

June 2024



Looking for work can seem daunting, especially if you haven't worked for a while, or have recently been made redundant. In Hart there is lots of support available from organisations national and local, who can help you.

[Hart District Council | Here for Hart | Employment and Skills](#)

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Careers in Childcare

Thinking about working with children?

Details of training sessions can be found in the section, 'what you need to know to become a registered childminder'. [Becoming a registered childminder | Hampshire County Council](#)

Employment Support for 16–24-year-olds

1. The Careers & Enterprise Company

It all starts with skills supporting young people to understand workplace skills and the different pathways to rewarding careers e.g. Apprenticeships, connecting educators to local businesses and their skills needs - [Careers and Enterprise](#)

2. The Department of Education

Skills for Careers is a service offered by the Department of Education. You can get career ideas and browse your training options at your own pace - [Skills for Careers Education](#)

3. Prince's Trust

If you are aged 16 to 30 years old and want to gain experience, skills, training and the confidence to help you into work, the Prince's Trust run a range of programmes that can help you. To find out more visit the [Prince's Trust](#) website, or call 0800 842842 to speak to a youth worker.

4. Enterprise M3

Enterprise M3 Careers supports schools and colleges across Hampshire to improve their careers programmes and create opportunities for young people. Enterprise M3 also work closely with other Careers Hub in Berkshire and Surrey. For information: [Careers hub | EM3 \(enterprisem3.org.uk\)](#).

5. nDreams Academy



An award-winning VR studio, dedicated to high-end games and experiences. The nDream Academy is an industry-leading engagement and educational programme with a mission to improve access to gaming careers through apprenticeships, graduate hiring, and paid internship initiatives.

For more details visit: [Home - nDreams](#) and get in touch at: academy@ndreams.com

Local Schools and Colleges

What schools can I go to?

There is a full range of leisure and recreational day and evening courses, talks and workshops available across the district. Take a look at your local school website to see what is happening near you - [Find a school on Hampshire County Council's website](#)

What colleges can I go to?

Farnborough College of Technology (FCoT)



FCoT offers a range of courses for adults, including professional evening courses, apprenticeships, degrees and more. To see the full range of courses and to find out how to apply visit the [FCoT](#) website.

Address: FCoT, Boundary Road, Farnborough, Hants, GU14 6SB - **Tel:** 01252 405555

Focal is an **online** learning platform created by Farnborough College of Technology, offering a variety of courses to support learners and employers across the UK. Many of the qualifications can be started straight away and are free of charge. For more information visit the [Focal](#) website.

Basingstoke College of Technology (BCoT)



BCoT offer many different **free** courses at various levels. Courses offered are across a number of areas, including business courses, health and social care, as well as courses for educators (e.g. teachers, trainers).

Address: BCoT, Worting Road, Basingstoke, Hants, RG21 8TN - **Tel:** 01256 354141

You can explore the range of Distance Learning courses here: [Distance Learning \(bcot.ac.uk\)](https://bcot.ac.uk)

For more information, email: distance.learning@bcot.ac.uk or call 01256 306374

Courses and Learning

Hampshire Libraries



Hampshire libraries are pleased to offer exciting courses, designed to enhance your knowledge and skills, promote your personal growth, explore your creative interests or simply broaden your horizon. For more details, please visit: [Hampshire County Council's learning in libraries](https://www.hants.gov.uk/learning-in-libraries)

Hampshire Learns

This is run by Hampshire County Council and is Adult Community Learning. Training is **free** for Hampshire residents aged 19+ who meet one or more of the following characteristics:

- Without a full Level 2 (in the UK, Level 2 qualifications are typically awarded to students who have completed their GCSEs or equivalent qualifications)
- In receipt of Income Support or Universal Credit
- Families with school age children in receipt of free school meals
- Having a learning difficulty and/or disability
- Who are at risk of/have mental health needs

Hampshire Learns also run employability courses with assistance from the Adult Learning and Development team. If you would like any more information about any courses, or to discuss the development of any bespoke programmes, please contact: Hampshire.learns@hants.gov.uk. Apply for courses here: [Hampshire Learns | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/hampshire-learns)

Free Courses for Jobs from GOV.UK

The Government have access to **Free** Skills for Jobs: [Free courses for jobs - GOV.UK](https://www.gov.uk/free-courses-for-jobs)

The National Careers Service

The National Careers Service offers **free** courses for jobs and you can search for courses to help you get skills employers need: [Results | Find a course | National Careers Service](https://www.nationalcareersservice.co.uk)

The Government has a **Skills Toolkit** available to help you find **free** and high quality digital and numeracy courses. Digital skills can be anything from using social media and staying safe online to coding, programming or digital marketing. Explore online courses on [The Skills Tool Kit](https://www.skills-toolkit.gov.uk) website.

Online Learning and Digital Resources

There are also a wide range of online resources to help you improve your skills from the comfort of your home.

Barclays LifeSkills

Barclays have created **free** employability and financial capability programmes that you can access remotely. To find out more visit the [Barclays Life Skills](#) website.

GCF Learn Free



In the current climate many people are using social media for business in a way they haven't needed to before. You may be asked to link up with colleagues or recruitment companies using Zoom or Skype for online meetings and interviews. For information and advice on how to set up these apps and many others visit the [GCF Learn Free](#) website.

Learn My Way



Learn My Way has a range of **free** courses for you to learn digital skills to stay safe and connected. For more information visit the [Learn My Way](#) website.

Digital Inclusion Services – Where everyone can benefit from digital services - [Good Things Foundation](#)

Fleet Lions – [Fleet Lions](#) Can provide refurbished IT equipment - [Lions Community Store](#)

Organisations that can support you finding a job

National Careers Service

The [National Careers Service website](#) contains advice for anyone looking to choose or change their career. The National Careers Service offers **free** advice and guidance on careers, skills and the labour market for all adults. To make a **free** telephone appointment or find out more about what support they offer, call 0800 100 900. Lines are open seven days a week from 8am to 10pm.

Have you, or someone in your family, been a member of the Armed Forces?



The Armed Forces Covenant is a promise from the nation that those who serve or have served in the Armed Forces, and their families, are treated fairly. As a reservist, veteran or a family member there is a range of local support available to you. Your work coach has access to a local 'Armed Forces Champion' and can let you know what support there is available locally - [Government-services-for-the-armed-forces-and-their-families](#)

Job Searching

Local Jobcentre Plus

Visit the [Jobcentre Plus Job Help website](#) for a range of support and to search latest vacancies. If you want to visit in person, there are three offices locally:

- [Jobcentre Plus Aldershot](#)
- [Jobcentre Plus Farnborough](#)

For hints and tips on applying for jobs visit the [Job Help](#) website. You can also access the latest jobs registered with Job Centre Plus at [GOV.UK - find a job](#)

Fedcap - Restart Scheme

The Restart Scheme provides tailored support to help you find work if you have been claiming Universal Credit for 12 to 18 months. If you would like to access this scheme, please speak to your **Job centre Plus Work Coach** and they will refer you to [Fedcap Employment Restart-scheme](#)

Job Centre DEA – Disability Employment Advisor

If you are disabled and need extra employment support, your local Jobcentre can put you in touch with one of their Disability Employment Advisers (DEAs). They can help you find work or gain new skills, even if you have been out of work for a long time, or if you have little or no work experience. [Focus on Disability Employment-disabled-people](#)

Richmond Fellowship – provide support in job searching for those living with or recovering from mental illness - [Richmond Fellowship | work for us](#)

Jobs Go Public

Vacancies are advertised on [Jobs Go Public](#), along with many other public sector roles.

Hampshire jobs

Hampshire County Council offers a wide range of full and part time jobs with offices in many locations across Hampshire. To search for jobs, visit [Hampshire County Council careers](#). In addition, residents who are 19 and over, and interested in FREE employment and training may be interested in Skills Bootcamps - [Skills Bootcamps | Business and economy | Hampshire County Council \(hants.gov.uk\)](#)

Employers advertising apprenticeship vacancies with training providers are advertised on the government website - [Find an apprenticeship \(findapprenticeship.service.gov.uk\)](#)

Agency Central

You can find information on a wide range of recruitment agencies, and you can search by sector and location to find the right one for you. To search for an agency, visit [Agency Central](#)

Agencies for Veterans, ex-military personnel and family members

The Career Transition Partnership (CTP) is the Ministry of Defence working with Right Management supporting leavers of the Armed Forces transition from military into civilian life - [CTP](#)

[Forces Families Jobs](#) – understanding the challenges of a family member of a serving person.

Interview Tips and Advice

An interview is a conversation between you and an employer to see if you're the right fit for a role. It's important to make sure you know what to expect from an interview and to prepare as best as you can.

Prepare for the interview

Make sure you have time to prepare for your interview. To prepare for an interview:

- read the job description carefully and understand what skills and experience the employer is looking for
- do some research on the company's website
- look over your CV or application form and think about what the interviewer might ask you
- prepare some examples from your past experience to refer to in the interview

Practise your answers

Answer questions using the STAR method

The STAR method helps you to answer interview questions fully: [Using the STAR method](#).

What STAR stands for:

- **situation** - the situation you had to deal with
- **task** - the task you were given to do
- **action** - the action you took
- **result** - what happened as a result of your action and what you learned from the experience

Common interview questions and answers

- Give an example of
- Describe a situation where you
- How did you

These are situational and behavioural questions. For examples of common interview questions and answers, you can view these here: [YouTube](#)

Remember the employer is looking to see how you work with other people, deal with problems, communicate and contribute. Researching the employer's website will also help you to get a feel for what the employer might be looking for.

At the end of the interview

You'll usually have some time towards the end of the interview to ask some of your own questions.

You might want to follow up after the interview with an email or phone call unless you know when you'll hear back. Before accepting the role, you might want to:

- ask for confirmation of the offer in writing
- confirm a start date and let them know if you have a notice period
- ask about work patterns or arrangements
- let them know your salary expectations if you've not already discussed it

Prospects

Prospects is a careers website aimed at students. However, it has a range of useful tips and videos about interviews. For more information visit the [Prospects](#) website.

If you have a job and finding it a struggle, help is available - Have a look here for support



Offer one-to-one employment support for people living with mental ill health and other chronic health conditions who are seeking work, returning to work after illness, or need assistance to manage their health in work.

To find out more about the support provided and the referral process, please contact:

Tel: 07519 701567 or **Email:** IPSPCSurreyandNEHES@richmondfellowship.org.uk

Website: [Richmond Fellowship Surrey and Hants](http://RichmondFellowshipSurreyandHants)

Find out more about the services provided at: Richmondfellowship.org.uk.



How they can help: Richmond Fellowship IPSPC offers one-to-one support for people living with mental ill health or a chronic health condition, who are seeking work or need assistance to manage their health in work. The service is available to anyone over the age of 16 who has a health condition and is looking to find paid part or full-time employment as part of their recovery or who would like support in retaining their current employment. Richmond Fellowship can work with you and your employer if you consent, to make plans and find solutions to enable you to carry on in work or return to work [Referral Forms - Surrey & NEH Employment Services](#)

Yateley Industries Skills and Training Support



Yateley Industries for Disabled is a pan disability organisation, working and supporting people with physical disabilities, mental health conditions, learning disabilities and neurodiversity. They provide supported employment and offer a **NEW** Job Coach Service which helps young people aged 18-35 find, maintain and progress at workplaces 'in the real world'. This service also supports disabled and neurodiverse adults in their setting and also out in the wider community. To enquire about the Job Coach Service offered, please call: 01252 872337 or email: jobcoach@yateleyindustries.net

Maximus

Finding a job can be an anxious time. Remploy partnered with Maximus and offer support to people who have a disability, health condition or criminal record, or have just been out of work for a while, find support for you - [MaximusUK](#)

Health, wellbeing and looking for work

[Every Mind Matters](#) provides expert advice and practical tips to help you look after your mental health and wellbeing while looking for work. You can find also local support and national helplines on [mental health and wellbeing guide](#). If you are living with a disability or health condition, including problems with mental health, you could find additional support through:

- the [Government's benefits and support webpage](#)
- [Rethink Mental Illness](#) – offer advice and information to help improve the lives of those severely affected by mental illness
- [Richmond Fellowship](#) – making recovery reality providing mental health support
- [TalkPlus](#) – offer free NHS Talking Therapies for stress, anxiety, low mood and worry, as well as support for managing a long-term health condition.
- [iTalk](#) - free courses to help with anxiety and to help with life's challenges, plus online resources. Get in touch by telephone: 0203 8038 3920 or email: info@italk.org.uk

Volunteering

As well as practical skills that can be transferable, to work situations, volunteering can also help to hone softer skills such as empathy, teamwork, communication, time-management and creativity, so why not give volunteering a try? Volunteering helps to forge stronger links with communities and, in doing so, can naturally build personal networks, enhance self-motivation, boost confidence, develop skills and, of course, experience. Any volunteering activity can also feature on your CV helping to fill any gaps that might appear as a consequence of not being in work for any time.

Volunteering and employability: Many studies have shown that volunteering not only helps to boost the wellbeing of individuals, whilst supporting community groups, but can also help with developing employability.

Hart Volunteer Centre

Promote and support the development of volunteering in Hart District and works with the neighbouring volunteer centres in Basingstoke and Rushmoor to cover the whole of North & Northeast Hampshire. If you would like support in finding the best role for you, the Hart Volunteer Centre (Hart Voluntary Action) is happy to help. Visit: [Volunteer Northhants](#) or call: 01252 627070



Citizens Advice Hart

Provide the chance to help others by volunteering and they also offer paid roles.
[Get Involved - Citizens Advice Hart](#)

Volunteer for “Phyllis Tuckwell Hospice”

The Phyllis Tuckwell Hospice provide supportive and end of life care for adult patients and families in West Surrey and North-East Hampshire, who are living with an advanced or terminal illness, such as cancer. If you like the idea of making a real difference to someone’s life, this could be the thing for you! Email: voluntary.services@pth.org.uk or call 01252 729400 or visit: [Phyllis Tuckwell Hospice-get-in-touch-volunteering](#) to find out more.

Yateley Industries

Why not volunteer to help in their Community Café – for information, please email info@yateleyindustires.net or call 01252 872337

Enterprise M3 Careers Hub – Volunteer Advisers

Why not become an Enterprise Adviser and volunteer your time to schools and colleges in Hampshire. Enterprise M3 are currently recruiting volunteers to partner with local secondary schools or colleges in Hampshire as Enterprise Advisers, using skills business experience and networks to help develop strong careers programmes - [Enterprisem3/employers-and-volunteers](#)

1. CITIZENS ADVICE HART



Citizens Advice Hart is here to provide work/employment advice to anyone who needs it. Visit [Citizens Advice Hart](#)

Their contact page to request advice is: [Contact - Citizens Advice Hart](#)

Tel: 01252 878435 or email help@citizensadvicehart.org.uk

2. JOB CLUBS

M3 Job Club

The M3 Job Club offers its members ***‘Get Back to Work’ workshops, coaching and mentoring***, so you can learn all the skills needed to shine in today’s jobs market - [M3 Job Club](#)

‘Get back to Work’ workshops are:

- Fully Funded
- Comprehensive programme – 16 workshops
- Held every Friday morning (9am – 12.30pm)
- Open to adults, actively seeking work, through redundancy or following a career break
- **Venue:** The Ridgeway, Blackdown Close, Buckskin, Basingstoke, Hants, RG22 5BW

3. SOCIAL HOUSING PROVIDERS

Some housing associations offer support to their customers to help them find work. This can include helping you to create a CV, access training, apply for jobs and improve your digital skills.

VIVID Housing

VIVID Housing offer their residents one-to-one support with employment and training sessions, cv writing including editing and improvements, job searches and access to training which extends to ‘in-work’ support. These are based on individual needs, case by case. They have the services of a Digital Inclusion Manager and run workshops delivering IT skills, help with setting up laptops, online assistance, wi-fi, paying utility bills and help with touch screen devices and training workshops including an oversight in using delivery Apps, payment card machines and setting up direct debits etc., which help to improve confidence to use new digital platforms.

VIVID has a Money Advice Team (MAB) who assist residents with registering for benefits and signing up for Universal Credit and completing PIP forms etc - [Vivid Homes | Support and Advice | Training and Employment](#)

Help & Support in other languages

- **Ukrainian Refugee Help** – This brings financial independence and also enables you to be in a better position when it is time to move on from your sponsor and to find rented accommodation. This website offers useful information around work and jobs - [Ukrainian Refugee Help-finding-work](#)
- **Drivetechn helps Ukrainian refugees stay safe behind the wheel** – Drivetechn, from the AA, has launched a dedicated training programme to help Ukrainian refugees get to grips with driving safely in the UK. To access the free e-learning module, please follow the link: [Drive Confident | Global Business Fleet Solutions \(drivetechn.co.uk\)](#) – Further details can be found at: [Drivetechn.co.uk/drivetechn-helps-ukrainian-refugees-stay-safe-behind-the-wheel-with-free-e-learning-module/](#)
- **Hampshire Learns ESOL courses** – Free English Lessons online – ESOL courses for adults living in Hampshire - Hampshire Learns offers a selection of English and employability courses for Speakers of Other Languages (ESOL). Courses are available both online and face to face in community venues. [Hants-education and learning-participation-lifelong-learning-esol](#)

Do you need more information about Hampshire Learns ESOL courses?

For full course details, eligibility criteria and how to apply for a Hampshire Learns ESOL course please email: Hampshire.learns@hants.gov.uk Or send your course enquiry via our online form at: [Hampshire Learns Adult Community Learning Enquiry Form](#) Or complete our easy read [Hampshire Learns ESOL Course Application Form](#) (with translation feature) and select the ESOL course you would like to attend.

- **Flash Academy** – Making a difference with ESOL - [Flash Academy Ukraine](#)
 - **Step Ukraine** – Learn to speak, read and write English. English and Employment support Programme when adapting to life in the UK - [STEP Ukraine | World Jewish Relief](#)
- For further information, please access here: [Gov.uk/guidance/learn-to-speak-read-and-write-english-homes-for-ukraine](#)
- **Multiply** - is a government funded project to improve adult numeracy for those who don't have a Level 2 maths qualification, (e.g. GCSE grade 4/C and above, or Level 2 Functional Skills). Multiply offers a range of **free** online and face to face numeracy courses. If you are over 19yrs and would like to improve your maths skills, email multiply@hants.gov.uk or take a look at our website to find out more information - [Multiply | Hampshire County Council \(hants.gov.uk\)](#)

Thank you to everyone who contributed information for this issue of the **Employment & Skills Bulletin**. If you have found this bulletin useful or if you have a suggestion to make it better or an idea for content for the next issue, we would love to hear from you. Please email us at hereforhart@hart.gov.uk.

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