechanics from the wide range of modifications he has made to his and his friends' cars. Would like structured experience within a garage environment.
Youth work – particularly young offenders or at risk of offending	A multilingual gentleman who speaks good English and is fluent in Italian and Farsi. Would like to work with young people.
Environmental admin	A very talented Physics graduate with an interest in astronomy and environmental issues, and substantial voluntary experience.

I am also due to meet clients with an interest in the following areas over the next week and will have more detail on the clients in due course:

- Sales/customer service
- Admin – with the intention of returning to a PA role
- Teaching assistant or admin within a school
- Creative environment / arts and crafts / theatre
- Music, art and design

Placements are for between four and six weeks, for 8-16 hours per week. All placements need to commence before **Thursday 31 March 2011**.

If you feel you could benefit from an unpaid work placement, please call me on 01273 685300. Please also feel free to pass this email on to other employers who may benefit from a placement. Full details of the service can be found [here](#).

As this is the last email that I will be sending on the subject of work placements, I'd like to take this opportunity to thank each and every one of you for engaging with the scheme. Your support has been invaluable and over 40 clients have benefitted from the scheme.

If I can be of any assistance in the future (we also offer social enterprise advice and bespoke training courses) then please don't hesitate to make call or email me. If we're not already connected on [Twitter](#) or [LinkedIn](#) then you can keep up to date with developments at Care Co-ops that way too!

All the very best

Guy Walsh

If you no longer have any interest in taking an unpaid work placement, don't worry, as this is the last email you'll receive on this subject! We may contact you in future for other employment market-related reasons. If you would rather not receive any further contact, please let me know.

Guy Walsh

Work and Learning Advisor

Social Enterprise Champion for Care Co-ops

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Employer Guidance Sheet – Breakthrough Work Placement Scheme

How will my company benefit?

- An extra pair of hands – for free!
- A chance to try out a potential new project
- Advice and support from Care Co-ops throughout the placement
- An opportunity to fulfill corporate social responsibility (CSR) commitments and assist the local economy
- A certificate to show that you are taking part in offering work placements to local people

What would my company need to do?

We ask that you fill in a role description form describing the duties that a client may be asked to perform, but the finer points of the description can be discussed and agreed with the client before they start. You would meet each potential placement before agreeing to accept them. We ask that you provide the same level of supervision to a client on a work placement as you would to any other member of staff.

Who are the clients?

Our clients are work-ready individuals who have come to us to obtain some up-to-date work experience in a field relevant to their career goals. They may have been out of work for a period of time and/or want to regain their confidence. The only eligibility criterion for clients is that they are currently unemployed.

How does it work?

A preliminary meeting would be arranged, where the client will be accompanied by a Care Co-ops staff member. After the meeting, you are able to decide whether or not to take the client on a placement.

How big is the commitment?

We ask that the placements are for 8-16 hours per week and run for between 4 and 6 weeks. We also ask that you provide a reference for the client if you are happy with their work, and you allow us to complete a short exit interview with the supervising member of staff at the end of the placement – this can be done via email.

What about the legal stuff?

To accept a placement you will need to have employer's liability insurance. If you have five or more employees you will need a written health and safety policy statement.

What support will Care Co-ops offer me?

Care Co-ops staff will be in regular contact with the client to ensure the placement is running smoothly. We will also be available on the phone and via email every day to support your company in any way possible.

For more details or to discuss the practicalities of a placement
call Guy Walsh on 01273 685300 or 07875 961617