

**The Zone**



## **The Zone Summary** **27<sup>th</sup> November 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](mailto: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](mailto:Daniel.stickland@southampton.gov.uk)

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

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Summary:

Distributions sent: 12

Next Summary:

11<sup>th</sup> December  
2017

The Zone Email Address:

[thezone@southampton.gov.uk](mailto:thezone@southampton.gov.uk)



### **Key Worker - Wheatsheaf Trust**

Wheatsheaf Trust, working in South Hampshire and the Isle of Wight, is a registered charity dedicated to promoting social inclusion for disadvantaged groups through advising and supporting people to enter training, education or employment.

We have a variety of contracts that we are presently delivering and are seeking to appoint full and/or part time Key Workers on fixed term contracts to cover all of our delivery locations across Hampshire and Isle of Wight. There will be a requirement to do outreach work and therefore access to own transport is essential.

Applicants should have significant experience of supporting long term unemployed people into work. Experience of supporting people with disabilities, health conditions and mental health issues into employment will be advantageous. Applicants should also be NVQ qualified in Information, Advice & Guidance (Level 4) or equivalent and be familiar with working in a 'payment by results' contracting environment.

**Salary        £23,711 - £26,831**

Job Description, and Person Specification can be found here  
<http://www.wheatsheaftrust.org/news/new-key-worker-jobs-at-wheatsheaf-trust>

Please apply by completing the application form which can also be found on the website.

**Closing date:** 14 December 2017

Completed applications to be returned to:

[careers@wheatsheaftrust.org](mailto:careers@wheatsheaftrust.org)



## **Living with Sight Loss Course**

**Thursday 4th and Thursday 11th January 2018  
9.45am – 3.30pm**

Southampton Sight will be hosting this course at our centre for people living with sight loss. This course is facilitated by Brian Anderson, Confidence Building Co-ordinator for the RNIB, who himself lives with sight loss.

The course is free and participants are welcome to bring someone with them – partner, friend, carer.

Refreshments and a light lunch will be provided

The course covers things like wellbeing, reading and low vision aids, assistive technologies (smart phones, tablets, amazon echo), getting out and about safely, travel and shopping and things to help you around the house. We will also have a number of guests coming along to talk about the ways in which they can support you.

This course will provide you with lots of information and advice and let you meet other people experiencing sight loss.

If you would like to have more information about the course or would like to book a place please contact

Southampton Sight  
Telephone 023 8076 9882  
support@southamptonstight.org.uk

**FREE**

Wheatsheaf  
Trust 

## 'One Life' Personal Development Course

**Certificated Course**  
Starts Tuesday 28<sup>th</sup> November

**9.30 - 2.30**  
**3 days per week for 3 weeks**  
**(Tues, Wed, Thurs)**



**Trainer led sessions exploring and developing personal skills to help you feel better about yourself and more in control**

- **Increase confidence as part of your journey into work**
- **Help and guidance to be more organised and resilient**
- **Practical tools to help you to manage things better**
- **Learn from others facing similar challenges**

If you want to know more or to refer someone to the course please call 023 8023 7662 or email Chris Knight - [chris@wheatsheaftrust.org](mailto:chris@wheatsheaftrust.org)

National Careers Service Executive Workshops are run on a regular basis across the region and cover ...

- Skills Analysis and Transfer
- Labour Market Information
- CV hints and tips
- Job seeking
- Digital and Social Media
- Interview Skills

This day long workshop is open to management level clients as well as graduates or those looking to upskill.

The next dates across the region are....

Wednesday 6 <sup>th</sup> December 2017	Education Development Office, Whiteley, Fareham
Monday 11 <sup>th</sup> December 2017	Winchester Jobcentre Plus
Tuesday 19 <sup>th</sup> December 2017	Shaw Trust, Southampton

To book please call **01329 559169**.

Please also remind your customers that the National Careers Service is a FREE service for adults 19+(18 if on benefits) for information, advice and guidance relating to work or learning.

If you would like to book an appointment, please call the above number. If you would like us to put on a bespoke workshop for your customers, please contact the National Careers Service for more information.



Prince's Trust

## Fairbridge Programme

11<sup>th</sup> December 2017

Solent Centre, High Street,

Southampton SO14 2NS



The Fairbridge Programme is a **FREE** Personal Development Programme for young people aged 16 – 25 who are currently unemployed or who lack the skills or confidence to engage in full time training or education

The next two Portsmouth Fairbridge Programmes at the **Solent Centre, High Street, Southampton, SO14 2NS** will be starting **11<sup>th</sup> December 2017**

**ACCESS** – Is an introductory week where the young people will take part in activities such as climbing, raft-building and a two night residential. Young People also have the opportunity to achieve the Prince's Trust Personal Development and Employability skills qualification

**FOLLOW-ON** – is an individually tailored journey where young people pick and choose the sessions they want to attend. What kind of activities do we offer?

- Kayaking
- Mountain Biking
- Budgeting and employability sessions
- Bush craft and outdoor cooking sessions
- Conservation and community projects

**1:1 SUPPORT** – Throughout the programme Young People will be supported by a dedicated worker who will help them set goals and work with them to develop the skills to help them move towards a positive outcome

**IN ADDITION** - Young People will have the opportunity to build their skills base, developing their numeracy and literacy with the support of specialist staff

**MOVING ON** – When the time is right for the young people to leave the programme they are supported into positive outcomes and will received 3 months of follow up support from their dedicated worker

### **INTERESTED?**

Contact Paul on 02380 206985 / 07717 487993 or email [paul.creeden@princes-trust.org.uk](mailto:paul.creeden@princes-trust.org.uk) to hear more about the programme and book an induction. The next course starts on 11<sup>th</sup> December 2017

# 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](mailto:Lin.seikus@carillionplc.com)

Telephone: 023 80786161 Or 07898187322

Website: [www.carillionapprenticeships.com](http://www.carillionapprenticeships.com)

Referral method: Apply online – selecting the Southampton office

Closing Date: 12th January 2018

# CMI Certificate in Coaching & Mentoring

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.



## What you will learn

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 and mentee
- The benefits of coaching and mentoring for an individual, a team and an organisation

Coaching and mentoring for individual and team needs

- Outcomes of the coaching process on individual and team needs
- Performance improvements and changes expected at the conclusion of the process
- Expected outcomes of the mentoring process on individual and team needs
- Describe current knowledge, skills or behaviours of the individual and teams
- The stages of a coaching and mentoring processes

## Key Facts

Level: 3

Qualification:  
CMI Certificate

Duration: 6 weeks

Price: Fully Funded

Start dates: Multiple  
(see website for details)



For more information  
or to apply:

023 8048 4848

[www.southampton-city.ac.uk](http://www.southampton-city.ac.uk)



# CMI Certificate in First Line Management

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 junior managers the communication and motivational skills to help improve operational efficiency.

This course will provide you with knowledge of effective management skills while focusing on the specific management areas appropriate to you and your workplace.



## What you will learn

### Improving team performance

- The manager's role in identifying performance issues in the team
- How to evaluate individual and team performance and behaviours
- The limits of responsibility for dealing with individual and team performance
- Providing help and support in order to improve performance of an individual
- Importance of maintaining confidentiality

### Introduction to first line management

- The role and responsibilities of the first line manager
- Skills and knowledge required of the first line manager
- Personal development plans
- Methods to develop and maintain working relationships

## Key Facts

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## Latest Important Announcements and Events

I regret to inform you that learndirect, Southampton is closing on Friday 15<sup>th</sup> December 2017. We will complete the learners already enrolled on English, maths and IT from our second floor office in Ogle Road.

If you have any queries, please contact either:  
Elizabeth Hill, Business Manager – 07554228114  
Denise Stock, Partnership Consultant – 07769367340  
Lesley Rampling, Regional Operations Manager – 07919881674

Thank you for all your support over the last few years from all the team at learndirect.

Kind regards,

Elizabeth  
Elizabeth Hill  
Business Manager, **learndirect**

### **The next summary will be on Monday 11<sup>th</sup> December 2017 and will be the final edition of 2017**

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 on Thursday 7<sup>th</sup> December and will be the final edition of 2017**

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

