

Your local learndirect centre:

Boost your skills to help you get back to work



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0800 111 4167
learndirect.co.uk

Nothing can stop you when you learndirect



Have you recently been made redundant or are you at risk of redundancy?

You may be unemployed and looking to get back to work?

If so, you're probably anxious about finding a job as soon as possible. Before you do, it's worthwhile thinking about your future and what you want to do next – it could be that you fancy doing something completely different.

At **learndirect** we'll make sure you have the skills that employers are looking for. Our courses are flexible so you can fit them in around your life and they'll allow you to brush up on those 'must have' skills. We'll also give you one-to-one careers support to help you find a job.

Support

Our tutors and dedicated careers advisors will give you all the support you need, including:

- Understanding your current skills and experience and the type of job you want to do
- Planning the courses that'll help you stand out from the crowd
- Helping you find the right job
- Identifying other training you might find useful when you start work.

Help to get a job

We'll give you help and advice to make sure that you are fully prepared for your job search, including:

- Linking you to employers who are looking for staff
- Giving you access to computers and phones to search for jobs
- Help with writing a CV and filling in application forms
- Giving you interview practice and advice
- Confidence building and motivation tips.



Flexible learning

Your learning will be done online in one of our centres. Our tutors will be on hand to support you throughout your learning. You can contact them by phone, email or speak with them when you're in the centre.

You choose when you want to learn, so you can fit it in around you.

Courses

We offer online courses in a wide range of subject areas, including:

- Maths
- English
- Business and Administration
- Customer Service
- IT
- Management
- Team Leading
- Health and Social Care.

How much will it cost?

If you've recently been made redundant, are on notice of redundancy, or are unemployed, you won't have to pay anything because we can get government funding for you.

Visit our website for lots of useful information about dealing with redundancy and getting back to work.

We've also featured lots of other useful organisations who may be able to help you – such as the Citizens Advice Bureau, Directgov and Job Centre Plus.

Why not have a go at our 'Plan B' Tool? By answering 10 simple questions you'll be able to create your own personalised action plan. You can print this off and it'll help you to decide what you need to do next and who you need to contact to help you get back to work.

www.learndirect.co.uk/redundancy

What's next

Call our free helpline on 0800 111 4167. We'll take your details and one of our centres will contact you to arrange a time to visit.

Details of your local participating learndirect centre are over the page.