

Setting Name and Address	Fix It UK Ltd Unit 6 & 7 Rosebridge Ind Est, Spring View Wigan WN3 4TA	Telephone Number	01942 864936
		Website Address	www.fixit-uk.org
Does the post 16 setting specialise in meeting the needs of young people with a particular type of LDD?	Fix It UK is based at Rosebridge Industrial Estate in the Wigan area allowing access for all parts of the borough, where we deliver motor vehicle and social and personal development training, and are able to cater for young people and adults who may have physical, social, mental health, learning difficulties, disabilities or behavioural issues.		
What age range of learners does the post 16 setting cater for?	Pre 16 - (14-16 age learners attend as part of a school partnership provision). Post 16 - (16 years to 25 years if in formal education). No upper limit for Adult Social Care.		
What is the admission criteria for your post 16 setting?	To access a place on our vocational programme a young person will need to be between the ages of 16 and 25, have an Education, Health and Care Plan and have a place commissioned by their local authority or a direct payment budget. A direct payment budget can be used to purchase a package with Fix It.		
Name and contact details of your establishments Additional Learning Support lead	Diane Stone, Interventions Manager diane.stone@fixit-uk.org 01942 864936		

Name and contact details of the person/role responsible for maintaining details of the Local Offer

Name of Person and Job Title	Paul Worswick Deputy Principal		
Contact telephone number	01942 864936	Email	paul.worswick@fixit-uk.org
Please give the URL for the direct link to your Establishments Local Offer	www.fixit-uk.org		

Accessibility and Inclusion

Fix It UK Ltd is based at Rosebridge Industrial Estate in Spring View. Fix It offers an alternative training provision that is inclusive, engaging and allows learners to learn at their own rate in a calm, safe environment.

Since 2004, the charity has been providing learners with a training and personal development programme focused on achieving motor industry recognised qualifications. Crucially, the Fix-It UK Ltd courses help learners to gain the confidence to approach potential employers or go further in education by enrolling at college to continue their studies. It is also important to note that the majority of Fix It learners do not all progress to work in the Automotive industry. They all gain employability skills that are transferable to many other employment sectors. These transferable skills include:

- Time keeping
- Regular attendance
- Working with others
- Understanding of Health and Safety in the workplace
- Following instructions
- Working as part of a team
- Working independently
- Customer service skills

The small group sizes enable training staff to build relationships with the learners enabling them to overcome any barriers to participation/engagement at a very early stage.

This intervention is different and innovative as it fills a niche that formal pre and post 16 education cannot meet for this vulnerable client group. Small group sizes are the key to the success of this initiative. Feedback from our former learners highlights the value they place on the opportunity they have to build relationships with the tutors and the rest of the staff. It puts them at ease and they are not overwhelmed with the size of the building or the noise and distractions that they would face in schools or mainstream colleges.

Teaching and Learning

Fix It UK delivers motor vehicle qualifications by suitably qualified staff in both the motor vehicle and personal and social development areas. Qualifications are delivered from Entry level 3 up to and including level 2 from an internationally and industry accepted awarding body IMI.

Learners are supported and encouraged by Support Workers and volunteers. Learners are given extensive knowledge in the subject area, but are allowed to progress at their own pace with no pressure but are encouraged to participate and try new things without fear of failure.

All learners are provided with an Individual Action Plan at the beginning of their course that they contribute to and agree targets, which are reviewed on a 6 weekly basis. Learners are encouraged to “try new things” with support from staff to prove that they are able to achieve even when previously they have struggled.

Fix It has strong relationships with its partners that ensures all learners are given opportunities to develop, move on in their lives but be safe and sure that their needs are

being met and supported.

Interventions (Learner Services)

Learners will be supported as individuals or in groups to identify barriers to learning and implement interventions to reduce those barriers by setting targets and goals with them. Learners progress will be monitored at regular intervals and new targets set when appropriate.

The Learner Services team will use emotional literacy to promote, develop and maintain effective and supportive mentoring relationships with learners and liaise with other Fix It teaching and learning professionals and external agencies in order to achieve the above.

Progress monitoring and review

Before learners commence at Fix It, all are welcome to attend taster days, where they can meet the staff, observe and become aware of the environment in which they are going to be working. All parents, carers, etc are welcome to visit with the young people to familiarise themselves with the environment.

All learners undertake a full day's induction during which time the young people will be introduced to their tutor and support staff, complete an Individual Learning Plan, be issued with their own personal protective equipment and locker and be informed of the workplace regulations that have to be adhered to whilst working in a garage environment.

An initial review helps the delivery team assess the learner's ability to enable them to personalise the delivery to suit their learning style. Every participant is encouraged to take ownership of their personal learning plan to promote achievement and celebrate their progression at every stage of their journey. SMART targets are set at the beginning of the year and then reviews are undertaken every 6 weeks to ensure learners are progressing, meeting their targets and are not experiencing problems with the course and further targets are discussed and set. At the end of each session a daily report sheet is also completed by the tutors detailing what work has been carried out and how each learner has performed. Parents/carers can visit at any time to discuss progress and see the young person's work.

Safeguarding

Fix It UK has all the relevant policies and procedures in place to ensure all staff and learners are protected, these include Safeguarding, Health and Safety, ICT/Media, Mobile phone/Camera and many more. All these policies are available upon request. All staff and volunteers undertake an Enhanced CRB/DBS check before commencing work at Fix It.

Fix It has experience of and currently works with many schools and organisations, Looked after Children and young people/adults with various disabilities including physical disabilities, autism and mental health issues, all staff undertake the necessary training to deal with the wide variety of learners that attend Fix It.

There is adequate parking at Fix It for vehicles to pick up and drop off, there is a bus stop directly outside Fix It for independent travellers and there are always staff around to ensure learners are safe when crossing roads or entering taxis. All learners are expected to remain on site when they arrive in the morning until the finish of the day, and as we have canteen facilities to provide breakfast, lunch and snacks learners should have no need to venture off site.

All activities and areas are risk assessed and are updated on a 12 monthly basis or before if required.

Health (including Emotional Health and Wellbeing)

When learners first attend Fix It they are required to complete a personal information form which provides Fix It with at least one emergency number and contact. There is also a consent form that we ask parents/carers to complete with information relating to medical issues, contact numbers and permission for possible exposure to the media, photographs and activities.

If learners require medication and are able to self-administer this whilst at Fix It, this will be discussed during their Induction. Fix It has staff who are authorised to monitor and administer medication to learners, should medication need to be administered during the day, then learners and carers are asked to request a meeting with management to discuss how this can be achieved.

First Aid is administered by one of our trained first aiders and all necessary paperwork completed on site. Should a learner require hospital treatment then an ambulance will be called, if required or a member of staff will take the learner to A&E and will remain with them until a parent/carer arrives to take over.

Communication

Learners who attend Fix It are assigned to a group with a named tutor and various learning support assistants and volunteers to assist. Learners and their parents/carers have open access to all staff and if necessary can make an appointment to see the Interventions Manager or Centre Manager who oversees all provision and will also ensure that time can be allocated to allow a learner's tutor to be involved in the appointment.

Learners are updated on their progress on a daily basis and review sheets are completed at the end of each day. Six weekly reviews also take place on a one to one basis to ensure all learners are meeting their potential. Parents/carers are welcome to attend these reviews.

All learners are asked to complete exit reviews upon completion of their course.

Working together

Fix It works closely with all parents, carers and guardians of young people. We also work closely with other agencies to give our learners as many opportunities as possible to develop their independence, employment and skills.

For learners with social, emotional needs, learning difficulties and / or disabilities, where necessary, there is regular liaison with external agencies and case conferences drawing all relevant parties together for the benefit of the learner.

Fix It actively encourages visits from other professionals who are working with learners and third parties are always invited to any review meetings.

Help and support available

For further information regarding Fix It please visit our website – www.fixit-uk.org
Alternatively contact the Centre Manager on 01942 864936. Fix-It is open weekdays all

year round and anyone is welcome to make an appointment to visit and have a look around. Fix It UK Ltd, Unit 6 & 7 Rosebridge Ind Est, Spring View, Wigan WN3 4TA.

Transition to and from the institution

All potential learners can access taster days to ensure the course meets expectations. All learners undertake 1:1 reviews on a regular basis and at these reviews discussion will take place regarding their transition into further years of the programme. Full support will be given to all learners looking at their options when moving on from their final year in training.

Enrichment/Additionality

Alternative activities are offered at the end of each academic term, with learners deciding when and where they would like to visit or activities they would like to participate in.