

Warwickshire Resettlement Employability Support Programme



**Are you part of Warwickshire's resettlement community and need support with looking for work?
Then our workshops are here to help you.**

The Programme includes:

An initial personal appointment followed by 6 group workshops, including:

**A Guide to Working in the UK
C.V.'s and Applications
Interview Techniques
3 Job Club sessions**

On completion of the workshops further personal support is available.

Workshops last 2 hours and are based in Libraries and local centres throughout Warwickshire, including:

Nuneaton, Leamington, Rugby, Atherstone and Stratford Upon Avon.

Workshops include the following:

Workshop 1: A Guide to Employment in the UK

- Working in the UK – Information on the largest employers, skill shortages, minimum wages and work culture.
- How to find jobs – Information on job searching online, websites and other ways to find jobs to apply for.
- Self-employment – Basic information on being a Sole trader and Ltd company, self-assessment and paying taxes.
- Information on apprenticeships and volunteering.
- Applying for jobs – What you need, where to look & types of applications.
- Support while looking for a job – Information on the National Careers website, skills assessment, job profiles and courses.
- Starting a job – Information on Tax, National Insurance, P60, P45 & probationary periods.

Workshop 2: CV's & Applications

- How to create a successful CV, sections to include, updating and having more than one C.V.
- Writing successful cover and speculative letters/emails.
- References – who to use.
- Writing a successful applications and the different types of application.

Workshop 3: Interview Techniques

- Information about each type of interview and what to expect.
- Information on skills tests and what to expect.
- Information on the most commonly asked questions at an interview and how to answer.

Workshops 4 – 6: Job Clubs

- Support with online job search and making applications.
- Featured topic each session – Such as, better off calculations and access to inclusive jobs (Fair Chance Programme).

To book your place, please contact us on the below email

如欲預留名額，請透過以下電郵與我們聯絡

skillshub@warwickshire.gov.uk

Or alternatively scan the QR code to complete the registration form (Eng/Cantonese)

或掃描二維碼填寫登記表

