

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	April to June 2018	Nr and age of people benefiting from the project during the reporting period	
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 2018 Cumulative total	28 Sep 2018 Cumulative total	21 Dec 2018 Cumulative total	28 March 2018 Cumulative total	Contract target April 2018– March 2019	Comments
No. of sessions held to date	10				48	
Average attendance per session	14				10	
Total No. of new attendees to date	41 (8 from Allenton)				25	
No. who have done job search activities	20				40	
No. who have received IAG advice from Careers@derby	14				25	
No. referred to additional employability / learning activities	7				40	
Case Studies	1				4	

Report from Chris Walker, Careers Adviser

I have been running the Job Club at Allen Park now since September 2015. I am a fully, qualified Careers Advisor and have many years' experience of working with job seekers in community settings, job centres and the Careers@Derby Centre in Curzon Street.

As well as providing the range of Work Club support, I continue to provide career focused Information, Advice and Guidance (IAG) directly to the work club in addition to offering sessions at

other times/venues to suit individual needs.

There have been a high proportion of users accessing the job club through word of mouth from past or current users and I have noticed that although some users are already employed, they continue to access the job club to either look for additional hours or different roles. I am also finding that users are appearing earlier than the start time advertised and are staying longer.

Mornings are definitely busier and on many an occasion all computers are being used.

Whilst this isn't been an issue so far there may be a time in the future where users will have to wait for a computer.

I am keen not to turn people away but will continue to monitor the situation.

My knowledge and experience of barriers facing the unemployed such as social mobility, confidence, motivation and finance have enabled me to provide tailored careers advice and sign-posting on a case-by-case basis. The atmosphere within the Job Club is friendly and supportive and users are encouraged to help each other and share information eg. Job opportunities and will help each other with IT use of websites such as Find a Job and Indeed.

The Job Club continues to grow with numbers averaging 14 per session; a high proportion of attendees come from Allenton and the immediate surrounding areas.

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 number of attendees from the Allenton area.

Volunteers continue to play an important part in the support of the job club but as fast as I find someone with the necessary skills and qualities they seem to progress on to employment or additional learning which can leave me operating on my own. Whilst I am ok with this it can lead to less one to one time with individuals but I do book quite a few into my diary for later in the week for a more focussed session if appropriate.

This way of working is reflected in the number of IAG sessions offered in the first quarter.

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 to establish a more robust and consistent learner progress recording and tracking system. Outcomes are being passed to MIS team 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.
- For longer term users of the Job Club who are lacking in motivation or low in confidence, I have set up an effective working partnership with Tracey Duggan from Derby Help and Advice. They are one of the sub-contractors for the Towards Work programme and specialise in providing additional support for those with multiple barriers to returning to employment. One of the long term users has been referred to the programme and has met with Tracey who has been to support him by attending at the Job Centre with him to ensure he is clear of what is expected of him and to sit with him to complete job searching. There has been a marked improvement in his personal hygiene, which had been a cause for concern.

Case Study

D accessed the Job Club at the end of June on recommendation of a friend who had used the Job Club before and was now in employment. She was a single mother, keen to gain employment but was unsure of where to start.

A CV was started at the Job Club and a further IAG session booked for the next week to explore career options and to complete the CV. During the information gathering it became apparent that D would be an ideal participant for the "Moving on from Caring" programme for which DALs had recently made a successful bid to run, and for which I am the tutor/mentor.

The programme was outlined to D who felt it would offer her the additional support and encouragement to return to employment. Long term goals were identified; she was interested in eventually gaining employment within the social care sector, but for the short term she wanted to gain part time employment to fit in around school times.

A part time vacancy was identified at Flower World and additional interview preparation work was carried out. D was successful in gaining part time employment and continues to stay on the programme working towards her longer term goals and is interested in the Introduction to Counselling course offered by DALs.

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?*

- An interview skills workshop for those attending the Job Club was offered in April and attended by eight users. The session ran for two hours and covered typical questions you may get asked, effective communication skills and a mock interview with feedback. Future sessions are planned to cover CV's and another interview skills session.

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