



New skills, new job, new future

jobcentreplus

**Our future.
It's in our hands.**

Part of the Department
for Work and Pensions

Improving your skills or learning new ones will increase your chances of finding a new job



If you have been out of work for a while, or if you've been in the same type of job for some time you might feel that your skills are out of date. Training may help you improve your skills and develop new qualifications.

I know what job I want but I'm not sure I have the right skills

Talk to your Jobcentre Plus adviser and tell them what job you want. Alternatively, contact the Careers Advice Service for more information.

Your Jobcentre Plus adviser may be able to help you:

- make an appointment for you to meet a careers adviser to discuss information on training and learning
- find and apply for the job you want.



I don't know what job is right for me

Talk to your Jobcentre Plus adviser and tell them about your skills and interests. Your Jobcentre Plus adviser can help you:



- match your skills to a job that sounds right for you and will tell you the best way to apply
- find ways to develop your skills to improve your chances of finding the right job, including making an appointment with a careers adviser
- seek help to make an action plan to improve your skills for the type of job that you want

I know what job I want and I've got the right skills

- You can search a wide range of jobs online at **www.jobcentreplus.gov.uk**
- You can also speak to an adviser about current vacancies. Call **0845 6060 234** (textphone **0845 6055 255**). Lines are open from 8am to 6pm Monday to Friday and 9am to 1pm Saturday
- If you are a Sky or Virgin Media customer go to Direct Gov through your TV
- Use the touchscreen jobpoints in the Jobcentre to search for jobs
- You can call the Careers Advice Service on **0800 0924 429** for information on jobs, courses, paying for your training or finding childcare. Lines are open from 8pm to 10pm seven days a week



Planning ahead

When you have found a job make sure you keep your skills up to date.

Talk to your employer to see what training they can give you. Or contact the Careers Advice Service to see what training they can recommend to help you move forward.

Keep on learning, the more skills you have the better your future can be.



- Ask an adviser for details
- Go online: www.jobcentreplus.gov.uk
- Or call: 0845 6060 234
(textphone 0845 6055 255)

Important information about this leaflet

This leaflet is a guide and does not cover every circumstance. We have done our best to make sure the leaflet is correct as of November 2008. Some information may be oversimplified or become inaccurate over time, eg because of changes to the law.

Call charges. Calls to 0800 numbers are free from BT land lines, but you may have to pay if you use another phone company, a mobile phone, if you are calling from abroad. As at September 2008, calls to 0845 numbers from BT land lines should cost no more than 4p a minute with a 7p call set-up charge. You may pay more with another phone company, a mobile phone, or if calling from abroad. Mobile calls can cost up to 40p a minute. Check the cost with your service provider.

Textphones. Textphone numbers are for people who cannot speak or hear clearly. If you don't have a textphone, your local library or citizens advice bureau may have one. Text messages don't receive text messages from mobile phones.

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