

What is Roots to Work?

- An **eight-week programme of learning and work experience** to help participants develop practical and employability skills, alongside confidence and independence, **funded by the European Social Fund**.
- **How often will learners attend?** Training will be available one day a week. Learners should aim to complete a total of **40 hours** of learning and work experience - eg 8 x five-hour days or equivalent.

Course dates:

- **Ipswich: Monday 21st March to Monday 9th May OR Friday 25th March to Friday 13th May 2022** – Bank Holidays (Easter Monday and May Day) will be replaced by additional sessions.
- **Sudbury: Thursday 24th March to Thursday 12th May 2022**
- **Who is the project for?** For people who are not in employment, education or training over the age of 16; there is no upper age limit. Retirement-aged participants are expected to seek employment on completion
- **What will participants learn?** Learners will be involved in practical horticultural activities, with an option to get involved in nature conservation and beekeeping (Mondays only), woodworking and construction (Fridays only). The project aims to build confidence and self-reliance, and to develop skills and competencies - such as team working and good communication skills - within a friendly community-based project. **The overall aim of the course is to help learners progress to further accredited learning, training or employment.**
- **On the first day of attendance** learners will receive a health and safety induction – including Covid-19 health and safety - and sign up to the scheme, setting their learning aims and future goals. They will require a number of documents to do this, please see below.
- Learners **must** attend training with suitable footwear and outdoor clothing. We have steel toe-capped boots, gloves and some spare waterproof gear and overalls to lend if necessary, in addition to Covid-19 PPE.
- Travel costs are not included in the project, but in exceptional circumstances we can consider helping towards participant costs of getting to the site (public transport only).

Grow your Future activities

- Garden/ parks maintenance and seasonal tasks such as seed-sowing, weeding, watering, harvesting
- Nature conservation, habitat maintenance, species identification, green skills in our Wild Zone – plus beekeeping (optional)
- ActivSheds session – basic woodworking and construction, painting, varnishing and sign-writing
- Enterprise Project – growing/ making/ preparing items for sale
- Customer Service – Serving members of the public, helping at events
- Work experience – horticulture, nature conservation, working in a plant nursery
- Next steps – help with CV, mock interview and careers conversations
- Routes to employment – taster days, industry tours, getting in touch with employers and exploring job opportunities

Evidence required to show you are able to take part

Legal right to live/ work in the UK during the period of ESF support (applies to all participants)

One item from the following list:

1. Full passport (not EU Member State):
2. Passport either endorsed 'indefinite leave to remain – proceed (settled status) or includes work or residency permits or visa stamps (unexpired) and all related conditions met.
3. Some non-EEA nationals have an Identity Card issued by the Home Office in place of a visa, confirming the individual's right to stay, work or study in the UK –these cards are acceptable.

4. Letter from the UK Immigration and Nationality Directorate granting indefinite leave to remain (settled status)
5. Birth / adoption certificate (EU Member State)
6. Residency permits for foreign nationals (usually in a passport)
7. Marriage/civil partnership certificate (if partner has legal right to live in the UK and this can be evidenced).

Evidence of unemployment

One item from the following list in order of preference (you MUST make and record reasonable attempts to secure the top preferred option and then others in order)

1. DWP/Jobcentre Plus benefits decision notification letter (for example JSA or new-style JSA) – new claims award / decision or change of circumstances decision letter.
2. Written confirmation / referral from DWP/Jobcentre Plus or a referral from Careers Service or similar.
3. Written confirmation from a relevant third party that has been assisting the individual and so has an understanding of their current circumstances (for example, NGO, voluntary organisation, charity, third sector / not for profit organisation, social services or other professional providing support and guidance etc.) – but must be independent of the ESF project management and delivery team. As an alternative to written confirmation, sight of original case notes and support records are acceptable. Photocopies must be suitably redacted to remove sensitive personal data or if photocopies are inappropriate or not permitted, a written agreement that MA/EC auditors can access the documentation.

OR Evidence that you are economically Inactive

One item from the following list in order of preference (you MUST make and record reasonable attempts to secure the top preferred option and others in order)

1. Evidence of being receipt of new-style ESA (such as a correspondence from DWP) would be acceptable evidence of inactivity from the Jobcentre.
2. A 3rd party referral (may also be acceptable if consistent with requirements set out in guidance)
3. Self-certification

OR Evidence of NEET Status

One item from the following list in order of preference

1. Referral from school
2. Evidence from local authority client caseload databases developed for young people ('screenshots' – timed / dated as evidence).
3. Signed self-declaration by the participant (if the referral is not coming via a local authority / public body / public employment service then this is the minimum acceptable evidence)

Evidence of age (minimum 16 years, no maximum age) - any one item from the following list

1. Birth certificate
2. Full or provisional driving licence
3. (must be photo card)
4. Full passport
5. Employment contract / payslip (if date of birth is quoted)
6. Pension statement (if date of birth is quoted)
7. Evidence that in receipt of age related state benefits
8. Letter/ confirmation from educational institution (if applicable)
9. Firearms certificate / Shotgun licence