



Three Steps...

Personal Checklist

to help you on the road to financial independence



Welcome...

Your 'Three Steps' Personal Checklist will help you focus on your strengths and your work goals.

This is an important part of choosing the right training and support to help you get a job.

Have a look through the Checklist and when you are ready, start to answer some of the questions. You don't need to answer every one, or fill out every page.



"You don't need to answer every question, just choose the easy bits to make a start."

Just choose the parts you find easy to make a start. You can always come back to the more difficult questions later, or ask friends or family members to help you.

The experienced and supportive staff at St Loye's are also ready to help.

Just give us a call on 01392 286299 or text us on 07740 582350 so we can call you back.

We look forward to hearing from you.

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Step **1** Let's talk about **You**

Personal Skills & Attributes...

Employers often look for these skills. They will help you in life as well as in work.

	Those I have	Those I would like to develop
Good communications skills	<input type="checkbox"/>	<input type="checkbox"/>
Good teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>
Good problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>
Planning and organisation skills	<input type="checkbox"/>	<input type="checkbox"/>
Self-management skills	<input type="checkbox"/>	<input type="checkbox"/>
Learning skills	<input type="checkbox"/>	<input type="checkbox"/>
Technology skills	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy skills	<input type="checkbox"/>	<input type="checkbox"/>
Literacy skills	<input type="checkbox"/>	<input type="checkbox"/>
Loyalty	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>
Common Sense	<input type="checkbox"/>	<input type="checkbox"/>
Personal presentation	<input type="checkbox"/>	<input type="checkbox"/>
Honesty and Integrity	<input type="checkbox"/>	<input type="checkbox"/>
Postive self-esteem	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humour	<input type="checkbox"/>	<input type="checkbox"/>
Balanced attitude to work and home life	<input type="checkbox"/>	<input type="checkbox"/>
Ability to deal with pressure	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>

Previous Training & Qualifications...

- GCSEs
- A Levels
- NVQs
- City & Guilds
- Diplomas
- Degree
- Trade Qualifications
- Courses

Don't worry if you don't have any! St Loye's helps many people with no previous training or qualifications.

Any other training you've done...

What are the main things stopping you from finding work?

Checklist

- Special Equipment Needs
- Special Healthcare Needs
- Dependent Relatives
- Financial Worries
- Fear of Coming Off Benefits
- Loss of Confidence
- Employer Perceptions
- Lack of Basic Skills
- Lack of Work Experience
- Lack of Work History
- Lack of Qualifications

I am especially concerned about...



St Loye's has helped many disabled people overcome barriers and concerns.

Step **2** Let's talk about **Jobs**

What jobs have you done in the past?



Even if you had to give up work because of a disability your skills may be transferable.

- What did you especially like about any of these jobs?
.....
- What did you not like about any of them?
.....
- How long did you stay in these jobs?
.....
- Why did you leave?
.....
- How long has it been since you last worked?
.....

What type of work interests you most?

More Specifically...

Checklist

- Indoor
- Outdoor

- Office Based
- Factory Based
- Shop Based

- Manual Work
- Computer Work
- Dealing with People

- Varied
- Routine

- Full Time
- Part Time

What is available in your travel to work area?

Places to Find Out

- Jobcentre Plus
 - Job Section of local newspaper
 - Website called
[www.thisis\(name of your city\).co.uk](http://www.thisis(name of your city).co.uk)
 - Personal Contacts and Word of Mouth
 - Firm Vacancy Boards
- Are you thinking about moving house in the next 12 months?
 - Would you consider re-locating to gain employment? If so, what would be your travel to work area?

Jobs that appeal to me...

St Loye's will help you to check whether these jobs are suited to you.

Step 3 Let's talk about St Loye's

Understanding, Supportive, Life Changing

St Loye's has the flexibility to help you build an individual learning and support plan.

We draw from our in-house training and support options, and supplement them through our training partners.

St Loye's provides practical and emotional support to help you achieve your job goals.

This means you get a wide choice of specialist and mainstream training options with the individual support and understanding you need.

Checklist

- Do I need specialist support and help?
- Are my job goals realistic?
 - Am I aiming high enough?
 - Am I aiming too high?
- Do I need to update my skills across several work related areas?
- Do I need modules that lead to a recognised qualification?



Skills, Qualifications & Work Experience to get the job you want...

With St Loye's, it's not just about qualifications. Familiarisation with work place routines and work experience forms an important part of your training programme.

The mix of training and/or work based learning I think I need...

Check our
website at

www.stloyes.org.uk

to see what others
have achieved.

Support to help you succeed...

I think I need specialist support and help with...

List here the practical and emotional support that would make all the difference to you.

What next...?



Help to complete the questions in your Personal Checklist...

- Ask friends or family members
- Call St Loye's on 01392 286299
- Text St Loye's on 07740 582350 and we will call you back

Don't worry if you can't fill out all the sections. The important thing is to make a start.

If you think St Loye's is for you...

- Call our Recruitment Team on 01392 286299 to arrange a visit
- Check your eligibility for government funding with your local Disability Employment Advisor at Jobcentre Plus

Summary Sheet for St Loye's

(Please complete in capital letters)

Name

Address

.....

.....

Tel Mob

Email

Male or FemaleDate of Birth

Date of Enquiry/Visit

How I First Heard of St Loye's

Local Jobcentre Plus

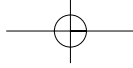
DEA NameDate DEA Contacted

I understand this information will be used by St Loye's only for the purpose of contacting me and preparing a learning and support programme for me.

I agree to this information being supplied to my Disability Employment Adviser.

I agree to this information being supplied to Shaw Trust who work in partnership with St Loye's, for the purpose of assessing my job goals and establishing my work experience and job placement needs.

SignedDate.....



Job Goals/Type of Work Most Interested In (See Step 2)

.....
.....

Location of Travel to Work Area (See Step 2).....

Previous Training / Qualifications / Work Experiences (See Steps 1&2).....

.....
.....

Skills / Qualifications / Work Experience Sought (See Step 3).....

.....
.....
.....

Specialist Support Services Needed (See Step 3)

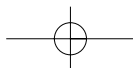
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Personal Skills & Attributes for Development (See Step 1)

.....
.....

Other Barriers to Training and Finding Work (See Step 1)

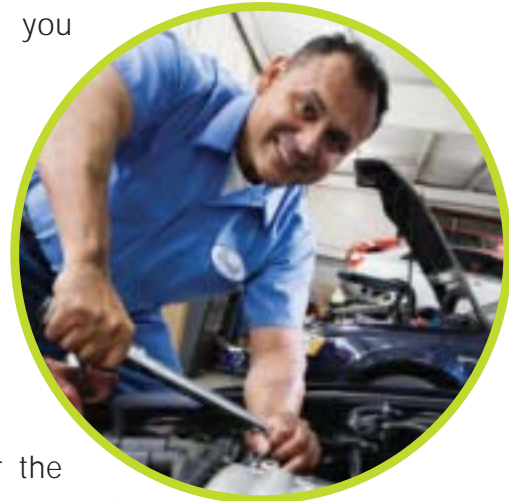
.....



We hope this Checklist has helped you focus on your job goals.

Don't forget to bring it with you when you come to visit us.

If it is difficult for you to visit, please complete and return the Summary Sheet to us.



The information will be used only for the purpose of planning a learning and support programme for you and for keeping in contact with you. It will not be supplied to any third party without your written permission

We look forward to hearing from you.

This Checklist is your starting point. If you need the specialist help and support St Loye's has to offer, and funding is approved, you will have access to ongoing Vocational Advice and Guidance.

Please note that all training and support programmes offered through St Loye's are subject to availability and budgetary constraints.



2009
De on
County Show
21, 22, 23 May

Charity of the Year 2009

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Company No 393477/Registered in England/Limited by Guarantee

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V2 18.02.2009