



JOBS
& SKILLS
@THE HUB



HARTLEPOOL
COMMUNITY HUBS

CAREER NEWSLETTER

MAY 2023

JOBS & SKILLS @THE HUBS

If you are looking for work or training, careers advice or gain qualifications we can help.

At the Jobs and Skills @ the Hub we are committed to providing a fantastic provision into the community to ensure that everyone can easily access our range of services including:

- Careers Guidance
- Employment Support
- Learning Opportunities and Qualifications
- Personal Development Activities
- Access to Apprenticeships
- Volunteer Opportunities
- Workforce Development Training

We are a friendly team who can help you achieve your goals whether you want to gain new skills, socialise with other people, study for a qualification, become a volunteer or progress into your chosen career.

To find out more and access the Service come and see us at the Community Hubs:

Community Hub Central
124 York Road
TS26 9DE
Monday to Friday (10am - 4pm)

Community Hub South
Wynyard Road
TS25 3LQ
Tuesday & Thursday (10am - 4pm)

You can also contact our team by phone, email or through one of our social media accounts:

Tel: 01429 868616

Email: jobs.skills@hartlepool.gov.uk

Facebook: [HartlepoolJobs&Skills](#)

Twitter: [HartlepoolJS](#)

LinkedIn: Hartlepool Jobs & Skills

Website: www.hartlepooljobsandskills.com

GOOD NEWS STORIES FROM JOBS & SKILLS @ THE HUB

Dawn S



Dawn has worked with advisors at the Jobs & Skills @ Central Hub after approaching the service for support in looking for work after being made redundant. With a wealth of experience in Hotel Housekeeping, Dawn wanted to apply for work in this area but felt she needed support with IT and employability skills. After a few weeks of attending the Hub and gaining support from the advisors, Dawn successfully secured a position at the local Premier Inn as a Housekeeper. Dawn praised the service and thanked advisors for everything they have done to get her back into work.

Paul

Paul started on the Hartlepool Borough Council Youth Employment Initiative after completing a Kickstart position at McDonalds. Although he gained good experience it was his ambition to gain his SIA Card and become a Door Supervisor. Whilst on the YEI, Paul completed his SIA Course at Orange Box and gained the qualification needed. With the support from his advisor Paul completed a CV and covering letter and applied for work as a Door Supervisor. Paul was successful in gaining a position at Lloyds Bar in Hartlepool and is in line to become co-ordinator and supervisor of the other members of the door staff.



Dawn E

Dawn Has been attending the Central Hub for several months to receive support for job search and to update her CV. Once she completed her CV, Amanda began to support her with job application forms to apply for Support Worker positions within various care homes. Dawn informed us she had an interview for one of the jobs we applied for and was offered a 24 hour contract with Elan Care. Dawn applied for her DBS with support from Amanda and gained support with the mandatory CPD training which had to be completed before starting her new role. The training was 30 hours of online courses which was challenging for Dawn, however she was determined to get through it and was supported by Jobs & Skills staff throughout. Dawn is absolutely beaming with pride and was really grateful to Amanda, kindly bringing her flowers and a card to say thank you for all the support she has received to secure work.



What's been happening

National Careers Week

Hartlepool Jobs & Skills celebrated National Careers Week between Monday 6th March and Friday 10th March. The theme of the week was identifying the top 5 industries within Hartlepool and how the courses Jobs & Skills offer can support careers in these industries. (See page 4 & 5 for more information) During the week we also focused on Self-Employment, Volunteering and promoted the Jobs & Skills Careers Service.



Tall Ships Volunteering Recruitment

With Hartlepool having the huge honour of hosting the world-famous Tall Ships Races again in the summer of 2023 between the 6th and 9th of July, Hartlepool Jobs & Skills staff have been working hard organising volunteers to support the event. Staff have visited various venues across the town to enlist volunteers and also organised a Tall Ship Volunteer Engagement Event in order for Volunteers to meet and upskill.



Jobs & Skills @ South Hub

With the success of Jobs & Skills @ Central Hub we have branched out to provide the service at South Hub in Wynard Road. An advisor will be on hand every **Tuesday 10am –4pm** and **Thursday 10am–12pm**. We provide support with all employability skills, information, advice and guidance, courses and career planning.



International Women's Day

On the 8th March Hartlepool Jobs & Skills celebrated International Women's Day with the theme #EmbraceEquity. The aim was to recognize that individuals have different circumstances and may need to allocate different resources and opportunities in order to reach an equal outcome.



Top 5 Industries in Hartlepool

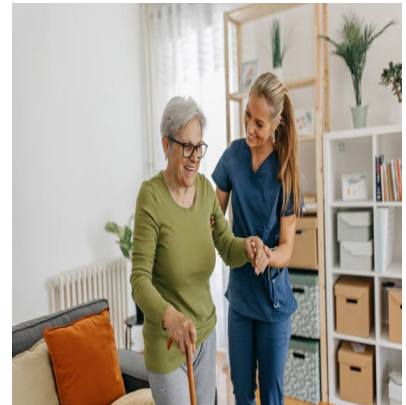
As part of the National Careers Week Hartlepool Jobs & Skills focused on the Labour Market and top industries within Hartlepool and how to gain the skills and qualifications to benefit these. The health industry is the largest in Hartlepool, accounting for 18.7% of roles in the area. The overall top 5 industries are:

- ♦ **HEALTH & CARE**
- ♦ **ADMINISTRATION**
- ♦ **EDUCATION**
- ♦ **HOSPITALITY**
- ♦ **RETAIL**

Hartlepool Jobs & Skills offer a wide range of accredited and non-accredited courses both class room based and distance learning to support you with your personal development and career progression. Below is a list of courses we offer related to the employment opportunities above.

Health & Care Courses

- Safeguarding Adults & Children
- Level 2 Caring for Children & Young People
- Level 2 Common Health Conditions
- Level 2 Dignity & Safeguarding in Adult Health & Social Care
- Level 2 Dementia Care
- Level 2 Principles of End of Life Care
- Level 2 Preparing to Work in Adult Social Care
- Level 2 Safe Handling of Medication



Admin



- Level 1 Award in Computerised Payroll for Business
- Internet & Email Safety
- Level 2 Principles for Digital Skills in Employment
- Next Steps in Spreadsheets
- Communicating with Others at Work
- ICT for Employment
- NCFE Level 3 Diploma in Management Skills & Knowledge
- NCFE Diploma in Business Administration

Top 5 Industries in Hartlepool Continued ...

Education

- NVQ Level 3 Certificate in Assessing Vocational Achievement
- NCFE CACHE Level 2 & 3 Certificate in Supporting Teaching & Learning
- NCFE Level 2 for the Early Years Practitioner
- Level 2 Special Educational Needs
- Principles in Safeguarding
- Level 2 Working with Individuals with Learning Difficulties



Hospitality

- Explore Principles of Healthy Eating
- Food Safety Awareness
- Prevention & Control of Infection
- Level 2 Nutrition & Health



Retail

- Level 2 Retail Operations
- Level 2 Warehousing
- Level 2 Customer Service
- Communicating with Others at Work
- Manual Handling Safety in the Workplace



If you are interested in any of the above courses or would like information on any other courses we offer please contact Hartlepool Jobs & Skills by:

Calling into the Central Hub, York Road or South Hub, Wynard Road and speak to one of our friendly advisors or contact 01429 868616.



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CAREER PLANS

CONFUSED ABOUT YOUR NEXT STEPS WITH YOUR CAREER & AMBITIONS?

A CAREER PLAN COULD HELP!

A career plan is a list of steps you can take to accomplish goals in your professional future. It helps you identify:

- What area of employment you wish to pursue
- Develop long-term objectives and break it down into smaller goals
- Help you get organised about your future
- Prepare you to make important decisions regarding your future
- Help you decide and identify what qualifications, training and experience you will need.
- A career plan can work as a motivation tool by breaking down a long journey into smaller steps and smart targets.



If you would like some advice and guidance on your future career plans, the Hartlepool Jobs & Skills Careers Service advisors offer this service one to one to our learners and members of the public who wish to access the Jobs & Skills @ the Hubs.

If you would like to complete a career plan and gain advice and guidance on your next steps please call in Jobs & Skills @ Central Hub & South Hub and speak to one of our advisors.



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