**Project SEARCH: Frequently Asked Questions**

What is Project SEARCH all about?

Project SEARCH is a college course and work experience all in one. It is a really good way to support people with a learning disability to find paid work.

Who is the host employer and who is the school/college?

The host employer is Moorfields Eye Hospital NHS Foundation Trust and the programme will be based at their main London hospital, City Road Campus .

How long will the programme last?

The programme runs the same as a school or college year, starting in September and finishing in July.

Will I get any holidays?

Yes you will get the same holidays as anyone else he is attending school or college.

How many days a week will I have to work?

You will work five days a week; Monday, Tuesday, Wednesday, Thursday, Friday.

What time do I start and finish each day?

At the beginning of the programme you will need to start at 9.00 am and will finish at 4.00 pm. As the programme goes on you may need to start earlier, but this will depend on the requirements of your job.

How will I get to Project SEARCH and home again each day?

It is your responsibility to get to work on time each day. This is the same for everyone in work. if you need any help to plan your journey and please let us know we may be able to help you arrange for some travel training to learn new bus routes or train routes

Can I use my freedom pass?

You maybe entitled to free or reduced travel. Call the Freedom pass helpline on: (0845) 275 7054 or TfL on (0843) 222 1243

Or visit the website: http://www.londoncouncils.gov.uk/services/freedompass/

Where might I be working?

Follow the link below for directions to Moorfields Eye Hospital - City Road Campus:

<https://www.moorfields.nhs.uk/site/moorfields-eye-hospital-city-road>

Will I be doing a course?

You will be learning how to do real jobs at Moorfields Eye Hospital with a job coach You will also be doing an Employability Skills course and this will support you in how to do your job.

Will I just be in a classroom all day?

No. The classroom (we call it ‘The Base Room’ or ‘Office’) is a small part of Project SEARCH. You will be spending a lot of time on work experience within the hospital and working alongside hospital staff.

What job will I be doing?

At this stage we do not know. You have the opportunity to try different jobs and have a range of experiences. We look at the skills that you have and the skills that are needed to do the job, then carefully match you up so that you will being doing the right job and getting the right experience.

Is it more education or is it work? Will I get paid while on Project SEARCH?

It is education about how to do a job: learning and practising every day the skills you need to do a job well. The programme year is about education and will last three terms just like a school or college so you will **not** be paid while on Project SEARCH.

Will I get a job at the end?

There is no guarantee that you will get a job and finding paid jobs is hard work, but our aim is to help everyone into paid work at the end of the programme and this maybe with a variety of local employers not necessarily at the hospital where you have done your training.

I am worried about my benefits?

For information on welfare benefits you can call the National Bureau for Students with disabilities on 0800 328 5050 or the DWP benefit line on 0800 882 200

How much help will I get on Project SEARCH?

Each term you will have three members of staff to help you. There will be a Tutor in the Base Room, the Job Coaches helping you in the workplace and the Base Room and a member of staff in the area where you are working who act as what we call a workplace Mentor.

Will I be supervised at all times?

There will be times of the day when you are at lunch on break or travelling around the building, so you may not have someone with you at all times. However at all times you are expected to behave in an appropriate manner. If anything should happen to you or you need help you will have a contact numbers with you so you can get help.

Where will I have my lunch?

You can bring your lunch or buy lunch in the restaurant or shop and eat it there, or

you may go out into the fresh air on the hospital grounds. You may be expected to do whatever the rest of the team does when you are out in your work placement, so that you can then learn to fit in with them as part of the team, or you can meet the other Projects SEARCH students for lunch.

What about my medication?

This is your responsibility. You will need to do what you normally do. If you need somewhere private to take medication then let us know.

What should I do if I'm ill and cannot come to work?

You will be given contact numbers to let us know straightaway. This is the same for any job.

What do I need to wear?

When you're working in a particular area you will wear whatever is appropriate for the work you are doing. Any personal protective equipment needed will be provided for you. It is likely that you will always need to wear smart clothes. Whatever you are doing it is very important that your clothes are clean and that you have good personal hygiene.

Can I have my mobile phone on?

This will depend on where you are working. Even if you can have your phone on you may not be allowed to make or receive personal phone calls during work hours. This is the same in most jobs.

If I have a problem what will I do?

Speak to the Tutor who will do whatever they can to help you. When you are out in the workplace you will have a workplace mentor and the job coaches who will help you understand the job.

Contact Details

If you have any further questions about Project SEARCH and how it works please contact the Tutor Emma Lord:

Mobile: 07458003795

Email: emma.lord@candi.ac.uk

