

The Zone



The Zone Summary **11th December 2017**

Welcome to the latest edition of The Zone Summary

Please remember that the purpose of this update is to provide a very brief overview of the distributions that have been sent out via The Zone.

If you have any further questions about any of the adverts shown here, please request another copy of the original distribution or contact the providers directly.

If you have anything that you would like to be sent out on The Zone mailing list, please email the inbox directly: thezone@southampton.gov.uk

If you would like to be added to the mailing list, have any suggestions for The Zone, or if you would like to request a copy of a previous distribution, please contact Daniel.stickland@southampton.gov.uk

Quickly find what you're looking for (click on the link)

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Summary:

Distributions sent: 13

Next Summary:

8th January
2018

The Zone Email Address:

thezone@southampton.gov.uk



SEE for your Future

Skills, Employment and Education

Every Thursday 2-4pm

13 High Street, Southampton SO14 2DF



- Up to date details of jobs in and around Southampton
- Job hunting guidance - help with searching and applying for jobs and improving job applications
- 1:1 support with building and creating CVs
- 1:1 support with letter writing
- 1:1 guidance on interview techniques and planning for an interview
- Talk to us about training, apprenticeships, education and personal development

www.nolimitshelp.org.uk

023 8022 4224

Adult Learner Opportunity!



Carillion Construction Training Services Level 1 Diploma in Bricklaying

Days: 5 days per week (35 hrs for 15 weeks)

Times: Mon – Thurs 9am – 4.30pm, Fri 9am – 3.30pm

This course is a funded Construction Crafts Skills Course providing:

- Level 1 Bricklaying Diploma
- Employability Skills (CV writing, Job application support, Interview skills)
- Functional skills (Maths and/or English Entry level 3, Level 1 or Level 2)
- H&S training including CSCS card
- Full PPE
- Labour Market signposting to real Construction jobs and opportunities

Customer Eligibility

Age: 19+

Benefit Type: In receipt of Universal Credit

Basic Skills Level: Will be required to sit Maths and English assessments with aim of achieving a minimum Entry Level 3, followed by an Interview immediately if successful

Upper Qualification Restrictions: Must not already hold Level 1 in Bricklaying

As the course is 15 weeks, Applicants will need to agree attendance with their JCP Job Coach before applying.

Referral Contact Details

Name: Lin Seikus

Email: Lin.seikus@carillionplc.com

Telephone: 023 80786161 Or 07898187322

Website: www.carillionapprenticeships.com

Referral method: Apply online – selecting the Southampton office

Closing Date: 12th January 2018

Limited Offer: Free accredited on-line courses

- *Instant online certification on successful completion of the course.
- *Printed certificate sent within one day.
- *One course per person.
- *Open to 16+ unemployed and inactive, living in Southampton or Eastleigh
- *Places offered subject to the production of ID (see details below)

Course available are:

Food Hygiene

- *Level 1 Food Safety Awareness
- *Level 2 Food Safety Hygiene in Catering, Retail or Manufacturing

Health and Safety

- *Asbestos Awareness
- *Manual Handling Awareness
- *Working at Heights
- ***Level 2** Health and Safety Training
- *Control of substances hazardous to health (COSHH)

Date: Wednesday 13th December

Where: Wheatsheaf Trust, Empress Heights, College Street. Southampton. SO14 3LA

Session 1: 09.30- 12.30pm x 6 places

Session 2: 1.30-3.30 x 6 places

Referring agencies: please 02380 237662 and ask for Tracy to check customer eligibility - please also complete the attached referral form and return to tracy@wheatsheaftrust.org

Sessions will include: ID check, completion of registration forms and a group presentation on the services of Wheatsheaf Trust and the support available to job seekers.

Those with all required ID will be set up on a computer and will complete their chosen course on the day.

IMPORTANT

Places subject to production of the following ID. If a form of ID from each of the lists below is provided on the day by the customer then the course can be completed in the timeslot provided.

If any of the ID is missing on the day then unfortunately the course will not be available to complete

Please provide one document from List A, List B and List C – (these courses are funded by ESF social fund)		
List A – Right to live and work in the UK	List B- Proof of Age	List C – Proof of unemployment/inactivity
Full Passport Birth / Adoption Certificate National Insurance Letter /plastic Card Marriage or Civil Partnership Certificate Full Driving Licence	Full Driving Licence Bank Statement / utility bill National Identity Card (EU) Fire arms Certificate or shotgun licence	DWP/Job Centre Plus benefits decision letter (JSA, Universal Credit) A written referral from DWP/Job Centre Plus A written referral letter or form from another statutory agency/voluntary agency/charity/not for profit. (*Any agencies referring please complete attached referral form*)

Pre-Apprentice Multi-Trade vacancy with the Rainbow Project

The Rainbow Project have a 12 month opportunity for a Pre-apprenticeship with a great organisation in general housing maintenance. The right person will be spending time with different trades during the 12 months including carpentry, plastering, plumbing, gas and electrical. If the young person is successful, they will then have the option to complete a full apprenticeship in their preferred trade.

Initially 25 hours per week though this can be increased after the probation period – National Minimum Wage according to their age.

Applicants must have a practical aptitude and be able to demonstrate a genuine interest in building maintenance. This is a great opportunity for someone who would like to work in this field but is unsure as to which discipline they would like to specialise in.

Applications are welcome from disadvantaged / vulnerable people aged 16- 24, who may have experienced poor outcomes as a result of living in care, or having mental health issues, learning difficulties or an offending background. In addition they may be homeless or at risk of becoming homeless. Applications are welcomed from candidates living in the SO14 to SO19 postcode areas of the city.

If you feel you have a suitable young person, please complete a referral form and send to info@therainbowproject.co.uk.

Closing date: Wednesday 20th December 2017

[Find out more](#)

Level 1 AAT Courses

There is a new AAT Level 1 access suite due to launch in January 2018 which is designed specifically for the employability, community learning, W2W/JCP space. These are introductory qualifications to give the learner a taster of the sector and the opportunity to explore accountancy as a potential career choice Here is a link to a page on our website – <https://www.aat.org.uk/training/qualifications/aat-access/deliver/level1update>.

L1 Access Award in Business Skills which covers;

- Preparing for Work (25 GLH)
- Using Numbers in Business (25 GLH)
- Sales and Purchases in Business (25 GLH)

(You can find specifications for the others on the link above as well)

AAT qualifications are well recognised by employers and provide learners with a range of transferable skills that significantly enhance progression into employment or further education. These particular qualifications are introductions to the sector, attract good funding bands and are designed specifically to help learners get a job, keep a job or progress their career. We are of course open to conversations for offering any Level 2-4 provision with suitable providers if there is an interest.

Here is a link for our full suite of qualifications - <https://www.aat.org.uk/find-a-course>

Level 1 Retail Course in conjunction with Lidl

When: Monday 8th January – Friday 12th January 2018

This course is designed to offer individuals the opportunity to access a short course to support them in their journey back to employment or develop those in retail or with an interest in Retail, even if currently working.

The course covers a range of employability and work skills topics for Retail, Including Customer service, Business, Health and safety, selling, replenishment and team work

The course aims to build confidence in the workplace and personal development skills.

Successful completion of the course guarantees individuals an interview for a permanent role at a variety of Lidl Retail stores across the town.

Eligibility Criteria:

- Age: 19+
- Benefit type: JSA, ESA, IS, WRAG, UC
- Entry Level 3 or above
- Unemployed or employed

To make a referral, please contact Ria Price on 07879 554531 or email Ria.price@southampton-city.ac.uk before Tuesday 2nd January 2018

Level 1 Warehousing Qualification

When: Monday 15th January – Friday 26th January 2018

This course is designed to offer individuals the opportunity to access a short course to support them in their journey back to employment or develop those in retail or with an interest in Warehousing, even if currently working.

The course covers a range of employability and work skills topics Warehousing and Storage, Including, Customer service, Health and Safety, Picking and Sorting Goods and Maintaining hygienic standards and safe disposal of waste and team work. The course aims to build confidence in the workplace and personal development skills.

Successful completion of the course guarantees individuals an interview for a permanent role at the Lidl Regional Distribution Centre in Nursling across a range of shift patterns.

Eligibility Criteria:

- Age: 19+
- Benefit type: JSA, ESA, IS, WRAG, UC
- Entry Level 3 or above
- Unemployed or employed

To make a referral, please contact Ria Price on 07879 554531 or email Ria.price@southampton-city.ac.uk

Level 3 Certificate in Coaching and Mentoring

When: Starts Tuesday 16th January 2018 1.45pm-4.45pm (3 hours per week for 6 weeks)

This qualification is designed for supervisors and first line managers, to support the development, coaching and mentoring skills and techniques of individuals, teams and achieve objectives.

The Level 3 Certificate in Coaching and Mentoring gives you a broad knowledge of coaching and mentoring skills, focusing on coaching and mentoring relationships, operational processes and evaluation techniques.

Take advantage of this fully funded course (no cost).

You will complete 2 units, each with a written assessment, which will involve the below criteria:

Principles, skills and impact of coaching and mentoring

- Define coaching and mentoring and their purpose
- The roles of coaches and mentors
- The communication skills required of a coach and a mentor
- The need for sensitivity and confidentiality in a coaching and mentoring relationship
- Identify methods of feedback and support for a coachee in a coaching relationship
- Identify methods of feedback and support for mentee mentoring relationship
- Identify the benefits of coaching for an individual, a team and an organisation
- Identify the benefits of mentoring for an individual, a team and an organisation

Coaching and mentoring for individual and team needs

- Identify the expected outcome of the coaching process on individual and team needs
- Identify the performance improvements and changes expected from the individual and team at the conclusion of the coaching and mentoring process
- Identify the expected outcome of the mentoring process on individual and team needs
- Describe current knowledge, skills or behaviours of the individual and teams
- Identify the gap between current and expected performance in knowledge, skills or behaviour of the individual and the team
- The stages of a coaching and mentoring processes to meet agreed individual or team needs

Eligibility Criteria:

- Age: 19+
- Must have English at a GCSE grade C+ or equivalent

To make a referral, please contact Ria Price on 07879 554531 or email Ria.price@southampton-city.ac.uk

Level 3 Certificate In First Line Management

When: Starts Wednesday 17th January 2018 10am-1pm (3 hours per week for 6 weeks)

Where: City College Southampton, St Mary Street, Southampton, SO14 1AR

The Level 3 CMI qualification in First Line Management is a 6 week course developed for supervisors and first line managers who have operational responsibility for a defined area of activity.

This professional qualification gives managers the communication and motivational skills to help improve operational efficiency.

The Level 3 Certificate in First Line Management gives you a broader knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.

Take advantage of this fully funded course. The 2 units you will achieve are:

- Improving team performance
- Introduction to first line management

Assessment is normally via practical work-based assignments. This ensures you minimise time away from work and that you undertake work study which is relevant to your own organisation's context.

Eligibility Criteria:

- Age: 19+
- Must have English at a GCSE grade C+ or equivalent

To make a referral, please contact Ria Price on 07879 554531 or email Ria.price@southampton-city.ac.uk

Latest Important Announcements and Events

Local Mental Health Charity Broadening its Reach

Southampton based charity SAFE (safe.org.uk) has announced a new management line up to be put in place from 1st December 2017.

Nina Kelly becomes Chief Executive Officer having joined SAFE two years ago as Chief Development Officer. She has significantly expanded the scope and reach of the charity's psychological based 'Choices' training courses from a reach of 60 people in 2014 to over 250 so far this year, with ambitious plans to grow this further during 2018. These interventions radically turn around the lives of people of all ages struggling with debilitating anxiety, depression and low self-esteem and enables them to successfully re-enter the workplace or education.

Lynsay Railton formerly of 'ShoutOutDigital' based in Ocean Village also joins the team as Operations Manager. This re-organisation follows the impending departure of Chief Operations Officer, Andrew Foreman who co-founded SAFE 25 years ago. A new and exciting challenge now awaits him as CEO with Hope Now International.

"SAFE now has a highly competent and passionate team which not only brings in external expertise, but also develops our home-grown talent," commented Anthony Scammell, Chair of trustees. "The combination of experience, knowledge and vitality it represents gives SAFE an exceptional platform to expand and turn around the lives of people of all ages from 13-year-old school children through to those in Later Life."

For more information about the charity, please go to www.safe.org.uk email choices@safe.org.uk or phone 02380 702222.

For more information, please see [this press release](#) from The People's Postcode Trust – one of our wonderful funders.

[Here](#) are testimonials from our candidates/beneficiaries.

We also have a video that you can watch [here](#).

QUICKSTART EMPLOYMENT SUPPORT SERVICES CHRISTMAS OFFICE HOURS

Quickstart – Employment Support Services (Brockenhurst College) will be closed from 4.30pm on Tuesday 19th December 2017 and will re-open on Wednesday 3rd January 2018

We will also be closing at 1.45pm on Monday 18th December.

Jobcentre Plus Christmas and New Year opening:

There are changes to Jobcentre Plus opening hours over Christmas and New Year.

Date	England and Wales
Monday 25 December 2017	Phone lines and local offices closed
Tuesday 26 December 2017	Phone lines and local offices closed
Wednesday 27 December 2017	Phone lines open for urgent enquiries about payments only. Local offices closed
Thursday 28 December 2017	Phone lines and local offices open as usual
Friday 29 December 2017	Phone lines and local offices open as usual
Monday 1 January 2018	Phone lines and local offices closed
Tuesday 2 January 2018	Phone lines and local offices open for urgent enquiries about payments only

<https://www.gov.uk/contact-jobcentre-plus/christmas-and-new-year-opening>

Prince's Trust Solent Office Christmas Opening Hours

The office will be closed from Friday 22nd December 2017 from 12 noon

The office re-opens on Tuesday 2nd January 2018 from 9am

TEEM Work Club Christmas Times

Bitterne Library	Last Work Club: 11th December 2017	Next Work Club: 8th January 2018
Weston Library	Last Work Club: 11th December 2017	Next Work Club: 8th January 2018
Maybush Housing Office	Last Work Club: 12th December 2017	Next Work Club: 9th January 2018
Northam Community Centre	Last Work Club: 13th December 2017	Next Work Club: 3rd January 2018
Central Housing Office	Last Work Club: 13th December 2017	Next Work Club: 3rd January 2018
Central Library	Last Work Club: 14th December 2017	Next Work Club: 4th January 2018

For more information, please contact Francesca.prior@southampton.gov.uk

This is the last fortnightly summary of 2017. We hope you have continued to find the summary useful over the last year.

The Zone mailings will stop on Friday 15th December 2017 and will resume again on Wednesday 3rd January 2018, meaning there will be no email distributions over the Christmas period.

On behalf of all of us here at the Employment Support Team and the Economic Skills and Development Team, have a Merry Christmas and a Happy New Year.

The next summary will be on Monday 8th January 2018

The summary is available to view at any time at <http://access-southampton.co.uk/thezone/>

The latest edition of the Young People's Job Vacancy and Information Bulletin is also available to view: <http://access-southampton.co.uk/job-vacancy-and-information-bulletin/>



The next Jobs Bulletin will be available to download on Thursday 4th January 2018.

If you have any questions or would like to send an email distribution out via The Zone, please email thezone@southampton.gov.uk



If you have any submissions for the Zone, please ensure they are sent to thezone@southampton.gov.uk before Thursday 14th December 2017.

If you have any submissions for the first Jobs Bulletin of 2018, please ensure they are sent to daniel.stickland@southampton.gov.uk before Wednesday 3rd January 2018.