



**Crib Sheet for Skill and Work Support available for those at risk of redundancy within GM****1. AEB – Short Retraining Programme Offer across Greater Manchester**

Individuals eligible to access the following must meet the following requirements:

- Be a Greater Manchester resident, i.e. reside in one of the ten Local Authorities;
- Be aged over 19 years old;
- In work, at risk of redundancy / furloughed / unemployed

Organisations offering training under the Short Retraining Programme offer:


<b>Organisation</b>	<b>Training Offer</b>	<b>Contact details</b>	<b>GM Area Coverage</b>
<b>SYSTEM GROUP</b>	<p><b>Package 1- Digital and Employability Skills- delivered over 1 week</b> We propose delivering a live online employability programme with an accredited Digital Skills qualification that specialises in identifying career pathways for learners that are sensitive and flexible to GMCA's economic workforce needs.</p> <p><b>Package 2: Target priority sectors - Health and Social Care and Education and Childcare</b> Delivery of 19 non-accredited training courses primarily focused at residents to gain new employment within the health and social care and children's and young people's sectors. All HSC/CYP courses meet CQC and/or Ofsted requirements, thus ensuring residents are equipped with industry related skills, providing them with a 'passport' into employment. Residents will receive a certificate upon completion of each course.</p> <p><b>Package 3: Target priority sector- Construction</b> Delivery of 10 non-accredited training courses primarily focused at residents to gain new employment within the construction sectors.</p>	0845 609 9003 <a href="mailto:info@system-group.com">info@system-group.com</a>	Pan-GM and online delivery
<b>MANCHESTER CITY COUNCIL</b>	<p><b><u>Make it Retrain: New Directions</u></b> - 3 week course (15 hrs per week)</p>	<a href="https://manadulted.org.uk/make-it-happen/">https://manadulted.org.uk/make-it-happen/</a>	Pan-GM with a significant amount of online delivery

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 Retrain_in_Social_Care.pdf  Retrain_New_Directions_Flyer.pdf	<ul style="list-style-type: none"> <li>- For those looking for a career transfer as a result of the impact of COVID-19</li> <li>- Determine where strengths and skills lie</li> <li>- Sessions include: skills reframing, adaptability, interview techniques, job networking online</li> <li>- Receive 6 hours careers coaching to prepare for securing the next role</li> </ul> <p><b>Retrain in Social Care</b></p> <ul style="list-style-type: none"> <li>- Programme to retrain to an adult social care role</li> <li>- For those who have recently been made redundant</li> <li>- Gain an accredited qualification and work experience for the social care sector</li> <li>- Work placement with local employers</li> <li>- Free DBS Check and course</li> <li>- Guaranteed job interview on completion</li> <li>- Skills to improve your CV and interview techniques</li> </ul>	<p><a href="mailto:e.langlois@manchester.gov.uk">e.langlois@manchester.gov.uk</a></p> <p>Lindsay.loftus@manchester.gov.uk</p>										
<p><b>PATHWAY FIRST</b></p>	<p>This Short Retraining Programme will be delivered over 10 days, is inspirational in nature, interactive and fun and will build the whole 'Self' to include esteem, confidence and motivation.</p> <p><b>Identifying Transferable Skills</b>                      In order to take the first steps to retrain we work with learners through a range of short sharp modules which helps them understand the route forward these are:</p> <table border="1" data-bbox="544 1198 1547 1350"> <thead> <tr> <th colspan="3" data-bbox="544 1198 1547 1238">Yesterday</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1238 887 1278">Understanding You!</td> <td data-bbox="887 1238 1232 1278">Fears that hold you back</td> <td data-bbox="1232 1238 1547 1278">Shadows in the Dark</td> </tr> <tr> <td data-bbox="544 1278 887 1350">Beliefs held about you</td> <td data-bbox="887 1278 1232 1350">How have you got to where you are?</td> <td data-bbox="1232 1278 1547 1350"></td> </tr> </tbody> </table> <p style="text-align: center;"><b>Today</b></p>	Yesterday			Understanding You!	Fears that hold you back	Shadows in the Dark	Beliefs held about you	How have you got to where you are?		<p><a href="mailto:info@pathwaygroup.co.uk">info@pathwaygroup.co.uk</a></p> <p>Pathway SkillsZone –                      Trinity House                      Manchester                      Grove Close, off Platt                      Lane Rusholme                      Manchester                      M14 5A                      01616351786</p>	<ul style="list-style-type: none"> <li>• Manchester</li> <li>• Rochdale</li> <li>• Bolton</li> <li>• Oldham</li> </ul>
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Understanding You!	Fears that hold you back	Shadows in the Dark										
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	What is your Life Vision?	What are your Core Values?	What is your current mind-set and attitude?		
	What limiting beliefs do you hold	How do you handle self-defeating behaviour?	What motivates you?		
		What do you want out of life?			
	<b>Tomorrow</b>				
	What do you want out of life continued....	Skills to help you become successful	Listening Skills		
	Communication Skills	Influence and Persuasion	Organisational Skills and Time Management		
	Team Working	Interacting and Engaging with Others			
	<b>Let's Go</b>				
	How do we get there?	Goal Setting	Coaching for Performance		
	Self-Reflection	Action Planning			
	<p><b>Short Sharp Retraining</b>            Once learners have identified their transferable skills and motivations, we support learners to take the steps required to improve their vocational skills. The second part of the programme uses accredited programmes co-designed between Pathway and employers which will support learners to retrain quickly into newly available roles in the Greater Manchester job market.</p> <p>Vocational Routes will include:</p> <ul style="list-style-type: none"> <li>• Health and social care</li> <li>• Food and other necessary goods</li> <li>• Public safety and security</li> <li>• Transport</li> <li>• Warehousing and distribution</li> </ul>				

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<p><b>THE EDUCATION &amp; SKILLS PARTNERSHIP</b></p>	<p><b>Coaching your Team</b> Supporting workbook and online content. Focus on:</p> <ul style="list-style-type: none"> <li>• Effective results with coaching</li> <li>• Developing others</li> <li>• CPD certificate.</li> <li>• Coronavirus (COVID- 19) Awareness Course</li> </ul> <p>Course Length – 5-day programme</p> <p><b>Leading Change</b> Supporting workbook and online content. Focus on:</p> <ul style="list-style-type: none"> <li>• Local PESTLE analysis</li> <li>• Change plan features</li> <li>• How people deal with change differently</li> <li>• Engaging your team</li> <li>• Leading – walking the walk</li> <li>• CPD certificate</li> <li>• (Coronavirus (COVID- 19) Awareness Course</li> </ul>	<p><a href="https://employability.esp-ac.uk/courses/">https://employability.esp-ac.uk/courses/</a> 01233632111</p>	<p>GM wide</p>				
<p><b>PEOPLE PLUS</b></p>	<p style="background-color: #0056b3; color: white; text-align: center; padding: 5px;"><b>Programme 3 - Short Retraining Programme (approx. 2 weeks)</b></p> <p>We will deliver short, sharp bundles to upskill residents based on employer needs, this will include:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; background-color: #0056b3; color: white; text-align: center; padding: 5px;"><b>Core qualification</b></td> <td style="width: 50%; background-color: #0056b3; color: white; text-align: center; padding: 5px;"><b>CPD courses</b></td> </tr> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• L2 diploma in personal development for employability, warehousing and distribution industry.</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Food hygiene</li> <li>• Risk assessment</li> <li>• Equality and diversity</li> </ul> </td> </tr> </table>	<b>Core qualification</b>	<b>CPD courses</b>	<ul style="list-style-type: none"> <li>• L2 diploma in personal development for employability, warehousing and distribution industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Food hygiene</li> <li>• Risk assessment</li> <li>• Equality and diversity</li> </ul>	<p><a href="https://peopleplus.co.uk/adult-education/">https://peopleplus.co.uk/adult-education/</a> (you can sign up through the website)</p>	<p>GM-wide</p>
<b>Core qualification</b>	<b>CPD courses</b>						
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	<ul style="list-style-type: none"> <li>• SIA routeway (including badge)</li> <li>• L2 certificates in               <ul style="list-style-type: none"> <li>○ customer service;</li> <li>○ IT users;</li> <li>○ understanding retail operations and;</li> <li>○ lean management skills</li> <li>○ Health &amp; Social Care</li> </ul> </li> <li>• Drug and alcohol awareness</li> <li>• COSHH</li> <li>• First aid</li> <li>• Prevent</li> <li>• Leadership &amp; performance management</li> </ul> <p><i>*CPD courses are also available once learners are in employment to support progression.</i></p>		
<b>MANTRA LEARNING (The Job Gym)</b>	<p>Hosting a number of courses to help retrain in the following areas:</p> <ul style="list-style-type: none"> <li>• LGV professional drivers</li> <li>• Customer services</li> <li>• Digital roles</li> </ul>	<p>CALL: 0333 220 6645            E-MAIL: <a href="mailto:enquiries@jobgym.co.uk">enquiries@jobgym.co.uk</a>  <a href="http://www.thejobgym.co.uk/">http://www.thejobgym.co.uk/</a></p>	Pan-GM
<b>STANDGUIDE</b>	<p>A number of retraining programmes for GM residents including:</p> <ul style="list-style-type: none"> <li>• Logistics (accessible to GM residents with experience or interest in manual roles as well as transferable retail/stockroom experience)</li> <li>• Health &amp; Social Care (accessible to GM residents with experience or interest in people-focused roles including hospitality, retail or tourism)</li> <li>• Digital (accessible to GM residents with experience or interest in technology-based roles or those having used technology such as booking or inventory systems in tourism or retail roles)</li> </ul> <p>Time To Learn Programme:</p>	<p>Ring 0161 881 4826 for referrals on to programmes            3rd Floor, Arndale House,            Chester road,            Stretford,            Manchester,            M32 9ED</p>	Delivered online and available pan-GM
<b>LTE GROUP (CARE CERTIFICATE)</b>	<p><b>Care Sector</b>            This Programme focuses on the core essentials required to gain employment and successfully work within the Care sector. The programme is suitable to those that are currently unemployed and career changers moving into the care sector from</p>	03333 222 444	Manchester focused

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	<p>another sector. The programme is largely unaccredited and has been designed by subject specialists with current experience working in the sector. The programme will be delivered via blended learning to provide learners with a flexible and accessible delivery model that meets their needs and supports their successful completion of the programme.</p> <p>The programme also includes the L3 Certificate in Emergency Aid which is a mandatory qualification employees within the sector require</p>		
<b>WEA</b>	<p><b><u>Step in to Care Programme</u></b></p> <p> WEA Step in to Care Flyer.pdf</p> <hr/> <p>Two week training programme to equip you with the skills to work in the social care sector</p>	<p><a href="mailto:manchesterskills@wea.org.uk">manchesterskills@wea.org.uk</a> <a href="http://wea.org.uk">ea.org.uk</a> 01616955472</p>	Online delivery

The full list of Adult Education Budget-funded providers delivering skills training within Greater Manchester can be found here:



gmca-aeb-provider-contact-website.pdf

There is also a link on the Employ GM website showing AEB-funded providers and current skills training opportunities in a number of economic sectors (see below for further information).

**Other skills / job support available within Greater Manchester:**

**EmployGM website:**

- Website includes support for individuals who are at risk or who have been made redundant
- It also includes Greater Manchester job vacancies and training opportunities
- Website is: <https://employgm.org/>

- The training section is: <https://employgm.org/support-for-individuals/career-advice-training-and-skills/training-opportunities/training-course-list/> (it's a bit hard to find otherwise)

**Fastlaners Programme:** <https://www.uprising.org.uk/what-we-do/our-programmes/fastlaners>

- Employability programme for 18-25 year olds which will help you develop the tools and confidence you need to secure meaningful employment and kick-start your career.
- Throughout the programme, you will be introduced to different employers, giving you a unique opportunity to explore what it's like to work in a variety of sectors.
- Delivered online
- To be eligible for the programme you must be:
  - 18-25 years old
  - Based in Greater Manchester
  - Unemployed or facing redundancy
  - Be legally resident in the UK and can take up paid employment within the EU
- Apply through this link: <http://survey.clicktools.com/app/survey/response.jsp>

**UA92 £5000 Kickstart Grants**

- 92 grants of £5,000 available to anyone from the Greater Manchester community that has been financially impacted by coronavirus, to help them access higher education
- Kickstart Grants will enable those who are out of work or living on reduced means due to COVID-19, to study for a degree or a shorter course at UA92.
- To be eligible you must be a resident of a Greater Manchester postcode
- AND
- 2 (a) You have lost your job on or after 1st March 2020.
- OR
- 2 (b) You are the child or spouse of a person(s) whom have lost their job on or after 1st March 2020.
- OR
- 2 (c) You are in receipt of Universal credit at the point of application. Or the child or spouse of a person in receipt of Universal credit.
- Grants will be awarded on a first come first served basis.
- Further information here: <https://ua92.ac.uk/kickstart>

### **The Growth Company Tourism & Hospitality Talent Hub:**

- Support to help individuals working in the hospitality and tourism industry whose employment has been impacted by the COVID-19 pandemic
- Help with – finding a job, training, IAG, money, wellbeing
- Tel: 07503 620815 Email: [talenthub@growthco.uk](mailto:talenthub@growthco.uk)



Talent\_Hub\_Flyer\_v2\_  
FINAL\_1\_.pdf

### **Work Programmes:**

#### **Enterprising You:**

- <https://www.enterprising-you.co.uk/>
- EnterprisingYou is a government-funded programme specially designed to support self-employed individuals, including those who work in the gig economy and small business owners in Greater Manchester. You will discover your growth potential and ways to achieve your career goals through this programme.
- Apart from start-up owners and gig workers, we also support people who receive work from a company or an agency but are registered as self-employed or pay their own taxes. We can help you with free advice in different areas, from personal skills and career development to business finance and mentoring
- Self-refer here: <https://www.enterprising-you.co.uk/online-registration/>

#### **WHP JETS**

- On 19 October 2020, GM will be launching its £13m Work and Health Programme Job Entry: Targeted Support (WHP JETS) light-touch employment service. The service aims to support 13,200 residents across GM and will be delivered by Ingeus who will be working with a number of supply chain partners including Bolton, Oldham and Rochdale Councils and GET SET Academy.
- Targeting those out of work for three months, JETS will provide access to tailored, flexible support to quickly get back into employment. This will include specialist advice on how people can move into growing sectors, as well as CV and interview coaching. For more information, see the [DWP press release](#).
- In addition to the core DWP offer, GMCA will provide a number of bespoke GM services. We will offer claimants access to the Silver Cloud and Living Life to the Full online mental health programmes provided by the GMHSCP. We will also be working closely with our AEB, Digital and



Intelligence Skills colleagues to ensure that claimants' skills requirements are linked with local provision, any new required courses/qualifications are requested from our AEB providers, and that the Provider's Employment Coaches have the most up to date local labour market intelligence in order to shape their service to the client.

- For more information on WHP JETS, please contact [Lloyd Orr](#).

### **Working Well Early Help**

- Free specialist support for people with a disability or health condition who are working, absent or newly unemployed in Greater Manchester
- Free personalised support and advice on:
  - Health and wellbeing
  - Lifestyle
  - Assistance in work
  - Workplace adjustments
  - Skills, education and training
  - Finding work.
- Find out more / contact the team through: <https://workingwellearlyhelp.co.uk> or 0300 456 8107 [workingwellearlyhelp@maximusuk.co.uk](mailto:workingwellearlyhelp@maximusuk.co.uk)

### **Working Well (Work and Health Programme)**

- <https://www.inworkgm.co.uk/>