

Autism: Action plan for work-based learners



This document was written by **Autism Wales**. It is an easy read version of '**Autism: A guide for work-based learners**'.

March 2021





How to use this document

This is an easy read document. But you may still need support to read it. Ask someone you know to help you.



Words in **bold blue writing** may be hard to understand. You can check what all the words in blue mean on **page 43**.



Where the document says **we**, this means **National Autism Team**. For more information on the **National Autism Team** contact:



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This document was made into easy read by **Easy Read Wales** using **Photosymbols**. Tell us what you think about this document, [click here](#).

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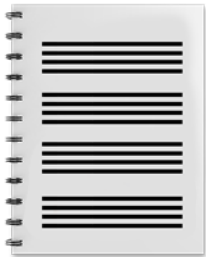
Introduction



This action plan was written by the **National Autism Team**.



We have written this action plan to help you when you start a **work-based learning programme**.



We will call your **work-based learning programme** a **programme** for short.



A **programme** is when you go to work and do training for it at the same time.



You go to work with an **employer**.



You do the training with a **training provider**.



When you have finished your **programme**, you get a **qualification**.



A **qualification** shows employers that you know how to do something. Having a **qualification** will help you to get a job.

Starting your programme



Starting a new programme is exciting. But it can also be worrying because everything is new.



It is a good idea to plan your programme. This action plan will help you.

This action plan is in 3 sections:



- Starting your **programme**
- Help during your **programme**
- Help after your **programme**



How to use your action plan:

- Read through it



- Answer the questions you can before you start your programme



- Answer the other questions once you have started your programme



- Ask your training provider to help you with any bits you find hard



You might find the following things helpful when you start your new programme:

- having the information you need to help you plan



- knowing what you are meant to do



- having time to talk about things you are worried about



- taking time to understand things properly



- having someone you can ask for help



- being able to take breaks when you need to



- having a safe place to go if you feel stressed.

Deciding on a programme



Before you decide what programme to do, answer the questions below.



What do you enjoy doing?

Put your answer in the box:



Is there a programme where you can do the things you enjoy?

Yes

No



Have you got the **qualifications** you need to do this programme?

Yes

No

What job would you like to do in the future?

Put your answer in the box:



Will this programme help you to get the job you want in the future?

Yes

No

If you have ticked yes to all the questions, this programme is probably right for you.

Deciding who to do your programme with



It can be hard to decide which training provider to do your programme with.



Things to help you decide:

1. Travel time



You should think about how much time you want to travel to get to your work or training.



You should pick a training provider that matches the amount of time you want to travel for.

Which one suits you best:

I only want to travel between 1-20 minutes to my work or training.

I don't mind travelling between 21-40 minutes to my work or training.

I don't mind travelling for 40 minutes or longer to my work or training.



2. The places you will be working and training

Do you like the places where you will be working and training?

Yes

No

If you ticked **yes**, this programme might be a good choice for you.



3. The support you will get

Will you get the support you need on this programme?

Yes

No



If you are not sure what support you will get, ask the training provider.



You should choose a training provider that can give you the support you need.

Planning your travel



Going to new buildings for work and training can be stressful.



Visiting the new buildings before you start might help you feel better.

Would you like to visit the new buildings before you start?

Yes

No

Do you know how to arrange visits to the new buildings?

Yes

No

If the answer is **No**, ring or email the training provider. Ask them how you can arrange visits.

Have you visited your new workplace and training buildings?

Yes

No

Do you feel comfortable in your new workplace and training buildings?

Yes

No

It is a good idea to know how you will get to work or training each day.

How will you get to work or training each day?

Car

Public transport.
Like a bus or train

Special transport

What time do you have to leave home in the morning to get to work or training?

Put your answer in the box:

How long will it take you to get to work or training?

Put your answer in the box:

What time will you finish work or training each day?

Put your answer in the box:

How long will it take you to get home?

Put your answer in the box:

Planning your routine



It's good to know what your **routine** will be before you start your new programme.

A **routine** is the things you do regularly at set times. For example, being at work every day at 9am.



Before you start your new programme, fill in this **routine** form. This form does not include what you will need to do in work or training.



For a few weeks before you start your new programme, wake up at the time on this form. This will help you get used to it.

Routine Form

Activity	Time
Wake up	
Leave the house	
Start travelling to work or training	
Work or training starts	
Lunchtime	
Work or training ends	
Start travelling home	
Arrive home	
Go to sleep	

Help during your programme



During your programme, there are things you can do to make life easier for yourself:



- Ask for printed notes or handouts. Then you can read back on them later.



- Have a timetable or diary to keep track of everything you need to do.



- Ask your training provider to tell you beforehand if there are any changes.



- Agree with them how they will let you know. For example, by text message.



- Ask your training provider for any rules you need to know about.



- Make sure you know when you must have tasks done by.



- Plan meetings with your training provider to get all the help you need.



If you find anything too hard or confusing, ask for help.

Planning your work



During your programme, you will have lots of different tasks to do. A lot of these tasks will have **deadlines**.

A **deadline** is the date and time something must be completed by.



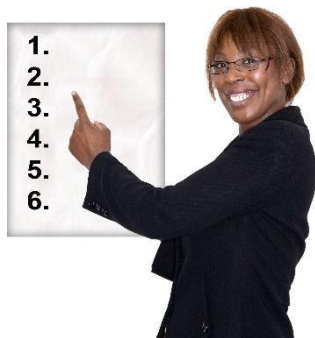
It is important to plan your work, so you get tasks done by their **deadlines**.



Here are some different ways people plan their work. You might want to try some of these:

1. Write lists

- Write down every task you need to do.
- Write the **deadline** next to each task.
- Use the **deadlines** to help you work out which tasks need to be done first.



2. Use a diary or calendar



It is a good idea to write your tasks in a diary or calendar.



This will remind you what you need to do. And by when.

3. Use an e-portfolio



An e-portfolio is a way to organise your work on a computer.



Your training provider can show you how to use an e-portfolio.



Planning your work can be hard. Ask your training provider for help if you find it hard.

Tasks you will need to do



Your training provider will ask you to do lots of tasks. This is so that you can get your **qualification**.

Tasks could be:



- answering questions
- writing assignments
- having discussions
- doing exams



Most tasks will have a **deadline**. Make sure you know all your **deadline** dates.



Make sure you understand what you need to do for all your tasks. Ask your training provider to clearly explain your tasks to you.



Ask your training provider to give you your tasks in writing.

Answering questions



You might need to answer questions for some of your tasks.

Here are some tips to help you to answer questions:

- Put the question into your own words.
- Find out what the answer needs to be. For example, is it a number, or words?
- Write down the main points of the question.
- Look the answers up on the internet, in your notes, or in a textbook.
- Did you have a question like this before? How did you answer it last time?
- Draw a mind map like the one shown here. Write your question in the middle.



Put any ideas you have for answers
around it.

Writing assignments



Sometimes you will need to write assignments. Your training provider will tell you what you need to write about.



Assignments should be written in a set way. Your training provider will tell you how you should write your assignments.



Most assignments have a **word count**. A word count is the number of words in the assignment. For example, 2000 words.



You don't have to write the exact number of words that the **word count** says. But it should be close.



When you are finished writing your assignment, you need to check it to make sure there are not any mistakes. And it says what you want it to say. You could ask someone else to check it for you.



Then you will need to hand it in. You might need to print it out. Or you might need to email it to your training provider.

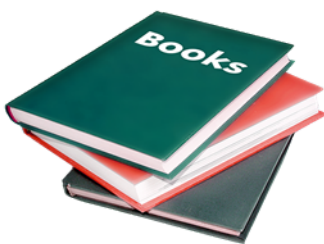
Planning your assignments



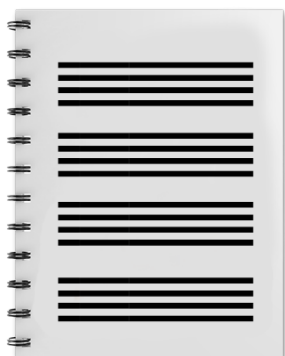
Assignments can take a while to write. Your training provider can help you to plan your time.



Before you start writing, it is a good idea to work out what you are going to write.



You might need to find information in a textbook and in your notes. Or on the internet.



It is good for your assignments to have:

- **An introduction**

This is where you write what your assignment is going to be about.

- **A body**

This is where you write your answers to the assignment question. This is the longest part.

- **A conclusion**

This is where you sum up what you already said. But in a shorter way.

Exams



You might need to do **exams** during your programme.



Exams are when you go to a set place at a set time to answer questions.

The questions will be on a subject you already learnt about. But you might need to do **revision**.



Revision is when you read over your notes and textbooks. To make sure you remember and understand the subject.

Your training provider will tell you:

- Where your exam will be.
- What time your exam will be.
- Any special arrangements that have been made for you.
- How long the exam will be.
- How you can prepare for your exam.

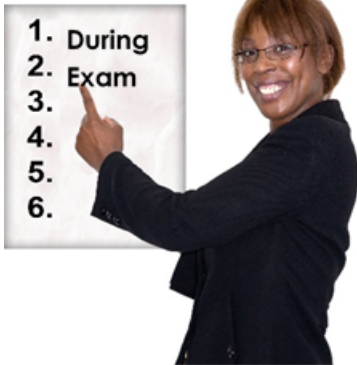


Things to find out before an exam:

- How long it will take to get there.
- How you will get there.
- What you can take with you. For example, a see through pencil case.
- If you can have breaks or go to the toilet during the exam.



Thing to remember during the exam:



- Exams usually have more than one question.
- You will need to plan your time so that you can answer all the questions.
- Before you start answering the questions, plan how much time to spend on each question.

Checklist for during your training



Here are some things you need to remember when you start your new programme. And what people could help you.

Have you put all the important dates and **deadlines in your diary?**

Yes

No

Will you be able to get all your tasks done by the **deadlines?**

Yes

No

Do you have a plan for when you will write your assignments?

Yes

No

You might need to take a break sometimes. When you start your new programme, find out where you can go for a break.

Write down where the break room is here:

Plan how you will get food for your **lunch** each day.

Tick your answer. Will you:

Bring lunch from home?

Go to the work canteen?

Buy lunch from a shop in or near work?

It is important that you know where to go if there is a fire alarm.

Write in the box where to go if there is a fire alarm:



When you start your new programme, think about what might make you feel stressed.



Ask your training provider how they can help you.

Does noise make you stressed?

Yes

No

How can your **training provider** help you with this?

Do lights make you stressed?

Yes

No

How can your **training provider** help you with this?

Do smells make you stressed?

Yes

No

How can your **training provider** help you with this?

Do tastes make you stressed?

Yes

No

How can your **training provider** help you with this?

Do textures or touch make you stressed?

Yes

No

How can your **employer** help you with this?

Tick the things that will help when you get stressed:

Sensory soothing method

Tick

Noise cancelling headphones

Sunglasses or coloured lenses

Scarf to cover nose if smells are too strong

Stress and sensory toys

Weighted clothing

If you need help at work or training, there will be people there who can help you.

Write a list of all the things you might need help with:

Ask your training provider who the people are who will help you if you need it.

Write down their details below:

Name:

What they look like:

Job title:

Email:

Name:

What they look like:

Job title:

Email:

Name:

**What they
look like:**

Job title:

Email:

Help after your programme



When you finish your programme, you will need to think about what to do next.

You might want to:

- Get a job
- Go to university
- Do an **apprenticeship**
- Do a higher **apprenticeship**



Working out what to do next is hard. And there are lots of things to think about.



There are people who can help you.



Ask your training provider to help you work out what to do next. And how.



You can also visit our website for help:
Website: www.autismwales.org

Checklist for after your programme

What job would you like to do in the future?

Write your answer in the box:

Do you need any more **qualifications to be able to do that job?**

Yes

No

How will you get the **qualifications**?

Do you have the **qualifications** you need to apply for a job now?

Yes

No

What help do you need to find a job?

Hard words

Deadline

A deadline is the date and time something must be finished by.

Qualification

A qualification shows employers that you know how to do something. Having a qualification will help you to get a job.

Routine

A routine is the things you do regularly at set times. For example, being at work every day at 9am.