



Employment and Training

Fact Sheet No.8

The Carers Centre for Brighton & Hove
18 Bedford Place, Brighton BN1 2PT

Tel: 01273 746222

Fax: 01273 933688

info@thecarerscentre.org

www.thecarerscentre.org

Registered Charity No. 1015728
Registered Company No. 2758481

November 2019

Introduction

For carers who may wish to combine work with caring there are many different ways to get help. This Fact Sheet contains information about some of the places where you may be able to get help and advice regarding career development, job searches, job applications and IT training. Former Fact Sheets No.8 – Returning to Employment and No.10 – Computer Skills and IT Training have been combined into this Fact Sheet.

The Carers Hub is a focal point to help unpaid carers in Brighton and Hove get the information, advice and support that they need. Contacting the Hub could be a useful point of call for you in this connection.

Tel: 01273 977000

Email: info@carershub.co.uk

Website: www.carershub.co.uk

For example, as part of the Carers Reablement Service, the Hub can arrange for carers to gain computer skills by means of one-to-one sessions with a volunteer.

Our Fact Sheet No.11 – Caring for Someone While Working addresses areas that carers can explore with employers to help them combine the roles of caring and employment. Included is information on flexible working and making a request for this.

Useful Organisations

Age UK

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

Tel: 01273 720603

Email: info@ageuk-bh.org.uk

Website: www.ageuk.org.uk/brightonandhove

Age UK has an IT Drop-in Service 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 including spreadsheets. Computer courses for beginners are also held over 6 weeks.

Alison

Website: alison.com/courses

This company provides free courses on career development and core IT skills.

Brighton & Hove Libraries

Address: Jubilee Library, Jubilee Street, Brighton BN1 1GE

Tel: 01273 290800

Email: libraries@brighton-hove.gov.uk

Website: www.brighton-hove.gov.uk/content

Libraries can help you learn how to use a computer, access the internet, send emails, fill in forms online etc. You can use your local library – all Brighton & Hove libraries have free one-to-one help sessions with a volunteer. Usually sessions are 45 minutes long with a maximum of 8 sessions. Slots can be pre-booked.

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, spreadsheets etc. and using internet resources. There is a fee but discounts may be available depending on circumstances. It also runs free courses for jobseekers including one on Maximising Job Prospects.

Brighton Unemployed Centre Families Project

Address: 6 Tilbury Place, Brighton BN2 0GY

Tel: 01273 601211 or 671213

Email: info@bucfp.org

Website: bucfp.org

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

Carers Trust

Address: Unit 101, 164-180 Union Street, London SE1 0LH.

Tel: 0300 772 9600

Email: info@carers.org

Website: carers.org

The Trust has a section on its website about Finding Paid Work. It includes advice on applying for a job, help from Jobcentre Plus and interviews.

Carers UK

Address: 20 Great Dover Street, London SE1 4LX.

Tel: 020 7378 4999

Email: info@carersuk.org

Website: www.carersuk.org

Carers UK has a section on its website about Work and Careers. This includes advice on combining work and caring and boosting skills.

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.

GCF LearnFree – Goodwill Community Foundation

Website: edu.gcfglobal.org

This organisation provides free online learning covering career planning, applying for jobs and a wide range of IT skills.

Jobcentre Plus

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

Boundary House, Boundary Road, Hove BN3 7HD

Tel: 0800 169 0190 (for either local office)

Website: www.gov.uk

Carers can get work preparation support and advice from the local Jobcentre Plus office to help them into work. A carer should call the local office to make an appointment to see an adviser.

Learn My Way – Good Things Foundation

Website: www.learnmyway.com

This organisation provides free courses on jobs and interviews and IT skills.

National Careers Service

Tel: 0800 100 900

Website: nationalcareers.service.gov.uk

This is a Government's Service. The website provides much free information and advice on available courses, job profiles and help to get a job including writing CVs and interview techniques. An adviser can be contacted by telephone. There is also a webchat service.

Routes – Community Works

Address: Community Works, Community Base, 113 Queens Road, Brighton, BN1 3XG

Tel: 01273 234024 (Routes dedicated line)

Email: routes@bhcommunityworks.org.uk

Website: routes.org.uk

Routes gives free advice and support to help unemployed people in Brighton and Hove get into work. This can include learning new skills, building confidence, giving support when applying for jobs, helping with interview preparation, securing work placement and

providing support during the first weeks in work. Dedicated advisers help to achieve peoples' ambitions and goals.

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 courses covering An Introduction to IT and Next Steps in IT, for which fees usually apply. These run over 10 weeks. There is open access to computers at the Centre.

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 runs IT courses including one on Basic Computing and free IT Drop-ins, which can help local residents to gain employment skills.

The Open University – Caring Counts

Website: www.open.edu

This self-reflection and planning course helps carers to gain a clearer understanding of themselves and recognise the range of skills and abilities they have developed from their caring role. It will also help them to look forward and make appropriate plans.

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. Advice covering skills needed to work is given by appointment. The Centre also holds free workshops on job searches, interviews and CV writing. Courses covering An Introduction to IT and Next Steps in IT are also available (see also The Friends Centre). Fees usually apply. 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. The Centre also has open access to computers.

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 and Next Steps in IT. These cover use of the internet, sending emails, use of word processing software etc. Fees apply.

Vision2learn

Website: www.vision2learn.net/courses

This organisation provides a free online course leading to national qualifications covering Essential IT Skills.