

## Allenton Work Club

### 3<sup>rd</sup> Quarterly report

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

#### Performance so far

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

	By 2 June 2014	By 29 Sep 2014	By 22 Dec 2014	Contract target April 2014 – March 2015	Estimated outcomes by March 31 <sup>st</sup> 2015	Comments
No. of sessions held to date	5	21	33	48	45	The club stated later than planned in April 2014
Average attendance per half day session	3	3	3	10	3	The number of attendance predicted was too high
Total No. of attendees to date	9	31	39	50	50	On track
No. who have done job search activities	9	30	37	40	40	On track

<b>No. who have received IAG advice from NCS</b>	2	9	11	25	15	Fewer people than predicted were interested in this aspect
<b>No. referred to additional employability / learning activities</b>	4	18	26	40	35	This has increased over the second half of the year but may not reach the target total
<b>Case Studies</b>	1	2	3	4	4	On track

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 King, age 46 is a single parent with two children from Allenton. She previously had various jobs, which included working at the Co-op as a Florist for 13 years.

After having her Children, she wanted to get back into work. She got a job as a General Kitchen Assistant at a local Primary School, but wanted more hours to support her young family.

Lisa came to the Allenton Big Local Work Club and we were able to help her create a CV and covering letters for jobs that she had come across. She also received help with her interview techniques. After applying for a few jobs, she was taken on by an Events Management agency. Lisa has done some bar work for them, but more recently she has worked at various football stadiums as a Crowd Control Officer.

Lisa says, “She is enjoying this job. The extra money helps towards treats and small holidays for the children”.

Lisa goes on to say, “Coming to the Work Club has helped me get the job with Events People. You get the attention you need. Creating a professional CV and covering letters

really helped. At the Job Centre, they don't have computers there and they are very busy and so they can't help in the same way as a Job Club can."

## **Quotes**

Here are some recent quotes from Work Club attendees:

- "Very helpful. Thank you."
- Excellent A1+++ . Rizvan is amazing at helping with CVs :)
- "Keep up the good work."

## **Current and Future Actions**

We managed to contact the previous Work Club attendees to find out what they were doing now and if they needed any further help in looking for work. Some had found work, whilst others had progressed onto further learning or training. Some were still unemployed and we encouraged them to use the Work Club. As a result 3 job seekers returned for further help.

Whilst the average attendance per half day session remains consistent, the number of attendees has increased further (39 towards target of 50). However, it was noticeable that during December the numbers were lower than anticipated.

We have advertised the Work Club in our January 2015 course brochure that is distributed widely and we tweet regularly to our followers.

During the next quarter we will

- Promote the work club directly to our existing learners who need help in looking for work
- Do a further promotional campaign via website, social media and direct promotion in the Allenton area with distribution of flyers and posters.
- Ask our existing job seekers if they know anyone who needs help from the Work Club. This word-of-mouth approach has proven to be quite successful so far and we will continue to do this.

## **Conclusions**

The Work Club has now been running for 9 months. We get new job seekers coming for help all the time. However, once they know we run the Work Club weekly they choose how often to attend, with some attending weekly. It continues to be a valuable resource for the local area.

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