



career **update**

WINTER 2008

'Train to Gain' – *What's that again?*


If you are one of the people who haven't heard of 'Train to Gain', or at least you're not sure what it is, it is time to find out. This thing is BIG. It is going to be hard to avoid. In any case, you might not want to avoid it, because it could be good for you.

To begin with, there are some big numbers in the box:

Train to Gain: BIG Numbers

- 4.6m people of working age have no qualifications
- 1.3m people are without the skills needed for their jobs
- ¼m people have already started 'Train to Gain' courses
- 80% of employers using 'TtoG' have less than 50 staff
- £90m for Small and Medium Enterprises' management training in 2008-10
- **£1billion is to be spent on training by 2011**

You can see what I mean. What is more important is that '**Train to Gain**' is a chance for tens of thousands of working people to get free or subsidised training which will make a huge difference to their lives.

For more information about '**Train to Gain**', including an explanation for those who think, "It's too good to be true!" please turn to page 2. 


Impressive quality and spread of Careers Advice

The JGA Group is determined to offer free **Careers Advice and Guidance** to as many adults as possible. Our qualified Advisers aim to help people identify the work that they can do and ways to improve their chances of finding, getting and keeping a job.

The number of places where our Advisers work is very widespread and is increasing week by week. Not everyone is eligible for free advice, but we do our best to help as many people as possible.

"Since my appointment in November," says Lynda Chambers, JGA's Career Services Manager, "I have been deeply impressed by the quality of careers advice our Advisers have been offering our customers. My mission is to maintain this quality as we expand our reach into new areas with new partners."



If you want to know if free Careers Advice is available where you are, just check the map on page 2, or call Merle or Helen at JGA: 020 8426 2666. 

'Train to Gain'- Too good to be true?

⇒ Now, if you have started 2008 with a new positive outlook, you can skip the next part. It's only for those who need convincing that there isn't a catch.

"There's no catch, you say?"

The Government has realised that Britain cannot compete with everyone else if our workforce is underskilled and so is under-performing. The economic figures show that, as a nation, we need to be trained at work to raise our skills and so perform better. If a worker is trained to do better, his employer is getting more and, big picture, the economy grows and Britain competes successfully.

"So," I hear you saying, "there's the catch, I've got to work harder." But actually, that is not the case. When you have more training, you work smarter, you will almost certainly enjoy it more, and you may even get more money for doing it. It's a classic win-win-win: you, your employer and the country.

Convinced? Please re-join our other readers.

"What do I do now?"

If you are in a job and you would like to take advantage of 'Train to Gain' the first thing to do is check the list of NVQ subjects that JGA has to offer.

If there is something there that relates to what you do, talk to your boss or manager,

Train to Gain: NVQ Courses from JGA

Advice and Guidance	Level 2	3 & 4
Business and Administration	Level 2	3 & 4
Children's Care Learning & Dev.	Level 2 &	3
Customer Service	Level 2	3 & 4
Health and Social Care	Level 2	3 & 4
IT	Level 2	
Learning and Development	Level 2	3 & 4
Management	Level 3 &	4
Playwork	Level 2 &	3
Registered Manager's Award	Level	4
Team Leading	Level 2	

Plus

English for Speakers of Other Languages from Entry 3

show him or her this article and say you want to find out if you could get this training.

If you are an employer and you understand that staff who are trained to a higher level will benefit your business, you can just pick up the phone and start a dialogue with JGA.

Of course, there are restrictions upon who can apply and at what level. While some subjects and levels are free, others are subsidised. At JGA we are practised at applying the rules and regulations so that we can help with all that.

And there's more ... other subjects are available from other training providers. We can help you to find out what and where.

We are pleased to be able to bring 'Train to Gain' to you and we look forward to your call. Please ask for the JGA 'Train to Gain' Team on: **020 8426 2666.**



Northamptonshire
The Jobcentre in: Kettering

West London
Jobcentres in: Harrow (2), Harlesden, Hayes, Kilburn, Uxbridge, Willesden and JGA's Head Office in Eastcote

Surrey
Jobcentres in: Camberley, Epsom, Guildford, Redhill, Staines, Weybridge, Woking

Sussex
Jobcentres in: Chichester, Haywards, Heath, Horsham

Milton Keynes, Oxfordshire & Buckinghamshire
Jobcentres in: Chesham, Milton Keynes, Oxford

Central London
Jobcentres in: Barnsbury, Clapham Common, Kentish Town

Where you can get Careers Advice from JGA Advisers

In most cases JGA's careers advice service is FREE because it is paid for by *nextstep* partnerships. In many places we are working with local Jobcentres to provide advice to those who need it most.

Please ask at your Jobcentre if you can see a JGA Adviser, or call Merle or Helen at JGA on 020 8426 2666.

Happy graduates from skills training

Members of the first group on JGA's Employability Skills Programme (ESP) are passing the qualifications which prove what they have learned. Clearly, the graduates are happy and their tutors too are delighted to see what Sherri Hood describes as, "Growth in confidence as well as ability."



Thaverasah Thambipillai



Prafulla Mawji



Jorch Michael

The **Employability Skills Programme** is a training course which aims to increase the skills for work of unemployed people. Anyone who is in receipt of benefits and wants help with getting and keeping a job and with their reading, writing, maths or speaking English can join. Your Jobcentre Plus Personal Adviser will refer you to the programme. It takes some weeks to complete, full-time is 10 to 18 weeks, but these graduates all agree it's worth it.

Thaverasah has achieved qualifications in English for Speakers of Other Languages (ESOL) and numeracy. "I have enjoyed the course very much and the teachers were very good," Thaverasah says. "Now that my English is better, I hope to find a new job where I can keep speaking English."

ESP is running in Eastcote, Harlesden, Hayes and Woolwich. If you want to tackle skills needs that are holding you back, ask your Jobcentre Plus Personal Adviser to refer you to **ESP**.

Looking for work in or around Heathrow?

If you are looking for work in or around Heathrow airport, you can find out about jobs there and discover what these employers want through **Skills for Jobs**.

Anyone who is unemployed and living in north Surrey or east Berkshire can join this JGA programme, in which we are working with VTplc. You will attend two workshops, held in either Staines or Slough, and get help with job-readiness and job search from a JGA Adviser.

Group Workshop 1:

What employers are looking for
Working in the airport environment
Health and safety at work
Team working, communication, time management
Overcoming barriers to being in work

Group Workshop 2:

Developing customer service skills

1 to 1 Advice Sessions:

Prepare a relevant CV
Interview practice
Job search support

This programme is open to anyone who is 19 or over, unemployed, and determined to get back to or into work, whether you are receiving benefits or not. When you are ready to apply for a job, JGA will link up with the Heathrow employers to help make it happen.

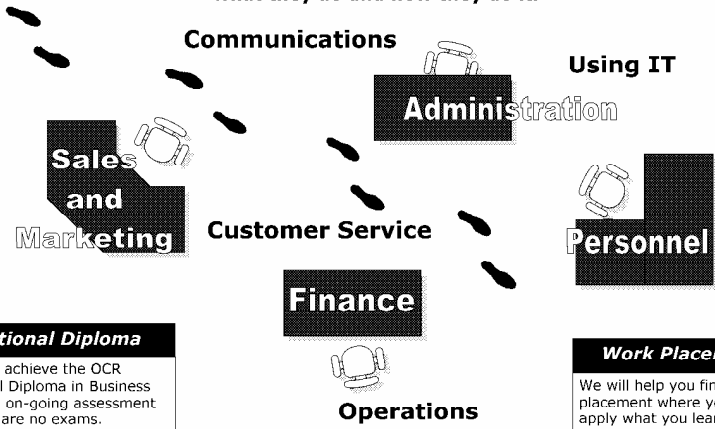
If you or any of your friends are interested, please call Merle on: 020 8426 2666 and ask about **Skills for Jobs**.

OPEN THE DOOR TO TODAY'S OFFICE

If you want to work in the business world but feel you need to know more about what goes on in "today's office", **JGA** has a brilliant new training course for you:

Access to Business – a training course

Step into today's office to discover the functions and processes of a modern business – what they do and how they do it.



National Diploma
You will achieve the OCR National Diploma in Business through on-going assessment – there are no exams.

Work Placement
We will help you find a work placement where you can apply what you learn.

You can join the 'Access to Business' training course if you live, work or study in Berkshire, Surrey or Sussex and you are 19 or over.

It involves one day a week at our Reading or Crawley training centre and some independent learning in between those days.

The course can be paid for in a number of ways. If you are working your employer may want to make a contribution; you can pay for yourself; or, if you are

not in paid work and you are claiming benefits, the Government will pay through the Learning and Skills Council. To find out more or to tell us you are interested, please call Maureen or Michael at **JGA** on 020 8426 2666.

If English is your second language ...

If English is your second language and you would like help to improve your speaking and understanding, you can come to JGA.

Here at our learning centre in Eastcote – just 3 minutes walk from the tube station – we have English classes in the evenings. These classes are small and friendly and JGA's experienced teachers will get you up to the qualification standard in just six or seven weeks. Our language students have achieved 97% success in the past. Mercy, who completed her course last year, told us, "I enjoyed my English classes and met people from different countries and cultures."

For details please phone Lewis on 020 8426 2666.

If Mandarin appeals to you ...

If Mandarin appeals to you as a language you would like to study, you too can come to **JGA**.

We are continuing to offer beginners' and intermediate classes in Mandarin Chinese to anyone who is interested in learning the language for business or leisure purposes. Again, classes are in the evening, the teachers are qualified native-speakers of Mandarin and there is a qualification you can take at the end of the course.

Please call Wei on 020 8426 2666 to hear more details and book your place.

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