

## Getting Started



### How do I sign up?

You can sign up and access the course online at [futurelearn.com](https://futurelearn.com) – search *Supporting People with Health Conditions Into Work: Individual Placement and Support (IPS)*, or click [here](#).

### What does the course offer?

During the course you will explore how Employment Specialists use Individual Placement and Support (IPS) to help those with complex health issues into work. Each week you will be introduced to a new topic within IPS, giving you a good understanding of the background, theory and evidence of IPS as well as the 8 principles and how to put this into action to deliver a high fidelity service.

### What will I achieve?

By the end of the course, you'll be able to:

- Explore why employment is so important to mental health
- Identify what the role of the Employment Specialist involves
- Explore how IPS helps clients back to work
- Discuss how Employment Specialists can deliver IPS most effectively, to help clients reach their potential.

You can obtain a certificate for completing the course by upgrading the course.

### Can anyone sign up?

Yes – anyone can sign up.

You don't need formal qualifications to take the course.

The course is designed for both new and experienced employment specialists who wish to support their clients to reach their potential by implementing best practice IPS. It's also relevant for clinical teams working with individuals with health conditions, and anyone considering a career supporting people with ill health back into work.

### Is it free?

Yes, it's completely free to join and study this IPS course.

If you want, you can upgrade your course to get additional benefits, such as the ability to qualify for a certificate. See the 'Upgrading' section on page 3 for more information.

### I've just missed the start date for the course run, can I still join the course?

Yes. You can join the course at any point until it ends.

Depending on how late you join the course, you may find that the bulk of the conversations around the course topics may have already taken place and moved on. If you feel you've missed too much to catch up, click 'Add to Wishlist' on the course information page and FutureLearn will email you when the course is ready to run again, and you can join the next run.

By joining at the start, you can get involved with discussions and have your questions answered by other learners and course educators.

There will be a number of course runs throughout the year, so we'd emphasise that to get the optimum peer learning experience and feeling of belonging to a cohort, it's best to start the course at the start date and progress through each week with your peer learners. However, there is no harm joining the course in weeks 3 or 4 or even 5 and catching up!

### **I've previously completed the course, but would benefit from a refresher, can I repeat the course?**

Yes, you can repeat the course for free if you feel it would be beneficial.

## **Completing the Course**



### **How long is the course?**

The course is 7 weeks long, but you will have access to it for 9 weeks from the date you sign up or from the course start date if you signed up before the course starts.

Each week is given a description name, so you know what to expect.

Once the course has started you will have access to the course material to progress through the week at any time. So although the course is delivered across a 7 week time-frame, you can move through the weeks at your own pace within the 9 week period – as quickly or slowly as you want.

The exception to do this is the first run (October – December 2019), which has been extended until 13th January to allow you to look at the course over the Christmas period if you wish.

### **What happens if I miss a week?**

The course is designed to be flexible, so you can learn at your own pace. If you're too busy at work, or on annual leave and therefore miss a week, don't worry – you can catch up and complete those steps next time you sign in.

### **Do I have to be available at specific times?**

No. The course is split into weeks and each week contains several activities which are made up of short tasks for you to complete at a time and pace which suits you best.

### **How much time should I be spending on each week of the course?**

Typically, you should expect to spend 2-3 hours to complete each week of the course. This includes time to join in conversations and pursue options for deeper study.

### **How can I increase my learning whilst taking the e-learning course?**

During the course run, you are encouraged to participate in the discussions and comment on various activities to communicate and learn from your peers within the e-learning.

There will be educators who will be moderating the course and comments to facilitate your learning experience, however we do encourage peer to peer learning and ask that the educators only correct insights or enhance understanding of different elements of the course.

You may also wish to use the Employment Specialist Workbook which accompanies the e-learning to reflect on what you have learned from the sessions and to complete additional activities to extend your knowledge and skills.



Click here to access the accompanying e-learning workbook

### **When should I complete the Employment Specialist Workbook?**

The Employment Specialist Workbook is designed to be used alongside the e-learning – it is divided into the same 7 sections as the e-learning course, and expands on some of the information and activities within the online course.

### **Is using the Employment Specialist Workbook compulsory?**

No. However it will enable you to better define your learning needs and to discuss specific aspects of your development, as an Employment Specialist, with your manager.

### **Is there an answer book for the additional questions in the Employment Specialist Workbook?**

Yes - there is a Supervisor Handbook which sits alongside the Employment Specialist Workbook. This helps managers to consolidate your learning, providing some model answers and guidance for individual staff development.

## **Upgrading**



### **What do I get from upgrading the course?**

If you decide to upgrade the course, you will get access to the end of course test and a printable and downloadable Certificate of Achievement once you complete the course. You'll also get access to the course for as long as it's on FutureLearn.

### **How much does it cost and how do I upgrade?**

There are two ways to upgrade:

1. You can upgrade directly on the FutureLearn Website from your account. You'll need a credit or debit card for this. This will only upgrade your course (and not for any of your colleagues, for example). This costs £62.
2. If you want to upgrade for 5 people or more, your team can bulk buy vouchers for course upgrades. To do this, simply email [orders@futurelearn.com](mailto:orders@futurelearn.com). This costs £62, minus a 10% discount plus VAT.

## **After the course**



### **How can I stay involved once I finished the course?**

If you have enjoyed the course and want to keep learning, you can sign up to be part of an online cohort of Employment Specialists. This is a closed group specific to IPS Employment Specialists where you can continue to discuss your experiences of IPS following the completion of the e-learning, through forum discussions and peer-to-peer learning.

You'll receive a sign-up link in your week 7 and end of course email from FutureLearn, or you can email [support@ipsgrow.org.uk](mailto:support@ipsgrow.org.uk) to sign up.