

dip ... supporting the community since 1999

FREE* CAREERS ADVICE

*FREE for ALL individuals aged 18 and above, regardless of benefit and/or employment status

How we can help...

Qualified and multi-lingual Careers Advisers offering a range of impartial support including:

- ✓ **Career Route Information** - Information and advice on how to enter into various professions
- ✓ **Skills Health Check** - Identify realistic, achievable work goals based on skills and motivations to help explore skills gaps that exist preventing individuals from obtaining employment
- ✓ **Redundancy support** - Helping individuals affected by redundancy by assessing their options for training and work
- ✓ **Discover your skills and careers** - Find out what job categories and which particular job roles, might suit individuals in line with the latest labour market trends
- ✓ **Training Opportunities** - Assistance to help individuals search for appropriate courses to enhance their career prospects
- ✓ **Investigating Funding for Training** - Supporting individuals explore their options and to check whether they are eligible for funding for or free training
- ✓ **CVs** - Whether individuals need help from scratch if they are unable to use MS Word or would like to improve an existing CV to increase the likelihood of getting a response from employer/s
- ✓ **Job Searching** - Help individuals expand their existing job search skills and knowledge, getting support with uploading CVs to job sites such as 'Find A Job' and 'Universal Credit'
- ✓ **Covering or Speculative letters** - Help with formulating and understanding the principles behind successful covering or speculative letter/s
- ✓ **Application Forms** - Support to help individuals improve their skills enabling them to complete these in an effective and concise way
- ✓ **Email for Job Searching** - Practical support to help individuals set up and use an email account to help their efforts in contacting employers and applying for work
- ✓ **Interview Preparation** - tips and techniques designed to help individuals build confidence and increase their chances of success

for more information or to arrange an appointment please call

Monday to Friday 9.30am to 6.00pm

Subject to change without prior notice, please ring for latest timings/information

0800 - 279 7861

0800 numbers are FREE to call from all mobile networks and landlines

email: mailbox@dipgroup.net / visit: www.dip.careers

