



Criteria for Admission

CRUMBS provides skills based training and personal development to men and women who have a mental health issue, learning disability, head injury or stabilised drug or alcohol addiction who ultimately wish to gain paid/ voluntary employment, and/ or further education.

All persons wishing to join the Programme must fulfil the following criteria:

Demonstrate commitment: Prospective Trainees must want to attend Crumbs. Attendance shifts will be agreed: these will be a minimum of two per week to start with: more will be added at a later date if required. Consistent timekeeping will be important.

Have basic Literacy and Numeracy skills:

Catering Trainees must have some understanding of how to read and follow written instructions i.e. a recipe or menu and to have a general understanding of money and coin recognition.

Administration Trainees should have a basic understanding of using a computer and a working knowledge of "WORD" program.

Housekeeping staff should be able to recognise basic Health and Safety symbols.

Have a level of fitness:

Catering Trainees should be able to stand for periods of time.

Administration Trainees should be able to move around the office and sit for a period of time.

House-Keeping Trainees should have a level of fitness which enables them to bend, reach and lift.

Demonstrate a willingness to learn: Trainees must be willing and able to learn, follow instruction and accept supervision. Examples of this training includes:

Catering skills: Cooking, baking, soup & sandwich making: allied skills are stock rotation, shortages/need for re-ordering. Using a dishwasher.

Administration Trainees: Using the phone. Introduction to the usage of office equipment such as: printers, laminator, shredder, and guillotine. Learning how to use Microsoft Word and Excel Programmes on the computer. Sending emails and Data input.

House-Keeping skills: Learning to recognise, use and apply the correct chemicals and materials to maintain a safe and healthy environment for others in their environment.

Qualifications: Basic Food Hygiene/ Health and Safety Certificates: these must be held, or training undertaken.

Vocational skills: Customer service, using a till, using the coffee machine. Organising leave, reinforcing timekeeping, as required.

Social Skills: Working as a Team: conversational skills: awareness of body language: areas of responsibility.

Working alone: All trainees must gradually be able to demonstrate an ability to undertake simple tasks, working on their own.

Have clear aims: A wish to move on into:

- Employment.
- Voluntary work.
- Further education.

Be involved in planning goals: Be willing and able to co-operate with setting a Personal Action Plan. Trainees must:

- Be willing to attend six-monthly appraisal meetings with their Referring Agent and Crumbs Key Worker.
- Be willing to help set clear goals. A minimum of three realistic goals, achievable each period.

Be able and willing to perform personal care needs unaided:

- Personal care needs (using toilet facilities, washing hands, changing clothes)
- Appearance needs to be clean and tidy

- Be able to use stairs unaided.
- Self-medication: Trainees need to be responsible for their own medication; its safe storage and use.
- Transport: able to travel to and from the Café or Bakery and be responsible for their own personal safety.
- To know that their valuables and phones need to be locked away in a locker and to look after the key.

Be willing and able to work in a Team: To have an understanding of:

- A consideration of other people's feelings.
- Whilst being helpful to someone with a problem, have the ability to resist the temptation to take over other people's work or tell them what to do.
- A willingness to take turns at the different jobs around the Café or Bakery.
- Be willing to accept supervision.

Be willing to show respect:

- Work to communicate in a respectful way with others.
- Abstain from racist, sexist, or ageist remarks.
- Aim to be pleasant to customers, staff, and co-workers at all times.
- Use language, tone, and topics appropriate to the workplace: be especially careful not to offend anyone.
- Avoid swearing, shouting or offensive gestures or remarks.

Have a level of stamina and fitness:

- Catering Trainees should be able to stand for periods of time.
- Administration Trainees should be able to move around the office easily and sit for periods of time.
- House-Keeping Trainees should have a level of fitness which enables them to bend, reach and lift.

They Must NOT:

- Be a danger to themselves, or others.
- Have a recent history of violence to themselves or others within the past 12 months: a history of violence must be disclosed: a decision regarding

admission will be made after an investigation and risk assessment have taken place.

- Be dependent on drugs or alcohol within the past 12 months: a history of substance abuse must be disclosed.
- Alcohol and non-prescriptive drugs will not be allowed on the premises: any person found under the influence of alcohol or non-prescriptive drugs will not be allowed to continue with their training.

Additional Information

Vacancies:

Bournemouth Residents:

All trainees fulfilling the above criteria will be accepted subject to there being a vacancy on the Training Programme. Where a place is not available, they will be asked to join a waiting list.

Out-of-Borough applicants:

Residents living out of the Bournemouth Borough Council boundary are welcome. Please get in touch with our **Training and Development Manager** on **01202 519320** or email **ursulab@crumbs.org.uk**

Examples of common referral agencies:

- Learning Disability Teams
- Community Mental Health Teams
- Community Employment Services
- Social Services Addiction Services
- Private Landlords.
- Housing Associations
- GP's
- Voluntary Organisations
- Self-referral is possible: Please discuss this with us.

Important

The Trainee Application Form should be filled in as completely as possible, giving all relevant information. A current Care Plan and Risk Assessment should also be included with the application form.

The prospective Trainee will then be invited to have a look around Crumbs. If suitable they will be invited to attend some taster sessions.

Suitability will be assessed on the prospective Trainee's needs and ability to fulfil the criteria. If the prospective Trainee, Staff and Referring Agent are happy to continue, an interview will be arranged. During the interview, attendance days will be discussed, and future goals established.

Trial period and reviews: All Trainees fulfilling the above criteria will be admitted for a trial period of four weeks, during which time both sides may terminate the agreement for whatever reason. After this date a review will be held, to be attended by the Trainee, their allocated Key Worker from Crumbs and the Referring Agent. The Trainee will then be asked to sign a six-monthly training agreement.

Reviews of progress will take place after a further six months and then six-monthly thereafter.

Please note that referring agents MUST attend their client's six-monthly reviews.

Changes in situation: Changes in personal circumstances, mental health, personal ability etc. may mean that a person no longer fulfils the criteria either on a temporary or a permanent basis. Unless there is a situation which presents a danger to themselves or others, a meeting will be held where the placement will be discussed. The placement may be retracted, usually on a temporary, or more rarely on a permanent basis.

The Crumbs Project Registered Charity No 1151926

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