

IRELAND'S **AUTISM** CHARITY

---

17-21 Temple Road  
Blackrock  
Co. Dublin  
A94 DN40

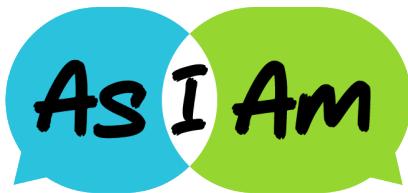
## **AsIAm Collaborative Employer (ACE) - Autism Friendly Town (AFT)**

### **Employment Programme.**

At AsIAm, we understand the value of approaching Equality, Diversity and Inclusion from a 'whole culture' perspective throughout the whole employee lifecycle. Our goal is to support employers in ensuring that every process from recruitment, onboarding and employee development and engagement, down to the exit process and beyond, is as accessible as possible for your employees, existing or potential.

The Autism Friendly Town AsIAm Collaborative Employer programme has been developed with that in mind - to help smaller businesses (up to 50 staff) achieve a more accessible and inclusive experience for Autistic employees, covering the core elements of the employee lifecycle.

Completing the program, small businesses will learn how to adapt existing employee processes to mindfully and proactively create more inclusive work-based practices, such as advertising roles, interviewing, recruiting and supporting Autistic staff (existing and potential), as well as apprenticeship/placement/internship roles.



IRELAND'S **AUTISM** CHARITY

---

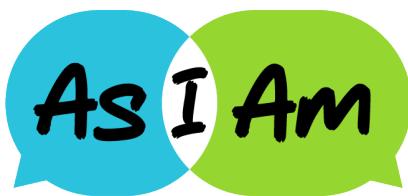
17-21 Temple Road  
Blackrock  
Co. Dublin  
A94 DN40

## **AsIAm Collaborative Employer Programme Content**

### ***1. Introduction to Autism in the Workplace***

An essential introduction designed for all staff to gain greater awareness of what it can mean to be autistic in the workplace, including some of the strengths and barriers that can be experienced at work. It covers simple changes that can be made to support Autistic colleagues and improve work-based processes. We talk about the importance of communication, creating an inclusive workplace and the profound effect Reasonable Accommodations can have.

This is a wonderful session where staff can gain an introductory knowledge of how to be mindfully supportive of the Autistic experience in the workplace.



IRELAND'S **AUTISM** CHARITY

---

17-21 Temple Road  
Blackrock  
Co. Dublin  
A94 DN40

## ***2. Inclusive Recruitment and Interviewing***

From writing the job description and advertising, through to managing the interview on the day and making a job offer, this session is a step-by-step guide focused on helping you to break down some of the barriers experienced by many Autistic people through the typical recruitment process and ensuring a more engaging and positive experience for all candidates.

## ***3. Getting a new starter started!***

Covering the importance of getting the onboarding process right, looking at probation, skills development and performance management, considering the importance of positive engagement and answering the question of what I should do if someone discloses to me at work - this session is designed to support anyone with a new starter to hit the ground running.

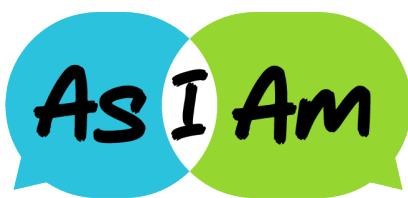
#### **4. Supporting existing employees**

Our focus here is on the day-to-day workings of the team and overall employee engagement. We look at ongoing Skills Development and Performance Management, and touch on Retention and Recognition. We also pause for a moment to consider how simple things like meetings are managed / run. Finally, we cover the inevitable moment that is offboarding and the leaving process.

### **Education Modules & Process Review Outline**

Introduction to Autism in the Workplace	Inclusive Workplace & Employment Barriers	The Recruitment Process	In the Workplace
Understanding Autism & the Workplace Context	Engagement & Culture	Advertising & Job Descriptions	Workplace Grants
Common Autistic Traits	Understanding Sensory Needs	Applying for a Job	Onboarding
Communication & Social Interactions	Communication	The Application Process	Policies
Sensory Awareness & Understanding	Reasonable Accommodations	The Ideal Interview	Training & Development
Introducing Reasonable Adjustments & their Benefits	Understanding Barriers to Employment	Psychometric Testing	Disclosure
The Unwritten Rules	Removing Barriers	Unconscious Bias	Performance Management
		During the Interview	Leavers
		Making a Job Offer	

Note: Modules 1-3 session are 1.5 hours in duration. Module 4 is 2-hours in duration to include a session with Department of Social Protection on available grants/supports.



IRELAND'S AUTISM CHARITY

17-21 Temple Road  
Blackrock  
Co. Dublin  
A94 DN40

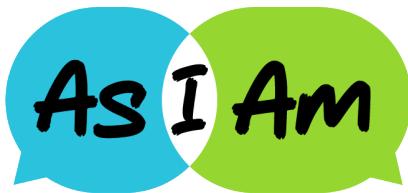
## AFT – ACE Programme Benefits

- ACE training helps leaders and staff understand how to foster a workplace where everyone feels valued.
- Organisations that actively support inclusive employment are more appealing to diverse candidates and are better at retaining employees who feel safe and supported.
- Diverse teams bring broader perspectives and make better decisions.
- Inclusion helps people collaborate more effectively, leading to stronger performance, innovation, and problem-solving.
- Inclusive organisations are seen as progressive, socially responsible, and ethical.
- ACE training signals a commitment from leadership to take real, informed action - not just make statements.
- Good for business!

## Champion Employer Commitment

- Ten Champion Employers will commit to the programme.
- Each Champion employer will fully engage with the four ACE online modules.
- Each Champion employer will support one Autistic individual with a part-time or full-time work experience placement.
- Placement will be flexible to the needs of the Autistic person and employer.
- Champion employers will seek to engage with DSP grants/supports where appropriate.
- Each Champion agrees to notify AsIAm of vacancies as they arise. \*

\*AsIAm will share Champion placement and job opportunities with suitable candidates, and will provide support throughout the application process, including interview preparation if the candidate is shortlisted.



IRELAND'S AUTISM CHARITY

17-21 Temple Road  
Blackrock  
Co. Dublin  
A94 DN40

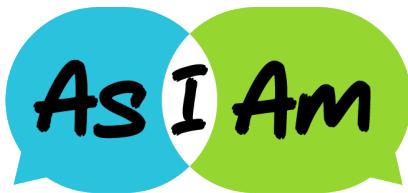
## Investment

The Autism Friendly Town AsIAm Collaborative Employer Package is offered at X fee\* per Champion business. However, it is expected that 90% of the fee will be covered through the Department of Social Protection's Work and Access Scheme via the EDI Training Grant.

\*Fee will be determined in February following our pilot programme.

### ***Package Details***

- Ten Champion Employers will join the AFT ACE programme together (online).
- The Champion business must qualify as a small business, employing fewer than 50 staff members.
- Maximum limit of 3 staff per business can join each session. One lead staff member must attend all 4 session and hold a role in management, human resources, or as an inclusion officer.
- The four modules will be run online.
- Upon completion of the modules, each business will be awarded the 2026 Autism Friendly Town - AsIAm Collaborative Employer certificate, along with a badge for display at their premises and on their website.
- With your permission, AsIAm will feature your logo on our website to showcase your status as an Autism Friendly Town - AsIAm Collaborative Employer.
- AsIAm will coordinate a media release to highlight and celebrate your commitment to inclusion.



IRELAND'S **AUTISM** CHARITY

---

17-21 Temple Road  
Blackrock  
Co. Dublin  
A94 DN40

### ***Timelines***

Week 1: Module 1 90mins

Week 2: Module 2: 90mins

Week 3: Module 3: 90mins

Week 4: Module 4: 120mins\*

\*note session 4 includes a presentation from Dept. of Social Protection on Grants and Supports.

### ***How to Apply***

To proceed, please provide the below details by email to: [mairead@asiam.ie](mailto:mairead@asiam.ie)

**Company/Business Name:**

**Address:**

**Lead Contact Name:**

**Lead Contact Email:**

**Lead Contact Phone:**