

About Us

Employment Solutions is dedicated to helping local people secure employment, and helping employers fill their recruitment vacancies.

Target Audience

All local job seekers from Tower Hamlets and neighbouring boroughs aged 16 +

What we have to offer

A wide range of employment related services including:

- Pre-employment training courses
- Learndirect
- Ongoing advice and professional support
- CV construction
- Completing application forms
- Mock interviews
- Internet access and job search facilities
- Free use of telephone and fax
- Work experience opportunities

Clients can register at any time with Employment Solutions.

Registrations take place at Advice Solutions, Tower Hamlets College Poplar

For further information please contact:

Tower Hamlets College, Poplar	020 75107903
ES @ Skillsmatch, Canary Wharf	020 73643727
ES @ Heron Quay	020 73640623
IDEA STORE, Chrisp Street	020 73644332
IDEA STORE, Bow	020 73644332

For job information see weekly adverts in East End Life

What We Require From Our Clients

Due to funding constraints, we have to assess every client on their individual circumstances. To enable us to do that we would require from all interested participants;

- Proof of identification,
 - Either a valid passport, or a birth certificate (if born in the UK)

- Your National Insurance number
 - NI card, benefit letter or P60 etc

- Proof of any means tested benefit.
 - We would need to see a letter or bank statement to how benefit payment. The JSA attendance book is not an acceptable means of proof.

To enable us to access our funding we will require an employer confirmation once employment has been secured. This is a straightforward process, which we will arrange with you and your employer.

Hospitality/Customer Care

Target Audience

Local job seekers interested in work that involves communicating with customers face to face and on the telephone.

This course provides excellent preparation for a wide range of front line customer service roles including general reception, health service, retail, hospitality and tourism.

To complete the accredited aspects of this course you will be required to undertake some reading and complete a range of written exercises. Further advice will be provided at registration.

Duration/Timing

Courses are delivered Monday to Friday between 10.00hrs - 15.00hrs at Employment Solutions, National Skills Academy for Financial Services, 155 East India Dock Road, London. E14 6DA

Content

- Activities to develop confidence in communicating effectively with customers and improving your confidence.
- First Aid Appointed Person Training
- Basic Food Hygiene / Food Safety Training (Level 2)
- Welcome Host and/or Welcome to East London Accreditation

Post-course Support

Ongoing individual support for job applications and job search as required.

Referral Process:

Telephone Lipi 020 7510 7642 or call into Employment Solutions.

Course Co-ordinator: Shamsol Hoque

Job Preparation

Target Audience

All local job seekers who are virtually 'job ready' and would benefit from help with constructing a CV, tips on interview techniques and completing application forms. This course is suitable for all types of jobs.

Duration/Timings

Courses are delivered Monday to Thursday, from 10.00hrs - 15.00hrs at Employment Solutions, National Skills Academy for Financial Services, 155 East India Dock Road, London. E14 6DA

Content

- A wide range of activities to work on;
 - confidence building
 - selling your skills effectively
- Competence in the job application and interview process.
- Constructing a dynamic CV

Post-course Support

Ongoing individual support for job applications and job search as required.

Referral Process:

Telephone Lipi 020 7510 7642 or call into Employment Solutions.

Course Co-ordinator: Akhtarunnessa Mahmud

Beginners IT

Target Audience

All local job seekers who are interested in improving their IT skills and job prospects.

Duration/Timings

Courses are delivered over two weeks Monday to Friday, from 10.00hrs - 15.00hrs at Employment Solutions, National Skills Academy for Financial Services, 155 East India Dock Road, London. E14 6DA

Content

- MS Word, MS Excel, MS Powerpoint, MS Access
- Confidence Building
- Selling your skills Effectively
- Constructing a dynamic CV
- How to prepare for an interview
- Post Course Support

Post-course Support

Ongoing individual support for job applications and job search as required.

Referral Process:

Telephone Lipi 020 7510 7642 or call into Employment Solutions.

Course Co-ordinator: Akthrunnessa Mahmud

NB: This is a very basic course for people who have very little IT skills and therefore is not accredited.

Temporary Resource Service - How to be an Effective Office Temp

Target Audience

Unemployed job ready clients are put on a 5-day induction programme to the TRS How to be an Effective Office Temp course.

Prior to registering on the TRS, all clients are required to undertake initial assessments, and are required to demonstrate L2 in literacy and numeracy. Clients who haven't achieved this level are supported through a variety of programmes including Learndirect National Tests to help them improve their functional skills including IT.

Post Course Support:

- Opportunity to join the TRS bank of temps for paid temporary work across the partnership
- Full one-to-one support with job applications, interview techniques
- Assistance with CV if/when required

Duration and timing

Courses are delivered over 5 days, Monday to Friday, from 10.00hrs - 15.00hrs at Employment Solutions, National Skills Academy for Financial Services, 155 East India Dock Road, London. E14 6DA

Referral Process

Telephone Patricia on 020 7510 7917

Course Co-ordinator: Patricia Owen

NB:

All clients who are placed in a temporary assignment are routinely 'first level' CRB checked.

To be considered for temporary assignments, you must have a current bank account.

Graduate Financial Advisers Programme

Target Audience

Graduates or good Level 3 clients from any discipline who are interested in a customer focused role within the financial services sector, particularly as a Personal Financial Adviser. Demand for places on this course is high and it is essential that clients are highly motivated and committed to study for a career within the financial services sector. Good verbal and written communication skills are essential.

Pre-selection briefing and selection interviews are conducted for all clients.

Duration/Timings

The programme is delivered flexibly over a minimum sixteen-week period. Participants are required to attend approximately 20 half-day or full-day workshops and undertake substantial amounts of self-study - estimated 6 hours weekly - from learning texts provided by The Institute of Financial Services (IFS).

Content

- Learning and teaching leading to the award of CeFA (Certificate for Financial Advisers) and CeMAP (Certificate in Mortgage Advice and Practice) accredited by the IFS
- E-learning and telephone helpline facilities.

Post-course Support

Ongoing individual support for job applications and job search as required.

Referral Process:

Telephone Jo on 020 7510 7529 or Abdul Rob on 020 7001 2782.

Course Co-ordinator: Peter Bentham

Introduction To Investment

Target Audience

Graduates or good Level 3 clients. It is important that clients are highly motivated and committed to a career within the financial services sector. Good verbal and written communication skills are essential.

Pre-selection briefing and selection interviews are conducted for all clients.

Duration/Timings

The programme is delivered over three full weeks between 10:00hrs and 16:00hrs.

Content

- Learning and teaching leading to the SII Unit 1: Introduction to Investment award.
- Understanding of the sector, including the major investments and hedging products, how the markets operate, the roles of major financial institutions, and the regulatory environment for financial services.
- Access to e-learning also provided.

Post-course Support

Ongoing individual support for job applications and job search as required.

Referral Process:

Telephone Jo on 020 7510 7529 or Abdul Rob on 020 7001 2782.

Course Co-ordinator: Peter Bentham

Opening The Door Community Access Programme

Target Audience

Jobseekers over 18, looking for a career within the Police force. Applications encouraged from British Minority Ethnic (BME) communities and other under-represented groups.

Duration/Timings

This is a 12-week part-time evening programme incorporating flexible learning opportunities and ongoing tutorial support.

Content

Raising awareness about the application process and increasing knowledge and understanding about policing roles.

The course covers:

- Team building
- Communication and presentation skills
- Numeracy and literacy
- Understanding and respecting diversity
- Customer focus
- Problem solving

Post-course Support

- Ongoing support for individual job applications.

Location

At Employment Solutions, National Skills Academy for Financial Services, 155 East India Dock Road, London. E14 6DA

Referral Process

Telephone Shamsol Hoque on 0207 510 7646 or call into Employment Solutions.