



# Employment and Training

## Fact Sheet No.8

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## **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.

**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](mailto:info@carershub.co.uk)**

**Website: [www.carershub.co.uk](http://www.carershub.co.uk)**

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

## **Coronavirus**

Some of the services and facilities covered in this Fact Sheet may be suspended or modified at the present time due to the Covid-19 pandemic. The Carers Hub may be able to provide further information in this respect – see details above.

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: [brighton.info@ageukwsbh.org.uk](mailto:brighton.info@ageukwsbh.org.uk)

Website: [www.ageuk.org.uk/brightonandhove](http://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 facilities are provided free but donations are welcome. Aspects covered include basic IT skills, use of the Internet, e-mails and producing documents.

### **Alison**

Website: [www.alison.com/courses](http://www.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](mailto:libraries@brighton-hove.gov.uk)

Website: [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

Libraries can help you learn how to use a computer or other digital device, access the internet, send emails etc. You can use your local library – all Brighton & Hove libraries have free help sessions led by a volunteer. Contact your local library to ask about session times.

### **Brighton MET College**

Address: Pelham Street, Brighton, BN1 4FA

Tel: 01273 667788

Email: [admissions-brighton@gbmc.ac.uk](mailto:admissions-brighton@gbmc.ac.uk)

Website: [www.gbmc.ac.uk](http://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 short courses for jobseekers including IT for Beginners and Maximising Job Prospects.

### **Brighton Unemployed Centre Families Project**

Address: 6 Tilbury Place, Brighton BN2 0GY

Tel: 01273 601211 or 671213

Email: [info@bucfp.org](mailto:info@bucfp.org)

Website: [www.bucfp.org](http://www.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 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](mailto:info@carers.org)

Website: [www.carers.org](http://www.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](mailto:info@carersuk.org)

Website: [www.carersuk.org](http://www.carersuk.org)

Carers UK have a section on its website about Work and Careers. This includes advice on returning to work and boosting skills.

Carers UK also provide a large range of digital resources for carers including sections on working and caring. Carers can sign up to use these resources using the link <https://carersdigital.org> The resources are free to all carers in Brighton and Hove because the City Council is a member of the scheme thus providing free access. To register you will need an email address, a password and the following access code provided by the Council. **BHCC\_JT75**

### **Find a Job**

Website: [www.findajob.dwp.gov.uk](http://www.findajob.dwp.gov.uk)

This is a 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](http://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, 87a Boundary Road, Hove BN3 7GA

Tel: 0800 169 0190 (for either local office)

Website: [www.gov.uk](http://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 – telephone number above.

### **Learndirect**

Tel: 01202 006 464

Website: [www.learndirect.com](http://www.learndirect.com)

Learndirect has online courses covering IT and personal development. Fees apply.

### **Learn My Way – Good Things Foundation**

Tel: 07808 041 267

Website: [www.learnmyway.com](http://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](http://nationalcareers.service.gov.uk)

This is a Government's Service. The website provides 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 – number above. There is also a webchat service. Advisers may also be available for consultation at main local libraries but appointments must be booked through this 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](mailto:routes@bhcommunityworks.org.uk)

Website: [www.routes.org.uk](http://www.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, job searching, completing job applications, interview preparation and work experience. Dedicated advisers help to achieve peoples' goals.

### **The Hangleton and Knoll Project**

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

Tel: 01273 881446

Email: [info@hkproject.org.uk](mailto:info@hkproject.org.uk)

Website: [www.hkproject.org.uk](http://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](http://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: [whitehawk.inn@bht.org.uk](mailto:whitehawk.inn@bht.org.uk)

Website: [www.bht.org.uk](http://www.bht.org.uk)

The Centre is run by the Brighton Housing Trust. It holds free workshops on career choices, job searches, interviews and CV writing. Courses covering An Introduction to IT and Next Steps in IT are also available. Fees usually apply. The Centre also has open access to computers. In addition, there is access to a Routes Career Programme for people who are unemployed and are looking to find work. This covers confidence building, learning up-to-date employment skills and work experience. See also Routes – Community Works above.

**The Workers' Educational Association**

Tel: 0300 303 3464

Website: [www.wea.org.uk](http://www.wea.org.uk)

The Association has many courses covering employment including job seeking skills and techniques, employability skills and communication skills for work. Fees may apply.

**Vision2learn**

Tel: 0191 215 4100

Website: [www.vision2learn.net/courses](http://www.vision2learn.net/courses)

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