

Exploring Employment

Employment Resource
Booklet For Autistic People

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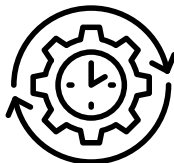
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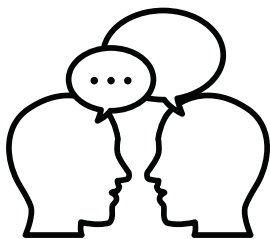


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Communicating your needs to your employer

In this chapter, we will discuss communicating your needs to your employer.

For our employment event ‘Exploring Employment’, Autistic Minds created a workshop around communicating your needs to your employer.

The workshop has a focus on reasonable adjustments and how to ask your employer for reasonable adjustments.

It also explores how to tell your employer that you are autistic.

Access a recording of this workshop on our website.

Telling your employer that you are autistic:

It is your decision whether or not to tell your employer that you are autistic. You have the right to keep this information private.

Some autistic people are concerned that they might face workplace discrimination if they tell their employer that they are autistic.

However, telling your employer that you are autistic can help you to access the support and workplace adjustments that you need to do your job.



Resources to help with telling your employer that you are autistic:

Scope are a Disability Equality Charity in England and Wales. They have put together some guidance about how to talk to your employer about your condition.

The guidance provides advice for those who are anxious about when and how to have a conversation with your employer about your condition. The guidance also provides practical tips for navigating any anxiety that you may have about this conversation.

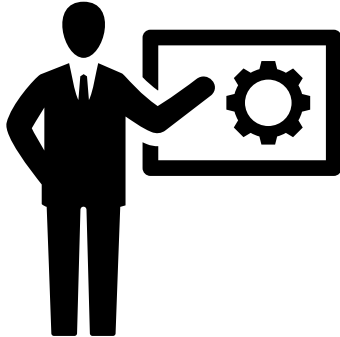
Find the resource here: [Talking to your employer | Disability charity Scope UK](#)

Disability Rights UK have put together a factsheet entitled ‘Telling people you’re disabled: clear and easy guide for students’. This resource outlines the reasons for and against telling your employer that you are autistic.

It also provides guidance about how to tell people that you are autistic at the various stages of a job application process, including on an application form, an equal opportunities form, on a CV, in a personal statement or covering letter, before an interview and at an interview.

Find the resource here: [Telling people you’re disabled: clear and easy guide for students | Disability Rights UK](#)

Reasonable adjustments:



Some of the resources listed above mention reasonable adjustments.

One important aspect of communicating your needs to your employer is to know what a 'reasonable adjustment' is and what reasonable adjustments you can ask your employer for.

What is a reasonable adjustment?

According to the Equality Act (2010), a reasonable adjustment is a change to "any elements of the job which place a disabled person at a 'substantial disadvantage' compared to non-disabled people. Employers are only required to make adjustments that are reasonable."

[\[Equality Act 2010: Duty on employers to make reasonable adjustments for their staff \(publishing.service.gov.uk\)\]](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/421212/equality-act-2010-duty-on-employers-to-make-reasonable-adjustments-for-their-staff.pdf)

Examples of Reasonable Adjustments are putting ramps in buildings for wheelchair access or allowing a person to use ear defenders.

There are more resources about the Equality Act in the next chapter which focuses on understanding your employment rights and responsibilities.

What defines reasonable?

What defines "reasonable" is:

- Whether the adjustment is effective in removing the obstacle.
- Whether the adjustment is practical.
- The costs of the adjustment in relation to the resources of the organisation.
- The availability of financial support

(TUC Autism in the Workplace document)

Find out more information about Reasonable Adjustments on the Equality and Human Rights Commission website.

This page is particularly useful: [In employment: Workplace adjustments | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/employment-workplace-issues/adjustments-workplace)

This website has a function which allows you to search for information about workplace adjustments and your workplace rights.

It allows you to find information as an employee and an employer/organisation.

This might be a useful website to direct your employer to: [Home Page | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/employment-workplace-issues/adjustments-workplace)

Identifying what reasonable adjustments you need:

Identifying what your needs are in relation to employment means working out what you need from your work environment, employer, or co-workers, to make work a safe and comfortable environment for you.

Your needs could be related to autism, or they could be related to mental health conditions or physical health conditions.

When trying to identify your needs, it might be useful to ask yourself the following issues:

Think about anything in your work environment that you may need to change.

- Is your desk in a position that suits you?
- Are you positioned near a doorway, with people passing you?
- Could you move to an alternative, quieter part of the room/ building?
- Is the room/ building noisy?
- Could you wear noise cancelling headphones?

Is there anything that you can bring into your workplace to help?

e.g If you have proprioceptive issues a wobble cushion.

If you need to stim, some beads a fidget spinner or anything that helps you feel calm.

Needs assessments:

It can be difficult to identify what support you would need put in place. The DWPs 'Access to Work' programme can help to identify and fund workplace support that you would need.

This could include an assessment by an occupational therapist to help you to identify the appropriate workplace support for you.

Find out more about the Access to Work scheme and your eligibility to apply for it in Chapter 7 of this resource booklet.

What are some examples of reasonable adjustments?

The TUC Autism in the Workplace document provides practical examples of what reasonable adjustments you can ask for. There are case studies throughout the document, and on page 32 there is a list of practical solutions to barriers for autistic people in the workplace environment.

Find the resource here: [Autism Awareness in the Workplace \(autismwales.org\)](https://www.autismwales.org)

What reasonable adjustments have other autistic people asked for?

Although every autistic person is different with individual needs, it may be helpful to hear what workplace support and reasonable adjustments other autistic people have asked for.

In this video, autistic YouTuber, Purple Ella, talks with her friend, who is also autistic, about what workplace adjustments he has found useful.

The video also touches on telling your employer that you are autistic and the social aspects of work. Find the video here: [Autism And Working | Purple Ella - YouTube](#)

At our employment event for employers last year, two autistic employees shared their experience of employment and what workplace adjustments have been helpful for them. Find the video here: [Employment Symposium Webinar - Awtistiaeth Cymru | Autism Wales | National Autism Team](#)

In this video from the National Autistic Society, five Autistic employees share the workplace adjustments that have helped them to thrive at work. It includes putting in place a plan for dealing with anxiety in the workplace and providing written instructions.

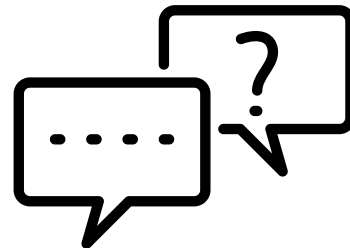
Find the video here: [Too Much Information in the workplace: Small adjustments which help - YouTube](#)

Asking for Reasonable Adjustments:

Citizen's Advice have put together this comprehensive guide for asking your employer for reasonable adjustments.

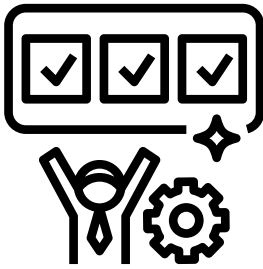
It includes guidance on how to plan to ask for reasonable adjustments and provides some templates for writing to an employer with a request for reasonable adjustments.

Find the resource here: [Asking your employer for changes to help you if you're disabled - Citizens Advice](#)



Reasonable adjustments can be asked for at any stage of your employment process or career.

For some examples of reasonable adjustments that you can ask for at an interview, please see Chapter 5 of this resource booklet.



Understanding your employment rights and responsibilities

The previous chapter discussed communicating your needs to your employer. It had a focus on reasonable adjustments.

This chapter will focus on your rights as an employee, how to use these rights and what to do when your rights are not being respected.

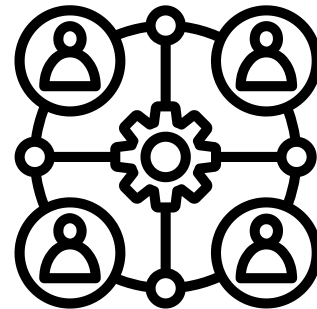
For our employment event 'Exploring Employment', Disability Wales have created a workshop around understanding your employment rights and responsibilities.

The workshop focused on providing an understanding of key employment laws and legislations and how to use these effectively in conversations with your employer. Access a recording of this workshop on our website.

The Social Model of Disability:

Historically, the UK's approach to disability has been based on the 'Medical Model of Disability'. In this approach, a person's impairment is viewed as the factor that disables them and that acts as their barrier to accessing society.

Now, the UK has adopted the Social Model of Disability. The Social Model of Disability makes the important difference between 'impairment' and 'disability'.



It argues that although disabled people have an impairment or difference, it is society that disables them and not the impairment itself.

These barriers can include negative attitudes or physical and organisational barriers. For example:

- A wheelchair user is disabled by a building which doesn't include a lift, accessibility ramp or accessible toilets.
- An Autistic or Neurodivergent person may be disabled by a building or environment which is not sensory aware
- An Autistic or Neurodivergent person may be disabled by a person with a discriminatory attitude

Understanding the Social Model of Disability can be very empowering.

It provides a helpful framework to use when talking with your employer about your rights, and communicates the message that positive change can be made.

Find out more about the Social Model of Disability and hear about the positive impact the Social Model of Disability has had on disabled people in Wales on the Disability Wales website, here: [Social Model - Disability Wales](#)

Welsh Government have created an animation video 'Let's Raise the Roof', to illustrate the Social Model of Disability.

The video is about Sam, a non-disabled employee in a world full of wheelchair users. The video is light-hearted but communicates a serious and important message.

Watch the video here: [Let's Raise the Roof - A Social Model of Disability - YouTube](#)

This video by Scope, a disability equality charity in England and Wales, also explores the positive and empowering impact of the Social Model of Disability.

Find the video here: [What is the social model of disability? - Scope video - YouTube](#)

Information about important legislation and your rights:

Disability Wales' "Know Your Rights, Use Your Rights, Live Your Rights" is an information resource booklet for disabled people and disabled people's organisations.

It was originally published in 2013, but Disability Wales re-released the resource booklet in 2021. The resource booklet explains key equality legislation in a clear and accessible way and provides case studies and examples of how people have used this legislation to fight for their rights.

It covers the following legislation:

- The Equality Act (2010)
- The Public Sector Equality Duties (PSED)
- United Nations Convention on the Rights of Disabled People (UNCRDP)
- Freedom of Information Act 2000 (FOI)
- The Socio-Economic Duty (SED)
- Wellbeing of Future Generations Act 2015 (WFG Act)
- Social Services and Well-being (Wales) Act 2014 (SSWBA)
- Additional Learning Needs Education Tribunal (Wales) Act 2018 (ALNET)

The aim of the booklet is to empower disabled people and give them more confidence when approaching their employer for discussions surrounding their rights and workplace adjustments.

Access the 'Know Your Rights, Use Your Rights, Live Your Rights' resource booklet here: [DW-Know-Your-Rights-E.pdf \(disabilitywales.org\)](#)

Practical ideas for keeping in regular communication with your employer:

It is important to be in regular communication with your employer or line manager about how you are finding the work environment, whether your workplace reasonable adjustments are working effectively, and if not, what adjustments may need to be made.

Sometimes not all adjustments are possible, but it is important that this is communicated honestly and openly by an employer.

Below are some practical ideas for making sure that you and your employer/line manager are in regular communication:

- Ask for regular scheduled check ins/catch ups with your line manager (this can be as often as you feel would be beneficial)
- Keep a personal record of the everyday impacts of the adjustments that have been put in place, so that you can refer back to this in your catch ups and can get a sense of how well an adjustment is working for you

Trade Unions Congress (TUC) Autism in the Workplace Document:

The TUC Autism in the Workplace document was mentioned in chapter 1 because it contains a lot of useful information about reasonable adjustments and communicating with your employer.

The document also includes helpful information about your workplace rights (particularly your rights as a parent/carer). This information can be found on page 28.

The document also contains information about Trade Unions and the benefit of joining a Trade Union. A Trade Union is 'a group of employees who join together to maintain and improve their conditions of employment' (UNISON website).

In simple terms, this is an organisation that you can join who help you to make sure your rights are being respected.

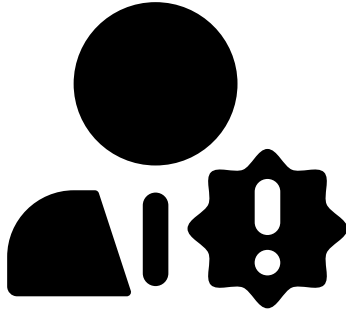
In many organisations, there will be a Trade Union representative, who is your main contact if you would like to raise an issue with your union.

It is useful to find out who your union representative is at your workplace, so that you can approach them if you have an issue or if you would like some confidential advice.

There is more information about what a union representative can do for you as an Autistic employee in the TUC document on page 40.

Access the TUC Autism in the Workplace document here: [Autism-Awareness-in-the-Workplace-FINAL.pdf \(autismwales.org\)](https://www.autismwales.org/autism-awareness-in-the-workplace-final.pdf)

Who to go to when you have a problem at work?



There are organisations that you can go to for advice and support when you feel that you have been treated unfairly or you feel that your rights have not been respected.

ACAS

ACAS stands for The Advisory, Conciliation and Arbitration Service. ACAS gives employers and employees free and impartial advice on workplace rights, rules and best practice. On their website there is:

- Free advice about your employment rights: [Advice | Acas](#)
- Letter templates, forms and policy documents that you can adapt for your own situation and workplace: [Templates for employees | Acas](#)
- Information about the services ACAS can provide to help you to settle your workplace dispute: [Dispute resolution | Acas](#)

Citizens Advice

If you think that you are being treated unfairly, have a problem at work or are worried about your rights, you can contact the Specialist Employment and Discrimination service at Citizens Advice.

Contact number: 0808 278 7921

Calls are free and lines are open 9am - 5pm excluding bank holidays.

Your Trade Union

As mentioned above, Trade Unions can help you to protect your rights at work and, if you feel it is appropriate, raise disputes with your employer. Contact your Union Representative in your organisation if you are having a problem at work or if you feel that your rights are not being respected.

Some unions are only able to offer help if you are a member of their union. If you need immediate help and you are not a member of a union, contact ACAS.

If you would like to join a Union, you can use the TUC's 'union finder' to find a union to join. This will help you to know which Unions your employer recognises and will negotiate with.

Access the Find a Union function here: [Join a union | TUC](#)



Managing your mental health and wellbeing at work

Work can be stressful for people of all different neuro-diversities. There are 'regular' work related stresses that everyone experiences.

For example, it can be stressful when you have a particularly large workload or if you are dealing with a particularly difficult situation. However, this experience of stress can be heightened and exacerbated for Autistic people.

This chapter will explore why experiences of stress and anxiety in the workplace may be heightened for Autistic people and provide some practical strategies that you can put in place to manage this.

For our employment event 'Exploring Employment', Autism Wellbeing created a workshop about managing your mental health and wellbeing in the workplace.

The workshop focuses on sensory processing and sensory regulation and gave some practical tips to manage your workload, mental health, and wellbeing at work. Access a recording of the workshop on our website.

Autistic Burnout:

Exhaustion (fatigue) and then burnout is something that can happen to everyone, however being Autistic can make exhaustion and burnout more likely.

The workplace incorporates many factors that contribute to Autistic burnout and fatigue, including physical environments which may lead to sensory overload, social situations and unwritten rules which can be tiring to follow, and general stress related to your workload.



Autistic people have described the symptoms of Autistic burnout as exhaustion with:

- Physical pain (including headaches)
- Increased meltdowns
- Sensory sensitivity
- Physically shutting down, including sometimes losing speech

For more information on Autistic Fatigue and burnout, read the National Autistic Society's guide to autistic fatigue here: [Autistic fatigue - a guide for autistic adults \(autism.org.uk\)](https://www.autism.org.uk/advice-and-guidance/autistic-fatigue)

Interoceptive sensory differences:

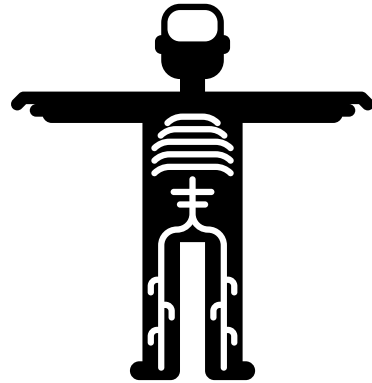
Work can lead to higher stress levels for Autistic people due to interoceptive differences. Interoception is the sense of the internal state of the body. In other words, it is the ability to know or recognise what is happening inside of your body.

An example of using the interoceptive sense is: knowing when you're becoming hungry, knowing when you need to have a drink, and also, knowing when you are becoming stressed.

Autistic people can experience sensory difference in the interoceptive sense. For example, you may

not be able to tell that you are hungry until you are starving, you may not be able to tell that you need a drink until you are feeling dehydrated. In terms of stress, you may not be able to recognise the signs of when you are becoming stressed.

One way of navigating this interoceptive difference is to take a proactive approach to wellbeing, making wellbeing tasks a habit, as this can help to prevent stress reaching an unmanageable level.



Using energy accounting:

One proactive approach for preventing burnout is to use an energy accounting approach.

At the simplest level, energy accounting is about monitoring energy levels, particularly your emotional energy levels and being aware of when these energy levels might be dropping and in need of a top up.

As we have spoken about, this can be really difficult if you experience interoceptive difference, however, thinking ahead about how much energy levels on average each daily task uses for you, can help you to plan your day and rely less on recognising stress or energy levels draining as it is happening.

Spoon Theory

One common and useful energy accounting approach is Spoon Theory. Spoon Theory was originally created by Christine Miserandino. She designed the tool to help explain to her friend what it was like living with a chronic health condition.

Spoon Theory is a visual way of explaining how much energy you have throughout the day and how everyday actions can 'cost' Autistic, non-neurotypical and those with a chronic illness throughout the day.

In theory, we all start the day with the same number of spoons. With rest and recovery, Neurotypical people and those without a chronic illness have what seems to be an unlimited number of spoons.

However, for many Autistic people, non-Neurotypical people and those with a chronic illness, you may only have a set amount of spoons that you can use throughout the day before your energy levels are at 0.

Even though in theory we all start the day with the same number of spoons, lots of factors can impact the amount of spoons you have in the early part of the morning.

If you have had a difficult night's sleep, you may be waking up with one less spoon. If you are in pain which makes it difficult to wake up and leave bed, and difficult to shower, you may lose two or three spoons.

You may have a difficult interaction with a family member in the morning, which may cost a spoon. If you have 10 spoons to last the day, this will mean that before you've even left the house, you've lost half of your number of spoons for the day.

This means that you'll be thinking more carefully about how you can use your spoons for the rest of the day, so that your energy levels don't reach 0 and so that you can preserve your energy to do the things you need to do.

How many spoons you use for each task will be unique to you as an individual but also unique to any specific conditions that you have.

Here is an example of the amount of spoons used for each task:

The Spoon Theory DYSAUTONOMIA INTERNATIONAL
AWARENESS ADVOCACY ADVANCEMENT

The Spoon Theory is a creative way to explain to healthy friends and family what it's like living with a chronic illness. Dysautonomia patients often have limited energy, represented by spoons. Doing too much in one day can leave you short on spoons the next day.

If you only had 12 spoons per day, how would you use them? Take away 1 spoon if you didn't sleep well last night, forgot to take your meds, or skipped a meal. Take away 4 spoons if you have a cold.

1 spoon	2 spoons	3 spoons	4 spoons
get out of bed	bathe	make & eat a meal	go to work/school
get dressed	style hair	make plans & socialize	go shopping
take pills	surf the internet	light housework	go to the doctor
watch TV	read/study	drive somewhere	exercise

The Spoon Theory was written by Christine Miserando, which you can check out on her website www.butyoudontlooksick.com.

www.dysautonomiainternational.org

(Source: MEpedia)

Here is an example of your typical spoon drawer for the day as an Autistic person. This is how many spoons you start the day with and is broken down into the number of spoons you have available for each task:



(Source: Reachout ASC Lynn McCann)

Here is an example of how many spoons you might use for each task as an Autistic person:



(Source: Autism West Midlands)

Spoon Theory can be a useful and important theory to understand and use in your everyday life.

It reminds you that when you are not able to do something, when you change plans or when you prioritise one task over the other, you are not being lazy or unreliable, you are prioritising your health and wellbeing - which is a very important thing to do.

It can also be a useful tool to use to explain to your employer or co-worker why you need to put certain boundaries in place in the workplace and can help them to understand your energy levels throughout the day.

Read more about Spoon Theory here:

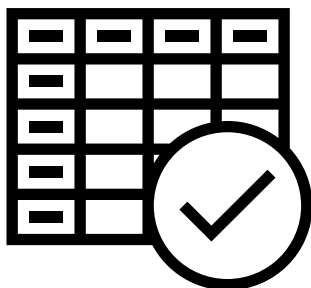
Article written for Happiful.com: [What is spoon theory? \(happiful.com\)](https://happiful.com/what-is-spoon-theory/)

Download a free copy of Christine Miserandino's 'The Spoon Theory' in PDF format: [BYDLS-TheSpoonTheory.pdf \(totalcomputersusa.com\)](https://totalcomputersusa.com/BYDLS-TheSpoonTheory.pdf)

Reachout ASC Lynn McCann explains how Spoon Theory can be used with Autistic children: [Spoon Theory and Autism. - Reachout ASC - Lynn McCann](https://reachoutasc.com/2018/05/15/spoon-theory-and-autism/)

A Conversation with Dr. Tony Attwood: [Expert Insights on Autism - Asperger Services Australia](https://www.aspergerservices.com.au/expert-insights-on-autism-asperger-services-australia)

Plan ahead - Structure your day:



When you know how many spoons or how much energy you use for an activity, it can help you to plan and structure your day. Using this proactive approach to wellbeing makes taking care of your wellbeing a habit, which can make it easier to minimise stress levels.

Ways that you can add structure to your work day:

- Create a timetable for the day, allocating certain amounts of time for certain work tasks dependent on how much energy they use
 - Do the tasks that you feel might use the most energy at times when you predict you might have the most energy, and ideally where you can schedule a break after the activity to rest and top up your energy levels
 - Use a calendar (this could be a physical calendar, the calendar on your computer or phone) to schedule in your work meetings – if you can, share this with your line manager and co-workers and ask people not to schedule your meetings back-to-back
 - Schedule regular breaks – especially if you are working from a computer – try to take a 5-minute screen break every hour
 - Schedule in time to do an activity that you know tops up your energy levels/spoons
-

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- If you are working outside of an office-based environment (e.g. you are working in manual labour, in hospitality, retail etc.) ask your employer to allow you take a break in the morning and afternoon as well as a lunch break in the middle of the day – this could be classed as a reasonable adjustment
 - If you are a shift worker, ask your manager if you can be given shifts at a time of the day when you anticipate having your highest energy levels, and a time where ordinarily you would have an opportunity to top up your energy levels after – this could be classed as a reasonable adjustment

Autism Wales Employee Action Plan for Work

Autism Wales have an ‘Employee Action Plan for Work’ available on our website, which provides information and questions to help you to get prepared for starting a new job. The action plan is split into three sections:

[Starting Employment](#)

[Your induction period](#)

[Further support, training and development](#)

Although this Action Plan is designed for new starters, it includes lots of practical tips for establishing and maintaining a routine at work. If you are thinking about putting in place a new routine or structure at work, you may find this resource helpful.

Regulation activities/self-care:

Higher exhaustion levels and tiredness can lead to stress and difficult emotions. It leaves you in a state where you are not regulated (calm). It is important to do activities which help you to feel regulated and top up your spoons and energy levels.



When you are experiencing a difficult emotion like stress, or you don't feel regulated, it can be difficult to think of what to do to regulate yourself. Think about what activities help you to feel calm and relaxed. Make a list of these things on your phone or on a piece of paper which you can look at and use when you are feeling stressed. You can then use these identified activities to regulate yourself back to a calm state or top up your energy levels.

Here are a few examples of regulating activities you could do. Have a think of what would work for you.

Sensory regulation

We all have a unique sensory profile, meaning that what feels good to one person might feel like sensory overload to another. Think about what sensory stimulation helps you to feel calm, safe and relaxed.

Stimming is short for self-stimulatory behaviour, also known as self-regulatory behaviour. It is a repetitive movement or sound that provides sensory input. Stimming can help Autistic people to manage anxiety, cope in different environments, manage sensory overload and can be a joyful experience.

Here are some examples of ways that you can self-regulate through sensory input:

- Taking a cool or hot bath
- Taking a cool or hot shower
- Pampering yourself with things that feel nice on your skin
- Wearing comfier clothes
- Drinking a cold glass of water
- Drinking a hot drink

For more information on stimming and examples of safe stimming, check out this PowerPoint put together by Emma Durman from Outside Education and training called [‘Autism, Anxiety and Sensory Processing’](#)

Exercise

- Move your body in a way which feels good to you
- Practise yoga or mindful breathing
- Take a sensory walk – taking in the sights, smells and sounds that you hear

Take a break

- Step away from the computer
- Do nothing
- Play with a pet
- Watch a film or episode of a TV series after work
- Read a book after work

Some of these activities might be difficult to build into your working day, depending on the job you do and the environment you work in. So, it is important that when you return home from work, you try to build in some undisturbed time where you can do something that helps you to feel calm and regulated. Other activities might be easier to do during the work day when you are stressed than other (e.g. mindful breathing).

Practise a self-compassion mindset

Self-compassion is the act of extending compassion to yourself in moments when you feel like you are inadequate, failing or generally suffering with something. In other words, it’s about learning to speak to yourself with care and kindness.

Psychologist Dr. Kristin Neff has identified three main elements to self-compassion: self-kindness, recognition of a common humanity and mindfulness. She says that through practising these elements, we learn to validate, soothe, protect, provide for and motivate ourselves.

Here are the three elements to a self-compassion mindset. It can be helpful to work through these steps when trying to calm down during a stressful situation.

Self-kindness

Self-kindness is all about being supportive and understanding towards yourself when things go wrong. When we are kind to ourselves, we move away from self-criticism to self-love.

An example of self-kindness: “I am very proud of myself for doing the best I can in a really difficult situation.”

Recognition of a common humanity or connectedness

An understanding of common humanity is about extending awareness to all people and recognising that everyone makes mistakes.

An example of a recognition of common humanity: “Everyone makes mistakes, this is not a reflection of me as an individual or my ability to do my job.”

Mindfulness

When you practise mindfulness, you recognise and acknowledge the emotions you are feeling without judgement. Being mindful is about allowing yourself to feel and process your feelings.

An example of mindfulness: “I recognise that I feel sad or tired right now, but that is valid and okay. I am going to allow myself to feel like this for a while until I have processed how I am feeling.”

Wellbeing and video calls

Online working during the pandemic and working via video conferencing can also exacerbate work stress levels and lead to burnout, as there is a new set of social rules to follow, and the increased screen time can lead to higher levels of fatigue. For tips about managing your wellbeing during video calls, read this resource sheet put together by Autism Wellbeing: [Video Calls - Tips for Autistic People .pdf](#)

Make changes to the physical environment

Sometimes the physical environment can exacerbate stress in the workplace as it can lead to sensory overload. We all have a unique sensory profile and it's important to know how the environment might be impacting your stress levels.

Some of the environmental factors that could be affecting your stress levels are:

- The temperature of the environment
- The noise level in the environment
- The space you are working at e.g. the height of the desk, the chair etc.

You can ask for changes to your working environment to be made as a reasonable adjustment. See Chapter 1 and Chapter 2 of this resource booklet to learn more about reasonable adjustments and how to ask for reasonable adjustments.

Setting boundaries

One of the ways that you can prevent burnout and preserve your energy levels is to set clear boundaries in your life. In short, boundaries are your own personal limits. They are clear and direct, and they communicate to people in our lives how they should treat us.

Boundaries are very personal to the individual. Everyone will have different boundaries. This means that what might be okay to one person, might not be okay to another.

Some Autistic people can really struggle to put boundaries in place and stick to these boundaries. [Listen to Autistic YouTuber Purple Ella talk about her struggle with boundary setting and why she feels it is so important to set boundaries.](#)

Some examples of workplace boundaries include:

- Only working your set hours and not feeling the need to say 'yes' to overtime
- Saying 'no' to socialising with co-workers (or work parties) if this is not something that you are comfortable with
- Saying 'no' to extra work if you are already busy and don't have the capacity to take on more work
- Taking the Annual Leave and/or days off that you are entitled to
- Taking the break that you are entitled to
- Establishing which topics you find inappropriate and would not like to speak about with your co-workers
- Sticking to your work routine
- Turning your camera off during video meetings

For more information about how to set boundaries in the workplace, including communicating your boundaries to your employer and co-workers, check out this helpful article: [Don't Lose Money to Burnout by Setting Boundaries at Work \(intuit.com\)](#).

Extra resources

Wellbeing through Work

The Wellbeing through Work team deliver the In Work Support Service across Swansea, Neath Port Talbot and Bridgend, in partnership with the Welsh Government and Swansea Bay University Health Board.

If you are employed or self-employed and live or work in Swansea, Neath Port Talbot or Bridgend County Borough, they can offer free and confidential support to help you manage your condition more effectively.

They also have online resources about managing your wellbeing during Covid-19 and are running regular online webinars about workplace mental health.

Access the website here: [Wellbeing Through Work](#)

Melo

Melo is a website which has been developed by Aneurin Bevan University Health Board and their partners. It provides free resources and courses surrounding looking after your mental wellbeing and the mental wellbeing of your loved ones.

Access the website here: [Melo Cymru - Mental Wellbeing Resources, Courses + Advice Gwent Wales](#)

Mind Cymru

Mind are a mental health charity and Mind Cymru is the charity's platform in Wales. Mind are committed to improving the mental health of people across Wales.

They provide advice and support to empower anyone experiencing a mental health problem and campaign to improve services, raise awareness and promote understanding of mental health across Wales.

They have a section dedicated to workplace mental health resources.

Access the website and information and support here: [Mind Cymru | Mind, the mental health charity - help for mental health problems](#)

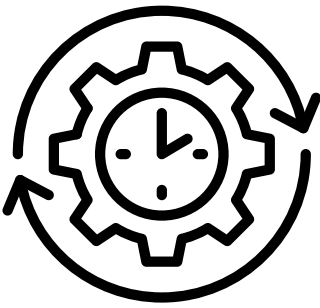
National Autism Team Autistic Wellbeing conference resources

In April 2019, the National Autism Team held a conference called ‘Promoting Autistic Wellbeing’. The aim of the conference was to provide Autistic attendees with practical skills for managing and improving their health and wellbeing.

The topics included:

- Autism and Eating
- Autism and ageing
- Alcohol support
- Improving interpersonal skills and relationships
- Thriving at University
- Autistic creativity
- Autism and Employment
- Executive functioning skills/organisational skills
- Digital technology
- Managing anxiety

Recordings and PowerPoint materials from the event are available on the Autism Wales website: [Promoting Autistic Wellbeing - National Autism Wales Conference 2019 - Awtistiaeth Cymru](#) | [Autism Wales](#) | [National Autism Team](#)



Flexible working

This chapter will focus on Flexible Working. It will outline what it is and what things you need to consider, to decide whether Flexible Working would be a good option for you.

For our employment event 'Exploring Employment', Careers Wales created a workshop on Flexible Working.

This workshop focused on providing an understand of what flexible working is, whether it would be right for you and the process of applying for Flexible Working.

Access a recording of the workshop on our website.

The following information is adapted from the PowerPoint presentation written by Careers Wales which was used at their Flexible Working workshop. This PowerPoint presentation can be accessed on our website.

What is Flexible Working?

Flexible working is a way of working that suits an employee's needs, for example having flexible start and finish times, or working from home.

All employees have a legal right to request Flexible Working, but you must have worked for the same employer for at least 26 weeks to be eligible to apply.

Your employer has to respond to your request in a 'reasonable manner' which could include:

- Holding a meeting to discuss the request with you
- Carefully assessing the advantages and disadvantages to your request
- Offering an appeal process for you, so that if they reject your application, you can appeal/challenge their decision

It's important to remember that Flexible Working must work for both you and your employer and must still meet the needs of the business and your work requirements.

For example, if you were an electrician, you would not be able to work from home as ultimately, you would not be able to do your job in this way.

Here is a video made by 'Working Families' to explain what Flexible Working is: [Flexible Working and Your Right to Request - YouTube](#)

Here is an information page created by Citizens Advice, explaining what Flexible Working is and how to apply for it: [Flexible working - what is it - Home \(citizensadvice.org.uk\)](#)

What are some examples of the different types of Flexible Working?

Many people aren't aware of the Flexible Working options available to them.

- **Part time working (anything less than full time hours)** – This could be working a few days a week or working everyday but shorter hours
- **A job share** – This is when two people work part-time and share one role.e.g. if a primary school teacher wanted to reduce their hours or to work part-time, then they could share the role with another person. They could work three days and the other person could work two days.
- **Working from home** – This could be on a permanent basis or on a partial basis e.g. spending some of your week in the office and some of your week at home
- **Compressed hours** – This is when you condense your contractual hours into fewer days e.g. if you are contracted to work 32 hours, you could work a longer day Monday-Thursday and that would mean you had met your 32 hours, so could have Friday off.
- **Flexi-time** – This allows you to choose when you start and finish work, whilst still being available during 'core hours' agreed by your employer
- **Annualised hours** – This is when you have to work a certain number of hours over the year, but there is some flexibility about when you work.
- **Staggered hours** – This is when you have different start, finish and break times from other workers.

What are the advantages and disadvantages of Flexible Working?

The advantages and disadvantages to Flexible Working will be very personal to you as an individual.

What might be an advantage for one person, could be a disadvantage for the other.

Some key questions to ask yourself when working out whether Flexible Working could be a good option for you are:

- Does your work need to be done at a specific time?
 - Does your work need to be done in a specific place?
 - Can I work safely from home?
 - What would the impact of working from home or changing my hours be on my mental health?
 - Do I enjoy the social aspect of work or would I prefer to work in a less social environment?
 - Do I have the equipment and support I need to work from home?
 - Would working from home or changing my hours benefit me financially?
-

Here are some advantages and disadvantages, set out in Careers Wales' workshop on Flexible Working:

Advantages

- Working from home means no commuting, which saves time and is also better for the environment.
- More time to spend with family at the start and end of your working day, giving a better work life balance.
- Homeworking and part-time working can offer more flexibility
- Homeworking means you will save money on transport/commuting costs
- Homeworking means no office distractions or office politics to navigate
- Homeworking gives you quiet time to concentrate on tasks
- Compressed Hours means your salary stays the same

Disadvantages

- Working part-time means a reduction in salary.
 - Compressed hours can mean very long days which can be really tiring.
 - To work from home will require more organisation to carry out the required work.
 - If you live alone (or are alone all day) working from home can cause feelings of isolation and impact negatively on your mental health.
 - Working from home can incur additional costs such as electricity as you are running potentially a laptop/PC and a monitor as well as lighting etc.
 - If working from home all day you will also be covering the cost of all drinks (that may have been provided at work) and cost of heating/cooling systems.
 - You may be able to claim tax relief towards the costs of working from home expenses. Find out more information about this here: [Claim tax relief for your job expenses: Working from home - GOV.UK \(www.gov.uk\)](https://www.gov.uk/claim-tax-relief-for-your-job-expenses-working-from-home)
 - Poor Wifi and IT skills can cause frustrations and additional stress when home working.
-

When applying for Flexible Working, what are the important things you need to know?

There are some important things you need to know when you are applying for Flexible Working.

- You can only apply for flexible working if you have worked continuously for the same employer for the last 26 weeks.
- The change to your contract is permanent, but you could ask for a trial period e.g. 3 or 6 months of trying out your Flexible Working pattern to see if it works for you
- You may only submit one application in a 12-month period/each year that you work.
- Your employer must consider your request within 3 months and may ask for more information from you.
- Your employer can turn down your request if they have good business reasons – this means that Flexible Working would mean that you were unable fulfil the needs of your job.

How do I apply for Flexible Working?

To apply for Flexible Working you must:

- Make your application in writing and make sure that it has the date on it.
- Sometimes, your employer might have a form for you to fill in.
- In your application, you must state that this is a request under the statutory right to request flexible working.
- If you are making a request in relation to the Equality Act, and Flexible Working could be classed as a reasonable adjustment, then this must also be stated in your application (more information about the Equality Act in Chapter 2 of this resource booklet).
- You must tell your employer which working pattern that you are applying for e.g. part time work, compressed hours etc. and the date that you would like it to start.
- Explain what impact you think this will have on you.
- If this is not your first application and you have previously submitted an application, you must tell your employer this and let them know when you submitted your last application.

For information about how to choose the right flexible working pattern for you and a sample letter template to help you to apply for Flexible Working, visit the Working Families website: [Working Families | Flexible Working and Working Hours Archives - Working Families](#)

What happens after an application for Flexible Working is made?

After you have made your application:

- Your employer will consider your application and make a decision within 3 months. Sometimes the decision might take longer than 3 months, but that is only allowed if it is agreed with you, the employee.
- Your employer might ask for a meeting to discuss your request. This is usually to ask for more information from you and they may want to discuss alternatives to your request e.g. working different days and times.
- If you change your mind, you can withdraw your application at any time.
- The employer should communicate the decision to you as soon as possible and in a clear and accessible way.
- Your employer will either: accept your request, turn down your request, or accept your request but with some changes or compromises.

Why might a request for Flexible Working be turned down?

Your employer can reject the application for any of the following reasons:

- Flexible Working will generate extra costs that could damage the business
- The work cannot be reorganised among other staff members
- Your employer cannot recruit another person to do the part-time work
- Flexible Working will affect the quality and performance of work
- The business will not be able to meet customer demand if you reduce your hours
- There's not as much work to do during the new times you would like to work
- The business is planning to make changes to the workforce

It's important to understand why a request for Flexible Working might be turned down, because knowing these reasons can help you to adapt the way that you write your request, so that it is more likely to be approved.

Think about how your request for Flexible Working might impact the business, and choose a Flexible Working pattern that you think would work.

My request is turned down: What can I do?

You might be able to appeal:

If your request is turned down or you are offered a slightly different arrangement to the one you applied for, you might be able to appeal the decision. An appeal is when you request the organisation to formally change their decision.

Employees no longer have a legal right to appeal, but lots of employers allow you to make an appeal. For example, Careers Wales allow their employees to appeal their decision if a request is turned down.

What are the common grounds for appeal/why might you want to appeal?

- You might have new information or facts to provide to support your original flexible working request
- You might want to offer a compromise to meet the reasons for the organisation's refusal e.g. I will accept this decision, if...
- You may want to challenge one of the business reasonings for rejecting your request

How do I appeal?

You must follow your individual company's process for appealing. Ask your HR representative or staff in your organisation for information about this process.

My request is accepted: How do I make Flexible Working work for me?

If your request for Flexible Working is accepted, this might be a big change to adjust to.

If you are now working from home, you could think about:

- Making sure that the area you are working in is as clutter-free as possible to help you to focus on the task
 - Making sure that you have all the equipment you need to work from home
 - Making sure that you have a comfortable chair or workspace
 - Whether you would prefer to work in silence or with some background noise?
 - Using a white noise playlist/machine that can help to disguise infrequent sounds
 - Using headphones or earplugs
 - Opening a window to access natural lighting and fresh air.
 - Wearing clothes that make you feel comfortable whilst working
 - Scheduling your work and break times to help you to focus
 - Taking regular breaks
 - Moving your body – perhaps scheduling a walk or practicing some breathing exercises or yoga each day
 - Scheduling a regular lunch time and drinks breaks
 - Putting regular virtual catch ups in the calendar with your line manager so that you have opportunities to access support
-



Interviews

This chapter will focus on what to expect at an interview and some top tips for interviews.

For our employment event 'Exploring Employment', All Wales People First have created a workshop about interviews and what to expect at an interview. It also focuses on the reasonable adjustments that you can ask for at interview stage and how to answer certain interview question.

What to expect from an interview?

A job interview is a meeting between you and at least one other person from the company you are applying to work for. Sometimes, you can be interviewed by more than one person, and usually, you are interviewed by 2-3 people.

Interviews can last anywhere between 15 minutes and an hour. If you are interviewing for a more senior role, the interview might last longer than one hour. The length of the interview will depend on the role and company that you are applying for.

What are the different types of interviews?

It's important to note that each company will have a slightly different recruitment process (the steps that they use to decide whether or not they would like to offer you the job). These can include different types of interviews, and sometimes, pre-interview assessments.

For now, we will focus on the different types of interviews.

Virtual interviews

During the pandemic, a lot of the recruitment process has taken place virtually. Some companies are still following social distancing rules, which could mean that you are interviewed virtually.

The types of virtual interviews are:



Video interview

This interview is usually held over an online video call platform like Microsoft Teams or Zoom with the people who are interviewing you. It is similar to a face-to-face interview, but it usually takes place in your own home. The company will set up this interview and send you an invitation to join.

Sometimes, a company will ask you to do a pre-recorded video interview. This will usually require you to sign into a link that they have sent you, and to record video clip responses to answers that are provided on screen. You are usually given some time to prepare answers before you need to start recording your video clip. If this type of interview is being used by a company, they will give you clear instructions about how to do the interview.



Phone interview

This interview is held over the phone. The main difference between a phone interview and a video interview is that it might only be with one person from the company.

Sometimes virtual interviews are used by companies as a stage of the recruitment process, to work out whether they would like to invite you to the next stage of interviews.

Or sometimes, virtual interviews are used as the last stage of the recruitment process and a face to face in person interview is not needed.

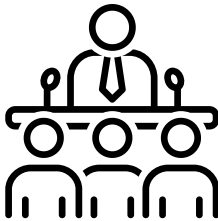
In person interviews



Face to face individual interview

Much like a virtual interview, this interview takes place between you and at least one person from the company you are interviewing for. It could take place with more than one person.

However, this interview takes place in person. It is usually held at the office or place that the company is based at, and where you might be working.



Face to face group interview

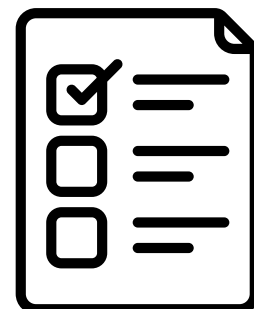
Sometimes an interview might take place in a group. In this type of interview, you will not be the only person interviewed, you will be interviewed with a group of other candidates.

Sometimes you will be asked to do a group activity together and you might be observed by the interviewer/interview panel. This is usually used as an earlier stage in a recruitment process, and usually follow by an individual interview. Group interviews can also take place virtually.

Pre-interview tasks

Sometimes there are other tasks or elements involved in a recruitment process. Each organisation should clearly explain their recruitment process when you apply for the job. You can ask for reasonable adjustments to be made during any one of these tasks.

Sometimes an employer will ask you to do a pre-interview task. This is something that you will be required to complete and send to the company ahead of the interview.



These could be referred to or used in your interview to ask you questions about. Some examples of these tasks are:

- Creating a PowerPoint presentation
- Writing a report or summary of a large piece of information that you are provided with

What types of questions might I be asked in an interview?

Interview questions are designed to help the employer to find out more about you and what skills you could bring to a job.



It can help to be aware of some common interview questions, as this might help you to prepare some answers, which can help to ease interview anxiety. Some examples of common interview questions are and some approaches to answering these questions that you could use:

Question	Answer approach
Please tell us a bit about yourself?	<p>It can be difficult to know how much information an interviewer is asking for here. One good approach might be to use 'present, past and future' You could do present or past first.</p> <p>Present – tell the interviewer about what you are doing now, whether that be a current job, in education, or not currently working. Perhaps mention a recent achievement that you are proud of.</p> <p>Past – tell the interviewer a bit about how you got to where you are now. You could tell them about a previous job role, what you studied in school/university or any previous experience that's relevant to the job.</p> <p>Future – tell the interviewer why you would like to have the role that you are applying for, and why you think you would be good at the job.</p>



Question	Answer approach
<p>Why would you like to work at this company?</p>	<p>For this answer, it can be helpful to do a bit of research about the company that you are applying for.</p> <p>Look at the company's website or social media and see what recent work they have been doing.</p> <p>Think about why you think you would be a good person for this project/the type of work that this company do.</p> <p>Most organisations will also list their 'values' on their website, which is their general attitude or approach to their work.</p> <p>For example, an organisation could say that they value 'diversity'.</p> <p>You could talk about how this is something that you value too, and you could provide an example to show this.</p>

Question	Answer approach
<p>Please tell us about a time when...</p> <p>Common requests are ‘a time when you have shown...</p> <ul style="list-style-type: none"> -Leadership skills -Teamwork -Good communication skills -Good customer service -Problem solving skills 	<p>In this question the interviewer wants to hear about a time when you used your skills in a real-life situation.</p> <p>To answer this question, you could use the STAR method.</p> <p>e.g. tell us about a time when you used you used good customer service skills?</p> <p>S – Situation – Introduce the situation to the interviewer to set the scene and provide context for your example. Where were you and what was happening? E.g. I was working at __ and I had a customer who was very stressed.</p> <p>T – Task – Describe what task you needed to do within this situation. E.g. I had to find out the answer to a very difficult question that they had, so that I could resolve the problem for them.</p> <p>A – Action – Explain what action you took to complete this task e.g. I stayed calm and was polite and then quickly contacted my manager to find out the answer to the customer’s question. I then explained the answer to the question to the customer in a clear and kind way.</p> <p>R - Results – Describe the result and why it was a positive outcome e.g. the customer became a lot less stressed, and found out the answer to their problem, which resolved their issue. They then left us a brilliant review.</p> <p>When planning for this question, try to keep each section around 1-2 sentences – this can help with making sure that you fit everything you want to say into the time you have.</p>

Question	Answer approach
<p>Tell us about your strengths and weaknesses?</p>	<p>Choose one weakness and one strength to talk about.</p> <p>When preparing an answer about your weakness, choose something that you are trying to get better at, because it will show the interviewer that you are willing to learn and develop. Talk about how you are aware of your weakness and give an example of when you have noticed it occurring. Then talk about how you are actively working on how to overcome this.</p> <p>E.g. I have recognised that sometimes I can be quite self-critical of my work. I have noticed that this often happens when I feel overwhelmed. In order to combat this, I have actively taken steps to timetable my work so that it is spread out and I am less likely to feel overwhelmed.</p> <p>When preparing an answer about your strengths – think about something that you are really proud of about yourself. It can be helpful to look at the job description for the role you are applying for and choosing one of the skills listed there. Then give an example of when you have used this strength.</p> <p>E.g. one of my biggest strengths is that I have brilliant writing skills. I have used these writing skills... (provide an example of when you have used this skill)</p>

How can I prepare for an interview?

There are things that you can do to help you to feel more prepared for an interview.

Prior to the interview

- Use the tips above to plan some answers to potential interview questions.
- Study the job description so that you know what skills and strengths you need to showcase in the interview.
- In [this Youtube Video](#), autistic YouTuber Yo Samdy Sam talks to Emily from 'Stack Recruitment' – a London based recruitment company who aim to help autistic people to find jobs and work to educate companies on how their interview and hiring process can be more accessible for autistic people.

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- The video includes some helpful guidance and practical approaches to planning for an interview that Stack use with autistic and neurodiverse job seekers.
 - Check out the video here: [Autism and Job Interviews - YouTube](#)
 - Research the organisation you are applying for by visiting their website or social media accounts.
 - If the interview is in person, practise your journey to the place where the interview will take place so that you know where you are going and how much time it might take.
 - The organisation might tell you that they would like you to turn up 15 minutes before your interview. If they do not and have not provided any guidance, do not be afraid to ask them how early you need to arrive at the interview.

The night before/morning of the interview

- Try to have a relaxing evening the night before the interview – get a good night’s rest and do something that makes you feel calm. Check out this advice sheet on getting a good night’s sleep:
- If your interview is virtual, make sure you have the link to the interview. You might want to sit at your computer around 10 minutes before the interview is due to take place. If you enter a virtual interview early, you are generally put in a waiting room and then the meeting host will let you into the interview.
- For some more helpful tips and guidance about interviews, including some ideas for what to wear at an interview, check out this advice sheet put together by Autism West Midlands: [Interviewing for a job.pdf \(autismwestmidlands.org.uk\)](#)

During the interview

- Ask questions – an interview is an opportunity for you to find out if you would like to work for the organisation, as much as it is an opportunity for the organisation to find out if they would like to employ you.
- Don’t be afraid to ask the interviewer to repeat a question or to phrase the question in a different way if you are not sure you understand it.

What reasonable adjustments can I ask for?

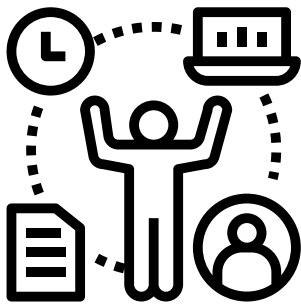
You are entitled to ask for reasonable adjustments at the interview stage. Reasonable adjustments can help you to feel comfortable and safe in the interview environment.

Here are some examples of adjustments that you can ask for at the interview stage:

- Ask for interview questions to be provided in advance
 - Ask for information about who will be involved in the interview (e.g. how many people will be on the interview panel) in advance
 - Ask to be allowed to bring written material into the interview which you can use to help you to remember what you’d like to say in the interview
-

-
- Ask for the interviewer to avoid hypothetical questions e.g. ‘what would you do if...’ and instead to give questions based on your experiences e.g. ‘describe how you...’
 - Ask for the questions to be provided in a written format which you can understand e.g. Easy Read, Braille
 - Ask the interviewer to make changes to the environment so that it does not lead to sensory overload e.g., for the interview to take place in a quiet room, to limit background noise, to adjust the lighting in an interview room etc.

For more information about Reasonable Adjustments check out chapters 1 and 2 of this resource booklet.



Identifying your skills, strengths and the job that is right for you

In this chapter we will explore how to identify your skills, strengths and the job that would be right for you. It will provide some practical tips for approaching this topic and direct you to some useful resources.

For our employment event ‘Exploring Employment’, Working Wales created a workshop on identifying your skills and strengths and the job that would be right for you. They directed attendees to some useful resources on the Working Wales website that can help you to identify the right job for you. Access a recording of the workshop on the Autism Wales website.

Positives of Autism

Autism: the positives

Understanding, embracing and celebrating different ways of thinking and doing can release the true power of the autistic mind. Here we look at the positive features of autism.

- Attention to detail**
 - Thoroughness
 - Accuracy
- Methodical approach**
 - Analytical
 - Spotting patterns, repetition
- Deep focus**
 - Concentration
 - Freedom from distraction
- Novel approaches**
 - Unique thought processes
 - Innovative solutions
- Observational skills**
 - Listen, look, learn approach
 - Fact finding
- Creativity**
 - Distinctive imagination
 - Expression of ideas
- Absorb and retain facts**
 - Excellent long term memory
 - Superior recall
- Tenacity and resilience**
 - Determination
 - Challenge opinions
- Visual skills**
 - Visual learning and recall
 - Detail-focussed
- Accepting of difference**
 - Less likely to judge others
 - May question norms
- Expertise**
 - In-depth knowledge
 - High level of skills
- Integrity**
 - Honesty, loyalty
 - Commitment

Remember

Every experience of autism is unique. No one person will identify with every positive feature of autism. We all have individual skills, attributes and characteristics that are as unique as our personalities – this is the power of neurodiversity.

Harriet Cannon
Disability Services, February 2018

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It’s important to identify, embrace and celebrate the strengths and talents of an Autistic mind, as this can help you to communicate these strengths and skills to an employer, and help you to identify what you are good at and/or enjoy.

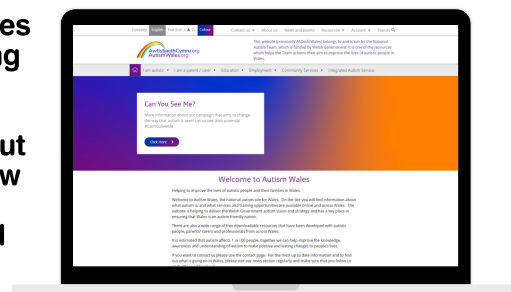
This resource by the University of Leeds may be helpful as it captures common skills that are listed on job applications.

As the resources explains, each Autistic person is different and will identify with different skills on this resource.

Autism Wales website resources

Making a free account with the Autism Wales website will give you access to the following free employment resources.

These resources can help you to think about what skills and strengths you have, and how these skills and strengths can help you to identify a job that would be meaningful and right for you.



Autism Wales Master Skills Dictionary

Job specifications/adverts will list skills that they would like applicants to their job to have. Sometimes difficult vocabulary is used on these job advertisements, and it can be hard to understand what is meant by these terms.

A Master Skills Dictionary can be found on the Autism Wales website. It gives you the option to type a skill which you are looking to understand better into the search bar, and it may bring up some more specific versions of this skill.

E.g., if you search for 'communication', it will bring up the options of 'interpersonal communication', 'verbal communication' and 'written communication'. You can then click on these skills to learn their definition, which can help you to identify whether this is a skill that you have.

Access the Master Skills Dictionary here: [Master skills dictionary - Awtistiaeth Cymru](#) | [Autism Wales](#) | [National Autism Team](#)

Autism Wales Personal Skills Builder

Even when you understand what these skills mean, it can be difficult to know what having these skills looks like in a practical sense. The Autism Wales Personal Skills Builder provides a list of skills-based phrases that can be used on job applications to showcase your skills.

Examples of some of the sentences are:

- 'I am able to prioritise work when dealing with many tasks without feeling anxious'
- 'I am able to analyse information and data'
- 'I am able to focus my attention on smaller details of a piece of work or activity'

The skills builder allows you to select the sentences and 'add' them to your skillset. You can do this as many times as you like, so you can go back and update your skillset if you gain a new skill or feel more confident with a skill.

You can save your skills list to your account and print it at any time. Having these sentences will help with creating a CV and writing job applications and cover letters, as you can use these sentences to structure your writing.

Access the Personal Skills Builder here: [Personal skills builder - Awtistiaeth Cymru](#) | [Autism Wales](#) | [National Autism Team](#)

Autism Wales CV Builder

Once you have saved and created your skills list, you can use the Autism Wales online CV Builder. The CV Builder identifies the information that you need to include on a CV by providing a form which you can type your information into.

There are five sections to the CV builder:

- 1** **Your details**
This is where you input your personal details such as your first name, last name, home address, email address and telephone number.
- 2** **Your personal profile**
This is where you use the sentences from your personal skills builder to write some information about yourself and what skills you have.
- 3** **Employment and experience**
This is where you list any previous working experience you have (this can be paid employment or it can be work experience, volunteering etc.) The form will ask you to supply some details about your employment experience.

Briefly explain what your main job role was 'e.g. I worked as a server in a café every Saturday' – and one or two specific skills that this gave you e.g. 'it taught me how to communicate more confidently'.
- 4** **Training and education**
This is where you list any qualifications that you have. It will ask you to list your school/university, when you started and when you finished, what your qualification was (e.g. GCSE, A Level) and what grades you got in each subject at that level.
- 5** **References**
Employers sometimes contact your previous employer, teacher or someone who has worked closely with you to check that all the information that you have put on your CV is correct and to find out a bit more about you. If you feel happy and comfortable for them to do this, enter the name of the person you would like to be contacted and their telephone number and email address.

Or you could select 'references available on request'. This means that the employer would contact you if they wanted to speak to your 'referee' and you could then pass on the details of the person you are choosing.

If this is not something you feel comfortable with, you can select the option 'please do not contact my current employer at this time'.

You can save your CV and add to it at any time. You can create your CV and then it is able to be downloaded and used as your CV.

Access the CV Builder here: [CV builder - Awtistiaeth Cymru | Autism Wales | National Autism Team](#)

Autism Wales Searching for Work tool

It can be difficult to decide what to look for in a job as there are so many to choose from.

Two central elements of choosing a job that is right for you, is choosing something that you will enjoy, but also something that allows you to work in an environment and in a way which suits you.

The Searching for Work tool is an online interactive workbook, which allows you to answer questions about your employment preferences, to help you to identify the right job for you. It can be worked through independently, or with someone who is supporting you to find work.

The resource helps you to think about the following issues:

- What sort of workplace would you like?
 - When will I work?
 - Where will I work?
 - What will I do?
- How far and how would you want to travel to work?
- What topics are you interested in?
- What are your skills? (linked to the Personal Skills Builder)
- What education and qualifications do you have?
- What work experience do you have?

The workbook also provides information and tips about the practical elements of the search for work, including:

- Where can you find job advertisements?
- How to write a CV
- How to write a personal profile/personal statement
- How to fill out an application form
- How to submit a CV/application form
- How to tell an employer that you are autistic
- Interview tips

Access the Searching for Work tool here: [Searching for work tool - Awtistiaeth Cymru | Autism Wales | National Autism Team](#)

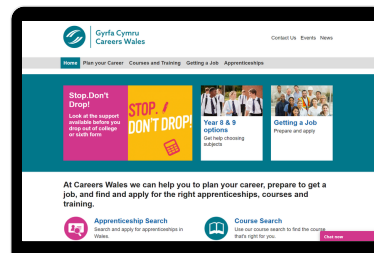
On the Autism Wales website, you can access an 'Action Plan' which can be used before applying for a job to help you to decide whether or not to apply for a job.

The action plan asks you to answer a series of questions about the job you are applying for, in order to identify whether it would be right for you.

Access the Action Plan here: [Action-Plan-Before-applying-for-a-job..pdf \(autismwales.org\)](#)

Careers Wales resources

Careers Wales provide independent and impartial careers information, advice and guidance for people of all ages across Wales. They provide in person advice, support and guidance at their centres and partner locations, as well as online, over the phone and via social media. They have a range of resources on their website and offer a range of services, including working closely with schools and colleges.



The Careers Wales website has lots of resources that can help you to identify your skills, strengths and the job that is right for you. Below are some examples of their resources. For more information and advice, visit: [Careers Wales | Careers Wales \(gov.wales\)](https://www.gov.wales/careers-wales)

Practical tips for identifying your strengths

In this resource, Careers Wales provide some practical tips which you can use to help you to identify what your strengths are, including asking a friend or family member what your strengths are and thinking about what you do well in a typical working day.

Access these practical tips and guidance on the Careers Wales website: [Know your strengths | Careers Wales \(gov.wales\)](https://www.gov.wales/careers-wales/know-your-strengths)

Buzz Quiz – Identifying which jobs suit your personality type

Careers Wales provide a personality type quiz on their website which helps you to identify which sorts of jobs and careers would suit your personality. The quiz can be taken in under 5 minutes. There are 16 possible personality types. Once you complete the quiz, the website directs you to information about the types of jobs that you might enjoy.

Take the quiz here: [Buzz Quiz \(gov.wales\)](https://www.gov.wales/careers-wales/buzz-quiz)

Job matching quiz

Careers Wales provide a job matching quiz which helps you to identify which jobs suit your skill set and strengths. There is a version of the quiz for young people and a version of the quiz for adults, offering age-tailored employment support.

By taking the quiz you can match your skills and interests to over 700 job titles and identify personalised career ideas. The quiz results will also give you a reason why each job is matched to you, to help you to better understand and decide whether a job would be right for you.

Based on your results to the quiz, the website also directs you to information about the qualifications and work skills needed for that job, higher education qualifications linked to that job and also allows you to search for and apply for current job vacancies for these roles.

Take the job matching quiz here: [Job Matching Quiz | Careers Wales \(gov.wales\)](https://www.gov.wales/careers-wales/job-matching-quiz)

Job information search

Careers Wales provide a 'job information' tool, which provides key information about different jobs. The information includes:

- What the job involves,
- What the pay for the job is like,
- How many hours a week and what days people in this job typically work,
- How to get this job,
- What skills and qualifications are needed
- How in demand this job might be in the future

It also provides ideas for careers similar to this job that you might be interested in. The page signposts to useful websites which have more information about the specific job that you are interested in, and websites where these jobs are advertised.

You can scroll through the list of careers, which are listed in alphabetical order, or search for the job or career you'd like to find out more information about.

Access the job information tool here: [Job Information \(gov.wales\)](https://gov.wales/job-information)

What skills do employers look for in Wales?

It can also be useful to understand what skills employers across Wales generally look for, to help you to find out if there are any skills that you would like to develop.

Careers Wales have produced this video which features employers across Wales talking about the skills that they look for in potential employees.

Watch the video here: [Get Ready for the World of Work - Skills Employers Want - YouTube](#)

Working Wales

Working Wales is part of Careers Wales and is a new service which allows anyone over the age of 16 to access expert advice and guidance to help them to overcome the obstacles they are facing, so that they can get into, or back into, employment.

They offer a wide range of support including job searches, confidence building and finding work tasters. They provide bespoke support tailored to the needs of the individual, with the aim to empower people to channel their motivation into success.

The Working Wales website has lots of helpful information about the different support services available that can help you to overcome obstacles to entering the workplace including:

- Accessing childcare support
 - Accessing redundancy support
 - Accessing support as a school leaver
 - Accessing support for those who wish to change their career
 - Accessing specialist support for a disability
 - Job specific training
 - Job searches
 - CV writing
 - Confidence building
 - Interview preparation
 - Finding work tasters
-

Working Wales offer bespoke, tailored career advice through a career advisor which can help you to overcome any barriers that you are facing to entering the workplace.

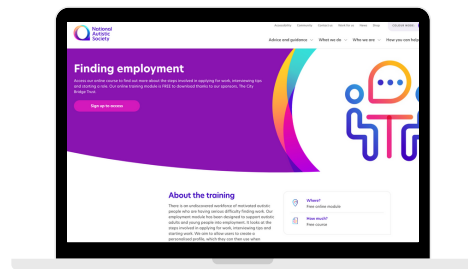
Access a Working Wales flyer here: [Working Wales A5 4pp English digital.pdf](#)

Read an example of how Careers Wales/Working Wales supported an Autistic young person to overcome his anxiety and enter the workplace: [Alex's story | Careers Wales \(gov.wales\)](#).

Access contact details for Working Wales here: [Contact Us | Working Wales \(gov.wales\)](#)

National Autistic Society Finding Employment Course

The National Autistic Society offer a free online training course called 'Finding Employment'. You must sign up for a free account with the National Autistic Society website in order to access the course.



The training course is for:

- an Autistic person looking for work
- an Autistic person who is about to start a new role
- a teacher or parent who would like to support someone to find work
- employment professionals supporting autistic people e.g. DWP Work Coaches

The course topics are:

- Understand your own strengths and abilities.
- Choosing a role.
- Applying for work and creating a CV.
- Preparing for interviews.
- Starting work and reasonable adjustments.

After completing the training course, you will be able to:

- Identify your autism profile.
- Build your personalised CV and cover letter.

You will receive:

- Disclosure document.
- A reasonable adjustments request form.

Access the free training course here: [Finding employment \(autism.org.uk\)](#)

Volunteering and work experience



Volunteering

Volunteering is a great way of finding out what your skills and strengths are and what you are passionate about and enjoy. It can also be a fantastic opportunity to gain skills and work experience.

It is also important to recognise that volunteering has much more value than simply providing opportunities to build your CV. For some people, due to ill health or caring responsibilities, having a job or career might not be possible.

Volunteering can offer a sense of meaning and structure and help you to feel productive if you are unable to work a 'regular' job.

It is an opportunity to work flexibly around your needs and to advocate for something that you are passionate about, which can have a hugely positive impact on your wellbeing.

The Wales Council for Voluntary Action have put together this advice sheet which can help you to identify if volunteering is the right option for you and what volunteering opportunities you might like to explore.

Access the advice sheet here: [I want to volunteer - WCVA](#)

Volunteering Wales is an online platform which allows you to search for and apply for volunteering opportunities across Wales. You must sign up for a free account with the platform in order to access the service.

Access the platform here: [Volunteering Wales promoting and developing volunteering in your area. A TeamKinetic powered website \(volunteering-wales.net\)](#)

The Wales Council for Voluntary Action also have lots of helpful information about volunteering and how to find out about volunteering opportunities on their website.

You can also access some case studies about the positive impact that volunteering has had on volunteers' lives on this webpage too.

Visit the webpage here: [I want to volunteer - WCVA](#)

You can also access volunteering opportunities remotely and work from home. 'Catchafire', is a website which matches volunteers with opportunities and projects run by non-profit organisations and charities based on their specific skill sets.

The volunteering opportunities are all remote and online based so can be done from home. Visit the CatchAFire website here: [Catchafire - Skills-Based Volunteer Matching](#)

Work Experience

Work experience placements are also a brilliant opportunity for exploring your employment options and deciding whether a job is right for you.

Supported Employment providers can work with you to support you to access work experience placements in the job sector which you are interested in. They can also ensure that the appropriate and necessary support is put in place for you to feel comfortable in these environments.

There are a number of supported employment schemes across Wales which can support you to find work experience placements, and supported internships:

Elite: [Home - ELITE Supported Employment \(elitesea.co.uk\)](http://elitesea.co.uk)

Agoriad: [Training and Employment Support - Agoriad Cyf](#)

Engage 2 Change Project: [Home - Engage to Change](#)

Project Search: [DFN Project Search](#)

Find out more information about these schemes in Chapter 7.



Self-employment

After exploring your employment options, you may be attracted to the idea of starting your own business. Many creative people are attracted to the idea of starting their own business as it allows them to support themselves whilst doing something that they enjoy – to turn your hobby into a business!

If you are interested in starting your own business, Business Wales have lots of useful information and services which you can access to help you to decide if this is the right option for you, and to support you if you decide that it is.

To access some information about starting a business from home, visit the Business Wales website: [Starting a business from home | Business Wales \(gov.wales\)](#)

Although targeted at young people, this resource booklet created by Business Wales about becoming your own boss is a useful resource for anyone of any age thinking about setting up their own business. It is a comprehensive guide about setting up your own business, from coming up with a business idea to growing your business. Access the guide here: https://businesswales.gov.wales/bigideas/sites/bigideas/files/documents/compressed_start_up_2.pdf

Business Wales also have a number of online webinars about starting your own business or running your own business: [Free online courses - Business Wales - Superfast Business Wales \(gov.wales\)](#)

Business Wales also have a free online learning portal called BOSS (Business Online Support Service), which allows you to access activities which are designed to develop you as a business owner and to support the development of your business: [Home | Boss \(gov.wales\)](#)



The schemes available across Wales

This chapter will identify the schemes available across Wales that can support those who are seeking work and those in employment who are looking for extra support.

Working Wales

Working Wales is part of Careers Wales and is the Welsh Government's approach to delivering free and impartial employability and careers advice. This advice is tailored to an individual's needs and circumstances.

Advice will take into account a person's caring responsibilities and access to childcare as well as other personal circumstances such as location, disability, and access to transport.

To find out more about Working Wales, including how to contact them and access their support, visit the Working Wales website: [Working Wales | Working Wales \(gov.wales\)](https://www.gov.wales/working-wales).

Young Person's Guarantee

The Young Person's Guarantee provides under 25s in Wales with the offer of support to gain a place in education or training, find a job or become self-employed and can be accessed via the Working Wales service.

Whether you need advice on getting onto the right college course, finding an apprenticeship, support with writing a CV or starting your own business, the Guarantee can provide the helping hand you need to start or change your employment story.

Find out more about the Young Person's Guarantee here: [Young Person's Guarantee | Working Wales \(gov.wales\)](https://www.gov.wales/young-person-guarantee).

Apprenticeships

Apprenticeships in Wales are for those aged 16 and over. Apprenticeships are jobs that let you work towards a qualification and get paid at the same time.

There are three Apprenticeship levels:

- **Foundation Apprenticeship** - you would work to a Level 2 qualification (same level as GCSE)
 - **Apprenticeship** - you would work to a Level 3 qualification (same level as A Levels)
 - **Higher Apprenticeship / Degree Apprenticeship** - you would work to a qualification of Level 4 and above. This could be a Higher National Certificate, Higher National Diploma or a degree
-

On an Apprenticeship:

- If you have a disability, you may get support for equipment and transport
- If needed, your employer should change parts of your job to make sure you're able to do the job
- If you are in college as part of your apprenticeship, your college can support your learning

Find out more about being an apprentice and applying for apprenticeship opportunities here: [Be an apprentice | Careers Wales \(gov.wales\)](#)

Personal Learning Accounts

A Personal Learning Account will allow you to study flexible, part-time courses around your existing responsibilities. It will help you to obtain the skills and qualifications you need to switch careers and embark on a new pathway.

Personal Learning Accounts provide flexible and fully funded learning, both online and face to face.

You'll be able to get new skills and qualifications that local employers need, to help you progress in your current career or change it altogether.

To be eligible you must:

- Live in Wales
- Want to gain skills/qualifications in priority sectors
- Be 19 years old or over

In addition, you must meet at least one of the following criteria:

- Employed (including self-employed) earning under £29,534 a year, or
- On a zero-hour contract, or
- Agency staff, or
- At risk of being made redundant, or
- Employed and been negatively impacted by the economy, for example the hospitality industry

Find out more about creating a Personal Learning Account here: [Rewrite your career with a Personal Learning Account | Working Wales \(gov.wales\)](#)

Welsh Government Traineeships

Traineeship is a learning programme that gives you the skills needed to get a job or progress to further learning or an apprenticeship in the future. A Traineeship gives you the opportunity to have a taste of a job you might be interested in before you commit to a course or apprenticeship.

You'll be paid for doing a Traineeship and you'll receive support from your employer to develop your skills and knowledge further.

Traineeships have three different levels to make sure you get the right support:

- **Engagement Level** – This may be an option for you if you are not sure what you want to do as a career, or you need some support to take part in employment or education.
- **Level 1** – This level is for those who know what career they want to do and have the ability to start learning at level 1.
- **Level 2** – This level is for those who have finished Level 1 and are ready for full-time employment or for those who are currently unemployed and have an employer who is prepared to give you a job

To be eligible you must:

- Be aged 16-17
- Be unemployed and not in full time education
- However, if you are aged 18 and have left school and college, you can also apply

To access a Traineeship:

- Speak to your Careers Advisor if you are still in school
- If you have left school, call Working Wales for free on 0800 028 4844 or visit www.workingwales.gov.wales

Access more information about Traineeships and read an example of how Traineeships have helped young people in Wales here: [Welsh Government Traineeships 2019 Booklet](#)

ReAct+ funding

If you have been made redundant or unemployed in the past 12 months, or you are under current notice of redundancy, you could be entitled to ReAct funding to retrain or update your skills.

There are 3 elements to ReAct:

1. Recruitment & Training Support
2. Vocational training Grant - Discretionary Award
3. Extra Support Grant - Discretionary Award

Support is available for eligible applicants to increase their skills and remove barriers to learning or returning to work. In order to ensure that this training provides the best possible chance of finding new employment, all applicants will need to have their training needs assessed by Careers Wales. Careers Wales will also advise on suitable training courses and training venues.

Under this part of the scheme the following financial support is available:

- 100% of training costs to acquire new skills (up to a maximum of £1,500)
 - Help towards the cost of travelling to training courses
 - Overnight accommodation costs, where appropriate
 - A contribution towards childcare costs whilst training (subject to limits and conditions)
 - Help with the cost of special equipment to remove barriers to training
-

To be eligible for ReAct+ funding you must:

- Have been made redundant in the past 12 months OR have become unemployed for a reason other than redundancy in the past 12 months
- Be currently unemployed
- Have not been in continuous employment for 6 weeks or more between the date you became unemployed and the date of the ReAct grant application; or
- Currently be under formal notice of redundancy
- Have not undertaken any publicly-funded training since being made redundant or becoming unemployed, including the work-based learning suite of programmes such as an apprenticeship

How to apply

If you wish to apply for the ReAct Vocational Training grant, you first need to see a Careers Adviser at your local Careers Wales office. [Contact us](#) on [0800 028 4844](#) to make an appointment.

Careers Wales can also guide you through the electronic application process.

Find out more about ReAct funding here: [ReAct funding | Careers Wales \(gov.wales\)](#)

Parents, Childcare and Employment (PaCE) project

The Welsh Government offer childcare support for parents who are training for work or looking for work.

The PaCE project provides you with a one-to-one advisor, who will help and support you into work.

Support you could get includes:

- Funding available for childcare
- Guidance about benefits which you can get whilst working
- Advice about CV writing
- Finding and applying for training
- Finding a job
- Advice about what training and qualifications are required for a job

To be eligible for PaCE support you must be:

- A parent who is not in work
 - A parent who is not in education
 - A parent who is not already training
 - A parent who is unable to arrange childcare whilst trying to gain skills to get a job
-

The application process:

- **Step 1. Apply by emailing pace@gov.wales**
 - In the email provide:
 - Your name
 - Your address
 - Your telephone number
 - telephone number
- **Step 2. Your details are sent to one of the PaCE advisors in your local authority.**
- **Step 3. An advisor will contact you and arrange a meeting to discuss if you are eligible.**
- **Step 4. Meet with an advisor to check your eligibility.**
- **Step 5. If you are eligible, a meeting will be arranged with an advisor to discuss the support you need.**

Find out more about the PaCE project here: [Parents Childcare and Employment \(PaCE\) project | GOV.WALES](#)

Employment support if you have mental health, alcohol or drug problems (Out of Work Service):

The Out of Work Service programme offers free confidential employment support from peer mentors if you are:

- recovering from substance misuse or mental health issues
- aged 16 to 24 and not in education, employment or training
- aged 25 and older and have been unemployed for longer than 12 months

If you live in Cardiff and Vale and Cwm Taf areas, [Platform has more information](#).

If you live anywhere else in Wales, [Cyfle Cymru has more information](#).

Access to Work

Access to Work is a grant provided by the Department for Work and Pensions (DWP) that supports people with a disability or health condition. It provides personalised practical support and advice to help people overcome barriers at work.

It helps people with all types of disabilities, including Mental Health conditions. Access to Work grants may help with additional costs beyond those covered by an employer's responsibility to provide reasonable adjustments.

What can Access to Work help pay for?

- An assessment to better understand your workplace needs
- Aids and equipment in the workplace
- Adapting equipment to make it easier to use
- Money towards any extra travel costs to and from work if you are unable to use available public transport
- An interpreter or other support at a job interview where there are difficulties in communicating
- A wider variety of support workers to help in work
- The Access to Work Mental Health Support Service
- The cost of moving equipment following a change in location
- Other practical help at work, such as a job coach or sign language interpreter

To be eligible for Access to Work, you must:

- Have a disability or health condition that affects your ability to work
- Be aged 16 or over
- Be in or about to start paid work in England, Scotland or Wales

For Access to Work purposes, you must meet one of the following criteria:

- You have a paid job
- You are self-employed
- You have a job interview
- You are about to start a job or work trial
- You are starting work experience

How to apply

Individuals can check their eligibility for Access to Work here: [Access to Work: get support if you have a disability or health condition - GOV.UK \(www.gov.uk\)](https://www.gov.uk/access-to-work-get-support-if-you-have-a-disability-or-health-condition)

Individuals can apply for Access to Work online or by phone:

Online: [Access to Work: get support if you have a disability or health condition - GOV.UK \(www.gov.uk\)](https://www.gov.uk/access-to-work-get-support-if-you-have-a-disability-or-health-condition)

- Phone call: 0800 121 7479
 - Text phone: 0800 121 7579
 - Relay UK (If you cannot hear or speak on the phone): Dial 18001 and then dial 0800 121 7479
 - British Sign Language video relay service – to use this you must first check you can use this service
-



What is Disability Confident and how can it help me?

A Business who is registered as disability confident is committed to:

- inclusive and accessible recruitment
- communicating vacancies
- offering an interview to disabled people (who meet the minimum requirements of the role)
- providing reasonable adjustments
- supporting existing employees with a disability

Disability Confident supports employers to make the most of the talents disabled people can bring to the workplace and thousands of employers are:

- challenging attitudes towards disability
- increasing understanding of disability
- removing barriers to disabled people and those with long-term health conditions
- ensuring that disabled people have the opportunities to fulfill their potential and realise their aspirations

 **Don't forget to look out for the Disability Confident logo when applying for jobs!**

Use the **Find a Job** website to search for vacancies with Disability Confident employers – www.findajob.dwp.gov.uk



Use this link or QR code to see which employers are signed up as Disability Confident – <https://tinyurl.com/y95b85nz>



[Search on Twitter – #DisabilityConfident](#)

Supported employment schemes

What is a supported employment scheme?

A supported employment scheme is a scheme which supports people with disabilities to gain meaningful jobs and careers. Supported employment can start from aged 14 by providing meaningful work experience and weekend jobs, as part of a person-centred approach to accessing employment. A supported employment scheme or model can be adapted to suit the needs of individuals and is a very personalised approach.



Supported employment schemes should help you to:

- Gain meaningful employment which provides a fair wage with the same terms and conditions as other employees e.g. similar pay, work hours, working conditions
- Develop new skills
- Develop independence
- Improve your self esteem
- Feel empowered
- Improve your quality of life
- Meet your life goals and aspirations

What supported employment schemes are on offer in Wales?

Engage to Change

The Engage to Change project is a supported employment scheme for Autistic young people and young people with a learning disability. To take part in the Engage to Change project you could be an Autistic young person, with or without a Learning Disability. The project is for young people aged 16-25, who are not in work or education.

Each young person will be supported for 6 to 12 months. The project hopes to help those who take part to get a paid job. The project helps you to think about what kind of job you would enjoy and be good at, and will then support you to find a work placement in this job.

The project will also:

- Help you to get ready for job interviews
- Provide you with a job coach who will support you to find a work placement and help you to learn what you must do in work

To join the project please contact the following organisations:

If you live in North Wales, North Ceredigion or North Powys, contact Agoriad:

- Phone: 01248 361392
- Email: e2c@agoriad.org.uk

If you live in South Wales, South Ceredigion or South Powys you can contact ELITE

- Phone: 01443 226664
- Email: tmoore@elitesea.co.uk

Find out more about the Engage to Change project here:

engagetochange.org.uk

Elite

ELITE Supported Employment is a registered charity empowering people with disabilities or those at a disadvantage across South, Mid and West Wales. ELITE supports hundreds of people every year with work experience opportunities, training and employment through to independence.

Elite believe that anyone can work, irrespective of their disability, given the right training and support.

Elite can support job seekers of any age to enter the workplace. To find out more about the help that Elite can offer and to refer yourself or someone else to Elite, visit their website: [Jobseekers - ELITE Supported Employment \(elitesea.co.uk\)](http://elitesea.co.uk)

Agoriad Cyf

Agoriad Cyf are a supported employment provider for those who live in North Wales, North Ceredigion or North Powys. They provide training and courses for development and education. Their services are tailored to an individual's needs. They can offer employment support at every stage of your employment process, to ensure that you have a comfortable and enjoyable experience at work.

Find out more about Agoriad Cyf here: [Your Employment through Agoriad](#)

JobSense West Wales and the Valleys

JobSense is a collaboration between four different disability employment providers: Elite; Centre of Sign, Sight and Sound (COS); Merthyr Tydfil Institute for the Blind and Agoriad Cyf. JobSense West Wales and the Valleys (WWV) helps people with a sensory loss, aged over 25, to secure volunteering and/or employment.

JobSense WWV aims to provide a range of person-centred activities, including:

- Completing work experience, or volunteering opportunities
- Gaining a qualification or work relevant certificate
- Providing the skills to engage in job search upon leaving
- Entering employment upon leaving

JobSense staff will work with employers to ensure that participants receive support during recruitment, so that the needs of people with sensory loss entering their organisations, is managed in an accessible and sustainable way.

Find out more about JobSense here: [JobSense \(agoriad.org.uk\)](http://agoriad.org.uk)

Contact the providers of JobSense here: [Contact Us - ELITE Supported Employment \(elitesea.co.uk\)](http://elitesea.co.uk)

DFN Project Search

DFN Project SEARCH is a one-year internship programme supporting Autistic young people with or without learning disabilities to gain the skills and experience needed to move into paid employment.

Cardiff University is the first host employer to run DFN Project SEARCH in Wales. Twelve young people aged 16-25 have been recruited to work across the University in a laboratory, office or retail environment with the support of Cardiff and Vale College and ELITE Supported Employment Agency.

Find out more about Project Search here: [DFN Project SEARCH, Cardiff - Engage to Change](#)
