

LSI SE07 - SQA Unit Code HE19 04

Enable individuals in supported employment to be productive and integrated in their workplace



Overview

This standard is about enabling individuals in paid employment and their employers to have the support and resources they require to be productive in work and do a job which meets the employer's requirements. It enables the practitioner to explore and use proven techniques to support task training, problem solving and coaching in the workplace. It includes working with the employer and employee to identify and obtain any special resources or assistive technologies to enable the individual to do their job and become as independent as possible in the workplace. This also includes identification of funding sources that may be available to enable the job seeker to enter and perform productively within the workplace.

The standard also identifies help to those employed to play a full role in the social life of the workplace.

In the context of this standard the term 'job seeker' applies to an individual seeking some form of paid employment.

This standard is for all supported employment practitioners.

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Performance criteria

You must be able to

- P1 assess the financial and human resources needed to enable individuals to gain and retain jobs and to become productive and as independent in the workplace as possible
- P2 use contemporary tools, models and assistive technology to support people to gain and retain jobs and be productive and independent at work
- P3 where needed, conduct a task analysis to break key work routines down into the sequence of steps and actions as performed in the workplace to help people with cognitive impairments learn jobs
- P4 where needed, use prompting and fading techniques to coach new recruits to learn new work, and workplace related, tasks without developing unnecessary dependence on others
- P5 collect relevant information and feedback data on successful, independent achievement of tasks to identify when an individual is not making progress and deliver options for performance improvement
- P6 support individuals and employers to overcome any potential behavioural problems at work
- P7 identify interventions in and outside work to support individuals in overcoming employment-related and personal issues
- P8 refer individuals to additional sources of support when problems and issues are outside own competence or authority
- P9 assist job seekers to be socially included at work with advice, social training strategies or by engaging natural supports
- P10 identify sources of funding and other supports that may be available from government or other agencies to support employers, disabled or otherwise disadvantaged job seekers to gain and retain jobs or self-employment
- P11 support job seekers and employers in applying for funding or other support
- P12 support individuals in planning future career progression

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Knowledge and understanding

You need to know and understand:

- K1 methods to assess the financial and human resource needs of job seekers, including any need for intensive systematic instruction
- K2 contemporary models, tools and assistive technology as part of plans for delivery improvement to gain and retain jobs or be more productive and independent at work
- K3 how to conduct task analyses to break jobs down into their constituent parts and to identify the key tasks that make up each part of the job
- K4 techniques for coaching and supporting learning in and outside the workplace for the full range of disabled and/or disadvantaged people
- K5 how to use reinforcement techniques for motivational purposes and how to enable people access to naturally occurring rewards in paid jobs
- K6 how to collect relevant information and feedback data on successful, independent achievement of tasks and levels of independence to determine whether an individual is making progress
- K7 how to agree with employers and individuals options for performance improvement when progress is not being made
- K8 common behavioural problems encountered in the workplace
- K9 forms of support needed to help individuals overcome common behavioural related threats to successfully completing job tasks
- K10 common employment related problems, such as getting to work, working with colleagues and personal issues, such as finding childcare, housing, debt management encountered by individuals in paid employment
- K11 interventions in and outside work needed by individuals to help them to overcome common employment related problems and personal issues
- K12 options for further referral when any problems and issues are outside own competence or authority
- K13 local community and development partners able to provide support for disabled and/or disadvantaged job seekers and employers
- K14 current government funding, programmes and organisations which may provide funding or other support to disabled and/or disadvantaged job seekers
- K15 sources of information on career progression

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