



JOB SEARCH TOOLKIT



“Get that job!”

italk is the Improving Access to Psychological Therapies (IAPT) service provided in partnership between Solent Mind and Southern Health NHS Foundation Trust.



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Introduction

This Job Search Toolkit is designed to help people apply for work and provide methods of finding work. It also offers useful CV, application form and interviews tips, and contains examples of how to write covering letters, professional personal statements and provides useful resources and agencies to help you in your job search.

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Your CV and how to use it



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Your CV

A CV is a perfect chance to express your qualities and experience to an employer. When producing your CV it is up to you to decide the style and lay out, therefore this offers a great opportunity to share all your job experiences and previous employers. A CV is ideal to sell yourself to the employer and share your strengths. It is also important to remember to update your CV, adding on any new employment or qualifications gained.

What to include:

- **Contact details** – Name/ address/ contact telephone number/ mobile number/ email address.
- **Previous work experience** – a list of any previous jobs, include your role and dates of when you worked there. Also include any volunteer work.
- **Education/Qualifications** – summarised GCSE's/ O levels or CSEs/ A levels/ degree/NVQ's/any relevant qualifications. (need to include dates and grades)
- **Personal Profile** – Write about your skills and strengths, relating these to why you would be good at the job. Think about what skills the employer has requested and relate these to your own strengths. Here is the chance to express why you would be suited for the role. Think about positive characteristics you have which would make you a good employee. Be careful to avoid clichés, be unique. Keep it to no more than four lines.
- **Your referees** – Seek permission from your references, and include their names and contact details, as well as your relationship with them. (Family members are not allowed to be a reference)

When would you use a CV?

There are a number of circumstances where you might need or could use a CV:

- A job advert requests a CV. In this case you would send your CV with a covering letter.
- To remind you what you've done, you can use your CV to help remember all the dates and information each time you have to fill in an application form.
- You want to make speculative approaches to organisations. This is where you contact organisations, for whom you would be interested in working, over the phone, by letter or in person to try to arrange an interview.
- Registering with recruitment agencies, agencies may sometimes ask for you CV before you can register with them.

Included in this pack is a structure for writing a covering letter to accompany your CV with examples.

What is a performance CV format?

A performance CV is the most popular type of CV. It highlights job titles and company names, starting with your most recent job and working backwards. However, you begin with an 'Achievements' section, which highlights impressive achievements that can make you stand out from other candidates. Under each job title you list your responsibilities in the role.

What are the pros and cons?

You might like to use a performance CV if:

- you want to highlight your career progression
- your present or last employer is well-known by the company you're applying to
- you want to stay in the same line of work

Is it suitable for me?

This style of CV might **not** be suitable for you if:

- you've got gaps in your work history
- you want to change your type of job
- the relevant experience you're trying to emphasise was some time ago – it might not stand out
- you've worked in lots of different jobs and you want your CV to look more focused

Example Performance CV

Julie Jones

32 Any Street, Birmingham, B1 8AB

077915577788

0121 345 67893

julie239@email.com

Drawing attention to ten years working as a PA immediately tells the reader Julie has a wealth of experience.

Profile

An organised, confident and motivated PA with twelve years' experience. Communicates confidently and effectively at all levels and uses initiative to meet the highest standards. Always striving to go the extra mile in order to achieve the set goal. Seeking new challenges and additional responsibility to progress career.

Achievements

- Promoted to the role of PA to the General Manager whilst at Johnson's Packaging
- Completed the Girlguiding UK Adult Leadership scheme to become a Guide Leader
- Completed the Birmingham half Marathon, raising £5,000 for charity.

Julie has created an achievements section, which is the special section you include on Performance CVs. You can use this section to highlight impressive achievements in and out of work.

Achievements from voluntary work are still relevant because they highlight leadership skills.

Promotions show you've been trusted with additional responsibility.

Experience

Birmingham Royal Hospital

Medical Secretary 2005-2017

- Providing secretarial and administrative support to a consultant and a team of junior doctors
- Summarising all incoming correspondence into patients' medical records
- Arranging meetings, managing diary, dealing with appointment requests
- Actioning all GP referrals, liaising with other internal and external hospital departments
- Audio typing and copy typing of clinic letters and operating lists
- Clinical coding of all incoming patient correspondence.

Job title, company name and dates are all included with responsibilities in bullet points.

What is a functional CV format?

A functional CV is a skills-based CV format. These formats can be useful if you're looking for a career change. This is because they focus on your transferable skills and experience, rather than job titles, companies, and how long ago you got the experience.

In a functional CV you promote your skills and achievements in three to six 'functional headings'. For example, if you're applying for work in a retail role then headings could include 'customer service' and 'sales' – both key skills for any retail role.

Functional CVs are similar to targeted CVs, in that they focus on your skills, but on a functional CV you choose the title of the three to six skill headings. On a targeted CV the headings are always 'abilities' and 'achievements'. Therefore, functional CVs can be effective at highlighting your unique combination of skills.

What should I include and what should I leave out?

Under each sub-heading you include more details about your relevant skills and experience. You might have got this experience from paid work, voluntary work or education. Any experience that you feel isn't relevant can be left out

What are the pros and cons?

You might consider using a functional CV if:

- you want to change to a broad, new area of work, and show your relevant transferable skills and experience
- you've got gaps in your employment history
- you've had a lot of jobs and you want to describe the experience you've got as a whole
- you want to highlight skills you've gained in previous jobs but that you don't use in your current or most recent job

Drawbacks with functional CVs can include:

- it's one of the more unusual formats – some employers might not be familiar with it
- if you've worked for well-known employers or you've had a lot of promotions they will be on the second page, so not as noticeable
- setting alarm bells ringing for employers – some may feel a skills-based CV format is an attempt to hide something (such as gaps in your work history)

Example Functional CV

Amanda Davies
14 Any Street
Nottingham, NG2 3GD
Telephone: 07792 3134567
Mandy425@email.com

This style of CV moves the focus away from individual job roles. It highlights transferable skills, which are explained under headings. This makes it clear to potential employers what Amanda could bring to a job.

Profile

Considerable experience in the education sector both as an English Teacher and Head of Department. A proven record of supporting, coaching and training staff and students to achieve goals. An effective communicator with good project management and analytical skills.

This section can be used to highlight experience from recent jobs but also less recent jobs that may not be as prominent on a Performance CV.

Leading, Coaching and Mentoring

- Leadership qualities and the ability to manage challenging behaviour effectively
- Mentoring various members of staff through Initial Teacher Training and their first line management posts; coaching, developing and supporting staff with personal issues and work problems
- Providing ongoing pastoral care to students
- Decision making regarding teaching methods, design of the school curriculum, departmental budgets and staff recruitment.

Communication

- Excellent written and verbal communication skills, with the ability to communicate subject material to students of mixed abilities and backgrounds
- Establishing and maintaining positive relationships with fellow professionals and parents.

Project Management

- Designed and implemented a new school intranet site
- Initiated pilot project with local Connexions Service, providing help and support with careers guidance and work experience placements for students
- Organising and supervising after-school activities including educational visits, sporting events and school productions.

Amanda can change the section headings for each job, selecting the most appropriate.

What is a targeted CV format?

A targeted CV is a skills-based CV format. This format can be useful if you're looking for a career change. This is because it focuses on your transferable skills and experience, rather than job titles, companies, and how long ago you got the experience.

It's called a targeted CV because you use it to aim for a specific type of job. You only include details that are relevant to the job you're applying for. These are listed in two separate sections: abilities and achievements.

A targeted CV is similar to a functional CV, in that it focusses on skills rather than job roles. However, on a targeted CV you use the headings 'abilities' and 'achievements' rather than creating three to six individual skills headings, as you would on a functional CV. This can help your major strengths and achievements to stand out.

What's the difference between abilities and achievements?

Abilities are natural or acquired skills or talents. You can provide specific details of the abilities and examples of when you've used them. For example, writing is a skill, but just listing 'writing skills' isn't specific and doesn't give an employer an indication of when and how you've used these skills.

An achievement is accomplishing something. Don't confuse responsibilities with achievements – they are different. Achievements are unique to you; responsibilities are what anybody undertaking that role would do. Achievements can make you stand out from others who may have similar skills and experience.

For example, a responsibility could be:

- researching and writing articles for a company newsletter

Whereas, an achievement could be:

- devised and implemented the introduction of a company newsletter, improving staff morale and communication throughout the organisation

If your achievements are measurable (they saved you or the company money or time) then try and include details of this too.

What are the pros and cons?

You might like to use a targeted CV format if you:

- want to change career
- have had a varied career or lots of jobs and you want to describe the experience you've gained as a whole

Example Targeted CV

Adam Bowers

109a Any Road, Rotherham, South Yorkshire, S63 3AB

adam-bowers@email.co.uk

07787 9159938

Profile

With 20 years' experience in the construction industry as a labourer, bricklayer and plant operator, combined with practical, hands-on experience in carpentry and electrics. Physically fit with a good head for heights. Precise, accurate and a flexible worker. Currently seeking construction work in the UK or overseas.

This format of CV allows you to choose which abilities and achievements will be appropriate for the job you are applying for. This is different from a format like Performance where you would list all your responsibilities.

Abilities

- Assisting various tradespersons such as carpenters, plasterers, electricians and plumbers with site duties
- Concreting – layering and smoothing concrete for foundations, floors and beams
- Road working – concreting, laying kerbs, paving and re-surfacing
- Ground working – marking out and digging shallow trenches for foundations and drains
- Dry lining – fixing internal plasterboard or wallboard partitions ready for Decorating
- Awareness of on-site health and safety, especially when working at heights and carrying loads
- Knowledge of small build to large scale construction projects
- Confident in driving earth moving bulldozers, dumper trucks and compactors.

Achievements and responsibilities are different. Responsibilities could be undertaken by whoever was doing the job; achievements are unique to you. They can make you stand out from other candidates.

Achievements

- Selected to travel overseas with a previous employer to work on the construction of a new hospital in France, which at the time was behind schedule, ultimately helping to bring it in within budget and on time
- Achieved On-Site Safety Award for commitment to health and safety
- Worked voluntarily every weekend for three months to help build a local community centre, taking on-site supervisor responsibilities.

- Regularly support local football club with groundwork duties, relaying a new pitch prior to the start of the new football season and assisting with maintenance throughout the year.

The work history section is different from a standard Performance CV as it just includes dates, job title and company name.

Work History

2012 – 2016	General Labourer/Plant Operator	Thomas Construction
2011 – 2012	Bricklayer	GBH & Sons Builders
2010 – 2011	Various construction roles In Europe, USA and Africa	Smith and Weston
2008 – 2010	Bricklayer	Barns Homes Ltd
2002 – 2008	Various construction roles	Greens Employment Agency
1999 – 2002	Apprentice Electrician	Barnetts Electricals
1995 – 1999	Apprentice Joiner	Jones and Haywood

Adam started two Apprenticeships when he left school but did not finish them. However, he did gain valuable skills that he has continued to use. He has therefore listed them but has not included a related qualification.

Qualifications and Training

- **Construction Skills Certification Card (CSCS)** – construction site health and safety certificate after successfully completing the Experienced Worker Practical Assessment (EWPA) (expires 2018)
- **Construction Plant Competence Scheme (CPCS)** – in-date licence to drive construction plant machinery (expires 2018)
- **City & Guilds (6217-08) Basic Construction Skills; Multi-crafts**
- 5 CSEs
- Fork lift truck licence
- Full UK driving licence.

Adam has included expiry dates of his licences so employers will know they are in date.

Interests

I regularly work out and I am a member of a local gym. I play for my local football team and also enjoy outdoor activities, including fishing and diving.

References - Available on request.

These interests may not be directly relevant for the work he is applying for but they do highlight his physical fitness (an important factor in such a physical job).

Structure for a covering letter:

First Paragraph

- State the job you're applying for.
- Where you found out about it (advert in The Guardian newspaper etc.- organisations like to know which of their advertising sources are being successful)
 - When you are available to start work (and end if it's a placement)

Second Paragraph

- Why you're interested in the type of work
- Why the company attracts you (if it's a small company say you prefer to work for a small friendly organisation)

Third Paragraph

- Summarise your strengths and how they might be an advantage to the organisation.
 - Relate your skills to the competencies required for the job.

Last Paragraph

- Mention any dates that you won't be available for interview
- Thank the employer and say you look forward to hearing from them soon.

If you start with a name (e.g. "Dear Mr Bloggs") you should end with "Yours sincerely". If you start with "Dear Sir or Madam" you should end with "Yours faithfully"

Speculative Letter

Speculative letters are sent to employers to enquire if they have any job vacancies:

HR Department
Westbridge Ltd
27 Sam Street
Sample Town
AB8 9CC

Your address
Phone number

Date

Dear Sir/Madam

I am writing to enquire if you have any vacancies for a Personal Carer available at present.

Having completed an Introduction to Care course at Havant College, I am actively seeking employment in this field. I have an excellent understanding of the respect and dignity needed to be a carer and the importance of promoting independence in the care setting.

I believe I have many valuable qualities and skills; such as a caring and understanding attitude. My past role was that of a Youth Group Leader where I learned to be compassionate and dedicated to encourage and inspire young people.

In my previous roles of employment I have always been well thought of because I communicated well, I am an excellent team player, but also am able work on my own. I am reliable and hardworking and willing to undertake any further training necessary to develop my skills and knowledge further.

I have attached my CV for your perusal. Thank you in advance for considering my application and if you have any questions please do not hesitate to contact me.

Yours faithfully

Your signature

Your name



Methods of Looking for work



Methods of looking for work:

- Internet
- Newspaper
- Recruitment Agencies
- Job Centre Plus (Universal Job Match)
- Word of mouth
- Job clubs
- Sending out your CV to prospective employers
- Working for yourself – self employment

Where to go for computer/internet access

You may not have access to a computer/internet at home so it's worth considering the options below:

- Your local Library/Discovery Centre
- Job Centre Plus
- Internet Café
- Ask a friend

Have you thought about becoming Self Employed?

Being self-employed can have its advantages. These include:

- the opportunity to choose your own hours
- independence and freedom to try out new ideas
- Increased job satisfaction.

You may have a craft or hobby you enjoy that you could turn into a business idea?

You may be entitled to the **New Enterprise Allowance**. To be eligible you must be aged 18, have a business idea and get 1 of the following benefits:

Job seekers Allowance or JSA element of Universal Credit (or your partner does)

Income Support as a lone parent, if you're sick or disabled

Employment Support Allowance (or your partner does)

You may also be eligible if you get Universal Credit, including if you are already self-employed.

A Jobcentre Plus adviser can refer you to the scheme as soon as you get a qualifying benefit, or for more information visit www.Gov.uk

Enterprise First offer free advice and support to anyone starting a small business, such as help with your business plan, free training workshops and the support of a business mentor for up to 6 months.

For more information visit their website www.enterprisefirst.co.uk

Tel: 01252 319272 (General enquiries)

debbie@enterprisefirst.co.uk

WSX Enterprise Limited

Offer practical business support programmes across the South of England, with a concentration around Dorset, Hampshire and the Isle of Wight. They provide practical support, advice and training to people setting up or developing businesses large and small.

WSX Enterprise offer a wide variety of funded programmes covering every need that businesses might have, every step of the way – from starting out, to growing, to expanding into new areas

Visit www.wsxenterprise.co.uk/

Or call 01329 223242

Start Up Loans

Government backed start up loans available borrow up to £25,000 at an interest rate of 6% pa.

<https://www.startuploans.co.uk>

Local Authorities

Do contact your Local Authority as many of them offer a £500.00 grant for starting and running your own business.

Current as of July 2017

Have you thought about Volunteering?

Volunteering is simple. It's about giving your time to do something useful, without getting paid (apart from expenses).

In return you get the satisfaction of time and effort well spent. In addition, volunteering can be a great way to: meet new people, learn new skills and gain useful experience. It should also be fun!

The range of opportunities is huge. Whatever skills and experience you have, there is something that you can do. It can also give you a 'foot in the door' and could lead to a permanent job.

The biggest problem for many people is finding the time to volunteer. It can reduce your choices if you don't have much time to spare, but many busy people do find suitable opportunities.

At the back of this tool kit you will find a list of the Hampshire & IOW Volunteer Centres who can help you.

You could also explore national volunteering opportunities on www.do-it.org.uk



Application Forms



Application forms

Some employers prefer you to fill in an application form rather than send a CV, particularly for public sector jobs. The main rules are to follow the application instructions, present the information neatly and sell your most relevant skills. Read on to find out how you can make your application form stand out.

Job application form

Many employers prefer application forms to CVs. Forms are easier to compare because, unlike CVs, they follow the identical format.

If you're filling in an application form, you'll still need to work out the best way to present your skills and experience. This is why completing an application form often takes just as much time and effort as writing a CV and covering letter. However, the more forms you fill in, the quicker you'll get at doing it.

Some jobs ask you to apply online, which you might not have done before. Read the instructions on the form very carefully and follow them. Take it step by step.

Online application forms

If the form is online, draft your application offline first – in a word processing package like Word – and save it to your computer. This way you'll be able to run a spell check before you copy the information into the online system. It also means you'll have a back-up if there's a problem with the form.

More and more sites offer the option of storing your application online and coming back to it. If you do this in more than one sitting, keep a record of any usernames and passwords so that you can get back in.

Online forms can be longer and more complicated than paper forms – follow the instructions carefully and check how many screens you have to fill in before you can submit your application. Some employers will ask for a 'personal statement'.

If necessary, copy all the questions into an offline document – that way there's no danger of submitting an incomplete application.

Paper application forms

If you're filling in a form by hand, write as neatly as you can in black ink. Use block capital letters if the form asks you to.

A good way to avoid mistakes and crossings-out on the final form is to photocopy the original and practice filling in this copy first. Take care of the original form – don't spill anything on it or leave it in your bag to get creased.

Personal statements

On many application forms you have to complete a section at the end called 'additional information' or 'personal statement'. After you've filled in the sections on personal details, education and employment, this large, empty box is your chance to really impress a future employer.

What's the purpose of this section?

The form should include instructions, usually something like 'please use this section to explain why you feel you are suited to this job and what you can bring to it' or 'please include any further information relevant to the person specification, such as which skills, knowledge and experience you have'.

The employer will have seen which qualifications and work experience you have in the previous sections on the form, so the purpose of this section is for you to show you're motivated to do the job and that you have carefully considered why you feel you would be good at it.

How should I fill this section in?

You should provide answers for each of the points in the person specification. You might like to present them one by one with a heading, so the person reading it can clearly see to which point you're referring.

Why do I need to include examples?

It's really important that you give examples because they provide clear evidence that you've got a skill and know how to apply it in real situations. For example, instead of making a simple claim like, 'I'm great with money and adding up', it would tell employers much more if you put, 'I've been in charge of the stationery budget for two years and have been responsible for cashing up at the end of the day'.

What did you learn from your experience?

After providing an example, reflecting on the experience shows that you can learn from your experiences and are always trying to improve. For example, you could say that being in charge of the stationery budget taught you the importance of prioritising, planning ahead and keeping accurate records.

Using similar examples and 'what if' situations

Even if you haven't got the experience to show that you've got a particular skill, you could say how similar experiences and skills would help you approach this area. For example, 'my experience of learning how to use a spreadsheet from scratch shows I can pick up software packages very quickly, so I'm confident I'd be able to pick up xxxx package....

The Cover Letter

The following letter is an example of a cover letter you could send with the completed application form in response to an advertised job.

Mr Smith
West's Ltd
50 Sam Street
Sample Town
AB12 3CD

Your Address
Phone number

Date

Dear Mr Smith

Please find enclosed my completed application for the post of Fashion Shop Manager advertised in the 'Daily News' of 11th May 2017.

I have ten years experience of working in the retail industry. I started off as a Sales Assistant in a department store and for the last three years as a Deputy Manager at Debenhams.

I am now looking to progress from junior to senior management. I have a keen interest in the latest fashion trends and developments and I would very much like to work for your company because I believe your organisation is a well-run quality fashion business.

I look forward to hearing from you in due course

Yours Sincerely

Your signature
Your name

Should I tell a prospective employer if I have a mental health problem?

Many employers now have positive policies on disability and equality at work and take a more positive view of mental health problems, which ought to mean that being open about your mental health is less of a risk. There are also laws in place to protect you at work if you are considered to be disabled because of a mental health problem (Equality Act 2010).

For more information on this go to www.time-to-change.org.uk/your-organisation

Under legislation within the Equality Act 2010 employers are restricted when asking questions regarding your health before a job offer is made.

What an employer can ask

An employer can ask you relevant questions about a disability and your health before interview or at interview and before deciding whether to give you the job, in order to find out if you can do something which is essential to the job.

An employer can also ask you questions about a disability and health if they want to:

- Find out whether you are able to take part in the application/selection process or need special arrangement made or assistance. (Reasonable adjustments)
- Monitor the diversity of applicants for the job advertised
- Support positive action for disabled people
- Recruit a person with a particular disability
- Vet for reasons relating to national security

What an employer cannot ask

An employer cannot ask you questions about disability and health on an application form or during an interview before an offer of a job has been made, unless it relates to an intrinsic part of the job. For example:

If the job involves a lot of heavy lifting the employer can ask if you have any health problems that may affect this.

An employer cannot reject a disabled candidate just because they are disabled because that would be unlawful disability discrimination. An employer needs to make sure that an individual can't do the job before they can reject them on that basis.

On making a job offer

Once an employer has offered someone a job they can ask unlimited questions about disability and health, including questions about sick records. An employer can make the job offer conditional on the answers to these questions, providing it is reasonable to do so given the nature of the job. Once a job offer has been made, the offer of the job can also be made conditional on passing a medical.

Current as of July 2017



Preparing for your interview and tips



Be prepared to be asked about **yourself** and your **experience**. Read over your CV and pick out key experience you have gained from each job.

Clarify anything you are unsure of. It is okay to ask the interviewer for clarification. You can also ask if there is anything they would like clarification on at the end.

Be **confident** and **assertive**. Shake the interviewer's hand/s and make eye contact.

Be aware of your body language. Try to avoid closed postures. Sit up straight and maintain eye contact.

What makes a good interview?

Have good reasons why you think they should employ you over someone else. Know your top skills and answers to anticipated questions well.

Don't waffle; keep your answers short and to the point. If you feel you can't keep it short say "I could expand on this if you would like?"

Be on time for your interview or even early if you can. This gives a good first impression and will also give you time to relax before the interview.

Research the organisation and the job you have applied for. This will put you in good stead in case they ask you any questions about them. You could do this by accessing their website, their annual report or newspapers.

Dress appropriately. Your clothes should be professional but comfortable. Wear smart, clean clothes even if the organisation's dress code is casual.



Here are some frequently asked questions in an interview:

Tell me about yourself?

This question or something similar usually starts every interview. Your answer should be well-rehearsed, confidently delivered and last between 3-5 minutes. It should also:

Focus on the areas of most relevance to the job in question

Include some impressive achievements e.g. improvements made

Convey your enthusiasm for the job

Avoid personal or irrelevant information e.g. your children, un-related jobs

What are your key skills/strengths?

Focus on what you know they are looking for, even if it has been a smaller part of what you have been doing to date. The job advert or person specification form will give you the information you need about their requirements.

What are your weaknesses?

Choose a weakness that: Doesn't matter for the job e.g. languages for a UK firm. A positive answer e.g. "I like to make things happen and get frustrated if too long is spent sitting around discussing things without action"

Used to be a weakness but which you have improved upon e.g. presentations "Presentations used to be a weakness of mine but with further training and practice I have improved with this."

Why did you leave your last job?

Your answer should be positive and upbeat even if the circumstances were difficult. If you were made redundant, depersonalise it by talking about company restructuring rather than your individual circumstance. Never criticise a previous employer no matter how tempting.

Why do you want this job?

Your answer should reinforce why you are such a good fit for the job and then convey your enthusiasm for the role e.g.

- Good match between your skills and their requirements
- Interested in the product/market/sector
- Company's excellent reputation, exciting challenge etc.
- Do not say (even if it's true) that you just need a job, or you want it because it's local.

Tell me about a difficult scenario at work and how you dealt with it?

They are testing how you cope under pressure as well as your problem-solving and communication skills. Good examples are where you:

- Helped resolve or improve a difficult situation
- Were resilient in adverse conditions
- Showed emotional intelligence and cool-headedness
- Avoid any examples which still feel sensitive, because in a high-pressure interview situation, old emotions can easily resurface and throw you off balance.

Questions you might like to ask the Interviewer:

You will be given the opportunity to ask some of your own questions. Think about what you would like to know about the company or the role.

What training opportunities would be open to me?

What do you see as the immediate challenges for me if I were to be given the job?

Why has this vacancy arisen?

What structures are in place for career development?

Try and think of one killer question to show you have done your research; this could give you the edge over other candidates:

I see from your annual report that you're looking to diversify on some of your products; what is the progress and timescales for this?

After you have been to an interview, it is now time to wait and see! If at first you don't succeed do not feel disheartened, keep trying. Interviews can be a great experience. It is also a good idea to ask for feedback from your interview, from this you can gain what aspects you need to improve on.

Don't give up keep trying and applying! GOOD LUCK!

We do hope that you find this toolkit helpful. It would help us and others if you find any changes to services offered or contact details please let us know.



Appendices: Useful resources and Agencies to help you in your search.

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Appendix 1

Recruitment Agencies by Local Area



Recruitment Agencies

Agencies recruit for both temporary and permanent work – temporary work can be anything from an afternoons work to months of work. For permanent work you are employed in the normal way but the company asks the agency to do the initial recruitment sift for which the company pays for.

If you are a temporary PAYE worker you are entitled to at least statutory holiday pay and leave after a qualifying period working for them- usually 12 consecutive weeks.

Agencies deal with all levels of vacancies and some specialise in sectors e.g. IT, teaching, nursing, care etc. They are another method of accessing company vacancies and you can register with more than one agency.

With a lot of agencies you can't just walk in and register with them – ring to check their process, check their website and apply for their vacancies. They will contact you if interested in taking your application further.

Good points

Recruitment Consultants quite often have worked in the industry they are recruiting for and may be able to give you sector knowledge.

Temporary work can help you expand and build on your experience or try out new roles. It can also lead to something longer term or open new doors.

Agencies can advise you on the recruitment process for their clients and give you tips.

Temporary work can sometimes pay better than permanent work or is highly paid e.g. nurses, some IT roles and project managers.

Points to bear in mind with agencies

Temporary work can be just that – temporary and there may be long gaps between assignments. Keep in touch with your agency, make a good impression and continue to apply for permanent work if that is what you want.

Agencies register more people than they need. Look at the types of vacancies they recruit for before you register with them and be honest with yourself about whether your skills/experience matches what you/they are looking for.

Don't take it personally if agencies don't get back to you if you haven't dealt with them before- they will only contact you when they have a suitable vacancy, or they may not be the right kind of agency for the work you are seeking.

If you prove to be unreliable, have poor timekeeping or are negative you are unlikely to be offered any more temporary work- agencies are focussed on retaining their clients and you are unlikely to be given a 2nd chance by them.

As a temporary worker you may be expected to 'hit the ground running' for short term assignments so training in the role may be limited.

Recruitment agencies - Winchester

White Knight Recruitment

Telephone: 01962 841917

Fax: 01962 844002

Email: enquiries@whiteknightrecruitment.com

Website: <http://www.whiteknightrecruitment.com/>

Address: Colvedene Court, Wessex Business Park, Colden Common, Winchester
SO21 1WP

Specialise In: White Knight Recruitment is an independent, Winchester-based employment agency. They are a REC Audited company and have been providing top quality office support staff for companies throughout Hampshire since 1989

1-1 Recruitment

Telephone: 01962 865 152

Website: <http://www.1-1recruitment.co.uk>

Address:

2 Exchange Square

Jewry Street, Winchester, SO23 8FJ

Specialise In: They are human resources, management and office support recruitment specialists.

Executive Online

Telephone: 01962 893 300

Website: [http://www.executivesonline.co.uk/contact us/our offices](http://www.executivesonline.co.uk/contact_us/our_offices)

Address:

3rd Floor, Athenia House,

10-14 Andover Road

Winchester, Hampshire, SO23 7BS

Specialise In: Rapid executive recruitment for permanent, interim management and project management roles.

Tate

Telephone: 01962 841827

Website: <http://www.tate.co.uk/find-an-office/Pages/Tate-Winchester.aspx>

Address:

Calpe House, Lower Ground Floor, Little Minster St, Winchester,

SO23 9HB

Specialise In: Recruit for a wide range of office support roles such as, Accounts Administrator, Audio Typist, HR Administrator, Marketing Consultant, Legal Secretary, Media Coordinator, Payroll Administrator and many more.

Charisma Charity Recruitment**Telephone:** 01962 813300**Website:** <https://www.charismarecruitment.co.uk/>**Address:**

Staple Gardens,
Winchester, Hampshire, SO23 8SR

Specialise In: The Charisma team brings together expertise of recruitment, finance and strong business acumen as well as experience of the charity and not-for-profit sector, Including Chief Executive, Fundraiser, Campaign Manager, or Charity Administrator.

Manpower UK Ltd.**Telephone:** 01962 844344**Website:** <https://candidate.manpower.com>**Email:** winchester.branch@manpower.co.uk**Address:**

17 Jewry Street,
Winchester, Hampshire, SO23 8RZ

Specialise In: Provide a service for both job seekers and employers for range of different jobs including Admin and Secretarial, Customer Service, Public Sector, Sales and Transport Logistics.

Recruitment Agencies – Fareham

Randstad Engineering UK**Telephone:** 01489 560120**Website:** <http://www.randstad.co.uk>**Address:** Second floor

4 Parkway

Solent Business Park, Fareham, PO15 7AD

Specialise In: Construction, Property & Engineering's sole focus is recruitment for the built environment; we operate across the whole spectrum of this diverse sector and recruit for all areas at all levels. We do not generalise but specialise into niche markets, our consultants all work in specific sectors to allow them to be experts in their field making us your recruitment partner of choice.

Alexander McGuire**Telephone:** 01329 827627**Address:**

119 West Street
Fareham, PO16 0DU

Specialise In: Provides temporary, contract and permanent recruitment solutions to most business sectors, including - Commercial, Education, Childcare, Industrial, IT, Driving, Food Processing /

Packing and Agricultural, Alexander Maguire supply their service to public and private sector throughout the UK.

Blueprint Recruitment

Telephone: 02392 603030

Website: www.blueprintrecruit.com

Address:

Blueprint Recruitment Solutions,
Faretec,
Carnac Court,
Cams Hall Estate,
Fareham,
Hampshire,
PO16 8UY

Specialise In: Worldwide Technical Recruitment - Oil & Gas, Marine, Building Services, Civil & Structural, Architecture, Rail, Power & Nuclear and Engineering

Recruitment Agencies – Romsey

Accord Appointments:

Telephone: 01794 511515

Website: <http://www.accordappointments.co.uk>

Address:

17 Market Place
Romsey, Hampshire, SO51 8NA

Specialise In: Accord Appointments is a multi-sector, recruitment and employment business and has grown rapidly in the Industrial, Technical, Drivers, Commercial, and Hospitality & IT sectors for Permanent, Temporary & Contract recruitment. The primary focus of the Agency is dealing with the 6 key sectors and by working closely with established clients, maintained and developed a strong relationship with repeat business and growing year in year out.

Advanced Selection Limited:

Telephone: 02380 744455

Website: <http://www.advancedselect.co.uk>

Address:

30 Bell Street
Romsey, Hampshire, SO51 8GW

Specialise In: Service for professionals within Engineering & Technical, Geographic Information Systems, Health, Safety & Environmental, Information Technology and Communications, Manufacturing and Production, Power & Energy, Supply Chain and Procurement

Deerfoot IT Resources**Telephone:** 023 8081 3001**Website:** <http://www.cv-library.co.uk/list-jobs/211702/Deerfoot-IT-Resources-Limited.html>**Address:**

New Forest National Park
Ower, Romsey, SO51 6AF

Specialise In: Senior team members have over 25 years experience of the IT industry. Our core discipline is candidate centric search and selection. Deerfoot recruiters are all certified by the industry trade body - REC (The Recruitment and Employment Confederation). They support a client portfolio which includes Banking, Finance, Inc Asset Management and Insurance, Retail, Airline, Software House and Web Developers.

Recruitment Agencies – Gosport

Berry Recruitment**Telephone:** 02392 604288**Website:** www.berryrecruitment.co.uk**Address:**

Offices 10-11
Quay West Business Centre,
Quay Lane, Gosport, PO12 4LJ

Specialise In: Providing temporary, permanent and contract staff for the Industrial/Technical/Engineering sectors, Warehouse, Driving, Book-keeping, Administration and Sales.

DNS Staffing Solutions Ltd**Telephone:** 02392 503770**Mobile:** 07800777923**Website:** <http://dnsplacementshampshire.co.uk>**Address:**

40 Whitworth Close, Gosport, PO12 3PF

Specialise In: Recruitment consultants for Dental professionals in Hampshire.

Nurseplus**Telephone:** 01329 848150**Website:** <http://www.nurseplusuk.com/branch-locator/gosport>**Address:**

Gosport Business Centre
Aerodrome Road, Gosport, PO13 0FQ

Specialise In: Domiciliary Care, providing people with the care and support to help them to remain in their own home.

Recruitment Agencies – Eastleigh

Solsbury Solutions

Telephone: 023 8000 2315

Website: <http://solsburysolutions.com>

Address: 6 Leigh Road,
Eastleigh, Hampshire, SO50 9FH

Specialise In: Hospitality & Catering, Technical & Construction, Driving and Professional services.

Everest Recruitment

Telephone: 023 8061 3130

Website: <http://www.everest-recruitment.com>

Address:
Cemetery Lodge Brookwood
Brookwood Avenue
Eastleigh, Hampshire, SO50 9EN

Specialise In: Offer to specialist industry divisions (Driving, Commercial, Health Specialist)

Polka Dot recruitment nannies and sitters:

Telephone: 07766 252322

Website: <http://www.polkadotrecruitment.com>

Address:
8 Rolling Mill Mews
Eastleigh, Hampshire

Specialise In: Polka Dot Recruitment has a portfolio of professional childcare services that are designed to make life easier for families with young children and babies who need high quality support in and around the home.

Family Match

Telephone: 01489 786845

Website: <http://www.familymatch.com>

Address:
Botley Mills, Botley, Southampton
Hampshire SO30 2GB

Specialise In: Provide the most experienced and highly qualified Nannies, Mothers Helps, Holiday & Temporary Nannies, Maternity Nurses and other childcare solutions in the area. Family Match offers a seamless transition into working parenthood, providing the perfect childcare arrangements from birth through to school age.

Recruitment Agencies – Andover

Adecco

Telephone: 01264 366630

Website: <http://www.adecco.co.uk/>

Address:

29 Bridge St
Andover, Hampshire

Specialise In: Teams specialise in four key industry sectors and cater for all job levels within those sectors. We also have a strong reputation for supplying multi-lingual candidates; so if you are fluent in more than just your mother tongue, we can find the right opportunity to suit your skill. The four key sectors are IT and Telecoms, Sales and Retail, Finance, Insurance and Office, Admin Support and Secretarial.

Nurseplus

Telephone: 01264 335007

Website: <http://www.nurseplusuk.com/branch-locator/andover>

Address:

Westmarch Business Centre, Riverway
Andover, Hampshire, SP10 1NS

Specialise In: Domiciliary Care, providing people with the care and support to help them to remain in their own home.

Active Staff

Telephone: 01264 363 714

Website: <http://www.active-staff.co.uk/contact>

Address:

No1 Winchester Street
Andover,
Hampshire, SP10 2EA

Specialise In: Are a privately owned Independent agency, so we are able to offer a truly personal recruitment service designed to meet both Client and our candidate's needs. They have strong relationships within a wide variety of exciting businesses and a good understanding of our candidates we are perfectly positioned to make the best introductions. Provide a wide range of jobs in both commercial and industrial industries.

Personnel Selection:

Telephone: 01264 333888

Website: <http://www.personnelselection.co.uk/contact-us/>

Email: ando@persel.co.uk

Address:

9a High Street
Andover, Hampshire, SP10 1LJ

Specialise In: Commercial, Industrial & Engineering and Catering business sectors.

Recruitment agencies – Havant

ARM Technical Recruitment

Telephone: 0239222 8228

Fax: 02392228229

Website: <http://www.arm.co.uk/>

Email: enquiries@arm.co.uk

Address:

Langstone Technology Park,
2B Lanstone Road
Havant, Hampshire, PO9 1SA

Specialise In: Provide contract and permanent [IT jobs](#) and [Engineering jobs](#) across the UK and beyond. Our specialist recruitment divisions cover the entire technical arena, including some of the most important industries, economically and strategically, in the UK and the world today from [Defence](#), [Aerospace](#), [Power and Energy](#), [Water](#), [Rail](#), [Automotive](#), [Oil and Gas](#), [Marine and Shipping](#), to [iGaming](#), [Digital Marketing](#), [IT Security](#) and [Communications](#)

CMA Recruitment Group

Telephone: 02392480524

Fax: 02392473764

Website: <http://www.cmarecruitment.co.uk/>

Email: www.financialrecruitment.co.uk

Address:

Building 6000
Langstone Technology Park,
2B Langstone Road, Havant, Hampshire, PO9 1SA

Specialise In: Specialise In Accountancy and Finance and operate across general practice, assurance, taxation, corporate finance and insolvency, CMA recognises that our clients' success depends on both technical competence and the business relationship between their team and client portfolio.

Morson International:

Telephone: 02392499988

Fax: 02392479889

Website: <http://www.morson.com/offices/havant/>

Email: havant@morson.com

Address:

14 Park Road South
Havant, Hampshire, PO9 1HB

Specialise In: A leading provider of human capital and engineering design solutions to the Engineering and Technical business sectors. They have a unique dual which offers recruitment and

resource expertise alongside our engineering design consultancy provides the flexibility and capability that today's clients demand.

Nuparc Recruitment:

Telephone: 02392 488513

Fax: 02392488501

Website: www.nuparcengineeringjobs.com

Email: havant@nuparc.com

Address:

11 South Street

Havant, Hampshire, PO9 1BU

Specialise In: An employment agency in Engineering and Oil/Gas sector

Personnel Selection:

Telephone: 02392811018

Fax: 02392811024

Website: www.personnelselection.co.uk

Email: port@persel.co.uk

Address:

4 Sovereign Gate

Commercial Road

Portsmouth, Hampshire, PO1 4BL

Specialise In: Commercial, Industrial & Engineering and Catering business sectors.

Recruitment Agencies – Petersfield

Knightley Search and Selection

Telephone: 01730 263046

Website: <http://www.knightley.com/>

Email: info@knightley.com

Address:

Knightley Search and Selection

PO Box 22

Petersfield, Hampshire, GU32 1YP

Specialise In: Sectors such as Care Home work, Homecare and Healthcare

MaxAd

Telephone: 01730 231777

Website: <http://www.maxad.co.uk/>

Address:

The Old Barn
Sussex Road
Stanbridge Farm
Petersfield, Hampshire, GU31 5RB

Specialise In: Sales recruitment, Environmental, Retail Recruitment, Marketing and Construction sectors.

First Needs Healthcare Ltd

Telephone: 01730 858180

Website: <http://www.firstneeds.co.uk/>

Email: info@firstneeds.co.uk

Address:

16 College Street
Petersfield, Hampshire, GU31 4AD

Specialise In: Provide temporary staffing services for Hospitals, Day Centres, Homes for young adults with learning disabilities, Nursing, residential homes and children's homes.

Recruitment Agencies – Basingstoke

Abacus Employment Services

Telephone: 01256 336633

Fax: 01256 330053

Website: <http://www.abacus-employment.com/contact.html>

Email: basinstokestaff@abacus-employment.com

Address:

1 Chequers Road
Basingstoke, Hampshire, RG21 7PU

Specialise In: The supply of industrial, distribution, commercial and catering staff.

Wote Street People

Telephone: 01256 799127

Website: www.wotestreetpeople.co.uk

Email: maxine@wotestreetpeople.co.uk

Address:

Suite 007, Viewpoint, Basing View
Basingstoke, Hampshire, RG21 4RG

Specialise In: They cover all areas of employment from office staff to labourers, caterers to managers while providing long term and short term job contracts to clients.

Merit Recruitment**Telephone:** 01256 471508**Website:** <http://www.merit.eu.com>**Address:**

Haymarket House
20 – 24 Wote Street
Basingstoke, Hampshire, RG21 7NL

Specialise In: Have proven success in working within, Recruitment, Project Management, International Recruitment, Recruitment Outsourcing, Head-hunting, and Hygiene Service Management.

First Option Recruitment**Telephone:** 01256 336000**Fax:** 01256 336006**Email:** cv@firstoptionrecruitment.com**Website:** <http://www.firstoptionrecruitment.com/index.html>**Address:**

6a London Street
Basingstoke, Hampshire, RG21 7NU

Specialise in: They specialise in clients and applicants and recruit for Administration, IT, Engineering, Management and Customer Services.

Tulip Recruitment**Telephone:** 01256 474571**Fax:** 01256 474581**Website:** <http://www.tuliprecruitment.co.uk/>**Email:** email:basingstoke@tuliprecruitment.co.uk**Address:**

33 Church Street
Basingstoke, Hampshire, RG21 7QQ

Specialise In: In both the Accounting and Administration sector.

Evergreen**Telephone:** 01256 314620**Fax:** 01256 314629**Website:** <http://www.evergreen.org.uk/>**Email:** enquiries@evergreen.org.uk**Address:**

The Barn
Barton Lane
Old Basing, Basingstoke, RG24 8AE

Specialise In: All environmental business sectors such as Environmental Management, Engineers, Building Services and Public Health.

Clark Recruitment Consultants

Telephone: 01256 345534

Fax: 01256 345536

Website: www.clarkrecruitment.co.uk/

Email: gillian@clarkrecruitment.co.uk

Address:

Worting House
Worting Park,
Basingstoke, Hampshire, RG23 8PX

Specialise In: Financial Directors, Financial Advisors, Bookkeepers, part-time Accounts, Trainee Accounts and many more.

J&K Care Specialist Ltd

Telephone: 01256 300099

Website: <http://www.jandkrecruitment.co.uk>

Email: admin@jandkcarespecialists.com

Address:

J & k Care Specialists Ltd
The Old Post Office
17-18 New Street, Basingstoke, RG21 7DE

Specialise In: Care Agency providing Domiciliary Care to vulnerable adults and children whilst they remain independent within their own homes. J&K Care Specialists also provide care to other Establishment Homes as well as working closely with the Local Authorities with other charities.

Recruitment Agencies – Alton

Portfolio Recruitment

Telephone: 01420 541099

Website: <http://www.portfolio-recruit.co.uk/>

Email: office@portfolio-alton.co.uk

Address:

16 Market Street,
Alton,
Hampshire,
GU34 1HA.

Specialise In: Permanent, Temporary and Contract positions across a range of sectors, including, Office Administration, Customer Service, Sales and Sales Support, Account Management, Accounts

and Bookkeeping, Purchasing, Technical and Engineering (including Welding and Mechanical Fitting), Manual (including Landscaping and Labouring), Warehouse and Factory.

Callidus Consulting Ltd

Telephone: 01420 87300

Website: <https://www.callidusconsulting.com/>

Email: contact@callidusconsulting.com

Address:

13a Market Street
Alton, Hampshire, GU34 1HA

Specialise In: Automotive industry vacancies, Sales, Operations, Management, Marketing, Technical, Pricing, Risk and Project Management.

The Vacancy Management Company Ltd

Telephone: 01420 82202

Website: <http://vacancymgt.com/>

Email: action@vacancymgt.com

Address:

Bellcroft House
Vicarage Hill
Alton, Hampshire
GU34 2BT

Specialise In: Recruitment for Healthcare

Links below to additional recruitment businesses for various areas:

http://www.hantsbusinessdirectory.co.uk/directory?search_term=employment+agencies&postal_code=&employee_band%5Bmin%5D=&employee_band%5Bmax%5D=&business_sector=&turnover_band%5Bmin%5D=&turnover_band%5Bmax%5D

<https://www.eastleigh.gov.uk/business/council-services/business-directory.aspx>

<http://www.easthantsbusiness.co.uk/ui/Pages/Search/First.aspx>

<http://www.fareham.gov.uk/businessdirectory/intro.asp>



Appendix 2

Job Search Services by Local Area



Where I can get help to produce my CV and find employment?

National

National Career Service (NCS)

FREE to all adults (aged 19+) employed or unemployed. Provides information, careers and skills advice that's tailored to you. Services include:

- ✓ Interview Skills – Help to overcome interview anxiety. How to succeed through preparation and answering effectively to make a lasting impression.
- ✓ Job search skills – Advice on how to write speculative letters, complete application forms and make the best CV. Useful websites and how to find and use information about the local job market.
- ✓ Confidence building – Help with developing confidence and self-esteem to improve job prospects.
- ✓ C.V help - Advice on how to produce an effective CV with the appropriate content and layout and also how to target a CV to particular jobs.

Contact: Call 01329 559160 (local number) or 0800 100 900 (national number) to make an appointment to see an advisor face to face or visit:

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

Jobcentre Plus

Tel 0845 6060 234 Mon- Fri 08.00 –18.00

<https://www.gov.uk/browse/working/finding-job>

Various locations

Hampshire County Council Libraries – work skills courses

Offering various work skills courses, for more information on dates and locations ask at your local library or click on link below:

<http://www3.hants.gov.uk/library/library-servicesforyou/learning-in-libraries/libraries-learning-search.htm?search=full&themes=67>

RNIB – Supporting people with sight loss

Telephone based service

Pre-employment support: interview techniques, CV writing, job search support, assistance with completion of on-line job applications, disclosure of disability

Retention advice for employed people: Access to Work support, disclosure of disability and private work based assessments. This service is for individuals, employers, trade unions and occupational health suppliers

Contact: 0800 440 2255

Email: employmentline@rnib.org.uk

Website: www.RNIB.org.uk



SOLENT JOBS PROGRAMME

Southampton, Totton & Waterside, Gosport, IOW.

Provides integrated health and employment support to anyone with a recognised health condition who has been out of work for at least 2 years – supporting them to progress in to sustained employment.

- ✓ **Voluntary Programme.**
- ✓ **1:1 support in all aspects of looking for work.**
- ✓ **Transitional Employment Programme to get back to work.**
- ✓ **Ongoing support for 12 months.**

For more information about the Solent Jobs Programme, or how to refer, please contact:

Leigh Slavin leigh@wheatsheaftrust.org Tel: 07791860621

STEP

Southampton, Eastleigh, Romsey, Totton, Waterside, Havant, Fareham, Gosport, IOW.

Provides support to young people aged between 15 and 24 who are NEET or at risk of becoming NEET to overcome barriers to participation.

- ✓ **A robust Initial assessment and needs analysis to agree how best to support the young person.**
- ✓ **The young person will receive individual and continuous mentor support to encourage continued engagement.**
- ✓ **Support to progress to volunteering, apprenticeship, a college course, or employment.**

For more information about STEP, or how to refer, please contact:

The Youth Team at Wheatsheaf Trust on youth@wheatsheaftrust.org Tel: 02380 237662

Bridge2Work

B2W creates a bridge to the labour market offering support to people to overcome difficult situations and lead them closer to employment.

- ✓ **Individual support with a dedicated Key Worker to develop and agree a Progress Plan.**
- ✓ **Tailored placements of up to 6 months (16-25 hours) with supportive employers.**

For more information on Bridge2Work please contact:

Tristian Shields Tristan@wheatsheaftrust.org.uk Tel: 07977423823



Action on Hearing Loss - Specialist Employment Adviser

Provision:

Have a hearing loss and looking for work – either voluntary work, training or paid employment. 1-1 support for CV, App form, interview practice, support at interview, access to work for reasonable adjustment and communication support as well deaf awareness training and ongoing review. Also cover retention if having problem in the work places.

Geographical area covered within Hampshire:

South of Hampshire – lives across Portsmouth, Winchester, Southampton, Lymington areas

Qualifying criteria:

Have a hearing loss – mild to profoundly deaf – oral or BSL user

Contact:

Kim Harbut – Specialist Employment Adviser

Email: Kim.Harbut@hearingloss.org.uk

Website: www.actiononhearingloss.org.uk

Text only - 07769976266

Springboard

Offers job search strategies, goal setting, decision making, CV & application forms and interview techniques. Up to 3 free hours of career Information Advice and Guidance tailored to meet your needs with flexibility on how those hours are used.
Covers the whole of Hampshire

Please contact springboard for further details and to arrange an appointment.

Contact – Tel: 023 8027 1462

www.springboardetg.org

Address - Dovetail Centre, Winchester Road, Chandlers Ford, Eastleigh, Hampshire, SO53 2GJ.



R.C.S. Ltd

Personal Development Offer for Adults (Over 19 years)

Hampshire Thrives Available Areas: New Forest, Eastleigh, Winchester, Test Valley			Hampshire Works Available Areas: New Forest, Eastleigh, Winchester, Test Valley, Basingstoke, Havant		
Course	Length (hours)	Description	Course	Length (hours)	Description
Community Language	20	A course that supports adults whose first language isn't English, to improve on their basic language skills so that they are more able to integrate with their local community	English Support for The Workplace	30	This course is specifically for people who want to improve their English skills as a way of securing employment. This is a great pre-cursor to an English qualification
Getting Started with IT	20	A comprehensive computer course that starts with the basics and can include extra units such as using the internet, MS Word and Excel.	Numeracy Support for The Workplace	30	This course is specifically for people who want to improve their Numeracy skills as a way of securing employment. This is a great pre-cursor to an Maths qualification
Be Confident In You	20	A personal development course that supports individuals to understand how they can become more confident and how they can motivate themselves to try new things, communicate with others and set goals for themselves	Computing in the Workplace	24	This course is specifically for people who want to improve their computer skills as a way of securing employment.

Hampshire Thrives Available Areas: New Forest, Eastleigh, Winchester, Test Valley			Hampshire Works Available Areas: New Forest, Eastleigh, Winchester, Test Valley, Basingstoke, Havant		
Course	Length (hours)	Description	Course	Length (hours)	Description
New Directions	20	This course enables participants to evaluate their own behaviour and others in order to understand how to communicate more effectively. The course includes looking at relaxation techniques and learning about you and knowing yourself better.	Preparing to Get That Job	24	A course that helps people to understand 'How to Go to Work'. The course is very detailed and looks at what is involved with going to work for the first time, or after a long career break. This helps people to prepare and deal with the change from unemployment to employment.
Safe & Healthy Me	20	This course is particularly good for people with a learning disability but can be adapted to suit other group's needs. The course covers how an individual can stay fit and health through a good diet and healthy lifestyle, the course also includes how to access services such as the police and fire services.	Be Confident for Work	24	This course is a great follow on From Be Confident in You, but can be done as stand alone. The course looks at basic confident skills but then how this is transferred into the workplace. The course includes communicating with people in the workplace and the relationships that may occur.
Create Your Own Confidence	20	A course that focusses on using personal creativity to explore your own confidence and aspirations for the future. This course is not a craft course, although items will be created by each participant to remind them of their learning and promises to themselves.	New Directions for Work	24	This course can be used as a progression from New Directions but can be a standalone course. Included in the learning outcomes is looking at behaviour, assertiveness skills and dealing with aggression. The course is tailored to the work place.

Hampshire Thrives Available Areas: New Forest, Eastleigh, Winchester, Test Valley			Hampshire Works Available Areas: New Forest, Eastleigh, Winchester, Test Valley, Basingstoke, Havant		
Getting to Grips with Universal Credit	20	A course that will support people to understand the changes that will be implemented as part of the introduction to Universal Credit and how to be prepared for this.	Get That Job	24	This pure employability course looks at transferable skills, CV writing, Job Searching and Interview Skills.
Communicating with Others	20	A course that looks at behaviour and social styles in order to improve communication skills with other people. The course encourages people to look at their own communication style which assists in understanding how to work with other people.	Transitions	24	This course is suitable for anybody that is facing a transition in their life. For instance somebody moving from benefits into employment; somebody faces being discharged from a support service such as a Wellbeing Service, or Drug and Alcohol support. The course includes discussion resilience and encourages excitement and positivity of the prospect of progression to a new stage in life. The course can include the discussion about preparing for Benefit Cap and Universal Credit.
Introduction to volunteering	20	This course is a great first step for somebody who is considering a volunteer opportunity. The course looks at what would be involved and how to find a	Exploring Self-Employment	24	This course is suitable for anybody who is considering Self Employment as an option. The course looks at the practicalities of being self-employed and supports

Hampshire Thrives Available Areas: New Forest, Eastleigh, Winchester, Test Valley			Hampshire Works Available Areas: New Forest, Eastleigh, Winchester, Test Valley, Basingstoke, Havant		
		suitable volunteering placement.			participants to explore some business ideas.
Effective Volunteering	20	This course is aimed at the proactive volunteer in order to improve and develop their ability to volunteer.	Food Safety	24	A basic course that provide a Food Safety Certificate. Suitable for anybody who is starting to work in the catering industry.
			Parents into Employment	24	This course is similar to Be Confident For the Workplace but is tailored to parents who are faced with the prospect of going back to work after having a child.
			A taste for work Test Valley only)	30	This course combines work experience with confidence building and preparing for the workplace.

The programmes target learners 19 + who fall into one or more of the following criteria:

- **Without a full Level 2 qualification**
- **In receipt of Income Support , Universal Credit, JSA or ESA or these elements of Universal Credit.**
- **Learning difficulty and/or disability including mental health problems**

**Contact Romsey Office on 01794 522106 or look on the website
www.rcsservices.org.uk**

Housing Associations will often offer support into work and training to their tenants. If you are a tenant it's worth contacting your housing association to identify if they offer this in your area. Below are a few we have identified that do offer such support:

Southern Works

Free service for socially rented Southern Housing Group tenants aged 16 or over, who want advice and support related to employment, training and volunteering. Residents are provided with one-to-one support and advice tailored to their individual needs and goals.

Help and support available:

- CV's, applications forms and job searching
- Interview skills, confidence building and improving motivation
- Finding work placements and voluntary experience
- Training and education opportunities
- Accessing job vacancies and apprenticeships
- Support to apply for funding for employment and training related activities
- Extra support available: budgeting and money management; back to work calculations; assisting with claiming benefits

Within this region, the following areas are covered:

- Portsmouth
- Havant
- Hayling Island
- Gosport

For more information, please contact the service centre on **0300 303 1069** or email southern.works@shgroup.org.uk

Social housing residents who wish to refer can do so via this link:

<http://www.shgroup.org.uk/customers/get-support/employment-and-training/>

Vivid Homes (formerly First Wessex/Sentinel Housing)– Employment and Training Advice

Personalised one to one service for **tenants and their household members only**. Help with CV's, Job application, interview practice, accessing training and general information and guidance on finding employment. Also access to money and benefits advice, debt advice and tenancy support.

Covering Eastleigh, Southampton, Winchester and surrounding areas.

Contact: Kerry Turbott

Direct line: 02380 684319 Mob: 07867538214

Email: kerry.turbott@vividhomes.co.uk

Website: <https://www.vividhomes.co.uk>

Address: Charlotte Young House, Tollgate, Chandlers Ford, Eastleigh

Covering Basingstoke, Andover and Winchester

Tel: 0800 195 5515

Contact: Julie Grove – Tenancy Sustainment Team Leader

Email: Julie.grove@vividhomes.co.uk

Tel: 01256 338909 Mob: 07787 002121

Sovereign Housing

1-2-1 support with an Employment & Training Officer to help with advice on finding work for those unemployed or residents who are looking to move their career forward in better work. We also support with job applications, CV writing, interview prep and self-employment advice. We also offer grant application schemes to help residents with learning or job opportunities. Cover the whole of Hampshire region. (**must be Sovereign Housing Resident**)

Website: <https://residents.sovereign.org.uk/advice-and-support/employment-and-training/personal-support/>

Email: myworksteps@sovereign.org.uk

Referral to be made online: <https://www.surveymonkey.com/r/SovereignHUTHY?sm>

Lauren Green – Employment and Training Officer

Lauren.green@sovereign.org.uk

Saxon Court, Sarum Hill, Basingstoke, Hants RG21 8SR

Tel: 07554223293

Radian – Employment Support and Training

Support for all **Radian residents only**. CV writing and advice, job searching, interview skills and techniques. Support to look for voluntary and work experience opportunities. Help to look for training courses and funding. Support to help set up self-employment.

Covering all radian properties – all of Hampshire

Jan Waterman – Project Co-ordinator

Website: <https://www.radian.co.uk/employment-support-and-training>

Email: estsupport@radian.co.uk Tel: 0800 4220570



National Careers Service

Executive Workshop Information

Various Hampshire Locations

10.00 – 15.30

Group Workshop with approx. 12 attendees covering.....

- Skills analysis
- Your Brand
- What are employers looking for?
- Labour Market Information
- CV hints and tips
- Hidden job hunting techniques
- Electronic job hunting ideas
- Interview techniques
- Digital and Social Media
- Networking
- Self-employment
- Sharing of good ideas, methods and techniques
- A chance to network with like-minded individuals

This day long workshop is open to management level clients as well as graduates or those looking to upskill.

Please call 01329 559169 to book

Traineeships (pre-apprenticeships)

A Learndirect Traineeship is a **16 week** programme designed for individuals **aged 16-18** who are not in employment, education or training. We are rolling programme with **start dates every two weeks**.

Week 1 to 3

Training based in our Southampton Centre including:

- Employability skill; CV writing, interview preparation, Money management, team work and soft skills
- Functional Skills maths, up to level 2
- Functional Skills English, up to level 2

Week 3 up to 16

Work experience, 24hours per week, in a variety of sectors including:

- Admin
- Childcare
- Customer Service
- Hairdressing
- Health and Social Care
- Hospitality
- Trade
- Warehousing

(We will attempt to source a placement specific to the client, even if not mentioned in the above list.)

Additionally there will be **Maths, English and progression support for up to 6 months after the Traineeship**.

All **travel expenses** to the Southampton Training Centre and work placement will be fully reimbursed. If eligible, you can also receive a weekly bursary payment up to **£30 per week**.

For further information or to refer, please contact:

Sophie Dudley Mobile: 07469 102 463 Email: sophie.dudley@learndirect.com

M3 Job club (Covering all of Hampshire) – The M3 Job Club is based on three principles:

- the opportunity to **Network**
- **Share** experiences
- **Support** each other

We run a 16 week coaching-led, business focused programme delivering soft skills, tools and techniques to help best position the job seeker to attain a new role. Please take a look on our website for the [sessions](#) running in 2017 to help you plan ahead.

We run every Friday from 09:00 for a 09:30 start and kick off our main session for 10am and run through to 12:30 with a short break at 11:00. We then close off the session to allow more time for networking.

The service is free to members and run by volunteers. All we ask is that when you secure a new role, you consider making a donation to the Job Club to help us to continue to deliver the service for free to others.

M3 Job Club is a registered charity providing a community-based service to support people back to work who are either out of work or have been placed at risk of redundancy. We have no ties to any other organisation, local authority, JCP or Government programme.

Contact – Call 0333 0095381 Email: info@m3jobclub.co.uk Twitter: @m3jobclub Website: m3jobclub.co.uk Contact: Judith Boyd - Administrator

Address: Carnival Hall, Council Road, Basingstoke, Hampshire, RG21 3DH

Test Valley

Job seekers Club

Nursling and Rownhams – meets every 2nd and 4th Wednesday 10am –12pm

We meet at Nursling and Rownhams Village Hall

Nursling St, Nursling, Southampton, Hampshire, SO16 0XH

At our drop in centres above, you can get help and advice with job seeking, email, Skype, online shopping, saving money online, and many other ICT topics.

Andover Job Club

An opportunity to access computers, information and advice on job searches, CV writing, interview skills, applying for Jobs and more

Every Tuesday 12.30pm-2.30pm (Free of charge)

Kings Arthurs Hall, King Arthurs Way, Andover

For more information please call 01264 333294 or just turn up at the job club on a Tuesday afternoon.

Andover Careers Action

Andover Careers Action has been formed to provide support and skill development for people in job transition or at risk of redundancy. Through regular meetings members have the opportunity to network and to support each other whilst refining their skills and gaining knowledge for the journey back to work.

Working from home on your job search, often devoting more hours than you did to your salaried job, can be lonely and soul destroying. The club offers a structured programme of coaching, training and discussion that will provide focus and help for the job search.

The club is open to everyone but will probably be more suited to motivated, experienced people who would benefit from additional focus and support. Where possible the job club will help individuals access local businesses through recommendation, introduction or support.

We meet on Thursday mornings at 10am in the Cafe at The Lights in Andover

Criteria: Job transition or facing redundancy

Contact: Kevin Moore Tel: 07789407024

Email: andovercareersaction@gmail.com

RCS Job Club – drop in

Universal job match, CV's, job applications, interview preparation and support with the internet
Every Wednesday 10-2pm

Long Meadow Centre, Cricketers Way, Andover, SP10 5DE

Youth in Romsey (Job Shop)

Offers help with job applications, covering letters and preparing a CV. Youth in Romsey are also available if a young person wishes to have a mock interview or needs help preparing for an interview.

These services are free for the under 25's and are available Monday to Friday during opening times. Young people can drop in or can arrange a one-to-one session with a youth worker to discuss their career options.

Contact - To arrange an appointment, telephone 01794 500581 or email

youthinromsey.yir@gmail.com or visit the website at www.yir.org.uk

Jenny Grace – Youth Support Worker

Address – Southampton Road, Romsey. SO51 8AF

Alabare Care & Support

Information, advice and guidance for young people aged 13-25 on employment, housing, benefits, education and training. CV writing, job search and job application support
1:1's and group work on a variety of issues.

Address: The Little Junction, 70 Junction Road, Andover, Hampshire, SP10 3QX

Contact: Charles Taylor – Senior Foyer Worker

Tel: 01264 323314

Email: c.taylor@alabare.co.uk

<http://www.alabare.co.uk/home/the-andover-foyer/young-people>

Test Valley Community Services

Volunteer Centre, Tenancy and Employment Support and signposting to other agencies

Address: Andover Bus Station, West Street, Andover, SP10 1QP

Website: www.tvcs.org.uk

Email: info@tvcs.org.uk

Tel: 0330 400 4116

New Forest

Together for Mental Wellbeing

How to write a CV, covering letters, using social media in a job search, applying for jobs, on line applications.

Interview skills and questions, accepting and learning from feedback.

Starting a new job or starting the process again

Meeting once a week 1-1 and monthly group work

Job clubs currently at Wellbeing/Mind centres in **Hythe** and **Andover**.

Criteria: Already working with the Wellbeing/Mind centre would be an advantage

Contact: Daniel Langrish-Beard - Volunteer and Training coordinator for West Hampshire

Email: daniel-lbeard@together-uk.org

Tel: 023 80 642415

Mobile: 07808 765225

Website: <http://www.together-uk.org>

RCS Ltd

Various Personal development courses covering the New Forest. See pages 45-49 for further details.

Wheatsheaf Trust

Employment support programmes running for Waterside residents. See page 45 for further details.

Winchester

The Discovery Centre Job Club

Offers weekly employability drop-in sessions on CV's, job search, confidence building sessions and interview advice. These services are free for all age groups and are held every Thursday from 11.00 am- 12 noon. No booking required.

Contact – Winchester Discovery Centre 01962 873603.

Address - Discovery Centre, Jewry Street, Winchester Hants SO23 8SB.

Fareham

The Highlands Hub

Assistance with Job search and CV advice at our internet cafe. Drop in basis. Tuesday-Friday 9am-4pm, Sat 10am-1pm. Also offers volunteering opportunities.

Address: 103 Highlands Road, Fareham, Hants PO15 6HZ

<http://www.highlandshub.org>

Telephone: 01329 609299

Together for mental wellbeing

(Information and contact details etc – see under New Forest, page 57)

Havant

Wheatsheaf Trust

At Wheatsheaf Trust our advisers can support with:

- Job search, including accessing websites including Universal Job Match.
- Looking for training courses and funding
- CV writing and advice
- Help with filling in application forms, interview skills and techniques
- Understanding your skills and matching these with jobs
- Careers advice
- Work clubs for job search support and tailored work shops

Call to book an appointment or drop in to the centre

1 Pak Road South, Havant, PO9 1HA, Tel: 023 9249 8950

www.wheatsheaftrust.org

Acorn Community Centre,

Thursday 9am till 12pm. Get that job programme. A volunteer run Job Club. The club offers help with CV writing, searching for Jobs and help with application forms, etc

Tuesday 9am till 12pm – IT Training (Advisable to book)

Address: 3 The Kestrels, Wecock Farm, Waterlooville, PO8 9UX

Tel: 023 92258423

Eastleigh

National Careers Advice with Groundwork South - Are you...

- Someone without a level 3 qualification
- Aged 18+ and not in education, employment or training?
- Facing redundancy, newly redundant or distant from the labour market?
- A Jobcentre Plus customer age 18 years or over and receiving JSA, ESA and WRAG, or Universal Credit because you are unemployed?
- An Adult with a learning difficulty and/or a disability

Then Groundwork South National Careers Advisor can offer you Information, Advice and Guidance to get you back to Education, Employment or Training. Help you to create and

update a CV, create an Action Plan, apply for Jobs, Apprenticeships, Volunteering and Training.

Drop in and meet with an NCS Advisor Wednesdays 10-12pm
Address: The Energy Centre, 79 Leigh Road, Eastleigh SO50 9DG
Contact: Debbie 07985 194102

Wheatsheaf Trust

At Wheatsheaf Trust our advisers can support with:

- Job search, including accessing websites including Universal Job Match.
- Looking for training courses and funding
- CV writing and advice
- Help with filling in application forms, interview skills and techniques
- Understanding your skills and matching these with jobs
- Careers advice
- Work clubs for job search support and tailored work shops

Call to book an appointment or drop in to the centre:
The Children's Centre, Chamberlayne Road, Eastleigh
Only open Tuesday afternoons 1.00pm – 4.00pm by appointment
Contact Debbie Bishop on 077723679056

Southampton:
Unit 1, Empress Heights, College Street, Southampton SO14 3LA
Telephone: 023 80 237662

Together for mental wellbeing

(Information and contact details etc – see under New Forest, page 57)

Gosport

Gosport Discovery Centre, High Street, Gosport

Often run Employment preparation courses such as:

- How to Sell Yourself at Interview
- Transferable Skills - How to Make Them Work for You
- Work Clubs - various start dates and times.

Booking line: 023 9252 3463, www.hants.gov.uk/gdc



Wheatsheaf Trust

At Wheatsheaf Trust our advisers can support with:

- Job search, including accessing websites including Universal Job Match.
- Looking for training courses and funding
- CV writing and advice
- Help with filling in application forms, interview skills and techniques
- Understanding your skills and matching these with jobs
- Careers advice
- Work clubs for job search support and tailored work shops

Call to book an appointment or drop in to the centre

The Old Chapel, St George's Barrack, St George's Walk, Gosport, PO12 1FH

Contact: 023 9252 8084

www.wheatsheafttrust.org

Springboard (not to be confused with Springboard Chancellors Ford which is a different organisation covering a different geographical location)

Who is it for?

People who face physical and mental health related barriers to employment

What will it offer?

- Personalised support
- One-to-one coaching
- Positive activities focused on increasing confidence and motivation

How can people access it?

Through Gosport GP practices

What outcomes will it offer?

Employment and voluntary work

Contact Julie Fisher

07896 981897 / 023 80237662

julie@wheatsheafttrust.org

Gosport Advice and Information Network

GAIN is a group of local advice and information providers who are here to help you get the advice and information you need.

GAIN is funded by the Big Lottery and its members provide advice and information on **employment**, housing, debt & money management, benefits and health.

www.gain-gosport.org.uk

Basingstoke

Basingstoke Job clubs – RCS Community Organisation

We hold free drop in sessions around Basingstoke across the week to support local job-seekers with ...CV writing, IT skills, Job searching, Job applications, reporting procedures to JCP, Interview preparation and more!...

Discovery Centre Job Club, Festival Place,

These services are free to all ages and are held every Tuesday 9.30am-12.30 and Wednesday 9.30am – 3pm

Oakridge Hall for All Job Club, Forsythia Walk

Thursday 9.30 – 12.30

<http://www.rcsservices.org.uk/job-club/4587590707>

The Salvation Army – Employment Plus Local

We are volunteers sponsored by the Salvation Army. We have a drop-in centre in Basingstoke, where anyone is welcome to come along for help in finding a job.

How can we help?

- Help with CVs
- Access to the Worldwide Web for job searches, applications and on-line courses
- Interview Practice
- Basic IT training
- Help and Advice

Monday, Wednesday and Friday – 9.30am until 12.30pm

The Salvation Army Basingstoke Corps, Wessex Close, Basingstoke, RG21 8YD

Contact: Mike Beeston (Employment Plus Coordinator)

Tel: 0125 6328 178 **Email:** baseemploy@gmail.com

Website: www.salvationarmy.org.uk

East Hants – (Petersfield/Bordon)

Live in and around Whitehill and Bordon?

Need local information? Can't find support services?

Forest Community Centre Information Desk is here to help.

From volunteering to leisure activities, from childcare to help for elderly relatives, from youth clubs to leisure Forest Community Centre Information Desk supported by Community Solutions is here to guide you to the local organisations that can help you.

How to contact us:

Drop in 09.00—17.00 Monday—Friday, Forest Community Centre, Pinehill Road, Bordon GU35 0BS

Call 07762 430408—24 hr answermachine and texts welcome (Community Solutions) 01420 488978 (Forest Community Centre)

E-mail : communitysolutions@cfheh.org.uk

Facebook: www.facebook.com/comsolutionsbordon

Twitter: @solutionsbordon

Website: www.cfheh.org.uk/community-solution

All current as of July 2017



Appendix 3

Hampshire & IOW Volunteer Centres



Hampshire and Isle of Wight Volunteer Centres

Volunteer Centre	Teleph one	Email	Website
Basingstoke	01256 423 850	vc@voluntaryservices.com	www.voluntaryservices.com
Eastleigh	02380 902 458	volunteer@1community.org.uk	www.1community.org.uk
Fareham	01329 223 140	enquiries@farehamvolunteers.org.uk	www.farehamaction.org.uk
Gosport	02392 588 347	gosportvb@gva.org.uk	www.gosportvolunteercentre.org.uk
Hart	01252 815 652	sue@hartvolaction.org.uk	www.hartvolaction.org.uk
Havant & East Hampshire	0300 500 8085	volunteer@cfheh.org.uk	www.cfheh.org.uk
New Forest	01425 482 773	Vol.bureau@cfnf.org.uk	www.cfnf.org.uk
Portsmouth	02392 841280	none	www.volunteering.portsmouth.gov.uk
Rushmoor	01252 540 162	rushmoorvolunteers@rvs.org.uk	www.rvs.org.uk
Southampton	02380 216 002	volunteer@southamptonvs.org.uk	www.southamptonvs.org.uk
Test Valley	01794 519 998/ 01264 362 600	volunteers@tvcs.org.uk	www.tvcs.org.uk
Winchester	0300 500 8085	none	www.volunteerwessex.org
Isle of Wight	01983 524058	hello@actioniw.org.uk	www.communityactionisleofwight.org.uk

www.hampshirevolunteers.org.uk - Tel 08444 994 088 – Text 07982 810 140



Appendix 4

Useful Websites



Useful Websites (Please note this is not an exhaustive list)

www.gov.uk/jobsearch - (Universal Jobmatch)

<http://www3.hants.gov.uk/jobs>

www.myhampshirejobs.co.uk

www.dailyecho.co.uk/jobs

www.hampshirechronicle.co.uk/jobs

www.portsmouth.co.uk/jobs

www.jobs.nhs.uk

www.jobsite.co.uk

www.totaljobs.com

www.reed.co.uk

www.monster.co.uk

www.searchrecruitment.jobs

www.40plusrecruitment.co.uk

www.50plusworks.com

<https://www.rec.uk.com/membership/member-directory>

<http://jobs.thirdsector.co.uk/searchjobs>

<https://capuk.org> (job clubs and money advice centres)

<https://www.ukonlinecentres.com>

<http://www.waca.org.uk>

<http://www.learndirect.com/>

<https://www.nacro.org.uk/resettlement-advice-service/> (Social justice charity)



Additional Services For Young People





Accessing your employment potential

A moped loan scheme for people aged 16 or over living in the districts of East Hampshire, Test Valley, Winchester and New Forest

Who the scheme is for

If you're aged between 16–25 and live in Test Valley or New Forest, or 16 and over and live in Winchester or East Hampshire and

- You do not have access to your own private or public transport
- You need to get to work, training, an apprenticeship or interview

Then Wheels to Work could help you to access your employment potential.

The Council can loan you a moped for three months to a year, which will help you get to and from your job, training or job interviews.

What's included

- A 50cc or 125cc moped, fully taxed and insured
- Full break down and service cover
- Helmet, gloves, a high visibility jacket and a locking device

Costs to hire a moped

- To loan a 50cc moped from us costs £17 per week if you are under 21 and £17.50 if you are over 21.
- To loan a 125cc moped from us (for longer journeys) costs £19 per week if you are under 21 and £20 if you are over 21.

Contact us

The scheme is operated by Community First New Forest their Wheels to Work Co-ordinator can explain more about the scheme and provide you with an application form:

Website: <http://www3.hants.gov.uk/wheels-to-work>

New Forest & Test Valley districts

- Mobile: 07896 218046
- Landline: 01425 482773
- Email: mopedadmin@cfnf.org.uk

Winchester & East Hampshire districts

- Mobile: 07896 212198
- Landline: 01425 482773
- Email: mopedloan@cfnf.org.uk

Alternatively you can also contact us at Hampshire County Council

- Tel: 01962 846785
- Email community.transport@hants.gov.uk



Your Future - supporting young people in Hampshire

How we help

We can help if you are struggling to get into work, education or training

What we do

- Help you realise your skills and abilities
- Talk to you about the kind of work you would like to do
- Help you to look and apply for jobs and apprenticeships
- Support you with application forms and CV's
- Help you find training courses
- Help find the right opportunities for you
- Keep in touch once you have found something to make sure everything is OK

Need to get in touch? Contact us by phoning **01962 846193**.

Website: <https://www.hants.gov.uk/educationandlearning/yourfuture>



We help young people aged 13 to 30 get into jobs, education and training.

Creating life-changing opportunities.

- HELP GETTING A JOB
- START A BUSINESS
- UNLOCK YOUR POTENTIAL
- GET FUNDING TO TRAIN AND LEARN

Programmes:

- Our new education programme, **Achieve**, is a personal development course for 13 to 19-year-olds who are at risk of underachievement or exclusion. This course offers a practical approach to learning to help them fulfil their potential.
- [Get Started](#) are short courses run by professional tutors in sport, music and creative arts for 16 to 25-year-olds.
- We offer **Development Awards** (cash awards) for 14 to 25-year-olds to help make getting back into work, education or training even easier.
- [Team](#) is a 12-week personal development course for 16 to 25-year-olds, offering work experience, qualifications, practical skills, community projects and a residential week.
- [Get into](#) is a short vocational course that develops young people's skills in a specific sector for 16 to 25-year-olds.
- Our [Enterprise programme](#) helps unemployed young people aged 18 to 30 with support and funding to work out if their business ideas are viable and whether self-employment is right for them.
- Our [Fairbridge programme](#) works with young people aged 16 to 25, giving them the motivation, self-confidence and skills they need to change their lives.

Search online or call to see if these courses are running in your area.

Website: <https://www.princes-trust.org.uk/>

Call free: **0800 842 842**