



# 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 sessions with a volunteer.

Our Fact Sheet No.10 – Caring for Someone While Working addresses areas that carers can explore with employers to help them combine their caring role with employment. Included is information on flexible working and making a request for this.

## **Coronavirus**

It should be noted that some of the services and facilities covered in this Fact Sheet may still be affected in some way by Covid-19.

## **Useful Organisations**

### **Age UK**

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

Tel: 01903 731800

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

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

There is a Drop-in where people over 50 can learn to use a computer and other devices with help from volunteers. Basic IT skills, use of the Internet, sending e-mails and producing documents are among the things covered.

### **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. free of charge. Contact your local library for details.

### **Brighton MET College**

Address: Pelham Street, Brighton BN1 4FA

Tel: 01273 667788

Email: [admissions@gbmc.ac.uk](mailto:admissions@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 a free short course for jobseekers covering IT for Beginners.

### **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 wide range of fact sheets for carers looking to get back into work or in work, which can be downloaded from the website. They include sheets on Balancing Work and Caring, IT Skills for Employment, Job Searching and CVs

### **Carers UK**

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

Tel: 020 7378 4999

Helpline: 0808 808 7777 (Mon-Fri, (9 am - 6 pm)

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 support in work, 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, job search, applying for jobs and a wide range of workplace and 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 from their local Jobcentre Plus office to help them into work. This can include access to training and advice on job hunting and job applications. 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**

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

This organisation provides free courses on preparing for work, 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 Service. It provides free and impartial information and advice on assessing skills, job profiles, available courses and help to get a job including writing CVs and interview techniques. An adviser can be contacted by telephone for personal support – see number above. 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](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. A dedicated personal adviser will help to achieve a person's goals through a plan of action. This can include learning new skills, building confidence, job searching, CV writing, completing job applications, interview preparation and work experience.

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

Address: St Richards Community Centre, Egmont Road, Hove BN3 7FP  
Tel: 01273 410858 or 706469  
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 and free one-to-one IT sessions, 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 for carers will help them 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 provides advice and guidance in such areas as career choices, job searches, interviews and CV writing. IT courses and an IT Drop-in are also available. The Centre also has low cost access to computers. In addition, there is access to the Routes Career Programme for people who are unemployed and are looking to find work. 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, communication skills for work and IT. Fees may apply.

**Vision2learn**

Tel: 0191 215 4100

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

This organisation provides free online courses leading to national qualifications covering Essential IT Skills and IT User Skills.