



Returning to Employment

Fact Sheet No.8

The Carers Centre for Brighton & Hove
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Introduction

There are many different ways to get help in connection with returning to work. This Fact Sheet contains information about some of the places where you may be able to get useful support in this respect depending on your circumstances. Further information may be found in our Fact Sheet No. 10 – Computer Skills and Training.

The Carers Hub is a new focal point to help unpaid carers in Brighton and Hove get the information, advice and support that they need. This may also be useful to you.

Tel: 01273 977000

Email: info@carershub.co.uk

Website: carershub.co.uk

As part of the Carers Reablement Service, which supports carers to achieve positive change within their lives, carers can gain computer skills by means of one-to-one sessions with a volunteer. For further information contact should be made with the Carers Hub as above.

Other Resources

Age UK

Address: 29-31 Prestonville Road, Brighton BN1 3TJ

Tel: 01273 720603

Email: info@ageuk.org.uk/brightonandhove

Website: www.ageuk.org.uk/brightonandhove

Age UK has an IT Drop-in Centre where people over 50 can come in and learn to use a computer and other devices with help from volunteers. The basic facilities are provided free but donations are welcome. Aspects covered include keyboard use, use of the Internet, e-mails, producing documents, inserting pictures into documents and spreadsheets. Computer courses lasting 6 weeks are also held.

Albion in the Community

Address: Brighton & Hove Albion FC, The American Express Community Stadium, Village Way, Brighton BN1 9BL

Tel: 01273 878265

Email: info@albioninthecommunity.org.uk

Website: www.albioninthecommunity.org.uk

AITC runs an Employability Skills course (Level 1/2 Certificate), which is designed for a wide variety of people including the long-term unemployed. The course covers personal development, workplace skills and helping to find employment. It also has a two day programme called Work Ready, which is aimed at the local unemployed to help build their confidence and improve their employability. CV writing and interview techniques are included.

BrightonandHoveJobs.com

Address: 4th Floor, 2 Bartholomews, Brighton BN1 1HG

Tel: 01273 651100

Email: info@lovelocaljobs.com

Website: www.brightonandhovejobs.com

This website supports and promotes the City through its advertising of local job vacancies. It also provides employment and careers advice including CV writing and interview techniques.

Brighton MET College

Address: Pelham Street, Brighton, BN1 4FA

Tel: 01273 667759

Email: admissions-brighton@gbmc.ac.uk

Website: www.gbmc.ac.uk

The College runs a part-time course on IT Skills for Work. This covers creating documents, spread sheets etc. and using internet resources. It also runs free Skills for Life courses covering English and Maths.

Brighton Unemployed Centre Families Project

Address: 6 Tilbury Place, Brighton BN2 0GY

Tel: 01273 601211 or 671213

Email: info@bucfp.org

Website: www.bucfp.org

The Centre provides services to the unemployed, people on low incomes etc. It offers one-to-one computer support for internet access, email, job search, form filling, CV writing etc. Help is provided by skilled volunteers.

Find a Job

Website: findajob.dwp.gov.uk

This is a new government website advertising full or part time jobs in Great Britain. An account has to be created to apply for jobs.

Jobcentre Plus

Addresses: Windsor House, 30-35 Edward Street, Brighton BN2 0LN

Boundary House, 87A Boundary Road, Hove BN3 7GA

Tel: 0800 169 0190 (for either local office)

Website: www.gov.uk

Carers can get work preparation support, advice and training from the local Jobcentre Plus office to help them make the move into work.

National Careers Service

Tel: 0800 100 900

Website: nationalcareersservice.direct.gov.uk

This is a Government's Service. The website provides much free information and advice on courses, job profiles and help to get a job including writing CVs and interview techniques. Direct contact can be made with an adviser.

The Community Learning Team

Address: Brighton and Hove City Council, Community Learning Team, Brighton Town Hall, Bartholomew Square, Brighton BN1 1JR

Tel: 01273 810213

Email: communitylearning@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk

The Council's Community Learning Team provides short informal courses for adults who are unemployed or on a low income or have no qualifications. Courses are free and are held in local venues. They include a course on functional skills (English and Maths). Workshops are sometimes held on Effective Job Search including CV production and successful interviews.

The Friends Centre

Address: Brighton Junction, 1A Isetta Square, 35 New England Street, Brighton BN1 4GQ.

Tel: 01273 810210

Email: info@friendscentre.org

Website: www.friendscentre.org

The Centre offers information and advice on career development. One-to-one careers advice interviews are generally available to people unemployed or claiming certain benefits. The Centre also runs basic English, Maths, IT and personal development courses. Courses usually have a fee but concessions are available in certain circumstances.

The Hangleton and Knoll Project

Address: St Richards Community Centre, Egmont Road, Hove BN3 7FP

Tel: 01273 881446

Email: info@hkproject.org.uk

Website: www.hkproject.org.uk

The Project provides IT courses and free IT Drop-ins which can help local residents to gain employment skills.

The Supported Employment Team

Address: Brighton and Hove City Council, Supported Employment Team, 86 Denmark Villas, Hove BN3 3TY

Tel: 01273 295961

Email: set@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk

The Council's Supported Employment Team provides support to people with disabilities and long-term health conditions, to help them find and keep in work. They help these people to develop job skills and overcome barriers to employment. Employment Officers provide advice on work options, training courses, work experience placements, CVs, completing job application forms and interviews. The Team may also be willing to give initial employment advice to carers by telephone but this will not be comprehensive.

The Whitehawk Inn

Address: Whitehawk Road, Brighton BN2 5NS

Tel: 01273 682222

Email: whitehawkinn@whinn.org.uk

Website: www.bht.org.uk

The Centre is run by the Brighton Housing Trust. It holds free Job Drop In sessions covering skills needed to work including job searches, job applications, career guidance and CV writing. There are also free workshops on CVs and interview techniques. By appointment one-to-one sessions covering careers advice are held. IT courses are also available. In addition, there is a Routes Internship Programme lasting 12 weeks for people who are unemployed and not in education and are looking to find work. This covers confidence building, learning up-to-date employment skills and work experience.

Varndean College

Address: Surrenden Rd, Brighton BN1 6WQ

Tel: 01273 546602

Email: commed@varndean.ac.uk

Website: varndean.ac.uk

The College runs computing courses including IT for Beginners. This covers use of the internet, sending emails and use of word processing software. You could progress to ITQ Level 1 Certificate. The College also has pre-GCSE courses in English and Maths.

Working Links

Tel: 0800 917 9262

Website: www.workinglinks.co.uk

Working Links can provide support to help people take steps towards work. They can give assistance with writing CVs, completing job application forms, interview skills and job searches.