

LEARNING AND SKILLS COUNCIL (LSC) PRE-EMPLOYMENT TRAINING SUSSEX

EMPLOYABILITY SKILLS PROGRAMME (ESP) *ESP funded until 31st July 2009* **Search for 'LSC Basic Skills Training'**

This course provides employability skills training alongside qualifications in basic skills (English, Maths and ESOL (English for Speakers of Other Languages)). This helps you to develop the sort of skills that employers want, and also skills that will help you in your everyday life. Courses are designed specifically for adults, it is **not like school**. Everyone sets their own learning goals and your tutor helps you to progress.

Provider	Location of courses	Name of contact	Tel of contact	Target Group
1. Asphaleia Training Ltd	Worthing Littlehampton Bognor Regis (TBC from 2009)	Katerina Stylianou	01903 522966	Unemployed people in receipt of benefits, 18+ years old. Specifically those who could benefit from support with Maths, English and/or ESOL as well as increased confidence and training in employment skills such as CV, letter writing, interview, IT and presentation skills etc.
2. Tomorrow's People Trust	Brighton & Hove Eastbourne, Hastings	Anne Touhey	01273 722607	

SKILLS FOR JOBS (SfJ) *SfJ funded by ESF until 31st Dec 2010* **!!All unemployed people eligible for SfJ – in receipt of benefits or not!!**

'Skills for Jobs' is a flexible provision - ideal for meeting the specific pre-employment needs of individuals and/or employers.

Providers will differ in what they can offer, see below and overleaf for details. This is only basic information, if unsure, call them to ask.

There are three different SfJ programmes, aimed at those at varying distances from the labour market. The three programmes reflect JCP "RAG" (Red, Amber, Green) rating of customers and are indicated next to each provider on the table below and overleaf;

1. **'Stepping stones to employment'** - those furthest from the labour market (Red)
2. **'Encouraging employers recruit the hardest to help'** - closer to the labour market (Amber)
3. **'Sector routeways to employment'** - Closest to the labour market (Green) this provision is ideal for LEPs

Provider	Area	Contact name	Tel of contact	Target Groups	What we can offer
1. Albion in the Community (Study Support) <i>Stepping stones</i>	Hastings	Steve Lee	07838 697632	19yrs+ ; Parents; Unemployed/ workplace returners (WR); mental health risk	Job search activities – i.e. CV, Interview etc. Volunteering programme linked to 2012 Olympics Level 1 qual. 15-20 wks. Inc. volunteering interview for Olympics. Community Sports Leader's Award L2 qual. 7 weeks plus 10 hrs voluntary work.
	Brighton and Hove, Worthing	Sarah Patch	01273 564185		
2. Brighton and Hove City Council <i>Stepping stones</i>	Newhaven, Hastings, Chichester, Brighton and Hove	Gill Meyne	01273 294205	Same as (1) above, particularly mental health West Sussex	Support in progression from a range of training opportunities through to volunteering/paid work . Each area focuses on specific sector, e.g. Brighton is Childcare and Administration. Call for further details.
3. Dering Employment Services Ltd and partners RNIB and RBLI <i>Stepping stones</i>	All Sussex Brighton	RNIB (blind only) David Newbold RBLI (all) Erika McGlone	They call it/ ref 'Coachability' 0207 3912151 0800 7831144	19+ yrs; Unemployed/WR Disabled inc. deaf/hard of hearing and blind partially sighted	'Coachability includes: Supported Sports Leadership and Coaching accredited course L1/2 Support to prepare for and gain voluntary or paid employment In work support post-employment

4. Surrey Care Trust <i>Stepping Stones</i>	parts of Gatwick diamond and Crawley	Bridget Newbould	07789 985582	Same as (1) above	Confidence build - First steps learning Support with English, Maths ICT Employability skills/basic skills support Links to work placements/voluntary work Specific focus - children's workforce
5. RNIB <i>Hardest to help</i>	West Sussex East Sussex	Hollie Carter David Newbold	07824 606600 0207 3912299	People who are blind or partially sighted	1:1 Support seeking paid/voluntary work. Job search/employment skills training inc. interview/job applications; IAG; Access Tech; motivational workshops; work placements; post employment support
6. Working Links <i>Hardest to help</i>	Brighton Hove, Eastbourne, Hastings, Bognor, Chichester, Crawley, Littlehampton, Worthing	Teresa Pruvost	07812 670774 01273 774010	Learning disability /difficulty (LDD); Recovering mental or critical illness; 50+; Offender/ Ex-offender	Accredited non NVQ employment training – examples: Fork Lift Truck; H&S; Labouring Safe Card; Employability +more Non accredited training examples: IT; Retail Passport; bespoke training for LEPs Support into work placements IAG and mentorship into paid/voluntary work; FE Job Search Activities
7. Brighter Prospects <i>Sector routeways</i>	Brighton and Eastbourne Crawley	Joy Renshaw Tony Christian	They call it/ref: 'Employment Springboard' 01273 220229 01293 522588	19+ Unemployed Wants to work	Bespoke training to help each individual gain the skills they need to get into paid/voluntary work. Proactively promote each person to employers. Links to employers: Accounting, Secretarial, IT, IT Technical, Admin and more
8. Careers Development Group <i>Sector routeways</i>	Brighton Crawley	Paulette Reynolds Amy Butler or Adrian Caine	01273 735682 07799 627808 07788 760652	19+ Unemployed Wants to work	Bespoke pre-employment training led by employer demand and individual needs Links to sector specific training/quals i.e. H&S; Food Hygiene; SIA Security card; CSCS Job search skills , inc CV; IT skills Identifying work placements Post-employment support
9. Careers Enterprise Ltd (VT) <i>Sector routeways</i>	West Sussex	Sue Harrington	01483 528862	19+ Unemployed Wants to work	Full IAG session to create tailored plan Find a provider to deliver the training/ support each person needs, this could be vocational (accredited or non accredited) in any sector e.g. Health & Safety, Food Hygiene, Security cards, Warehousing, Retail, Leisure, Care and many more... Job Search/seeking , CV etc Support moving on to further learning, paid or voluntary work. 6 month check

