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**Further Support,
Training and
Development**

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Services you may be able to access at work

Larger organisations and businesses may have departments you need to access. Your employer will be able to provide details and how to access them if necessary.

- Human Resources (HR)- HR oversee recruitment, retention, and workforce development, employment law or legal issues in the workplace.
- Occupational Health- Occupational Health teams aim to keep employees well at work both physically and mentally. They will also manage any risks in the workplace that may lead to work-related ill health.
- Learning and Development- Learning and Development or training departments will be responsible for developing employees and organising training courses necessary.
- Finance/ Payroll- Finance are responsible for processing your pay. You may need to contact payroll if you have any issues with your pay, tax or student loan deductions.

Continuing Professional Development (CPD)

Larger organisations or businesses may have a dedicated CPD plan for employees. Depending on your job role this may include regular supervision or 1:1 sessions with your supervisor or manager. Annual appraisals and a schedule of training may also be part of your CPD.

Trade Unions

A trade union is an organisation with members who are usually workers or employees. It looks after their interests at work by doing things like:

- Ensuring accessibility and inclusion are considered in the work place
- Negotiating agreements with employers on pay conditions
- Discussing big changes like large scale redundancy
- Discussing members concerns with employers
- Going with members to disciplinary and grievance meetings

Finding a Trade Union to join

If there is a union at work, you can ask the trade union representative (rep) about joining. Their contact details may be in your company or organisation handbook, intranet site or on the union notice board. The union rep will tell you if you are eligible to join and give you a membership form to fill in.

Trade union contact details

You can search a [list of unions and their contact details](#) put together by the Certification Officer, the independent organisation responsible for the legal regulation of unions.

You can also use the TUC's [interactive tool](#) to help you find a trade union in your workplace, or one which covers your type of job.

Your employer may find the document below useful:

[AutismWales.org/wp-content/uploads/2020/09/Autism-Awareness-in-the-Workplace-FINAL.pdf](https://autismwales.org/wp-content/uploads/2020/09/Autism-Awareness-in-the-Workplace-FINAL.pdf)

Finding a new job

You may be on a temporary contract or want to look for another job to secure better conditions (e.g. pay, holiday, career progression). There are many reasons for

continuing to search for a job. We don't always find the right job immediately; we may need to develop skills and progress into the job we really want to do. Organisation listed below may be able to assist with this:

Careers Wales careerswales.gov.wales

Careers Wales may be able to help you plan your career, prepare to get a job, and find and apply for the right apprenticeships, courses, and training.

Department of Work and Pensions (DWP) jobcentreforplusoffices.co.uk/wales

Job searching

Job searching can be a daunting task but there are lots of things you can do to make the process a little easier.

View our Employment Workbook - Searching and Applying for a Job for further information.

Starting an Apprenticeship

You may wish to undertake further training or start an apprenticeship and there are people that can help with:

- information on training advice services e.g. careers, work based learning advisors
- how to get help with mock interviews, complete application forms etc.
- about Supported Employment Services
- what jobs you can do with your qualifications? Or will you need to do further qualifications to be able to do the job you want?
- there are a whole range of resources available on AutismWales.org/en/i-am-autistic/employment/ that may help you with this.

Moving on to a Higher Apprenticeship

If you are already employed and have completed a Foundation Apprenticeship you might like to consider further training opportunities. The training provider will be able to support you with this and help you consider:

- whether to continue with the vocational subject at a higher level
- whether to complete a management or team leading qualification
- whether your current job role can be matched to the qualification you plan to undertake.

Talk to your Assessor and Employer about the career progression opportunities available to you.

For more information on Apprenticeships, Work Based Learning and Further Education please click on the links below:

AutismWales.org/wp-content/uploads/2020/09/WBL_Learners_Eng-1.pdf

AutismWales.org/wp-content/uploads/2020/09/Autism-A-Guide-for-Further-Education-Students_Eng-1.pdf