

Eligibility Criteria

To access Bury EST you need to have a personal budget or wish to self-fund your support.

If you would like to apply for a Personal Budget direct please ring Adult Care Services on **0161 253 5151** and request an 'Assessment of Need for a Personal Budget'.

CONTACT US

If you would like some help and advice from us please contact us on the number below to arrange an appointment with our highly experienced Team.

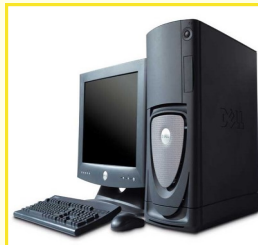
Phone: **0161 253 6588**

Address: **Bury EST
The Lodge
157 Manchester Road
Bury
BL9 0TD**

Email: buryestenquiries@bury.gov.uk



The Welly Community Cafe



One Commissioning Organisation

Bury
COUNCIL

BURY EST

Employment, Support and Training

Personal Budget Packages



One Commissioning Organisation

Bury
COUNCIL

Who are Bury EST?

Bury Employment Support and Training (Bury EST) is a not-for-profit Supported Employment Service offering advice, support and practical assistance to disadvantaged and disabled customers (who are eligible for funding) into employment, and meaningful activities such as independent living, independent travel, and life skills.



Based at The Lodge House in Manchester Road Park, Bury and home to The Welly Community Café, we also work in partnership with employers, individuals and organisations to create a socially inclusive and diverse workforce.

Bury EST has vast experience (over 25 years) in the supported employment arena and has worked with local and national stakeholders and partner organisations to successfully deliver various supported employment projects.

Bury EST customers are given the opportunity to try a variety of activities to increase their employability and independence skills and our aim is to help customers into employment, education, voluntary work or training using a range of different services. Every customer supported by Bury EST will have a Support Worker allocated to them.

Bury EST and Personal Budgets

We believe in the ethos that work pays not only in monetary terms but in a person's confidence, self esteem and ultimately their independence.



We realise that not every person will be able to gain employment, but progress is not necessarily measured in terms of a job outcome; a customer's skills can be assessed and opportunities to try new activities across different areas of community engagement should not be overlooked in moving an individual forward and enabling them to become more self-reliant and move towards independence.

We will work with the customers and their Care Manager to develop a package that can be built within their support plan and within their personal budget.

Services provided by Bury EST	Unit cost of item	Units per week	No of weeks	Full cost of service
<p>4. Group Work Sessions (Manchester Road Park) Customers will be given the opportunity to engage in a variety of activities dependent on interest and ability. Activities could include:</p> <ul style="list-style-type: none"> • Horticulture • Catering & Hospitality • Independent Living Skills • Basic Cooking / Baking • Money Skills/Budgeting • Cleaning 				Please contact Bury EST for details
<p>5. Training Courses Customers will be given the opportunity to develop themselves through a variety of training courses (<i>pending numbers</i>). These could include:</p> <ul style="list-style-type: none"> • Employability Course • Retail/Customer Service • Confidence Course • Independent Living • Stranger Danger • Relationship Sessions • Health & Wellbeing 				Please contact Bury EST for details
<p>6. Work Experience 1:1 support with Bury EST. This will include engaging with employers and completing all the appropriate paperwork ie health and safety, job analysis, workplace agreement.</p>				Please contact Bury EST for details
SECTIONS 2 – 6 ABOVE ARE ON A PICK AND CHOOSE BASIS				

BURY EST

Employment, Support and Training

Costing Breakdown

Services provided by Bury EST	Unit cost of item	Units per week	No of weeks	Full cost of service
<p>1. Getting to know your customer and planning the right support package 1:1 support with Bury EST to get an idea of a customer's experiences, skills and support needs. A Personal Profile will be completed. A Development Plan will also be completed in order to set goals and monitor progress.</p>				Please contact Bury EST for details
SECTION 1 ABOVE IS MANDATORY FOR ALL NEW CUSTOMERS				
<p>2. Work Search 1:1 support at Bury EST. This will include help with safe job search, job applications, CV's, interview skills etc for job searching.</p>				Please contact Bury EST for details
<p>3. Travel Training 1:1 support with Bury EST. This will include completing all relevant paperwork, Health and Safety and all associated assessments.</p>				Please contact Bury EST for details

Packages of Support

Subject to the customer's Support Plan, Bury EST work to an agreed Development Plan tailored to individual needs to move people forward to achieve desired outcomes. This could include:

- Bury EST Employability Courses
- Job profiling
- Work experience placements
- Support into education or training
- Voluntary work
- Work search, CV and interview practice
- Developing skills to become more independent



We match customer skills to an employer's needs to ensure a positive outcome.

Struggling to Keep Your Job?

We provide a **Job/Voluntary Retention** service for customers who are in employment but are struggling due to stress related and/or mental health difficulties and need help liaising with employers. These packages could include:

- Employer negotiation
- Agreeing reasonable workplace adjustments
- Individual goal and action planning



Other Opportunities

At offer an excellent opportunity to assess a customer's skills and to gauge if employment is a realistic option. If employment is found not to be realistic the customer's new found confidence from undertaking planned interventions with us could lead onto increased engagement with other providers as we have links to further education / training / volunteering opportunities.



Option 1:

**Getting to Know
Customers and
Action Planning**

1:1 support with Bury EST to get an idea of a customer's experiences, skills and support needs. A Personal Profile will be completed. A Development Plan will also be completed in order to set goals and monitor progress.

NB: Option 1 is mandatory for all new customers

Option 6:

Work Experience

1:1 support with Bury EST.

This will include engaging with employers and completing all the appropriate paperwork ie health and safety, job analysis, workplace agreement, risk assessment.

Employability Course

Bury EST run Employability Courses for people who find it difficult to find work or keep a job because of disability or disadvantage.

The Employability Course will address issues which can prevent people from obtaining and sustaining paid employment such as creating a CV, attending interviews, employability skills and how to keep a job.

Areas covered are:

Introduction

Aims and Objectives
Personal Goals
Barriers to Work

Skills

Personal qualities
Transferable skills
Identification of new skills
What employers look for

Job Searching

Safe job hunting
Ways to job search
Other services
Application Forms
CVs

Interviews

Effective communication
Interview preparation
Interview skills
Mock interviews

Starting Work

First day at work
Documents you will need
Induction

Discrimination at Work

What is discrimination
When and how to act
Your rights

The Workplace

Health and Safety
Employer's responsibilities
Employee's rights
Reasonable adjustments

Option 2:

Work Search



1:1 support with Bury EST.

Attendance at weekly job search sessions at The Lodge. Areas covered will include:

- Help with safe job search
- Help with job applications
- Help with CVs
- Job specific mock interviews
- Interview skills

Option 3:

Travel Training

1:1 support with Bury EST.

This will include completing all the appropriate paperwork ie health and safety and all associated assessments.

Option 5:

Training Courses

Customers are given the opportunity to develop themselves through a variety of training courses (*pending numbers*). These could include:

- Employability Training Course
- Retail / Customer Service Course
- Confidence Course
- Independent Living
- Stranger Danger
- Health and Safety in the Home
- Finance / Money Management
- Cookery and Baking Skills
- Food Preparation
- Meal Planning / Recipes
- Budgeting and Shopping
- Healthy Eating
- Personal Care
- Domestic Skills - cleaning/laundry etc
- Safe and Healthy Relationships

Catering/Hospitality Activities Little Wellies Community Café

Bury EST customers are also given the opportunity to work in The Little Wellies Community Café. This is also on a six week rota basis. This is a project which we run in partnership with the Northern Care Alliance (previously known as Pennine Care NHS Foundation Trust).

As this is a much quieter café than The Welly Community Café, Bury EST customers are supported by staff to cook and bake 'specials' and cakes/biscuits/jams that are sold in both of our cafés and to the wider community during special occasions throughout the year.

Activities include:

- Baking cakes for our Afternoon Tea events
- Baking and selling cakes/chocolates/jams for Christmas and Easter
- Preparing buffets for external organisations
- Preparing meals for our regular Luncheon Clubs.



Customers will be given the opportunity to work on a variety of activities dependent on interest and ability levels.

Option 4:

Group Work Sessions at Manchester Road Park

Customers will be given the opportunity to engage in a variety of activities dependent on interest and ability. Activities could include:

- Horticulture
- Catering and Hospitality
- Independent Living Skills
- Basic Cooking
- Baking
- Money Skills/Budgeting
- Cleaning

Horticultural Activities

At The Welly Project we manage and maintain the allotments, bowling green and putting green.

To do this Bury EST customers engage in horticultural activities and grounds maintenance such as:

- Mowing, scarifying, feeding and weeding.
- Weeding beds and borders, planting, seeding, grass and hedge cutting.
- Painting the borders of the greens.
- Tool room and equipment management.
- Litter picking and general grounds maintenance.
- Taking bookings from bowling teams and dealing with payments.

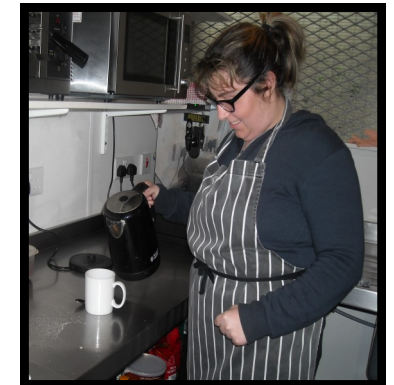


Customers will be given the opportunity to work on a variety of activities dependent on interest and ability levels.

Catering/Hospitality Activities The Welly Community Café

Bury EST customers are given the opportunity to work in The Welly Community Café on a six week rota basis supported by staff to focus on building their employability and also their independent living skills. Activities include:

- Food Hygiene
- Health and Safety in the kitchen
- Cleaning tables, washing up and general cleaning
- Setting up the kitchen area and café seating area
- Basic kitchen preparation
- Preparation and cooking of hot and cold food
- Preparation of hot and cold drinks
- Customer Service: waiting on tables, taking orders and serving food/drinks
- Stock taking and ordering stock
- Using the till
- Team working



Customers are given the opportunity to work on a variety of activities dependent on interest and ability levels.