

# A Guide to the Calderdale & Kirklees Careers' Connexions Resource Standard for Special Schools

# CRS

Approved Connexions Resources

2010/11

This is to certify that

*Institution*

has met the criteria set out in the  
Calderdale & Kirklees Careers' Connexions  
Resource Standard for Special Schools and is  
providing a high quality information service for  
students, teachers and tutors.

date

Gerald Hey  
Chief Executive  
Calderdale & Kirklees Careers

Calderdale & Kirklees  
Careers

2010/11



## Connexions Resource Standard for Special Schools 2010-2011

Your Connexions resources should help your students understand the world of work, what their learning options are and the life skills they will need. They should provide their parents and their advisers with information they need to help students make decisions about their futures.

### High quality resources

The Calderdale & Kirklees Careers' Connexions Resource Standard (CRS) recognises that you are providing a high quality information service to your school community.

Visitors to your school or college (including parents, colleagues, governors and inspectors) will see that you have achieved recognition for the high level of service you provide.

The Connexions Resource Standard is valid for a year from the date when you were last assessed.

### Criteria and assessment

There are **six criteria** which you should endeavour to meet; however, assessment for the Standard will be flexible as we recognise that the type and format of resources catering for the needs of your students will depend on their learning difficulties and disabilities.

### If you do not wish to apply

We hope you will want to be assessed, but if that is not the case you should still find that the criteria provide you with a useful guide to running your resources area.

### Links with other standards

Some schools and colleges choose to apply for the Connexions Resource Standard in its own right. The CRS, however, also forms one part of the Quality Standards for Careers Education, Information, Advice and Guidance (CEIAG) in Calderdale and Kirklees; to achieve these you must hold the Connexions Resource Standard.

### How to apply

You can apply for the Connexions Resource Standard at any time by contacting Catriona Wood (see below).

### Before you apply

- Have you looked at the resources area from a user's point of view?
- Have you checked that you meet the criteria?

**If you would like to discuss the Connexions Resource Standard, please get in touch with your Connexions PA or Catriona Wood Information Specialist on 01484 226722 or by email [catriona.wood@ckcareers.org.uk](mailto:catriona.wood@ckcareers.org.uk)**

**Criteria**  
**Connexions Resource Standard for Special Schools**  
**2010-2011**

Criteria	Yes	No	Comment/Action
<b>1. Access</b>			
1.1 The Connexions resource area is well signposted, with an area highlighting future options.			
1.2 There is physical ease of access or alternative arrangements can be made. (Please give details.)			
1.3 There is plenty of opportunity for students to see the resources.			
<b>2. Accommodation and facilities</b>			
2.1 The area is inviting; warm, bright, soft furnishings etc.			
2.2 There is a computer and printer with appropriate careers/lifeskills software packages. There is access to the Workabout website and a poster.			
2.3 Staff have access to a camera and other audio-visual equipment.*			
<b>3. Content</b>			
3.1 Information in <b>appropriate</b> formats is available covering world of work, training and life issues. (See 'Guide to contents' p2-7 for examples).			
3.2 There is evidence of contact with business and the local community such as a list of useful contacts willing to give talks, arrange visits or provide material.			
<b>4. Organisation and display</b>			
4.1 Material is organised so that it is easy to find.			
4.2 Posters/pictures depicting a variety of occupations is displayed in the Connexions area, or elsewhere in a suitable part of the school.			
4.3 Pictures of local colleges are on display.*			
<b>5. Maintenance and development</b>			
5.1 There is a designated person responsible for maintaining and developing resources.			
5.2 Materials are reviewed and out of date material discarded.			
<b>6. Support for users</b>			
6.1 Support, appropriate to the needs and abilities of students, is provided.			
6.2 Teaching staff are aware of the Connexions resources held.			

\* = desirable criteria

## Guide to contents

### Connexions categories cover:

- education
- training
- the world of work
- free time
- life issues
- help and advice agencies

### Important information

- Set out below are some examples of what would meet the criteria of the Standard. You may decide to work towards the Standard or you may decide to use the list for guidance only.
- **You are not expected to have everything on the list**, but you should have material to cover all the categories above.
- **We welcome alternative publications and formats** more suitable for your students' needs.
- Details of suppliers are given in 'Further information' on page 5.
- There may be Connexions Information Initiative funding (up to £150) from C&K Careers to help with costs – conditions apply.

Software - World of work and life skills	Yes/No
<p><b>On the Spot Multimedia CD-ROM</b> Highflyers Publishing 2004. £100.00. Full of sounds and colour images this program encourages students to explore 150 jobs in a fun and lively way. Works well with On the Spot Job Cards (see 'World of Work').</p>	
<p><b>JED-Job Explorer Database (includes First JED) CD-ROM (or Internet)</b> Careersoft 2010/11. £170 (plus £20 per extra) – annual licence. Lots of <b>photos</b>. <b>Extras are a video pack, text-to-speech and internet access for home use.</b> JED includes First JED. <b>First JED is a simpler version of JED</b> with reduced text, World of Work map and Quiz Trail. First JED is designed for Year 7 and up and some special needs groups. A quick questionnaire gives job suggestions. <b>View the online demo, see the help video or request a CD or free month's licence at <a href="http://www.careersoft.co.uk/jed">www.careersoft.co.uk/jed</a></b></p>	
<p><b>PAWS in Jobland CD-ROM</b> CASCAiD No longer available. Suitable for ages 7-11 and special needs of all ages. Fun activities looking at over 100 different jobs. Free binder of 40 photocopiable worksheets.</p>	
<p><b>Out and About 1 Plus – The Living Community CD-ROM</b> <b>Out and about 4 Plus – Money and Finance CD-ROM.</b> New editions in 2008. Improved and extended on the originals. SEMERC from £75. Suitable for non-readers. Designed to help teach life skills to leavers with learning difficulties. Covers shopping, lifelong learning, travel, banking and leisure. 'It is easy to install, fun to use and provides plenty of opportunities for discussion and interaction', <i>Ability</i> Obtain from Inclusive Technology.</p>	
<p><b>On the Spot Active CD-ROM</b> Highflyers Publishing 2005. £65.00. Computer game to gather simple information about jobs and work. Colourful images, sound effects. Designed for younger students or those with learning difficulties. <b>View short demo at <a href="http://www.highflyerspublishing.co.uk">www.highflyerspublishing.co.uk</a></b> Works well with 'On the Spot Activity Pack' (see p4).</p>	

<p><b>If I Were Plus! Ver 2 CD-ROM</b>  Lifetime Publishing 2008 was £99 +VAT, now £59.95+VAT.  Multimedia, includes video clips and speech. Students can look for specific jobs or get job suggestions after answering a few simple questions. Is based on the 4<sup>th</sup> edition of the 'If I Were' leaflet resource pack (see 'World of Work') and provides simple information on 150 jobs.</p>	
<p><b>Other</b> – List any additional or alternative software you have or websites you use.</p>	
<p><b>Visual displays – world of work, education and training</b></p>	<b>Yes/No</b>
<p><b>Posters/pictures</b>  Such as jobs, students on work experience, motivational posters and local colleges. Examples: 'People I Meet' posters (A2x6) from Lifetime Publishing £15.95+VAT; 'First Jed's World of Work' (A3) from Careersoft approx £6.00; your own photos. (Calderdale &amp; Kirklees Careers can provide some signage and labelling if needed).</p>	
<p><b>Other</b> – List any other visual displays you have.</p>	
<p><b>World of work</b></p>	<b>Yes/No</b>
<p><b>Job boxes</b>  Contents will vary school to school. Hats and work-related objects to stimulate discussion are available on short loan from your PA.</p>	
<p><b>Appropriate job information leaflets</b>  Consider some of those produced by Calderdale &amp; Kirklees Careers eg Job Facts, Street Facts. Discuss their suitability for your students with your PA.</p>	
<p><b>Able to Succeed 6<sup>th</sup> edition</b>  CASCAID 2007 £21.00.  Looks at 11 common health conditions and the implications for career options</p>	
<p><b>Color Library Occupations</b>  Speechmark £37.99  96 boxed cards of people in occupations. No text.</p>	
<p><b>On the Spot Leaflets CD-ROM only or plus printed version (New edition)</b>  Highflyers Publishing 2010. £150 CD-ROM only or £180 for CD-ROM and printed version.  Designed for younger students and those with lower levels of literacy, but may not be suitable for special needs. 300 black and white A4 leaflets. CD has two versions including one with very little text designed to be used as a research worksheet.  <b>Download sample from <a href="http://www.highflyerspublishing.co.uk">www.highflyerspublishing.co.uk</a> before deciding to buy.</b></p>	
<p><b>On the Spot Job Cards CD-ROM only or CD-ROM and printed version</b>  Highflyers Publishing 2005. £100.00 for CD-ROM only or £130 for CD-ROM and printed version.  205 highly visual job cards for use with very poor readers to stimulate discussion about the skills needed and the books and uniforms used or worn in jobs.  Work well with 'On the Spot Multimedia' program (see 'Software').  <b>Download sample from <a href="http://www.highflyerspublishing.co.uk">www.highflyerspublishing.co.uk</a></b></p>	
<p><b>Glove puppets: People That Help Us/Careers Finger Puppets</b>  Set of 9 £34.50/Set of 10 £17.65  The Puppet Company Ltd (can be ordered from Prospects – see 'Further information')</p>	

<p><b>On the Spot Activity Pack</b>  Highflyers Publishing 2004. £70 for CD-ROM only or £100 for CD-ROM and printed version.  Black and white worksheets to explore the world of work and stimulate discussion. Aimed at younger students and those with learning difficulties.  <b>Download sample from <a href="http://www.highflyerspublishing.co.uk">www.highflyerspublishing.co.uk</a></b></p>	
<p><b>If I Can...2<sup>nd</sup> edition</b>  Lifetime Publishing. Was £75, currently £49.95.  For MLD students. Photocard game with simple text and Widgeit symbols, to help students understand what skills are. Accompanied by tutor notes and classroom activities. Complements 'If I Were...'</p>	
<p><b>If I Were...5<sup>th</sup> edition (New edition)</b>  Lifetime Publishing 2009. £79.95+VAT.  Ringbinder and CD-ROM of the leaflets. Comprises 180 leaflets of jobs needing few or no qualifications and topics like going for an interview. Written in simple language and using icons. Accompanied by tutor notes and classroom activities. (Or consider 'If I were Plus!' - see 'Software'). An 'uncomplicated product for both mainstream and MLD students'.</p>	
<p><b>When I'm at Work series</b>  Franklin Watts 2005 and 2006. £6.99 each. 9 in the series which includes bus driver (female), firefighter (female), refuse collector, footballer, dentist.  Series aimed at 4–9 year olds. Suitable for MLD.</p>	
<p><b>Just the Job series</b>  Franklin Watts 2001-2004. £5.99. There are now only 2 available in this series of basic level jobs 'I work in a garden centre,' and 'I work in a nursery'.</p>	
<p><b>Out and About series</b>  Franklin Watts £7.99 each. 9 updated in 2009, including 'The Railway Station', 'The Sports Centre', 'The Post Office'. Lots of photos. Good for the 'people who help us' topic.</p>	
<p><b>Working in...series</b>  Babcock Lifeskills. £8.50 each.  Real life case studies, high quality photographs. A lot of text.</p>	
<p><b>Other</b> – List any other material you have on the world of work.</p>	
<p><b>Education, training and transition</b></p>	<b>Yes/No</b>
<p><b>Calderdale &amp; Kirklees Careers' publications:</b> Get Organised, Get Ahead (annual publications), What Next as appropriate.  Provided by school's Connexions Personal Adviser.</p>	
<p><b>College prospectuses</b> or detailed information about courses relevant to the students. This could include provision beyond Calderdale and Kirklees.</p>	
<p><b>Get Going! 2009</b> A handbook of services and opportunities for adults with learning disabilities in Kirklees (Kirklees Advice and Community Service). Can be viewed/downloaded also at <a href="http://www.kirklees.gov.uk/community/care-support/getgoing">www.kirklees.gov.uk/community/care-support/getgoing</a></p>	
<p><b>NATSPEC Directory or access to online directory at <a href="http://www.natspec.org.uk">www.natspec.org.uk</a></b>  Directory of The Association of National Specialist Colleges – free from NATSPEC.</p>	
<p><b>Foundation Learning provision</b>  Use 'Get Ahead' to contact training providers for their leaflets.</p>	
<p><b>Moving on to College</b>  One of the 'Everyday Challenges' series. SEN Press 2009. £5.99</p>	

<b>Finance post-16</b> Any appropriate information eg details on the new discretionary learner fund for 2011 announced October 2010.	
<b>Other</b> eg Day Centres information, other post school provision.	
<b>Life issues/lifeskills</b>	<b>Yes/No</b>
<b>Relationships</b> <b>SEN Press 2010. £4.99 each.</b> A new series of 6 titles.	
<b>Everyday Challenges series</b> SEN Press 2006-7. £5.99 each. Series of books includes 'Learning to Speak Up', 'Travelling by Yourself', 'Moving on to College'. (There is also an Activity Pack for £90.)	
<b>Work Experience series</b> SEN Press 2006. £4.99 each. Series includes 'A Fast Food Restaurant', 'A Supermarket', 'An Interview'. Each addresses issues with frankness and through the eyes of students. Two new titles are planned for 2010.	
<b>On the Spot Life Cards CD-ROM/CD-ROM and ringbinder</b> Highflyers Publishing 2000. £70/£100. 40 coloured A4 cards, designed for work with students with learning difficulties. Stimulate discussion about lifeskills and coping with everyday situations eg going for fish and chips, baking a cake, going into town. <b>Download sample at <a href="http://www.highflyerspublishing.co.uk">www.highflyerspublishing.co.uk</a></b>	
<b>Going for an Interview 4th edition</b> Lifetime Publishing 2009. £29.95. For MLD students. A colourful card game about interview skills and preparation.	
<b>Going on Work Experience 4th edition</b> Lifetime Publishing 2009. £29.95. A card resource and photocopiable workbook to help MLD students prepare for work experience.	
<b>I Can series</b> Desk Top Publications Ltd. (Can also be ordered from Prospects, £21.00 each). Photocopiable worksheets. Topics include 'I Can Survive Interviews', 'I Can do Work Experience', 'I Can Write a CV', 'I Can Fill in Application Forms', 'I Can Move On'. <b>How do I get a job?</b> Incentive Plus. £25.99 Game to help prepare young people 16+ for work experience, job seeking or coping in the workplace. May be particularly useful to those on the Autistic Spectrum. A discussion card based activity.	
<b>Other</b>	
<b>Information for staff and parents (This would enhance your provision)</b>	<b>Yes/No</b>
<b>Examples</b> would be: relevant benefits, adult & community education provision, and support groups. <b>Fact sheet – 'Preparing for adult life and transition'</b> . From Contact a Family (see 'Further information'). £1.00 a copy, minimum order of two copies.. <b>Contact a Family</b> produces a wide range of publications for families with disabled children or professionals working with them, including: 'Directory 2010 – The essential guide to medical conditions, disabilities and support', £40.00. Over 1,200 conditions described. Support groups and other help is listed. Flag up the Contact a Family website.	

<b>Disability Alliance</b> provides factsheets on a range of benefits, social care and other disability related issues (see Further information).	
<b>Other</b> – List any other useful information you have for staff and parents.	
<b>Free time and leisure</b>	<b>Yes/No</b>
<b>Phab, fitness and fun clubs etc.</b> (You will know what leaflets/posters are appropriate.) ‘Places to go; things to do; someone to talk to’, Calderdale Young People’s Service. T: 01422 392495 <b>Youth clubs/activities</b> - Kirklees T: 01924 326235 or 01484 223348 Calderdale Passport to leisure (English National Concessionary Pass (ENCP) – T: 0845 245 6000 Kirklees Passport Scheme T: 01484 234056 or <a href="http://www.kirklees.gov.uk/kirkleespassport">www.kirklees.gov.uk/kirkleespassport</a>	
<b>Other</b>	
<b>Help agencies</b>	<b>Yes/No</b>
<b>Connexions publicity</b> (from C&K Careers) ‘ <b>Youthfax</b> ’ free annual booklet (Kirklees T: 01484 344274; Calderdale T: 01422 392495)	
<b>Other</b> – List any other agencies you feel are helpful.	



## Further information....

### Useful contacts and websites:

#### Adult and Community Services

Kirklees Council  
T: 01484 223000  
W: [www.kirklees.gov.uk/community/health-care/learningdisability](http://www.kirklees.gov.uk/community/health-care/learningdisability)  
Produce ‘Get going!’ booklet and this useful website for people with a learning disability:  
W: [www.kirklees.gov.uk/ldpb](http://www.kirklees.gov.uk/ldpb)

#### CEGNET

W: [www.cegnet.co.uk](http://www.cegnet.co.uk)  
The Government careers education support website

#### Colleges

Bradford College	T: 01274 433333	W: <a href="http://www.bradfordcollege.ac.uk">www.bradfordcollege.ac.uk</a>
Burnley College	T: 01282 733333	W: <a href="http://www.burnley.ac.uk">www.burnley.ac.uk</a>
Calderdale College	T: 01422 399399	W: <a href="http://www.calderdale.ac.uk">www.calderdale.ac.uk</a>
Hopwood Hall	T: 0161 643 7560	W: <a href="http://www.hopwood.ac.uk">www.hopwood.ac.uk</a>
Joseph Priestley Leeds	T: 0113 307 6111	W: <a href="http://www.joseph-priestley.ac.uk">www.joseph-priestley.ac.uk</a>
Kirklees College: Dewsbury Centre	T: 01924 436221	W: <a href="http://www.kirkleescollege.ac.uk">www.kirkleescollege.ac.uk</a>
Kirklees College: Huddersfield Centre	T: 01484 437070	W: <a href="http://www.kirkleescollege.ac.uk">www.kirkleescollege.ac.uk</a>
Leeds City College		W: <a href="http://www.leedscitycollege.ac.uk">www.leedscitycollege.ac.uk</a>
- Thomas Danby Campus	T: 0113 249 4912	
- Park Lane Campus	T: 0845 045 7275	

**Connexions (locally)  
Calderdale & Kirklees Careers**

T: 01484 226700  
E: [firstname.secondname@ckcareers.org.uk](mailto:firstname.secondname@ckcareers.org.uk)  
W: [www.workabout.org.uk](http://www.workabout.org.uk)  
Contact your PA or Catriona Wood Information Specialist

**Connexions (nationally)**

W: [www.connexions-direct.com](http://www.connexions-direct.com)  
W: [www.connexions-direct.com/jobs4u](http://www.connexions-direct.com/jobs4u)  
Job information database.

**Contact a Family**

T: 0808 808 3555  
W: [www.cafamily.org.uk](http://www.cafamily.org.uk)  
For families with disabled children.  
Various publications.

**Council for Disabled Children**

W: [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)  
The Council for Disabled Children publishes a range of books and practice guides and a series of A3 posters on the topic of inclusion.

**Disability Alliance**

T: 020 7247 8766 (**not** an advice line)  
W: [www.disabilityalliance.org/fact.htm](http://www.disabilityalliance.org/fact.htm)  
Factsheets and other advice.

**Foundation Learning (work-based)  
'Venture' in Kirklees**

T: 01484 437182  
W: [www.e2eck.org.uk](http://www.e2eck.org.uk) (Directory of provision)

**'Excel' in Calderdale**

T: 01422 342106 (Halifax Connexions Centre)

**Kirklees Website for People with a Learning Disability**

W: [www.kirklees.gov.uk/ldpb](http://www.kirklees.gov.uk/ldpb)  
Launched in November 2010 this website is for those with a learning disability and anyone supporting them. It includes sections on transition, learning and free time activities.

**Publishers and suppliers**

**Babcock Lifeskills**

T: 01329 229138  
E: [sales@babcock-vtlifeskills.com](mailto:sales@babcock-vtlifeskills.com)  
W: [www.babcock-vtlifeskills.com](http://www.babcock-vtlifeskills.com)

**Local area wide 14-19 prospectuses**

W: [www.kirkleesoptions.org.uk](http://www.kirkleesoptions.org.uk)  
W: [www.calderdaleprospectus.co.uk](http://www.calderdaleprospectus.co.uk)

**Mencap**

T: 020 7454 0454  
T: 0808 888 1111 (Helpline)  
W: [www.mencap.org.uk](http://www.mencap.org.uk)  
The 'voice of learning disability'

**Mencap in Kirklees**

W: [www.mencapinkirklees.wordpress.com](http://www.mencapinkirklees.wordpress.com)  
Information on activities

**NATSPEC (National Association of Specialist Colleges)**

T: 0121 428 5050  
W: [www.natspec.org.uk](http://www.natspec.org.uk)

**Phab North Kirklees Club**

T: 01924 439048  
W: [www.phab.org.uk](http://www.phab.org.uk)  
This club caters for young people

**TeacherNet**

W: [www.teachernet.gov.uk](http://www.teachernet.gov.uk)  
The education site for teachers

**Transition Information Network (TIN)**

T: 020 7843 6006  
W: [www.transitioninforonetwork.org.uk](http://www.transitioninforonetwork.org.uk)  
An alliance of organisations and individuals that support disabled young people's transition to adulthood.  
TIN provides information on transition through its website, magazine *my future choices*, policy and practice bulletin *Getting a Life* and seminars.  
It is free to become a member of TIN.

**Careersoft**

T: 01422 400151  
E: [info@careersoft.co.uk](mailto:info@careersoft.co.uk)  
W: [www.careersoft.co.uk](http://www.careersoft.co.uk)

### **CASCAiD**

T: 01509 226868  
W: [www.cascaid.co.uk](http://www.cascaid.co.uk)  
E: [enquiry@cascaid.co.uk](mailto:enquiry@cascaid.co.uk)

### **Desktop Publications Ltd**

T: 0845 1307413  
E: [info@desktoppublications.co.uk](mailto:info@desktoppublications.co.uk)  
W: [www.desktoppublications.co.uk](http://www.desktoppublications.co.uk)  
Suppliers of special needs resources including on autism, dyslexia etc.

### **Franklin Watts**

T: 020 7873 6000  
W: [www.franklinwatts.co.uk](http://www.franklinwatts.co.uk)

### **Highflyers Publishing Ltd**

T: 01785 257744  
E: [jackie@highflyerspublishing.co.uk](mailto:jackie@highflyerspublishing.co.uk)  
E: [mike@highflyerspublishing.co.uk](mailto:mike@highflyerspublishing.co.uk)  
W: [www.highflyerspublishing.co.uk](http://www.highflyerspublishing.co.uk)  
**(View demo and download sample pages)**

### **Incentive Plus**

T: 0845 180 0140  
E: [info@incentiveplus.co.uk](mailto:info@incentiveplus.co.uk)  
W: [www.incentiveplus.co.uk](http://www.incentiveplus.co.uk)  
Resources to promote social, emotional and behavioural skills.

### **Inclusive Technology**

T: 01457 819790  
E: [inclusive@inclusive.co.uk/catalogue](mailto:inclusive@inclusive.co.uk/catalogue)  
W: [www.inclusive.co.uk](http://www.inclusive.co.uk)  
Provide educational software and hardware for learners with physical disability, sensory impairment or learning difficulty.

### **Lifetime Publishing**

T: 01225 716023  
E: [sales@lifetime-publishing.co.uk](mailto:sales@lifetime-publishing.co.uk)  
W: [www.lifetime-publishing.co.uk](http://www.lifetime-publishing.co.uk)  
**(View and download sample pages)**

### **Prospects Education Resources**

T: 01229 814840  
E: [resources@prospects.co.uk](mailto:resources@prospects.co.uk)  
W: [www.prospectseducationresources.co.uk](http://www.prospectseducationresources.co.uk)  
Broad range of careers, personal development & LDD resources.

### **Schoolhouse Books**

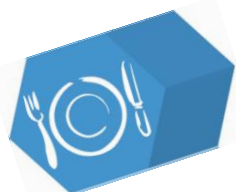
T: 0113 290 9222  
E: [admin@schoolhousebooks.co.uk](mailto:admin@schoolhousebooks.co.uk)  
W: [www.schoolhousebooks.co.uk](http://www.schoolhousebooks.co.uk)  
A local supplier.

### **SEN Press Ltd**

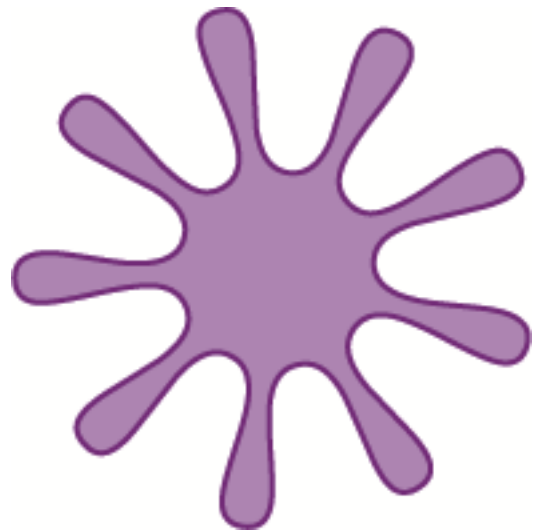
T: 01422 844822  
T: 01606 836699 (Orders)  
E: [info@senpress.co.uk](mailto:info@senpress.co.uk)  
W: [www.senpress.co.uk](http://www.senpress.co.uk)

### **Speechmark Publishing Ltd**

T: 01908 326944  
E: [info@speechmark.net](mailto:info@speechmark.net)  
W: [www.speechmark.net](http://www.speechmark.net)  
Practical resources for health and education.



## NOTES



**connexions**  
working with  
young people in Kirklees

**connexions**

provided by  
 **Kirklees**  
COUNCIL

provided by  
**Calderdale**  
Council