

STEPS TO WORK

CAREER SUPPORT AT THE SOURCE



KICK START YOUR CAREER WITH OUR SUPPORTIVE PROGRAMME

Do you need help getting a job?

Want to get an apprenticeship?

Need to update your CV?

Want to gain useful qualifications?

Grow your skills and confidence with the Steps to Work programme.

We can support you each step of the way, building a programme that suits your needs and skills.

ELIGIBILITY

- 16 years and over
- Not in work or training
- Receiving benefits or not
- Wants employment or further training and qualifications
- Able to commit to the programme
- Working standard of spoken English

PROGRAMME CONTENT

Support into Work or an Apprenticeship

With the Steps to Work programme, we will develop an action plan to suit your needs. You can also attend job clubs, where you can search and apply for jobs and apprenticeships.

Advice and Guidance

Receive full advice and guidance before, during and after the programme. You will also be given support to update your CV.

Training

The programme provides training in employability, sector specific training, customer service and interview techniques.

Qualifications

- Functional Skills Maths and English
- Level 2 Health and Social Care related qualifications
- Level 2 Business Administration related qualifications
- SAGE qualifications
- Level 1 & 2 Digital Skills
- Level 2 Retail, Customer Service and Hospitality related qualifications
- Personal development qualifications

Maths, English and ICT

Get support with refreshing your English, maths and ICT skills.

FAQs

Can I still claim my benefits with the Jobcentre?

Yes, benefits will not be affected, but make sure you have informed / discussed with your Work Coach.

Do I have to pay to attend the programme?

There is no cost for the programme - it is funded by European Social Fund. Travel costs will be discussed.



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