

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	Apr – Jun 2015	Nr and age of people benefiting from the project during the reporting period	12
<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 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 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:

	30 June 2015				Contract target April 2015 – March 2016	Comments
No. of sessions held to date	10				42	On track
Average attendance per half day session	4				10	Continues to stay at this number
Total No. of attendees to date	12				50	On track
No. who have done job search activities	12				40	On track
No. who have received IAG advice from NCS	1				25	Advice from careers@derby where relevant
No. referred to additional employability / learning activities	7				40	On track
Case Studies	1				4	On track

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

- Derby Adult Learning Service – Maths, English, Computers, First Aid at Work, Childcare, Craft courses.

Case Study

Mary, aged 53, came to the Allen Park Work Club in April looking to update her CV and find work. She has been out of work for the last two years. However, previously Mary has worked as a Kitchen Assistant at three different schools.

We set up her Universal Jobmatch account and taught her how to use the system to apply for jobs. At the same time, we updated her CV and also created generic covering letters that would help her apply for relevant jobs. Mary says, "I have received a lot of help. We did cover letters. I liked the speculative cover letter we made and how I was able to send it to employers."

To update her skills further, Mary enrolled and attended an Emergency First Aid at Work training session run by Derby Adult Learning Service, which she feels will help her when applying for jobs.

Recently, we set up a mock interview for Mary to attend at the Work Club. The position was for Kitchen Assistant and Mary came to the "interview" as if it was an actual job she had applied for. The experience gave her valuable skills to understand how to prepare for an interview and answer questions posed by the interviewer on the day. The feedback she received was very helpful. Mary says, "I had some interview tips the previous week and I felt the interview on the day went quite well. I could improve on a few areas such as giving more examples of what I've done in my previous jobs and perhaps answering the question about teamwork skills better. Overall it was good experience for me."

Mary continues to look for work as a Kitchen Assistant or in Retail. She has recently volunteered at a charity shop to gain more retail experience and continues to update her skills in order to get her next job.

Quotes

Here are some recent quotes from Work Club attendees:

- "It's been very helpful to help me look for work."
- "The staff are good and helping and supporting me if I ask for help."
- "I like the person that does the Group; he's always helped me every time I've been here."

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 continued from April 2015 after the first year was completed. We've had new job seekers come and use the work club, which is an encouraging sign. The project on the whole is on track.

The number who have received IAG advice from careers@derby is lower than expected. Whilst for many job seekers this service is not so relevant as they receive the help they need directly from the Work Club, we will still address this by inviting careers advisers to come along to some of the Work Club sessions to talk to job seekers about further careers and learning opportunities.

Average attendance per half day continues to be between 3 and 4 learners each session. With the renewed publicity and more promotion in the local area, we are hopeful this can increase.

Plans for next reporting period

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

Derby Adult Learning Service will take part in the Big Local 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 have updated the publicity to reflect some changes in the way we are wording the Work Club

flyers and posters. The publicity has now gone out in the local area, including Sure Start Allenton, Derby Homes, Allenton Library, Schools, Dentists, takeaways and local shops.

Job applications for the new Aldi store have continued from the Work Club and we have begun to identify other local vacancies and encourage the job seekers to apply. City wide vacancies continue to be identified and passed onto the Jobseekers to apply.