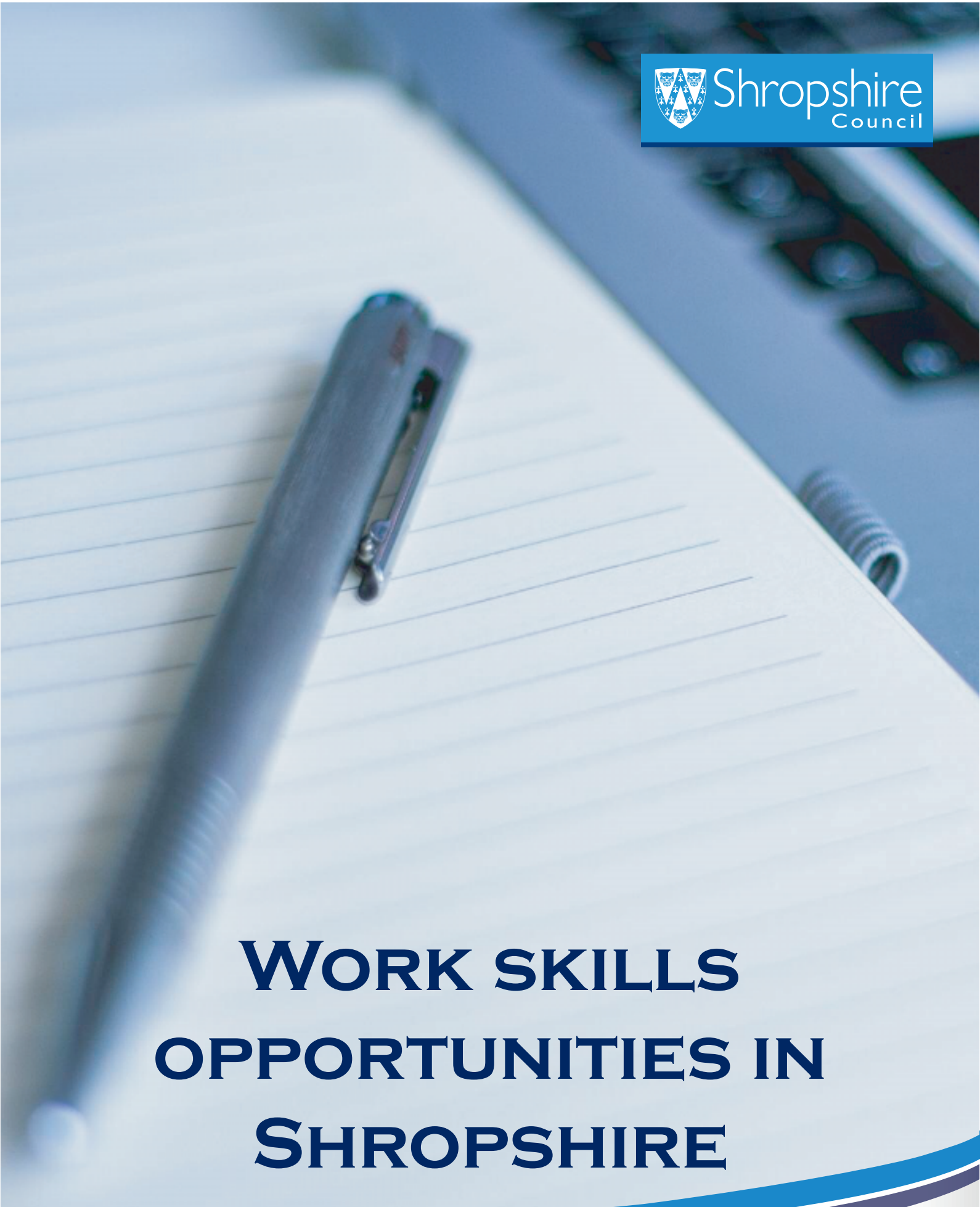


Shropshire Council

Work skills opportunities in Shropshire

What's on offer?

There are lots of opportunities in Shropshire to access help to get into work. This leaflet lists all the learning venues in Shropshire by area.

Many sessions are run by volunteers so it is a good idea to check that a session is running before making a special trip. Please call the number provided by the details of each venue.

If you have a friend or relative who you think would benefit for help but hasn't quite got the confidence to attend alone, you are welcome to bring them along to a session so they can see what help is available for themselves.

What's in your area?

NORTH SHROPSHIRE

'Drayton Wednesdays', Charter Court, Market Drayton
Job clubs available Wednesdays 9.00am – 1.00pm

Job Club at Oswestry Food Bank
This is an 8 to 10 week course. Booking required by calling 01691 671940 or calling into the foodbank
Sessions are 12.30pm to 2.30pm every Tuesday at Oswestry Food Bank, Oswestry, refreshments included
Phone 01691 671970 for more details.

Wem into Work, Wem Town Hall, Wem (covers Wem Town, Wem Rural and Ellesmere)
Provides bespoke one to one support to job seekers to provide them with the skills and help they need to get back into employment. Help includes help with CV development, job hunting support, confidence building, interview skills practice and techniques and general and bespoke training.

Contact Sarah Zacharek 01939 232299 or sarah@wemtownhall.co.uk for further information.
Vision

Whitchurch Beechtree Centre, next door to Whitchurch Hospital, SY13 1NT
Job club on Thurs 1.00pm to 3.00pm where people can have 1:1 support building a CV and looking for jobs online.

Contact them on 01948 666612 or info@btcc.org.uk

'Whitchurch Wise' at Kingsway Court, Whitchurch
This is a drop in providing free advice on making online job searches and job applications.
Sessions are 1.00pm to 4.00pm every Friday at Kingsway Court, Whitchurch.
Please contact 0300 303 1190 for more details.

SHREWSBURY AND CENTRAL SHROPSHIRE

Castlefields Digital Den, Shrewsbury

Monday (16-35yr olds)	Drop In	10.30-12.30pm
Wednesday	CSCS Card sessions Social Drop-in	9.00-12.30pm 10.30-12.30pm
Thursday	Employment Money Adivce	10.30-12.30pm

Drop-in sessions to help people with job searching and support into employment. Free access to computers to do this. Help with Universal Jobmatch (open to all).
Contact Severnside Housing – 0300 300 0059

Crowmere Baptist Church, Crowmere Road, Monkmoor
Every Friday 10.00am - 12.00pm. Open to all.
Drop-in sessions to help people with CVs and job applications, job searching and Universal Jobmatch (open to all).
Contact Severnside Housing – 0300 300 0059

'Stepping Stones' at Riversway, Elim Church, Lancaster Road, Shrewsbury
This is a job club drop-in run between 10.00am to 4.00pm on Tuesdays, Wednesdays and Thursdays. Open to all and no appointment needed. Help with CVs, access to and help with Universal Jobmatch.
Call 01743 463970 or info@riverswayelim.org for full details.

Meole Brace Digital Den, Shrewsbury
Every Tuesday 11.00am - 1.00pm.
Drop-in sessions to help people with CVs and job applications, job searching and Universal Jobmatch (open to all).
Contact Severnside Housing – 0300 300 0059

Go-To @ the Roy Fletcher Centre, Cross Hill, Shrewsbury, SY1 1JE
'Get a better Job Club'.
Help with creating or updating a powerful CV, registering and effectively managing accounts on job search sites such as Universal Jobmatch, learning the secrets of promoting and selling yourself or your services online.
Every Wednesday from 10.00am to 1.00pm commencing 26th April.
Call 01743 341300 for more details.

Shrewsbury College of Arts and Technology.
A range of full and part time courses.
Call 01743 342342.

360 Journey to Work

100% of clients say their confidence has improved

10 week Lifeskills Course Tuesdays 1.00pm - 3.00pm
- Aims to build confidence and self esteem and develop work readiness
- One to one mentoring
- Opportunity to directly link with employers
- Support to develop personal and practical skills and strategies for moving forward
- All materials provided; free of charge

Breakfast Drop In Wednesdays 10.00am - 12:00pm
- Free informal sessions with breakfast
- Use of laptops, telephone access, free wifi
- Practical one to one support

Other projects include 360 Journey to Health Cookery Project and Garden Project

Barnabas Community Projects
Longden Coleham
Shrewsbury SY3 7DN

Referrals made by phone or email
Contact Karen Williams 0742 174 5857
Email 360@barnabascommunitychurch.com

Severnside Housing

Severnside Housing offers the following:

• 1-2-1 Support

Individual 1-2-1 support to help develop skills and confidence, search and apply for jobs, work on your CV and research training courses that will help you get into work.

• Work Experience & Placements

We can offer work experience placements to people who will benefit from spending time in an office environment. We currently offer either a 2 week or 8 week work placements in an administrative or customer service role. Our 8 week work placements are delivered in partnership with the Job Centre. You will be allocated a mentor to support you through your placement and an action plan will be completed at the start of your placement to identify key areas in which you would like to gain experience. Follow up support is also available once the placement has ended to help you move into work. Please contact your Job Centre Work Coach for a referral to us.

• Grant Funding – Severnside residents only

Our grant funding can support you if you are on a low income and are unable to fund training that will help you find employment. If you are a Severnside resident you can make up to 2 grant funding applications a year. However, funding will be limited to a maximum of £100. To get started on applying for grant funding you will need to have a clear idea of the following: Training course or learning opportunity, cost of training and how the training will improve your chance of finding employment. Contact Severnside to find out how to apply. We can however support people to apply for external funding if they are not a Severnside resident.

• Learning Programme

Severnside Housing offers IT informal support and accredited training sessions on a wide range of subjects throughout the year through their Learning Programme that can help those looking to get into employment or further their career prospects. Sessions are accessible for anyone interested but there are some costs incurred so please contact us for more details and to request a brochure. For residents only there is access to our public use computers in the Tenants Resource Centre at our offices in Brassey Road within office hours. For more information please call 0300 300 0059.

Bridgnorth and South Shropshire

Chirbury Broadplace at Chirbury Post Office & Store
Wednesday 10.00am to 12.00pm – drop ins for help with job searching.
Contact 01743 891117

Bridgnorth Community Hub, St Johns Street, Bridgnorth
National Careers Service Wednesday's 9.00am to 12:30pm –
CV & Career Advice and Job-search Support. Please contact 01952 382888 for details.

County Training

County Training is one of the largest providers of training in Shropshire, offering a vast range of vocational courses and qualifications to anyone looking to develop their skills and experience ready for employment. County Training offers the following courses:

Advance

If you're aged 16-18, the Advance course is designed to help you move forward and prepare for your future career. By the end of the course you will be more confident and more employable!

Key benefits

- Gain work experience with a local employer
- Vocational tasters, so you can learn more about what you do and don't enjoy
- Qualifications, including maths and English: which may be GCSEs depending on existing qualifications
- Improve your employability and work skills
- Build your confidence and meet new people

Apprenticeships

Whether you are leaving education this year, or are considering a career change, then an apprenticeship could be a good option. An apprenticeship is a nationally recognised training programme, combining real work with learning and training and is open to anyone 16 years of age or over.

Key benefits

- Earn money while you learn
- Gain qualifications
- Opportunities in a variety of sectors such as Business Administration and Social Care
- Increase your employability skills
- Build your confidence and meet new people

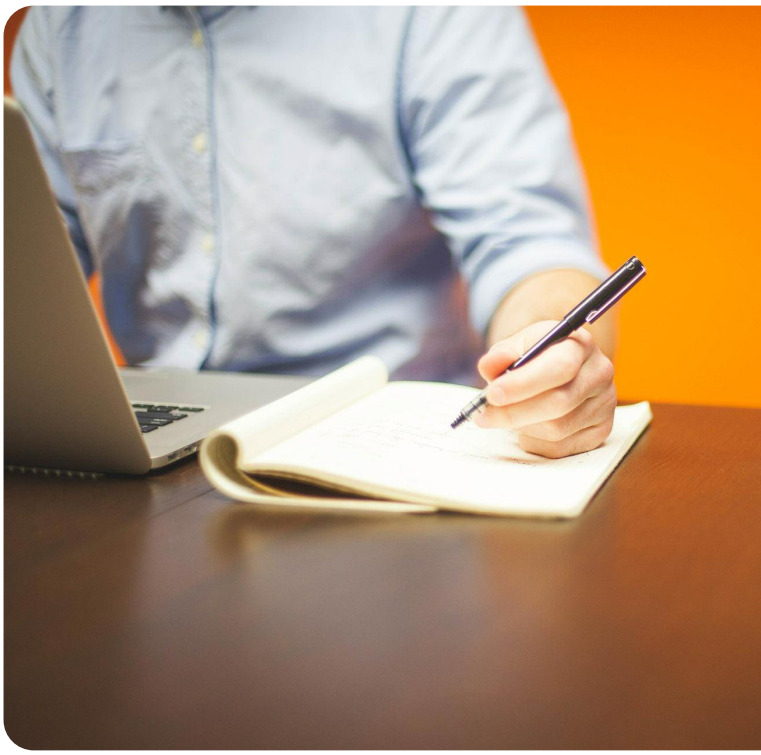
For current vacancies visit:
http://www.ctapprenticeships.co.uk/apprenticeship-vacancies/

Distance Learning

These courses are currently available to anyone over the age of 19.

Key benefits

- Gain a nationally recognised Level 2 Certificate accredited by NCFE
- Improve your skills
- No requirement for attendance at college.
- Course duration is between 2-4 months depending on subject.
- Reading materials and assessment paperwork are provided
- No exams just assessments
- Work can be completed electronically or paper-based



Please note: only one course can be studied at a time, but once one is completed a second one can be started.

Distance learning courses available

Business skills

Level 2 Certificate in Information Advice and Guidance
Level 2 Certificate in Customer Service
Level 2 Certificate in Team Leading
Level 2 Certificate in Retail Operations
Level 2 Certificate in Principles of Business Administration
Level 2 Certificate in Equality and Diversity

Health and wellbeing

Level 2 Certificate in Awareness of Mental Health Problems
Level 2 Certificate in the Principles of the Prevention and Control of Infection in Health-care settings
Level 2 Certificate in Understanding the Care and Management of Diabetes
Level 2 Certificate in Understanding the Safe Handling of Medicines
Level 2 Certificate in Understanding Nutrition and Health
Level 2 Certificate in Common Health Conditions
Level 2 Certificate in Autism

Social care

Level 2 Certificate in the Principles of Dementia Care
Level 2 Certificate in the Principles of End of Life Care
Level 2 Certificate in Principles of Working with Individuals with Learning Disabilities
Level 2 Certificate in Dignity and Safeguarding
Level 2 Certificate in Counselling Skills
Level 2 Care Planning coming soon
Level 2 Introducing Caring for Children and Young People coming soon

To enrol on any of the above courses, and for more information about Advance or apprenticeships, please contact County Training by email on: enquiries@ctaapprenticeships.co.uk.

County Training has sites in the following locations:

Shrewsbury *(Head Office)* Shirehall, 3rd Floor Abbey Foregate Shrewsbury SY2 6ND	**Shrewsbury** The Gateway Education and Arts Centre Chester Street Shrewsbury SY1 1NB
Ludlow Barnaby House Ludlow SY8 1GD	**Oswestry** The Victoria Centre Victoria Road Oswestry SY11 2HT
Whitchurch 34 Green End Whitchurch SY13 1AA	**Telford** Syer House Stafford Court, Stafford Park 1 Telford TF3 3BD

Support into work through 'Building Better Opportunities'

Provides individual help to enable you to achieve your potential.

BBO supports you to improve your confidence, training, work experience and skills.

Working individually & in small groups with Personal Job Mentors, supported Job Clubs, Community Projects and moving forward at your own pace, BBO will help you to gain the Life Skills you need to succeed in whatever you want to do.

Landau is a local charity with over 20 years of experience in this field. Landau has special experience helping people to overcome barriers.

BBO is available to anyone from age 19.
(Clients who are 16, 17 or 18 may be eligible for other Landau programs).

Building Better Opportunities will help you to get a new job, get into college, find enjoyable & relevant voluntary activities and generally take control of your life.
Landau is the lead organisation in a partnership of 21 organisations with a huge variety of specialities working across the whole of Shropshire so we can also help you find specialist help & training to suit your needs.

Landau has the experience and a unique model of support to supply the most appropriate services to each and every individual participant.

Landau delivers accredited & non accredited training including employability, confidence, money management, first aid, health & safety, manual handling, food hygiene, basic skills, taking charge of your life, etc.

Landau can help to arrange relevant work experience, as well as providing job preparation & job searching skills. We also provide Job Coaching support to ensure you settle into a new job.

Participants can also be enrolled on other activities at the same time as BBO (but not other ESF funded programs).

The BBO project is funded by the European Social Fund & the Big Lottery Fund.

(Proof of eligibility is required & a referral letter may be needed.)

Call Chas Warren on 07834 178565 or 01952 221468 to find out more.

Housing Association	Contact	Contact Details
Wreking Housing Trust / Shropshire Housing Alliance	Callie McDonald	01952 217406 BBO@shalliance.org.uk
Severnside Housing	Lisa Harris Janet Cross	01743 285171 lisa.harris@severnsidehousing.co.uk 01743 285212 janet.cross@severnsidehousing.co.uk

Severnside

Severnside Housing offer one to one support for people aged 19+ looking for work through the BBO programme. Anybody interested should contact Severnside on 0300 300 0059 and ask to speak to a member of the BBO team. The support could be at their home, at the digital dens or from our local and rural community hubs

Shropshire Housing Alliance run a BBO drop-in service every Wednesday from the Market Drayton office from 10.00am to 1.00pm for help with completing CV's and getting back into work. The address is 11 High Street, Market Drayton, Shropshire, TF9 1PY. Please call 01630 695684 if you have any queries.

Enable

Enable support people with disabilities into work. People who are aged 19 or over who have a disability and / or mental health need and who are keen to enter into employment can be considered for support.

Participants are worked with on a one-to-one basis using IPS (Individual Placement and Support) to help them to:

- Identify the right career choice help with job searches including all aspects of preparing a CV
- Prepare applications
- Approach employers using cold calling
- Apply for advertised jobs
- Arrange work placements, voluntary and work experience

Contact Tracy Newell for further information.
Telephone: 01743 276900
Email: tracey.newell@shropshire.gov.uk

Alternative transport

If you cannot find a venue in your village and need transport to get there, you may wish to use one of the local community transport groups in the county. Below is a list of all community transport providers operating in Shropshire, with their contact addresses and telephone numbers.

Group	Phone No.	Email/Website
Corvedale Buzzard		ludlowtraveller@shrewsburydialaride.org.uk
Bihop's Castle Dial a Ride	01588 638350	dial.a.ride@hotmail.co.uk
Bridgnorth Community Transport	01746 768539	bridgnorthcombus@btconnect.com
Broseley Friendly Bus	01952 881145	friendlybus@hotmail.com
Church Stretton Area Ring & Ride	01694 720025	ringandride@btconnect.com
The Ludlow Traveller	01584 700907	ludlowtraveller@shrewsburydialaride.org.uk
North Salop Wheelers	01948 880037	js.harrison@btinternet.com
Oswestry Dial a Ride	01691 671571	m.kelsall@qube-oca.org.uk
Shrewsbury Dial a Ride	01743 450270	manager@shrewsburydialaride.org.uk

Alternatively, look at the link below for full details.
https://new.shropshire.gov.uk/public-transport/community-transport/

Help with childcare costs

24U

This scheme offers 15 hours of free early years' education to eligible children.

If you can answer 'yes' to one or more of the following questions your child will be eligible to receive 15 hours of free early years education per week over 38 weeks of the year (or a total of 570 hours), from the beginning of the term after they turn two years old:

- Has your child left care through special guardianship or an adoption or residence order?
- Is the place for a child who is 'looked after' by a local council?
- Do you receive income support?
- Do you receive income-based jobseeker's allowance (JSA)?
- Do you receive income-related employment and support allowance (ESA)?
- Do you receive support through Part 6 of the Immigration and Asylum Act?
- Do you receive the guaranteed element of state pension credits?
- Do you receive child tax credits and have an annual income not exceeding £16,190?
- Do you get working tax credits and earn no more than £16,190 a year?
- Does your child have a current statement of special educational needs (SEN) or an education, health and care plan?
- Does your child get disability living allowance?

The education must be taken over a minimum of two days per week, and between two-and-a-half hours and ten hours in any one day. If the offer is accessed over fewer than two days, then a portion of the offer will be lost. In some cases, the education can be taken flexibly or stretched over the year where the parent has requested this and the provider is able to do it.

Once a place has been agreed for a child, it will remain funded until the child becomes entitled to a free early education place at three years, even where the family circumstances change and they may no longer meet the criteria.

If you meet the criteria you are entitled to the free place from the term following your child's second birthday.

- If your child was born between 1 January and 31 March, you are entitled to the place from the Summer term (after Easter).

- If your child was born between 1 April and 31 August you are entitled to the place from the Autumn term (September).

- If your child was born between 1 September and 31 December you are entitled to the place from the Spring term (January).

For details of the childcare providers, or for details on how to apply, please contact the Family Information Service on **http://new.shropshire.gov.uk/early-years-and-childcare/parents-and-carers/shropshire-family-information-service-0-19-years/** or on 01743 254400.

Tax Free Childcare and 30 hours of free childcare

Tax-Free Childcare and 30 hours free childcare are two separate government schemes, to help parents with the cost of childcare. You can apply for both through one online application – the childcare service. To qualify for either scheme, parents must be working and each earning at least £120 a week (on average) and not more than £100,000 each a year.

Parents can use Tax-Free Childcare alongside the 15 and 30 hours free childcare schemes in England, or any free childcare hours provided by the Scottish, Welsh or Northern Ireland governments.
Parents can't use Tax-Free Childcare at the same time as they receive childcare vouchers, Universal Credit or tax credits. However, 30 hours free childcare can be received alongside these schemes.
When you apply, you'll be considered for both these services through the same application. You'll only be asked to decide which support you want if you're on tax credits or using a childcare voucher or salary sacrifice scheme. You should check what help you could get with childcare costs, using the childcare calculator. This will help you decide which support is best for you.

http://www.gov.uk/childcare-calculator **https://www.childcarechoices.gov.uk/**

Considering a career as a registered childminder?

Working in childcare is an extremely rewarding, worthwhile and is a professional career which provides children and their families with much needed and valued services.

- Would you like to work from your home, choosing the hours you work and the services you provide in a career where no two days are the same?

- Could you provide a home environment that is safe and stimulating, providing lots of opportunities for children to play explore and develop?

- Can you offer childcare provision which is professional, flexible and able to meet the needs of individual families?

If you are interested in finding out more about becoming a registered childminder please contact:

Fiona Purslow (Safeguarding Development Officer)
Mobile: 07990 087052
Email:fiona.purslow@shropshire.gov.uk

Please note: Anyone in who looks after one or more children under the age of 8 years in England, to whom they are not related, on domestic premises, for reward, and for a total of more than two hours in any day must register as a childminder.

National support available

Access to work grants

Access to work grants can help pay for practical support if you have a disability, health or mental health condition to help you:

- start working
- stay in work
- move into self-employment or start a business

The grant is not for business start-up costs.

How much you get will depend on your circumstances.

The money doesn't have to be paid back and it will not affect your other benefits.

Please see here for more details:
https://www.gov.uk/access-to-work Or
https://www.gov.uk/government/publications/access-to-work-factsheet/access-to-work-fact-sheet-for-customers

Contact details:
atwosu.london@dwp.gsi.gov.uk
Telephone: 0345 268 8489
Textphone: 0345 608 8753
Monday to Friday, 8am to 6pm

Work choice

Work Choice can help you get and keep a job if you're disabled and find it hard to work.

It's voluntary - you don't have to do it. The type of support you get depends on the help you need. This is different for everyone but can include:

• training and developing your skills
• building your confidence
• interview coaching
• Work Choice is delivered by different providers across the country. Providers offer 2 levels of help.

Level of Help	What you get	How long it lasts
Work Entry Support	Advice on work and personal skills to help you find a job	Up to 6 months
In-Work Support	Help to start work and stay in your job	Up to 12 months

• Work Entry Support can be extended by 3 or 6 months in exceptional circumstances and when there is a clear prospect of a job.

To find out how to join Work Choice, speak to a Disability Employment Adviser (DEA) or Work Coach at your local Jobcentre Plus office.

National Citizen Service

NCS are a government programme for 15 to 17 year olds (25 if they have a disability) to learn new skills that will help towards employment and general skills (including living away from home).

Part of the programme involves taking part in a project that will contribute to benefiting the community including help with social media, fund raising, general volunteering, workshop delivery, building e.g. raising funds for causes (homeless charities); building raised beds for youth club with wheelchair users; Building a chicken coop at an older peoples home; hosting sports festivals for disabled children.

There are around 490 people enrolled with NCS across Summer in Telford area, with more young people across wider Shropshire. They also have contacts with over 500 graduates that have completed the project over the last two years.

NCS can also organise a bespoke programme for disability groups. Enquire for further details.
For more information go to this site: **http://www.ncsyes.co.uk/**

Apprenticeships

The Government also have advice on apprenticeships. Please follow this link for further information:
https://www.gov.uk/apprenticeships-guide

Do you claim Jobseekers Allowance or Universal Credit?

Think about your claimant commitment

At your claim interview, your work coach will have a discussion with you so you can agree all the things you will do every day in return for your benefits. This is called your "Claimant Commitment". It will include all the steps you will take to look for a job.

Your Claimant Commitment may include:

- what you need to do to look for work - for example registering with recruitment agencies, writing a CV
- how many hours you need to spend looking for work each week

What you agree to do will depend on things like:
- your health
- your responsibilities at home
- how much help you need to get work or increase your income

It is therefore important that tell your work coach if there are any reasons why you can't take certain actions. For example, if you are affected by any of the following:

- Homelessness
- Health issues
- A victim of crime
- Drug or alcohol dependent
- A Refugee
- A victim of domestic violence
- Leaving Care
- Are a lone parent
- You are volunteering
- Have a criminal record

Disclosing any of the above barriers will help you by allowing your Work Coach to identify specific support and refer you to a specialist organisation. This help is non-judgemental and tailored to meet your individual needs and will not affect your benefit.

IMPORTANT

Your Jobseekers Allowance / Universal Credit may be stopped if you don't do what you've agreed to in your Claimant Commitment and you can't give a good reason.

Volunteering opportunities

The following websites are useful tools to use to search for volunteering opportunities:

Do-it	**https://do-it.org/**
Search here for roles in North Shropshire	**https://qube-oca.org.uk/volunteering/**

Other volunteering support programmes:

Shropshire Rural Community Council	A supported volunteer programme offering a one-to-one service, supporting volunteers, building trust and self-confidence and providing support for as long as it's needed.	Shrewsbury area	01743 237885	Sam Woodall sam.woodall@ shropshire-rcc .org.uk
		South Shropshire area	07791 260888	Clive Leworthy clive.leworthy@ shropshire-rcc .org.uk
Shropshire Housing Alliance	Support for tenants to improve their employment prospects through volunteering opportunities		01743 341900	Callie McDonald BBO@ shalliance.org.uk
Qube Volunteer Centre (Oswald Road, Oswestry)	Provides supported volunteering opportunities for BBO participants. Helps people to find a volunteering opportunity to suit them.	For BBO participants (See BBO / Landau page)	01691 656882	Kim Thompson-Lawrence k.thompson-lawrence@ qube-oca.org.uk
The Furniture Scheme, Ludlow	The Furniture Scheme is a social enterprise and charity. They aim to help those experiencing/affected by poverty or discrimination by providing low cost essential household equipment and by offering training. The organisation has become a diverse and innovative flagship social enterprise. • They depend on volunteers and value them highly • Volunteers can start with a taster session • Full training and support is given • Hours/days are negotiable • Help is given with travel expenses They offer volunteering opportunities in catering, admin, warehousing, transport, retail, reception work, carpentry and many others. Volunteers can help at the following: • Renaissance Centre, Ludlow • The Warehouse, Ludlow • The Charity Bookshop, Craven Arms • Rockspring Community Centre, Ludlow, • Craven Arms Community Centre (CasCA)		01584 877751	Di Hyde (Volunteer co-ordinator) diane@ furniturescheme.co.uk www.furniturescheme .co.uk

Online job search tools

There are a variety of online search engines that can help you find work. Here are a few of them:

Universal Jobmatch	**https://www.gov.uk/jobsearch**
Twitter	Register on Twitter as follows: **https://twitter.com/** You can then search for #shropshirejobshour The latest jobs are added to this search tool between 2pm and 3pm every Tuesdays. The latest list remains available at all other times but will not be updated with new jobs until the following Tuesday.
Indeed	**https://www.indeed.co.uk/**
Fish4Jobs	**http://www.fish4.co.uk/**
Jobsite	**https://www.jobsite.co.uk/**
Monster	**https://www.monster.co.uk/**
Reed	**https://www.reed.co.uk/**
Workhound	**http://workhound.co.uk/**