

Project		Work Club	
Lead delivery partner		Derby City Council Adult Learning Service	
Theme	Creating Opportunities for training and employment	Priority	3
Activity	Work Club	Budget code	
Project outcomes (from SLA) Average of 10 attendees per session 50 attendees per year Of which: 25 receive Careers Information, Advice and Guidance 40 Referred to additional employability skills/ learning activities 40 increase job search activity e.g. using Libraries 4 case studies to show the positive impact of the Club Additional evidence will include photographs, contribution to local newsletters, involvement in the Big Local Celebration events			
Reporting period dates	January to March 2018	Nr and age of people benefiting from the project during the reporting period	48 all over 19
Introduction <i>Tell us basic information about the project and its outcomes and aims for reporting period.</i> The broad aim of the Allenton Work Club is to reduce the barriers that job seekers face in gaining employment. The Work Club offers the following: <ul style="list-style-type: none"> • Free access to computers, telephones and stationery • Training in the use of Universal Job Match using the 220Soft Universal Job Match training programme • Coaching and support for individual job search • Evidence of job search activity to meet Job Centre Plus requirements for those claiming Job Seekers Allowance • Opportunity to meet other job seekers • Links to Allenton Library to enable jobseekers to use library facilities for independent job search • Referrals to Careers@Derby for on-site individual careers information advice and guidance (at no cost to Allenton Big Local) 			

Activities undertaken during reporting period

Tell us what you have done and how well things have gone. Include any issues carried over from previous report, activities carried out and any base line monitoring. Please attach photographs, quotes, good news stories etc

The following table shows the numbers achieved against the outcomes required as indicated in the Service Level Agreement. The grey shaded area includes the final quarter reporting and comments:

	30 June 2017 Cumulative total	28 Sep 2017 Cumulative total	21 Dec 2017 Cumulative total	28 March 2018 Cumulative total	Contract target April 2017– March 2018	Comments
No. of sessions held to date	10	22	34	46	48	
Average attendance per session	14	12	12	13	10	
Total No. of new attendees to date	40 (19 from Allenton)	52 (23 from Allenton)	73 (28 from Allenton)	87 (31 from Allenton)	25	
No. who have done job search activities	29	33	40	48	40	
No. who have received IAG advice from Careers@derby	17	24	39	57	25	
No. referred to additional employability / learning activities	12	16	25	32	40	
Case Studies	1	1	1	1	4	

Report from Chris Walker, Careers Adviser

This quarter includes the final report on end of year activity. During this quarter 12 new people accessed the Work Club and overall 87, new people attended the Work Club throughout the year. Of these 31 were in the Allenton Post Code. All targets were exceeded, with the exception of the total sessions which totalled 46 as opposed to an original target of 48. Because the Work Club takes place on a Monday, some days are lost due to Public Holidays, and this accounts for the difference. Of the 87 attendees a total of 24 have started employment, 2 have gone into voluntary work, and 8 have

entered other learning. This represents 39% going into a positive destination. 24 People are still formally seeking work, 7 continue to use the Work Club for job search, although they are not accessing work related benefits, and 22 are no longer accessing the Work Club and have not responded to calls to check on their destination.

The Job Club continues to grow with numbers averaging 13 per session which is above the target of 10.

Links with the Job Centre Plus advisors remain strong and they all know about and refer their customers to the Job Club if appropriate. This is reflected in the rising numbers of attendees from the Allenton area.

The challenges with tracking learners and general information/data collection are recognised. These are being addressed as part of a wider review of the Pathways To Employment team and tracking has now been woven into part of my weekly activities.

Changes/improvements since last report:

- I have started to track past users and collect evidence of individuals going on to employment and have recorded this on a spreadsheet. This is on-going and I am working with colleagues in the DALIS MIS team to record outcomes for data purposes.
- A notice board has been set up adjacent to the entry to the Job Club where current job vacancies are displayed and updated on a regular basis and a selection of the latest job vacancies are available in printed format within the Job Club. In addition the latest course brochures and the bursary offer are prominently on display within the Job Club.
- I have the additional support of a volunteer who has a good understanding of the job searching process and is very thorough and approachable. Having his support within the Job club has enabled me to spend additional one to one support where required with the Job Club users which has led to more users moving on quicker. For example, one lady came in for the first time to have her CV checked. As the volunteer was supporting me that day, I was able to spend longer with her and we completed a comprehensive review of the CV, searched and found a suitable vacancy for her to apply for there and then. She was offered an interview the same day and after guiding her through the interview process and completing a mock interview with her, she was successful in gaining employment within the care sector.
- In February the service was evaluated for Matrix, a quality standard for Information, Advice and Guidance services and as part of this a focus group was held with learners from the Job Club and the Matrix Assessor. Feedback was positive from those who attended.

Case Study

R had originally accessed the job club last year and after not working for nearly 18 years had been able to secure full time employment as a kitchen porter with the support of the Work Club. Unfortunately he was involved in an accident which led to him being unable to continue in that role. In January R accessed the Job Club again having been told that he should avoid any heavy lifting in any future job, but he was in a positive frame of mind after experiencing the benefits of working. A guidance interview was completed at the Job Club which helped R to identify potential roles he

hadn't considered before and he expressed an interest in working in care or customer services. We looked at additional training on offer and R signed up for the Introduction to Health and Social Care course at Level 2 with DALs. Unfortunately, due to low numbers the course has been put back until April but R was still keen to re-train.

Working in collaboration with his Job Centre Plus Advisor we identified a Customer Service course that R is currently attending.

Having access to Careers Advice has been beneficial to R and has enabled him to remain positive. He is also on the waiting list for the next Health and Social Care Course.

Timescales

Project continues to meet expected outcomes.

Plans for next reporting period. *What are you going to do next? Are there any activities we should know about?*

In February I had planned to run an additional interview skills workshop for Job Club attendees which had been well received but didn't run due to room availability. However I plan to run this session after the Easter break and will look into additional confidence building and CV information workshops primarily for Job Club users. In addition I plan to utilise the IT facilities to improve the basic Digital Skills of attendees that need this.

Attendance by non ABL residents

Several non-residents continue to attend regularly; most live close by. At present there is scope to include them without having any impact on the ABL residents who attend. There is a camaraderie developing amongst the regular attendees that could be lost if attendance was restricted to non-residents and the numbers attending decreased. However if the number of non-residents increase to the extent that ABL residents cannot get the support they need then access to the Job Club by non-residents will be restricted.

Data and impact evidence

This has been included above but in summary:

24 have started employment (28%)	2 Volunteering (2%)	8 Further learning (9%)
24 still actively seeking work (28%)	7 looking but inactive (8%)	22 no longer attending (25%)

Learner Feedback

Learner Feedback through the annual DALs cycle and through matrix assessment has confirmed that the Work Club is extremely valued by attendees and this is reflected by the regular attendance and people returning to the Work Club as their situation changes.