

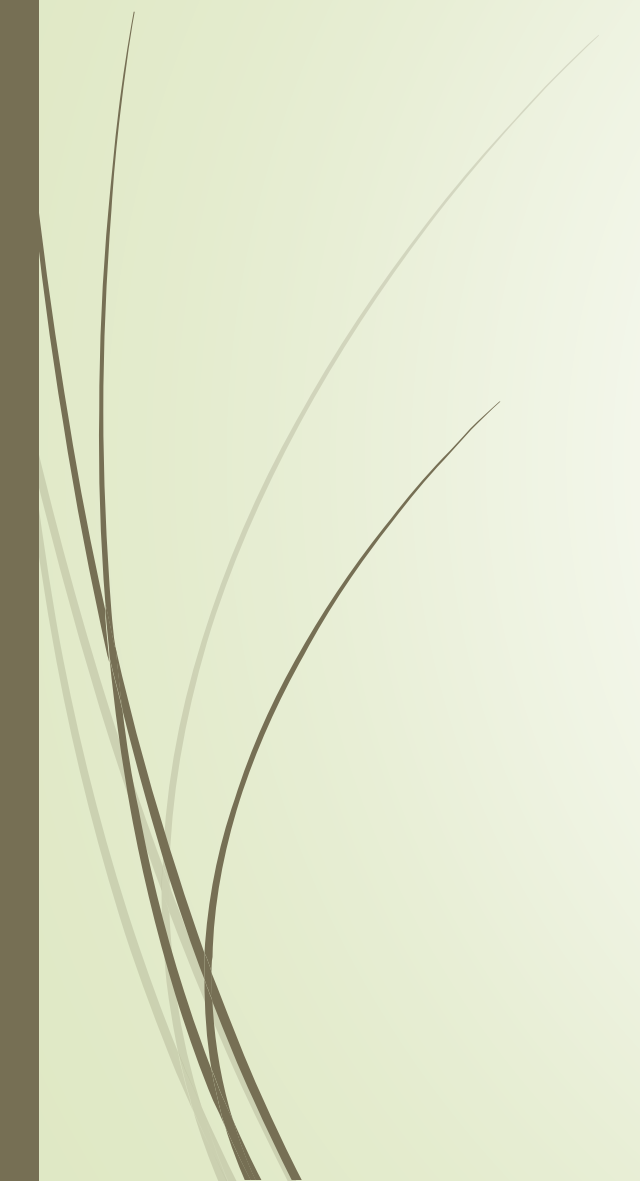
**DWP – Department for Work and Pensions**



**HEREFORD JOBCENTRE**



# INTRODUCTION

- ▶ **SARAH LEWIS** – PARTNER SUPPORT MANAGER
  - ▶ **VANIA MEDINA** – WORK COACH (18-24)
- 



# SKILLS

## *Definition*

*“**ability** to do an **activity** or job well, especially because you have practised it”.*

## **ACTIVITY**

✓ List Skills you think you have or people have told you have.

(5 minutes)



# SKILLS

- What Skills have you written down for yourself?
- **Transferrable Skills**
  - ✓ What does it mean?
  - ✓ Do I have any?
  - ✓ See table with examples on next slide!

# TRANSFERRABLE SKILLS

Supportive	Helpful	Negotiation	Following instructions
Money Handling	Attention to detail	Managing conflict	Communication verbal
Approachable	Handling complaints	Working with public	Communication listening
Team working	Good attitude	Competitive	Communication Written
Working alone	Enthusiasm	Co-ordinating events	Adaptable
Time management	Building relationships		Selling products
Managing activities	Quick learner	Compassionate	Coping with change
Problem solving	Approachable	Practical	Assertive
	Committed	Teaching	Persuasive
Planning	Determined	Operating equipment	Smart appearance
Budgeting	Flexibility	Repairing equipment	Friendly
Working to deadlines	Calm under pressure	Driving	Reliable
Handling information	Developing ideas	Sorting/sifting	Inspecting for quality
Creative	Caring	Leadership	Organised



# TRANSFERRABLE SKILLS

- ▶ Compare the list you have made yourself with the list on next slide (includes examples of skills required in labour market).

✓ **No such thing as 'NO SKILLS'!**

# JOBCENTRE SUPPORT

## SIGNPOSTING/REFERRALS

➔ NATIONAL CAREERS SERVICE  
[nationalcareers.service.gov.uk](https://nationalcareers.service.gov.uk)

➔ SKILLS TO SUCCEED ACADEMY  
[s2sacademy.com](https://s2sacademy.com)

➔ REED in PARTNERSHIP  
[reedinpartnership.co.uk](https://reedinpartnership.co.uk)

➔ Open University  
[www.open.ac.uk](https://www.open.ac.uk)

### Support Available:

- ✓ Skills Assessment
- ✓ Careers Advise
- ✓ Learning/Training/Courses/Qualifications **(FREE)**
- ✓ **CV /COVER LETTER: TAILORING/UNDERSTANDING JOB REQUIREMENTS**
- ✓ Job applications
- ✓ Interviews
- ✓ Digital Skills
- ✓ Jobs **(REED is also a Recruitment Agency)**

# JOBCENTRE PROVISION

## 1. TRAINING: LVP (Low Value Provision)

- ✓ Funding for short, sharp, one-off occupational training to customer or bulk buy training where two or more customers require the same training.

## 2. SWAPS (Sector-based Work Academy Programmes)

- ✓ Training + Qualification + Job Interview
  - ❖ SIA (Security)
  - ❖ CSCS (Labourer/Construction)
  - ❖ CIVIL SERVICE
  - ❖ PATHWAY TO CARE



# JOBCENTRE PROVISION

## 3. SELF-EMPLOYMENT



### NEA (New Enterprise Allowance)

#### ► PRE-NEA

- ✓ Tailored peer mentoring, and intensive, individualised guidance and support as a route to self-employment.
- ✓ **Business planning, pre-business and start-up considerations, support with cash-flow forecasting, market factors - advice and support to investigate viability of your business idea and logistical factors.**
- ✓ Self-reflective confidence and motivational exercises.

#### ► NEA

- ✓ Designed to prepare participants for starting their own self-employed business and support them through the early stages of trading.
- ✓ **Participants must successfully complete the assessment and mentoring phases to gain access to a weekly allowance once they start trading.**

# JOBCENTRE PROVISION

4.



**KICKSTART**  
**SCHEME**

## **PRE-KICKSTART**

- ✓ Kickstart - What is it?
- ✓ How to Write a Winning CV
- ✓ Interview Techniques/Effective Use of the STAR Technique
- ✓ Confidence and Workplace Etiquette

## **KICKSTART (18-24)**

- ✓ 6 months guaranteed 25 hours Job Vacancy

# JOBCENTRE PROVISION

## 5. FSF (Flexible Support Fund)

Budget aimed at improving a claimant's job prospects.

### E.G. Barriers to Work and Childcare Costs

- ✓ Pay for certificates to allow claimants to apply for other or additional employment.
- ✓ Provide clothing and/or equipment needed to remain or progress in employment.
- ✓ Provide support for travel costs to attend interviews for better paid employment.
- ✓ Pay additional upfront childcare costs for a new or existing job where it offers claimants more hours of work.

### ❖ FSF REPLACEMENT CARE

Carers who wish to combine paid work with their caring responsibilities or to prepare for work when their caring responsibility ends, may be eligible for **Access to Work (AtW) preparation support (e.g. attending training, interviews, work placement, etc.)**

# JOBCENTRE PROVISION

## 6. JFS (Job Finding Support)

- ✓ Digital, 1-2-1 support to help customers (less than 13 weeks unemployed) develop their job finding and job application skills.

## 7. JETS WHP (Job Entry Targeted Support Work and Health Programme)

- ✓ 13 weeks or more unemployed.
- ✓ Health Barriers.
- ✓ Not ready for labour market yet.
- ✓ Support with CV, job applications, interviews, training and self-employment support.

## 8. Restart (June)



# JOBCENTRE PROVISION

- ▶ ELIGIBILITY CRITERIA APPLIES IN ALL PROVISION
- ▶ Also subject to Availability
- ▶ **HOW TO APPLY: QUERY WITH YOUR UNIVERSAL CREDIT WORK COACH**



## QUESTIONS