



NEW YEAR NEW JOB

WORK-SKILLS

A specialist programme for those who live in Hammersmith (W6 or W14 postcode areas) and find themselves still unemployed after completing the work programme.

The programme will include:

- one-to-one interview support and individual action plans,
- sessions based around the Progression Trust Model,
- applying for job,
- qualifications to overcome skills gaps - such an introduction to IT, mentoring support, work experience and volunteering placements, CV and interview techniques and employment preparation support.



Acknowledging Youths CIC



Recruitment CIC

www.acknowledgingyouths.org — www.ay-recruitment.com

From 1st February 2017, Monday and Wednesday from 10.00am to 3.00pm.
The Dawes Road Hub, 20 Dawes Road, London, SW6 7EN
Tel.: 07852 945 928, 07958 418 475, 07538 029 142, businessaygroup@gmail.com

We will recruit candidates which will attend employability skills training including job search, CV development, interview techniques, job match, etc., leading to 25 job outcomes.

Each course will be 6 weeks and ongoing support up to 13 weeks for those securing employment. It will be delivered from 9.00 to 3.00pm, one day a week and is likely to increase to two days a week depending on levels of engagement and individual needs.

- **WEEK 1.** A one-to-one interview and an individual action plan (IAP) are completed, in order to identify any key barriers to employment. Each IAP will include identified areas of the programme each client will need to attend to meet their individual needs, including their career choice and routes to achieve goals. They will also receive information advice & guidance with sign posting to other local services that can support their needs e.g. housing, legal, debt advice, etc.
- **WEEK 2.** Sessions are based around the Progression Trust Model to build the type of character and resilience for success in the workplace. This is achieved through team-building and problem-solving activities. Further plans are made to address key employability skills.
- **WEEK 3-6.** First review of progress from initial targets for people to attain qualifications to overcome their skills gaps. Employability skills training will include introduction to IT (using Universal Jobs Match); team-building, confidence building & customer service skill sessions; and short vocational training courses for those who need it leading to the minimum standards and skills needed to get into a range of specific employment sectors e.g., Health and Safety, First Aid, Manual Lifting, Food Hygiene, CSCS etc.
- **WEEK 7.** One-to-one mentoring support. Workskills' units address issues on behaviours in the work place, attitude, communication punctuality and importance of good presentation - being clean as well as personal hygiene, smart dress - depending on job role etc. Candidates will be aware of work skills within the workplace.
- **WEEK 8.** Work experience and volunteering placements. For the work experience and volunteering placements this will be considered within week 8 this will be secured with our links of companies within the community placement provider where they will carry out a range of activities. The placement provider reviews progress and achievements which we combine with evidence of their learning towards agreed targets.
- **WEEK 9.** Actively seeking employment. Candidates will update CVs, complete application form and interview techniques. The second review of progress towards targets.
- **WEEK 10-11.** Interview skills. Candidates to partake in role plays (interview & Mock interviews). The focus is for the candidate to develop a thoroughness of approach to their conduct and interaction with the interviewer, irrespective of the specific interview context. They will be equipped with skills needed to evaluate their performance after an interview, understanding how to use the experience of one interview to prepare constructively for another.
- **WEEK 12-13.** Employment preparation & Support. Job-ready candidates who have not yet secured employment are matched to vacancies with our partner companies.
- **POST SUPPORT.** Ongoing mentoring for those in work to help them to retain work for at least 13 weeks.