

NEW from CHANGE for March 2010

A practical guide to employing staff with learning disabilities.

‘Employing Staff with Learning Disabilities – Guidance for Employers’ is a must have for all employers who want to unlock the full potential of their staff.

This Guidance, which is accompanied by a DVD, gives lots of achievable and practical ideas for creating a more inclusive workplace, from developing useful job roles to recruiting and successfully retaining capable staff of all abilities.



Guidance for Employers

Let us show you what we can do!

A CD ROM Picture Bank containing 500 images illustrating all aspects of employment plus templates of easy read forms and policies used in the workplace, is also available. You can use these images and templates to create your organisation's own easy read resources to empower staff of all abilities.

So why not take this opportunity to enter a new financial year with the tools you need to fully support your organisation's commitment to diversity and equality.

Employers Guidance plus DVD - **£40.00**

The CHANGE Employment Picture Bank - **£250.00**

Buy both together for only £275.00



Database
Information about People/Organizations that we know or work with (Date of Call)

Name of the person you spoke to
Job title of this person:
Name of their Organisation:
What does this person/organisation do?
Why did this person contact us? (e.g. asking for more information about a product, wanted to know price for future work, answered a questionnaire etc.)
What has happened so far? (e.g. sent some information, spoke to them on the phone, had a meeting with them etc.)
How did this person react about CHANGE?
Comments

(e.g. advisory group, healthcare trust, housing association, person with learning disabilities etc.)
(e.g. through a telephone call, from an event, saw our website or a leaflet etc.)
How helpful is this person/organisation?

Certificate of Absence
Insert into your PC's drive. If you click on the icon and right-click the icon, you will be able to print the certificate.

Section A (Completed by Finance & Admin Manager on the first day of absence)
Staff Name: _____
First date of absence from work: _____
At what time did you start work each day, when time did you finish?
Why you were off work:
Sick _____
General Leave _____
Emergency Leave _____
Bereavement _____
Total number of days Absence: _____
Date returned to work: _____
Why you were off work?
Date returned to work: _____
I declare that the above information is correct. I understand that if I deliberately give any wrong information I could result in disciplinary action.
Signature: _____
Date: _____
Date: _____



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