



# Access2Employment Information Pack



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## Our Service

**Access2employment is West Lothian Council's free and confidential employability service.**

Our employment advisers assist local residents into Employment, Training or Education through one-to-one sessions and group work. Support is provided to those currently not working or who are in employment and wishing to change career pathways.

Advisers will work with clients until they have met their individual goals. Clients can arrange appointments with advisers in locations across West Lothian, face to face, online and by telephone.

***You can contact us by email or freephone***

**[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)**

**0800 032 9768**



# Employability Support

## 1:1 SUPPORT



One to One tailored appointments can be arranged at a time and place suitable for clients where individual action plan and support can be agreed.

## CV & APPLICATIONS

A CV is often a passport to a new job. Support will be provided to create a new CV template suitable to be updated for every position applied for. Help and assistance can be provided to complete online applications and prepare for interview.

## WORKSHOPS

Our workshops cover:

- Online Interview Skills
- Transferable Skills
- Effective Job Searching
- CV Preparation
- Customer Service
- LinkedIn & Social Media
- Women N2 Work & Men N2 Work
- Graduates N2Work
- Wellbeing

## A2E VACANCY BULLETIN

A Vacancy Bulletin is provided to customers on a weekly basis. This hosts up-to-date, local job opportunities, training information and featured West Lothian Council information. e.g. Financial Support and Benefit Advice. This is sent direct to an allocated email address and can be located on the West Lothian Council Web page.



**Contact us:**

**EMAIL - [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)**

**FREEPHONE - 0800 032 9768**

# Parental Employment Support (PES)

**PARENTAL  
EMPLOYMENT  
SUPPORT** 

Our service provides a team of dedicated employment advisers who will work alongside employed and unemployed parents to assist with improving their family's wellbeing and financial position.

Support is voluntary and will be offered on a one-to-one basis online, via the telephone or face to face. The service provides an individual tailored approach, based on client needs. The team understands family life and the difficulties parents face when looking for work, changing careers or developing new skills for employability.

Assistance to parents includes all aspects of employability support, funding towards training and upskilling, workshops, group support, and help finding affordable childcare. In work support is also available to help parents with a career progression or change.



## Assistance is available to:

- Lone parents
- Parents under the age of 25
- Families with 3+ children
- Families with a disabled adult or child
- Families with a black and minority ethnic background
- Families with a baby under 12 months

**Contact us:**

**EMAIL - [pesf@westlothian.gov.uk](mailto:pesf@westlothian.gov.uk)**

**FREEPHONE - 0800 032 9768**

# Wellbeing Support



The Wellbeing Team are a pre-employability service offering a wealth of knowledge and experience in coaching, mental/physical health support and personal development. This support empowers individuals to address barriers & implement changes in their own personal journey towards employment and personal development.

## 1:1 SUPPORT

Experienced advisers offer weekly coaching and assistance to clients that encourages positive personal development. Support is tailored to individual's needs and assistance in identifying barriers, setting goals and action planning. The service is client-led and all action plans are based upon the client's needs and aspirations and are considerate of personal circumstances. Support is available remotely via telephone, email, online as well as face to face.

## GROUP WORK

The service offers group work throughout the year in the form of wellbeing workshops and short term N2work (in to) courses. All courses are adviser led and provide a focused approach with set outcomes and tasks that are designed to encourage individual's in their decision making, barrier removal and goal setting.

## WOMEN & MEN N2 WORK

The N2Work programme offers a 4 - 6 week courses which provide clients with in-depth personal development alongside practical support and assistance for seeking employment.

## WELLBEING WORKSHOPS

The workshop considers the impact of fitness, nutrition, routine and sleep on wellbeing and also provides practical techniques to help deal with stress, anxiety and unhelpful thoughts.



### Contact us:

EMAIL - [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk)

FREEPHONE - 0800 032 9768



# Young Persons Support (16-24 years)



Our young persons team assist local young people 16 – 24 yrs. into Employment, Training or Education through one-to-one sessions and group work. Our experienced team offer tailored support and guidance face to face, online and over the phone to suit various employment needs.

## Young People N2Work

This course provides support to identify skills, strengths, motivations and helps to plan next steps. The programme will assist in creating CVs, developing interview skills, and provide guidance to apply for apprenticeships, jobs and training courses.

## Stepsn2Work



Stepsn2Work provide a variety of employment and training opportunities for young people aged 16-24 residing within West Lothian:

## West Lothian Jobs Fund

This StepsN2Work programme creates 6 month paid training placements within a West Lothian Council service. As well as getting experience in a real job setting, young people will receive a £500 training allowance. This allowance will enable young people to undertake training matched to the career path they would like to follow after the West Lothian Job Fund place is complete.

## Graduate Work Experience

This StepsN2Work programme supports unemployed or underemployed graduates resident in West Lothian to access full-time sustainable employment after a paid work experience placement within a West Lothian Council service.



## Stepsn2Work Wage Subsidy

West Lothian Council works in partnership with employers across West Lothian to offer job opportunities that are targeted at young people aged 16-24 who live in West Lothian.

Previous job roles include Trainee Legal Cashier, Apprentice Hairdresser, Apprentice Mechanic, Accounts Assistant, Office Junior and many, many more.

**Contact us:**

**EMAIL - [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk)**

**FREEPHONE - 0800 032 9768**

# Apprenticeships

## Modern Apprenticeship

A West Lothian Council Modern Apprenticeship (MA) is suitable for those who have left school or are over the age of 16 (there is no upper age limit). Paid employment opportunities are provided across a variety of West Lothian Council services (earn while you learn), carrying out workplace or college learning as well as work experience to help gain new skills and qualifications.

## Apprenticeship Workshop

This dedicated course provides support to apply for an apprenticeship position.

There is a focus on detailing qualifications, transferable skills and the personal requirements to match the job role. Advisers can assist those requiring support on a one-to-one basis to guide them through the online application and information required. Hints and tips will be discussed in preparation for any upcoming interviews.



# Quick Guide



Access2employment Advisers can assist with:

- Understanding transferable skills
- Job searching
- CV preparation & covering letters
- Online applications
- Preparation for an Interview

**For more information please contact us**

Email - [access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)

Register - [www.westlothian.gov.uk/a2e-registration](http://www.westlothian.gov.uk/a2e-registration)



Are you age 16 – 24 seeking help to move into Employment, Training or Education? Our experienced team offer tailored support, guidance and group work available over the phone, online and email to suit your needs.

**For more information please contact us**

Email - [stepsn2work@westlothian.gov.uk](mailto:stepsn2work@westlothian.gov.uk)



Are you a West Lothian parent looking for a job, change of career or interested in retraining? Contact us today to access help and assistance to work towards improving your family's opportunities.

**For more information please contact us**

Email - [pesf@westlothian.gov.uk](mailto:pesf@westlothian.gov.uk)



Do you need a little help preparing to get back to work? The Wellbeing Team are a pre-employability service offering a wealth of knowledge and experience in coaching, mental health support and personal development.

**For more information please contact us**

Email - [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk)

Head over to our website to check out upcoming workshops and view or register for our Jobs Vacancy bulletin.

[www.westlothian.gov.uk/a2e](http://www.westlothian.gov.uk/a2e)

