

## **Allenton Work Club**

### **2<sup>nd</sup> Quarterly report – September 2014**

#### **Introduction**

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:

- Free access to computers, telephones and stationary
- 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 National Careers Service for on-site individual careers information advice and guidance (at no cost to Big Local Allenton)
- Information and referrals to other employability programmes delivered by Derby Adult Learning Service, Derby College and other providers
- Progression to further opportunities including training courses, further education and work experience placements.

#### **Promotion**

As also outlined in the first quarterly report, we have continued to promote the work club in the local area and as a result we have had new job seekers coming to the work club on a regular basis.

We have promoted the Work Club via our internal promotional avenues including the new course brochure, website, social media and existing learners.

We took part in the Allenton Big Local event at Merrill Academy on 13 September 2014. This was a very successful event and DALs were able to raise awareness of the Work Club and the learning activities that take place at our Allen Park Centre. Many course brochures and leaflets were given out as well as numerous enquiries taken about our Work Club and courses, which we then followed up after the event.

## Performance so far

The following table shows the numbers achieved against the outcomes required as indicated in the Service Level Agreement:

	2 June 2014	By 29 Sep 2014	Contract target April 2014 – March 2015
No. of sessions held to date	5	21	48
Average attendance per half day session	3	3	10
Total No. of attendees to date	9	31	50
No. who have done job search activities	9	30	40
No. who have received IAG advice from NCS	2	9	25
No. referred to additional employability / learning activities	4	18	40
Case Studies	1	2	4

The actual help job seekers have received includes the following:

- Creating a CV
- Filling in online application forms
- Writing covering letters
- Help with interview skills
- Job searching via Universal Jobmatch and other job websites
- Using the Universal Skills software programme that allows job seekers to gain various skills that will help them when applying for jobs
- Promotion and actual enrolment on other learning opportunities such as ICT, English and Maths Functional Skills and Employability skills offered by DALs
- Referral to the National Careers Service for further Information, Advice and Guidance about career choices

### Case Study

Lisa Hodgson, age 54 is from the Allenton Big Local area. She has had a career in care work for approximately 30 years and has worked with people of varying ages and abilities. Lisa had to give up her last job in February 2014 due to needing to care for her husband, whose health was deteriorating.

A few months later, Lisa came to the Work Club and needed help in finding work with more flexible hours that would suit her arrangements for caring for her husband.

Lisa says, "The work club has helped me with interview skills, sending emails, posting my CV and refining my job searches". As a result of her job applications, she has attended interviews and feels she is close to getting the job she wants.

Lisa also enrolled on a beginners computer class called First Click into Computers. She has now completed this course and it has increased her confidence with computer skills, which she mostly uses for her job search activities.

## **Quotes**

Here are some recent quotes from Work Club attendees:

- "So far so good. Lots of information is available, very informative".
- "Very helpful. Only been a couple of weeks, but has been helpful. Thank you".
- "It is a very useful way to start your CV and future work life".
- "Great work given and help by the instructor. Excellent. Thanks".
- "The tutor is great at advising and showing all the details on how to use a computer and the Internet".
- "Good progress with CV. Keep up the good work"

## **Future Actions**

Whilst the number of attendees is higher than anticipated at this time (31 towards the annual target of 50) the average attendance per session is below target (average 3 compared with a target of 10). This is partly explained by low attendance during the summer holidays.

During the next quarter we will be

- Contacting those who have previously attended the Work Club to find out what they are doing now
- Contacting those who haven't attended recently to increase the average daily attendance

## **Conclusions**

The Work Club has now been running for 6 months. It continues to be a valuable resource for the local area with job seekers dropping in every session and asking for help in looking for work.

**Rizvan Bhatti**  
**Tutor for the Work Club**  
**September 2014**