



ELITE

Supported Employment

Employers Information Pack

WHAT WE DO

Individuals can be referred to ELITE through various ways including Jobcentre Plus, DayCentres, Social Workers, Colleges or Relatives. The initial stage of Supported Employment involves the correct job matching of individuals to vacancies, based on their choices, abilities and circumstances. It is therefore necessary for ELITE to work closely with individuals, their support system, family and carers prior to employment, to obtain this knowledge through a carefully structured assessment procedure.



When an appropriate job has been identified individuals are given one to one support from ELITE's Employment Advisors. This support includes counselling and support prior to interviews., accompanying individuals to interviews, specially tailored one to one training within a workplace and support with the social aspects of the job. This support is maintained until a person is able to work independently, however, to ensure that a job remains successful, withdrawal of our training staff is very gradual and is gauged over a period of time, via structured evaluation and consultation with their employer. All training is tailored to the individual's needs

OUR HISTORY

ELITE Supported Employment Agency LTD was set up in 1994 to enable adults with learning disabilities to access and maintain paid employment opportunities. Over time, this has expanded to meet the needs of anyone with a disability or those who are disadvantaged. ELITE is currently funded by a range of sources: DWP programmes, various grant funds and Local Authority contracts

OUR VISION:

To enable vocational experiences and/or paid employment opportunities for people with disabilities or those at a disadvantage

OUR MISSION:

To enable individuals with disabilities or those at a disadvantage, to access, obtain and maintain paid employment via appropriate support



1994



Present Day

1999: ELITE expand into purpose made office based in Talbot Green, South Wales

2011: Work Choice project starts across South Wales

2014: ELITE relocate their head office to Magden Park to house the increasing work force

2016: The Engage to Change project commences across South Wales

2019: JobSense is launched in the East Wales regions

1994: ELITE is founded by CEO Andrea Wayman in Llantrisant, South Wales

2002: Children In Need project introduced assisting teenagers with employability skills

2012: ELITE begin work on the Real Opportunities project

2015: Merthyr based social enterprise EPS (ELITE Paper Solutions) is founded

2018: ELITE Training Solutions is founded by Andrea Wayman and Chris English

WORKING WITH EMPLOYERS

WHAT ELITE CAN OFFER

- ELITE provide a free recruitment service to employers
- Working with ELITE minimises recruitment and induction time and cost
- ELITE has a pool of candidates to fill your vacancies
- ELITE offers a source of expertise and knowledge about issues relating to employing people with disabilities in relation to the Equality Act (2010) and can support you in your policy production
- ELITE provide individually tailored training and support on site at the workplace
- ELITE ensure productivity is met during training
- ELITE provides on-going support through all stages of employment, thus increasing the success for the employee and employer
- ELITE can provide a range of Disability Awareness Training to upskill your staff
- ELITE can assist you in creating a diverse workforce and achieving your Corporate Social Responsibility
- ELITE provide job retention and support services

HOW WE WORK TOGETHER

1

WORK SITE VISITS

A tour of your workplace to enable a group of individuals with disabilities and/or disadvantage to gain an insight into a range of different industries

2

WORK EXPERIENCE PLACEMENTS

A time limited supported placement, work trail or extended interview, to enable an individual to sample work tasks, gain experience and demonstrate their skills to you.

3

RETENTION OF STAFF

Support interventions to enable you to retain staff with disabilities or those who acquire disabilities

WORKING WITH EMPLOYERS

ELITE has established excellent joint working relationships with many employers across a variety of sectors. We are able to provide employers support with their recruitment processes and provide guidance relating to Corporate Social Responsibility, as well as Disability Awareness. Working across many sectors such as Production, Office, Cleaning, Retail and Catering enables us to provide a range of work choices for the individuals that we work with.

ELITE works closely with employers to negotiate the individual's roles, responsibilities and hours of work, to name a few. Our Employment Advisors enter the place of work prior to an individual commencing employment to learn the job for themselves and understand the culture of the workplace. We can deliver Disability Awareness Training to staff, to provide them with the knowledge and understanding of considerations and reasonable adjustments within the workplace. ELITE will also liaise with Access To Work, within the Department for Work and Pensions to obtain any additional support an individual may need, ranging from equipment, transport assistance to work or adaptations in the workplace.

OUR EMPLOYMENT TEAM

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SOME OF THE EMPLOYERS WE WORK WITH...



Sytner Cardiff



a.f. blakemore & son ltd



Dewis Cymru
Have choice and take control



JOBSEEKER EXPERIENCES



TESCO

Anna at Tesco (Cardiff)

"I have had many knock backs and have attended many interviews, no-one wanted to work with me and this made very sad. Now I work at Tesco. I enjoy my job. I like learning new things and I hope to stay here a long time - I love it!"



 **Nando's**

Stuart at Nando's (Merthyr)

"I absolutely love my job in Nando's; the staff are supportive and understand me. I also like working with members of the public and my priority is making them happy"



 **ELITE**
Paper Solutions

David at EPS (Pentrebach)

"I enjoy getting out of the house and meeting new people and seeing the staff. My paid job is good. I can buy things with my own money when I like, or I can save my money. I am going to start saving the money I earn so I can go and see my brother who lives in New Zealand"



 **MISKIN MANOR**
Hotel · Health & Fitness

Sean at Miskin Manor (Pontyclun)

"Before starting my work trial at Miskin Manor, my self-esteem and confidence was very low. I was so glad that ELITE were there to provide the support and encouragement that I needed to do the work trial. Thanks to ELITE I am now in full-time employment and have not looked back. I work as part of a small team, who are very supportive. I enjoy working with my team and other employees working at Miskin Manor Hotel. Working here has given me confidence and belief in myself"

JOBSEEKER EXPERIENCES



ASDA
city
THE PERFECT PARTNERSHIP

Tyrone at ASDA / City FM (Cardiff)

"My start in work was challenging. In my first week, the Area Manager and National Manager visited the store and I had to show them what I was doing. It worked out well and I had really good feedback. I take pride in doing a good job and already I have been asked to work extra hours and get involved with other departments"



Vision Products
Quality Assured
Sicrwydd Ansawdd

Scott at Vision Products (Pontyclun)

"I am now working full-time at Vision Products. I don't think I would be in this employment if it was not for the support and guidance I recieved from ELITE. I continue to receive ongoing support from my employment, which has developed my skills in administration"



a.f. **blakemore**
..... & son ltd

Stephen at AF Blakemore (Pontyclun)

"I have been working at AF Blakemore Distributions for 2 years and it's the perfect job for me. I get on great with all the staff and they are always there to support me. I am a much more confident person and I am always willing to help out with any other duties for the company"

EMPLOYER EXPERIENCES



Plaid Cymru (Treorchy)

"Carys is a keen new member of Leanne's team here in the Rhondda office. She had already done so much; contacting members to organise activities, inputting data onto spreadsheets, contacting organisations to arrange visits for Leanne and other general admin work. She is an enthusiastic member of staff here and is willing to do any set task"



Cardiff University (Cardiff)

"Working closely with Cardiff and Vale College, ELITE and Learning Disability Wales (LDW), we jumped at the chance to be the first employer in Wales to offer internships as part of this excellent project"



Dewis Cymru (Pontypridd)

"Working with ELITE has proved to be a very fruitful partnership. The culture of their organisation matches ours. The staff are very helpful and supportive. They understand our organisation which helps enormously when assisting with the selection process. We would recommend ELITE to help like-minded organisations with their recruitment needs"



Cwmparc Community Association (Cwmparc)

"The support provided by ELITE to both ourselves and the clients has been excellent. I have witnessed first-hand the level of support the clients receive and feel that the staff are very caring, professional and willing to go the extra mile if required. Our centre has benefitted a great deal by the support and this has helped us strengthen in our own community"

EMPLOYER EXPERIENCES



AF Blakemore (Pontyclun)

"For a business our size it is of the utmost importance that we have a talented pipeline and pool of staff entering our organisation at all levels. Working with ELITE has opened a new door of talent into our business that we wouldn't have investigated prior to working with them. They have helped us strengthen ourselves as a responsible business and also in becoming an employer of choice for all"



ABLE Radio (Cwmbran)

"We have a history of employing people with disabilities and barriers into employment and we were keen to engage a young man with Autism who had volunteered with us. The Engage to Change programme provided a perfect instrument for doing so, through it's combination of support and job coaching. We met ELITE and signed up immediately. During the course of the programme it became clear that the coaching was in fact very valuable to the team"



Handmade by Mrs H (Aberavon)

"The benefit of working with ELITE is that they will provide support for the individual and the employer. Carrie is an asset to my business; she has made herself invaluable in the time she has been with me. I feel like I have won the lottery!"



Ysgol Ty Gwyn (Cardiff)

"I have witnessed first-hand the pride ELITE have given to parents that in all probability never ever expected their child to be given the employment opportunity that ELITE have delivered. I remember the initial phone call I made outlining my 'dream' of finding permanent employment for two of the very special young persons at our school. Within days, a meeting had been arranged and the first young person has been identified and is now a very happy permanent member of staff here at the school. You have exceeded my hopes by opening up the doors of employment for these two young adults"

OUR TEAM

MANAGEMENT



Andrea Wayman
CEO



Kathy Rivett
COO



Sian Clarke
Operations Manager



Chris English
Training Manager



Pearl Dickson
Finance Manager

TRUSTEES



Andrew Hole



Beth Thomas



Emily Austin



Geoff Wood



Gill Owens



Joe Powell



Kim Connor-Steich



Richard Jones



Vanessa Bowkett

TEAM LEADERS



Zoe Gambling



Sara Johnston



Paula Bowen



Stacey Baker

OUR TEAM

EMPLOYMENT CONSULTANTS



Amanda Richards



Neil Emmott

ADMINISTRATION AND OPERATIONS



Erika James
Office Manager



Benny Griffiths
Communications Officer



Tracy Moore
Project Administrator



Kelly Picton
Project Administrator



Nicola Rowley
Project Administrator



Susan Edwards
Finance Officer



Helena Sutton
Clerical Assistant



Tara Lewis
Clerical Assistant



James Houston
Clerical Assistant



Rebecca Chick
Clerical Assistant



Rebecca Lane
Clerical Assistant



Rebecca Milsom
Housekeeping



Kelly Harris
Housekeeping

OUR TEAM

EMPLOYMENT ADVISORS



Bev Davies



Brandon May



Cain Rees



Claire Palladini



Gaynor Jones



Gemma May



Geraint Evans



Geraldine Bevan



Gillian Rees



Jamie Williams



John Rawlinson



Kate Goode



Laura Donaldson



Lauren Wayman



Lisa Harding



Martin Draper



Maxine Levett



Michael Llewellyn



Michael Stephenson



Molly Meadows



Morgan Bowden



Owen Williams



Paul Kibble



Paul Uren



Peter Obradovic

OUR TEAM



Rachel Holley



Ruby Rees



Steve Squires



Susan Price



Tina Hewitt



Tracey Willetts



Kate Newman



Zoe Bowen



Amey Chappell



Molly Richardson



Sian Blowers



Sarah Greener



Delyth Woods

INTERESTED IN JOIN THE TEAM?

ELITE offer a wide range of employment opportunities. While our Employment Advisors make up a large proportion of our work force, we also employ staff in administration, finance and management. To see our current vacancies, please visit elitesea.co.uk/current-vacancies



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