



Find your way
back to work
by improving
your skills



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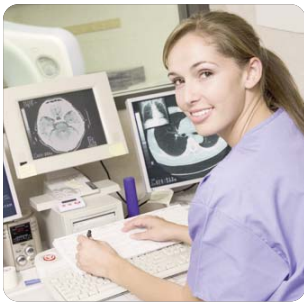
Real help for jobseekers now

 HM Government

Improving your skills could change your future

Finding a job can be a challenge, but having the right skills can make a big difference. No matter how long you have been out of work, training can help you improve your skills, gain new qualifications, build your confidence and get you noticed by employers. People with skills and qualifications are far more likely to be working and earning more money than those without them.

And there's more support available than ever to ensure you have the right training for your future.



How do I know what training is best for me?

You can talk to your Jobcentre Plus adviser about the best way to find out what skills you have. They will also be able to help you find the right training and knowledge to develop your skills for the future. For example:

- information that will help you understand the skills you have and the skills you need to develop, and how these skills may link to jobs in your local area
- information on a wide range of courses including academic, professional, job-specific and vocational

- access to Individual Learning Accounts – a Scottish Government scheme that helps you pay for learning that you can do at a time, place and pace to suit you
- access to courses to help improve basic skills, including English language, literacy and numeracy
- advice about online learning and flexible study at a time and place to suit you, helping you to fit training into your life, and
- help to access part-time training or, in some circumstances, up to eight weeks of full-time training.



All this support will help you gain new skills so that you can move towards getting a new job. You may also be able to continue training while you are working, either by studying at your place of work or through part-time training.



Where can I go for help?

There are many different ways of finding the help you need – online, over the phone or face to face with an adviser. Whichever route you choose, you will get free and professional advice to help you decide what to do next.

Online



Skills Development Scotland gives help and advice on careers and learning. Whether you are looking for work or a career change, practical advice and support is available to help you get started.

Services are available online to help you assess your skills, find out about jobs and learning, and help you prepare for work.

To find out more, go to

www.skillsdevelopmentscotland.co.uk/redundancy. The information on this website applies to all jobseekers.

In addition, the Directgov website has a wide range of information on improving your skills, including video stories from people who have made their skills work for them. To find out more, go to **www.direct.gov.uk** then select:

- > 'Employment', then
- > 'Jobseekers', then
- > 'Planning a career', then
- > 'Getting started in the career you want: real people, real stories'.



By phone

If you want to know more about jobs that are available now, you can also speak to a Jobcentre Plus adviser about current vacancies. Call **0845 6060 234** (textphone 0845 6055 255). Lines are open 8am to 6pm Monday to Friday and 9am to 1pm Saturday.



Face to face

Your Jobcentre Plus adviser can give you the direct support you need. They can also arrange for a **Skills Development Scotland** careers adviser to help you to consider what skills you have, what further training you may need and how you can plan your future. Ask for help at your interview or at your fortnightly jobsearch review meeting.

Will training be worth it?

All the training support is set up to meet your needs and give you the skills that employers want. Anything you can do to improve your skills will help you:

- increase your confidence
- get you noticed by employers, and
- find and make progress in work.

A new skill or qualification could also help increase your salary, depending on the course or the level of qualification you gain.



Will I have to pay anything?

Many training courses we recommend are free. Depending on your circumstances you may also be able to get help with travel expenses, child care and other study-related costs.





Planning ahead

When you have found a job, make sure you keep your skills up to date.

Talk to your employer to see what training they can give you. You can also contact **Skills Development Scotland** to see what training they can recommend to help you move forward in your career.

Keep on learning. The more skills you have, the better your future can be.



Jobcentre Plus is committed to applying the principles of equal opportunities in its programmes and services.

Important information about this leaflet

This leaflet is a guide and does not cover every circumstance. We have done our best to make sure the leaflet is correct as of August 2009. Some information may be oversimplified or become inaccurate over time, for example because of changes to the law.



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Call charges. As at August 2009 calls to 0845 numbers from BT land lines should cost no more than 4p a minute with a 8p call set-up charge. You may have to pay more if you use another phone company, a mobile phone, or if you are calling from abroad. Calls from mobile phones can cost up to 40p a minute, so check the cost of calls with your service provider. Our textphone numbers are for people who cannot speak or hear clearly. If you don't have a textphone, you could check if your local library or citizens advice bureau has one. Textphones don't receive text messages from mobile phones.

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