

YOUR JOURNEY WITH US

We'll work with you throughout your employment journey so you can access, progress and remain in a job you enjoy. Our friendly advisors will talk you through our service offer and support you every step of the way!

GETTING IN TOUCH & SIGNING-UP

Initial Assessment - We call this a Triage Service

This is where we sit down with you and figure out what kind of help you might need. It includes:

- Checking if you're eligible for support
- Making sure you're happy to take part (we'll ask for your permission)
- Asking a few questions to understand your situation better
- Finding out what you need and what you want
- Matching you with the right kind of support
- Making sure the help fits your needs
- Signing you up to the support service that's best for you

LOOKING GREAT TO FUTURE EMPLOYERS

Supporting you to start planning for work

- Figuring out what you're good at and what you might need help with
- Giving advice and info about local jobs and career paths that match what you're aiming for
- Looking at your work experience, skills, job goals, and what kind of work you'd prefer

Assistance with your job prep

- Helping you set job goals and make a plan to reach them
- Support with writing your CV and making your applications stand out
- One-to-one coaching to help you deal with anything that's making it hard to find work
- Spotting any skills you're missing and looking at training that could help
- Advice and guidance on volunteering to build up experience, learn new skills, and get references

GETTING A JOB YOU ENJOY

Help with your Job Search:

- Help finding jobs that suit you
- Coaching on how to use job websites and find more opportunities
- Support with filling out applications and contacting employers
- Tips and practice to get ready for interviews
- Help with interview clothes and travel costs
- Support with sorting out childcare or other caring responsibilities
- Help talking to employers to ask for changes that make the job work better for you
- Advice and info about work placements and trial shifts before starting a job

Coaching and mentoring to stay well in work:

- Support with talking to employers about any changes you might need at work or things you're worried about
- Help figuring out what kind of support or adjustments will help you stay healthy and happy in your job

STAYING & THRIVING IN YOUR JOB

In-work support:

- Help getting ready for your first day
- Support with Access to Work applications, if you need them
- Making sure any agreed changes at work are in place
- Help sorting out travel plans
- Support with settling in and easing back into work gradually
- Ongoing contact with your adviser for up to 6 months once you're in work

MOVING FORWARD & PROGRESSING YOUR CAREER

Support for career progression or change:

- Access to ongoing career information, advice and guidance
- Support with learning new skills or gaining qualifications
- Support for employers to recognise and upgrade the skills of their workforce

Work with us by:

➤ **Referring yourself - just get in touch!**

➤ **Asking another service to make a referral for you**

Our service is available for anyone who is:

✓ **Unemployed:**

If you're 16+, getting Universal Credit or Jobseeker's Allowance, and you're actively trying to find a job as part of the Intensive Work Search Regime

If you're 16+, not looking for a job right now, not ready to work, and you're not receiving job-seeker benefits

✓ **In-Work:**

Looking to change jobs, or advance in your chosen career

THESE GREAT EXTRAS ARE AVAILABLE FOR YOU AT ANY TIME DURING YOUR JOURNEY WITH US!

Additional Employment & Employability Support:

- Volunteering Opportunities
- Work-placements and taster events
- "Meet the Employer" event and showcases
- Recruitment and Job Fairs
- Sector -focused Employment - E.g. Childminding
- Self-employment Support (via our Launchpad service)
- Employer help to develop staff skills, become a more inclusive employer and understand the rewards that come with this

Skills & Training:

- Transferable/life-skills courses: English; maths; digital skills; ESOL
- Entry-level skills and training for various sectors - such as: childcare/early years; teaching assistants; health and social care
- Sector-specific vocational courses and qualifications at all levels - from Level 3 upwards
- Compliance and work-safety training: health and safety; food hygiene; CSCS cards L1 (Construction); SIA Card (Security: Fork Lift Truck training (FLT); First Aid; Manual Handling; Paediatric First Aid
- Apprenticeships
- Bespoke (employer-led) training courses

Holistic Support:

- Better-off calculations and debt advice
- Childcare support and planning
- Housing support and assistance
- Health and well-being support
- Careers/Education Guidance