



Information for participants

Employment, Training & Education

What is Employment, Training and Education (ETE)?

ETE is an activity aimed at getting you into work or finding you suitable training so you can get a better job. You have either been sentenced to attend as part of your court order, prison licence or on the advice of your supervising officer.

How will it help me?

-  We will show you ways to improve your current job prospects and tell you all about the services which can offer you additional help, advice and support.
-  Finding a job or training to get a better job can lead to better pay and less financial strain on you. This could help prevent you from re-offending in the future.
-  An Employment, Training & Education activity can help you find out about opportunities you may not know about or know how to access them.

What will I do?

-  Work with us to find out what skills you already have
-  Find out about different types of training and jobs
-  Be able to improve your literacy and numeracy, if needed
-  Learn how to disclose your offending to future employers (which you must do, by law)
-  Update your CV and improve your interviewing skills.



You must agree to:

- Attend all sessions, arrive on time and stay to the end
- Take part in the exercises
- Arrive with a clear head, not under the influence of drugs, alcohol or solvents
- Treat staff and others with respect
- Turn off your mobile phone
- Do work at home between sessions.

What happens if I miss a session?



You have to come to every session. If you miss a session you will have to catch up on the work you have missed before you can carry on. Missing sessions without good reason will lead to a return to court.

How will I know if I am making progress?



How you get on will show in how much your skills and views have changed. We also report back regularly to your supervising officer who will talk to you about what you have learned. We will review and revise your action plan at each session. At the end of the activity, we will meet with you and your supervising officer to discuss your overall action plan.



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Who do you share information with?



Our staff keep information about you in paper records and electronically. We keep all records safe and secure. If you wish to know more, please ask your supervising officer for details.

Diversity



Thames Valley Community Rehabilitation Company recognises that everyone is different and that, sometimes, difference can be seen as an obstacle to learning.



We will do all we can to help you make best use of this activity. If you have any concerns or questions about it, or if you have any learning or specific difficulties, such as childcare or travel issues, please discuss this as soon as possible with ETE staff or your supervising officer.

Remember...

You must attend this activity. If you don't, we will arrange to have you taken back to court if you fail to attend two sessions or other appointments without good reason.

For more information about Thames Valley Community Rehabilitation Company and the work we do, visit our website at: www.thamesvalleycrc.co.uk