

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	
<p>Project outcomes (from SLA)</p> <p>Average of 10 attendees per session 50 attendees per year Of which: 25 receive NCS IAG advice 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</p>			
Reporting period dates	Jan – Mar 2015	Nr and age of people benefiting from the project during the reporting period	
<p>Introduction</p> <p><i>Tell us basic information about the project and its outcomes and aims for reporting period.</i></p> <p>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:</p> <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 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 and others

- Progression to further opportunities including training courses, further education and work experience placements.

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:

	2 June 2014	By 29 Sep 2014	By 22 Dec 2014	By 30 Mar 2015	Contract target April 2014 – March 2015	Comments
No. of sessions held to date	5	21	33	46	48	The Work club started later than planned
Average attendance per half day session	3	3	3	4	10	The number of attendance predicted was too high
Total No. of attendees to date	9	31	39	51	50	Target met
No. who have done job search activities	9	30	37	49	40	Target met
No. who have received IAG advice from NCS	2	9	11	16	25	Fewer people than predicted were interested in this aspect
No. referred to additional employability / learning activities	4	18	26	38	40	This increased over the second half of the year but we just missed the target total
Case Studies	1	2	3	4	4	Target met

The referrals to additional employability / learning activities include the following:

- Derby Adult Learning Service – Maths, English, ESOL, Computers, Childcare, Counselling, Craft courses
- Derby College – Horticulture, Construction
- University of Derby – Law

Case Study

Fabiola Hernandez, Age 43, first came to the Allen Park Work Club wanting advice and help in gaining the necessary skills to get back into work.

Fabiola once had a successful career in the Cruise Line industry. She did various roles including waitressing, Casino Cashier and as Casino Assistant Manager on one of the Cruise Ships.

After settling in this country and raising a family, Fabiola would now like to get back into employment. She has two children who attend school in the local Allenton area.

We first helped Fabiola create an up to date CV and encouraged her to enrol on the First Click Computer class, which she did. She also used the 220Soft Universal Job Match training programme to learn more about employment skills and interview techniques, which she feels she learnt a lot from.

After gaining this support, Fabiola was able to obtain voluntary work at Alvaston Infants/Junior School and also at a local Charity shop. She feels she is gaining valuable experience in order to be ready to find work.

Recently, Fabiola applied online to the new Aldi store in Alvaston for the Store Assistant vacancy. Fabiola says, "I am hopeful I can find suitable work that I can fit around my schedule with the Children."

Fabiola goes on to say, "The Work Club has been a very valuable resource for me to come and get this help. I was able to create my CV and to see my career and qualifications written out on my CV is great. Thank you for your help."

Since writing this Case Study, Fabiola has told us that she was not able to take up a position at Aldi due the shift patterns not fitting around her childcare arrangements. However, she continues to volunteer at the local charity shop for the foreseeable future.

Quotes

Here are some recent quotes from Work Club attendees:

- "Thank you for your help today."
- "When I came I wasn't sure what to expect. I was amazed how quickly we were able to put together a CV. I can start applying for jobs now."

Outcomes the project has contributed to

Tell us what difference you have made in relation to the SLA outcomes and more widely in the area.

The Work Club was set up to meet the requirements of the Allenton Big Local Plan 2014-16 Priority 3 – Creating opportunities for training and employment - Reducing Barriers

To meet the aim within this priority, we set out to:

- Improve Work related skills
- Improve opportunities for employment

As a consequence, the Work Club undertakes the following activities to meet the above aim and Priority:

- Creating CVs
- Filling in online and paper application forms where necessary
- 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 English and Maths Functional Skills, Computers, and Employability skills offered by DALs.
- Referral to the Careers@derby service (formerly National Careers Service) for further Information, Advice and Guidance about career choices.

Timescales

Is project on track? If not what are you planning to do to address the issues?

The Work Club has completed its first year. During the last quarter, the attendance rates have noticeably picked up and this has resulted in us achieving some of our targets. The targets were met for total number of attendances, the number who have done job search activities and the number of case studies completed. We were very close to meeting two other targets – Total number referred to additional employability / learning activities and the total number of sessions held.

Plans for next reporting period

What are you going to do next? Are there any activities we should know about?

The plan is to continue running the Work Club for another year as funding has been agreed for its continuation. The good work that has occurred as a result of the first year of the Work Club running as evidenced in the quantitative outcomes and qualitative feedback has resulted in an established resource that has become important to the local area. The residents of Allenton will continue to benefit from quality Work Club provision as and when they need it.

Derby Adult Learning Service will take part in the Big Event at Merrill College on the 25th July where we expect to promote the activities of the Work Club and other relevant courses for local residents.

We are in the process of updating the publicity to reflect some changes in the way we are wording the Work Club flyers and posters. We don't want to give the impression that they are joining a club, but rather it's a drop-in workshop to get help looking for work.

We will advertise the Work Club by leaving flyers and posters in the local areas such as shops, schools, dentists, Sure Start Centre etc. We will identify any existing learners who are residents of Allenton to encourage them or someone they know to use the Work Club if they need it. Our new course brochure is due to be published in June/July. The Work Club will be advertised in this brochure. Our Twitter feed has a large following and we will continue to promote the Work Club via this channel.

Although we do promote job vacancies to our job seekers, we will actively try to identify those vacancies that are available in the local area and promote them too. We will do this by searching the usual online job sites, Derby Telegraph and also directly with local employers when we are out promoting the Work Club.

Throughout the whole day of the Work Club we can get up to 10 job seekers attending who can spend as little or as long as they need throughout the day. Therefore average attendance per half day session has been between 3 and 4 job seekers each time. We will continue to promote the Work Club via the ways we have identified above and attempt to increase this figure so that more people can benefit from it.