



Find your way back to
work by improving your
skills

jobcentreplus

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



Where can I go for help?

ReAct

This programme can train you in new skills if you have been made redundant. ReAct is supported by European funding and run in partnership with Careers Wales. The programme includes:

- training costs to cover new skills (£2,500 maximum) to help improve your chances of returning to work

- a £2,080 subsidy, paid to an employer in 4 instalments over a 12-month period if they employ a redundant worker
- repayment of up to 70% of the cost of eligible training (to a maximum of £1,000) that you need to do your new job, and
- a grant to help redundant workers gain the skills they need for self employment.



For more on ReAct, call **0800 100 900** or, if calling from a mobile, **02920 906801**.

Lines are open 9am to 9pm Monday to Friday and 9am to 12 midday Saturday and Sunday. Or you can email

ReAct.Team@Wales.gsi.gov.uk.



Careers Wales

Careers Wales gives practical help and advice on careers and learning. Whether you are looking for work or a career change, it can help you get started.

Contact Careers Wales to find out what services are available to help you assess your skills, find out about jobs and learning, and help you prepare for work. Visit **www.careerswales.com** or call **0800 100 900** (English and Welsh). Lines are open 9am to 9pm Monday to Friday and 9am to 12 midday Saturday and Sunday. The service is completely confidential.



Jobcentre Plus

Your Jobcentre Plus adviser can give you the direct support you need to assess and improve your skills, and can also provide information on current vacancies. They can arrange for extra help to enable you to consider your skills, get any further training you may need, and plan your future. For example:

- access to help to understand what skills you have and those you need to develop, and how these link to jobs in your local area
- information on a wide range of courses including academic, professional, job-specific and vocational
- 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 get appropriate full- or part-time training based on your needs.

If you want to know about jobs that are currently available, you can also call **0845 6060 234** (textphone **0845 6055 255**). Lines are open 8am to 6pm Monday to Friday and 9am to 1pm Saturday.



Directgov

The Directgov website also 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'.



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 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 **Careers Wales** 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 May 2009. Some information may be oversimplified or become inaccurate over time, eg 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 an 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.