

# Basically...

## Key Terms in Plain English



Leading learning and skills

Issue 6: Feb 09

## Information, advice and support through nextstep

### ***A definition:***

*Face-to-face careers information and advice*

### **What is it all about?**

**nextstep** is a government funded service that provides face to face information and advice on learning and work. For a company planning redundancies, **nextstep** can offer constructive support to employees to help them prepare for a positive future. Benefits for the business include:

- The service is government funded, so there is no cost to the company
- A professional service by trained **nextstep** advisers with comprehensive local knowledge
- Support and a constructive focus for employees during this time of change
- A flexible approach minimises disruption, and suits the needs of both employees and the company

### **What does this mean in real terms?**

**nextstep** advisers, with knowledge of local labour markets, can support staff by providing workshops or one to one sessions to employees facing redundancy. Examples of practical workshops include:

- CV writing and covering letters
- Application forms
- Interview techniques and advice
- Confidence building
- Job searching
- Advice on courses and training

Individuals' transferable skills, strengths and any training needs are identified, and these are built into a targeted action plan. Support is given to employees to help them come to terms with their situation, whilst maintaining their self confidence.

Information and advice on useful contacts and websites is also given.

### **What more can we do?**

For more information on the **nextstep** redundancy support service:

- phone: 0800 1954 700
- email: [nextstep.enquiries@vtplc.com](mailto:nextstep.enquiries@vtplc.com)
- visit: [www.nextstepsoutheast.org.uk](http://www.nextstepsoutheast.org.uk)