

EQUAL Project Data on Employer Engagement

Meeting date: 17/2/06

(NB: Answers to questions in one box) ✓ = yes or ✗ = no

I confirm that to my best ability that all the information contained & mentioned in this presentation has been given	Co-ordinator:
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I confirm that the Co-ordinator has presented me with the information about BCP and the services it can offer me	Placement Officer:
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1. Project information

Name: Care-Co-ops 2020 Cafe
 Address: East Brighton Community Mental Health Centre
Brighton Hospital, Brighton Post Code: BN2 3EW
 Telephone: 296552 Fax: 676981
 Email: alan.kuglar@careco-ops.org.uk
 Website: In progress
 Registered Office: Address if different: Post Code:

Principal decision maker: Name: Alan Kuglar
 Tel: Mob:
 Placement Officer: Name: James Aldcroft Ext: S/a
 Do you have a Team? No If so what size? careco-ops.org.uk

Notes:

2. About your project

Is your organisation a social enterprise? Yes
 How long have you been in business? 4.5 years
 What category(s) best describe your organisation? (Please tick one or more boxes)

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Training in Construction | <input type="checkbox"/> Training in Administration | <input type="checkbox"/> |
| <input type="checkbox"/> Training in Catering | <input checked="" type="checkbox"/> Training in Motor vehicles | <input type="checkbox"/> |
| <input type="checkbox"/> Training in Holistic Therapies | <input type="checkbox"/> Training in Parenting | <input type="checkbox"/> |
| <input type="checkbox"/> Training in Radio | <input type="checkbox"/> Vocational Skills | <input type="checkbox"/> |
| <input type="checkbox"/> Skills for Life Training | <input type="checkbox"/> ICT Training | <input type="checkbox"/> |
| <input type="checkbox"/> Mentoring Support | <input type="checkbox"/> Work Placements | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> ESOL | <input type="checkbox"/> Working with Offenders | <input type="checkbox"/> |
| <input type="checkbox"/> Working with adults with social deficits | <input type="checkbox"/> Working with ex-substance misusers | <input type="checkbox"/> |

- Working with the Homeless Working with BMEs
- Working with Asylum Seekers *Refugees* Working with people with disabilities *hearing*
- Working with people with mental health issues Working with Over 50s
- Working with ESOL Working with LGBT
- Working with Youth Offenders Working with people from deprived areas
- Working with NEETS

Notes: *16-25 yr thru' connections*

3. Organisation Details

Do you belong to a business association? If yes, please specify *Social firms UK + BCP*

Are you involved with any accrediting organisation?

- UK Accreditation Service www.ukas.com
- International Standards Organisation (ISO) www.iso.ch/iso/en/ISOOnline.frontpage
- Investors In People (IIP) www.iipuk.co.uk
- Other, please specify *MATRIX (Sema standard)*

4. Employee / staff details

How many employees are there? 1 – 15 16 – 100 101 – 249 250+

Number of staff (not including trainees): Male Female

Number of working directors/partners: Male Female

Ethnicity	White	Asian	Black	Chinese	Mixed Parentage	Other
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How many Non-UK EU Nationals? Male Female

Do you know if any of your staff consider themselves to have a disability?

If so, how many?

Do you make any reasonable re-adjustments in your workplace for any of your employees?

5. Current Beneficiary Situation

How many beneficiaries How many beneficiaries in placements

How many placements

Notes:

6. Employer Relationship Management

Do you currently use a database to record your interaction with businesses? - excel Db.

If not, how do you currently record this interaction?

Would you be interested in training on databases?

Would you be interested in training on employer relationship managements?

Do you currently engage your employers in any kind of network/forum? *Potentially discussing with Maveer Passmore.*

Would you be interested in sharing best practice examples with other EQUAL projects?

Would you be interested in sharing work placement opportunities with other EQUAL projects?

If not, what areas do you see as possible barriers to preventing you?

Can these barriers be solved by additional training of yourself or staff?

7. What do you know about BCP? Action by Co-ordinator

	Info Pack presented	Info presented	Info Presented	Info Presented	Further Action by Co-ord
CommunityMark	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cares	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ProHelp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BCP Membership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes/Action:

- Room for 40 pple upstairs. Conference Room 1.

- The Team all have professional backgrounds
∴ can talk to clients on a level.

Action:

- Going to do catering for 3rd March OEEG.
Give numbers next week. £5/head.

Account check out for James.

(Recommended networking at

Overview of 20/20 Work placement/Employment strategy

OEEG or
giving
details
in future.

Documents to be created:

Work placement arrangement letter

This document contains the details of who, where, when, etc for a specific work placement.

Health and Safety appraisal

Due diligence document showing employers health and safety assessment prior to volunteer being placed.

Workplace induction checklist

Comprehensive list describing reporting of sickness, equal opportunities, grievance procedure, smoking policy etc. for a specific work placement.

Contracts between Volunteer/employer and Us

Document listing the expectations for ourselves as the intermediary, expectations of the volunteer and of the employer offering the placement.

Expectations of us:

Place the right person.

All volunteers will be Health & Safety and Hygiene aware.

We will offer useful support at initial meetings, reviews and ongoing work related issues.

We commit to not overwhelm the employer with paperwork

We expect from the volunteer:

Reliability.

Professional attitude towards the placement.

Willingness to do jobs that fit the placement.

From the employer with expect:

Be respectful of the individual.

Provide a safe environment

Ensure the placement is a useful experience

Enter into honest and supportive communication

Be willing to sign; diary sheets, NVQ assessments and end of placement reviews/references.