

LEARNING AND SKILLS COUNCIL (LSC) PRE-EMPLOYMENT TRAINING THAMES VALLEY

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
Scout Enterprises <i>They call it /ref 'BEST' ('Basic and Employability Skills Training')</i>	Milton Keynes	Sylvia Hardy	01908 312681	Unemployed people in receipt of benefits, 18+ years old. Specifically those who could benefit from support with Maths and/or English as well as increased confidence and training in employment skills such as CV, letter writing, interview, IT and presentation skills etc.. A basic level of spoken English is needed to access the course. Scouts do not deliver ESOL
	Aylesbury	Jayne Lennard	01296 336535	
	Oxford	Alison Wilson	01865 395544	
A4E Ltd Project Manager: Anna Mendrek 07515 190 808	2 nd Floor, Princes House, 15 High Street' Slough, SL1 1DY 1 st Floor, Thames Tower Station Rd, Reading, RG1 1LX	Slough: Sarah Dempsey Reading: Madeha Asif	01753 503 911 01189 588 277	As above. However, A4E can also deliver ESOL. A basic level of spoken English is also needed to access these courses. At the end of A4E courses clients have an opp. to progress to other work-related accredited courses i.e. Health & Safety, CSCS, Food Hygiene, First Aid

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

SfJ Provider	Course location	Contact name	Tel of contact	Target Groups	What we can offer
1. Dering Employment Services Ltd and partner RNIB <i>Stepping stones</i>	Thames Valley Berkshire	(RNIB - blind) David Newbold (Dering) Mark Gill	They call it/ref 'Coachability' 0207 3912151 0208 6869606	19+ yrs; Unemployed/ Workplace returners (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
2. Restore <i>Stepping stones</i>	Slough, Reading, Oxford, Milton Keynes and Buckinghamshire	Pat Wood or Susannah Lloyd-Shogbesan	They call it/ref 'ESF Restore' 01865 455822	19+; Unemployed/ WR; particularly Mental Health and Parents	Training in employability job search and vocational skills. 1:1 support to access training and employment. Support 'starting your own business'

SfJ Provider	Course location	Contact name	Tel of contact	Target Groups	What we can offer
3. Scout Enterprises <i>Stepping stones</i>	Bracknell Reading Slough	Karen Roker Anne Darsley Vincent Wiacek	01344 360003 07918 684056 07896 412080	19 yrs+ ; Unemployed/ Workplace returners (WR); Parents; Mental health risk	13-weeks, up to 15 hours per week. Employability skills, motivation & confidence, job-search training & support, modules exploring working in retail, admin, childcare or hospitality, with a relevant work experience placement. Opps. to gain certificates in Manual Handling, First Aid, Workplace Health & Safety, Food Hygiene
4. A4E <i>Hardest to help</i>	Bracknell, High Wycombe, Slough, Reading, Aylesbury Milton Keynes,	Nick (Avtar) Matharu Maria Adeleye	01753503900 01753503900	50+ yrs	Job search skills , CV writing etc delivered 1:1 and in groups Accredited courses such as First Aid; Health and Safety; SIA (Security); IT and more... Work placement Job brokerage; in-work support
5. RNIB <i>Hardest to help</i>	Oxford, Reading, Milton Keynes, Aylesbury	Emma Griffiths	07920 236131	People who are blind or partially sighted	1:1 Support in seeking paid or voluntary work. Job search/ employment skills training inc. interview/job applications; IAG; work placements; Access Technology; motivational workshops; post employment support
6. Careers Enterprise Ltd (VT) <i>Sector routeways</i>	Milton Keynes, Aylesbury, High Wycombe, Oxford, Banbury, Bicester, Didcot, Abingdon	Mark Clement	01908 232808	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
7. Arcanum Solutions Ltd <i>Sector routeways</i>	North Oxfordshire Banbury/Bicester initially, then developing across Thames Valley during 2009	Christine Osborne	They call it/ref 'Routeways to Logistics' 0845 1341550	19+ Unemployed Wants to work	Sector specific employment training Focused mainly on logistics , but also possible links to Security and Health and Social Care. Flexible provision as led by local employer demand and individual needs - getting people 'work ready'. Links to sector specific training/quals such as fork lift truck.