

LEARNING & TRAINING

Working in partnership with the Learning Coordinator for South and West Durham we have been successful in securing funding to aid us provide specific training which includes: CV preparation, interview techniques etc.

We are proud that we have seen a range of positive job outcomes such as driving, warehousing and customer service roles, self employment and even one client into the army.

From experience trainees who have been through our program have a marked improvement in their employability, basic skills and attitude to work valued by employers.

Employers want to be seeing people coming to them with the basic essentials such as: Time and Attendance, Polite and appropriate behaviour, some level of basic skills, a positive attitude to work.

For clients of our scheme essentials are an improved CV, work experience history, access to a decent reference, improvement in morale and motivation, and general to get out the rut of the benefit culture.

TOP 10 CV TIPS & TRICKS

1. Personal Statement ~ 30 words long
2. Use Arial 11pt for all text – this is read by computers the best
3. Keep your CV short, punchy & up-to-date.
4. Use short sentences instead of word lists.
5. Use strong action words when describing achievements that catch attention – see attached list.
6. Use bold headings or bullet points to attract attention.
7. Write skills and achievements to match requirements of the employer.
8. Use the correct CV layout for the type of work you're applying for: i.e. Chronological CV for a job in the Warehouse field and a Functional CV for either a change in career or to highlight skills & achievements.
9. List employment history in reverse chronological order.
10. When listing your employment history make sure where you worked is on the left of the page and the date for when you worked there is on the right. This goes the same for education and achievements.

CONTACT INFO

Units 12, 19 & 20 Avenue 3
Chilton Industrial Estate
County Durham
DL17 0PB

STEVE MITTON: 07709 088426
STEVE EMAIL: steve.mitton@cdfhs.org.uk
TEL: 01388 721509
EMAIL: info@cdfhs.org.uk
WEBSITE: www.cdfhs.org.uk

UNIT 12

LEARNING & TRAINING

Registered Charity No: 1112344
Company Limited by Guarantee No: 5559147

WHAT IS UNIT 12

Unit 12 is our recycling facility which generates a significant tonnage of steel, glass, plastics, non-ferrous scrap and other recyclables.

Durham County Council are giving an increasing amount of recycling credits for the materials which we can reuse and recycle, reducing landfill and helping the environment and achieving the county recycling targets

Unit 12 activities also produces an additional revenue stream for the charity and acts as a vehicle providing additional work experience opportunities and a dedicated safe and secure training environment.

As a charity, one of our main aims is providing work based learning & skills. Particularly to help people who have never worked or been unemployed long term to return to employment by giving them work experience and the chance to learn new skills in a friendly non-judgemental environment.

The benefit to the local area will be a reduction in worklessness and benefit claims, a general improvement in skills and peoples determination to find work.

The ultimate aim of Unit 18 is to provide CDFHS itself with a balanced work force and for employers, people who are job ready.

EMPLOYABILITY SUPPORT

- CV review, support and preparation of a basic CV, the essentials
- The link with work experience or volunteering, improve your job prospects
- The importance of having a CV, It is your selling document, it is next in importance after a driving licence, qualifications, passport
- CV types and styles, CV classes
- Job Campaign planning and using Universal job match to best effect
- Interview, preparation and mock interviews
- Confidence boosting
- Mentoring and advice
- Improve your CV, style, layout and composition, advanced help
- Advice and guidance linked to volunteering or the world of work
- Qualified and detailed supporting references available following successful course completion
- CV available to you after leaving and at any time two years following course completion
- Enhance your job seeking we will try to match you to local employers

EXAMPLE TRAINING PROGRAM

Van Drivers Assistant / Drivers Mate

- Induction interview (formal)
- Policies and Procedures
- Develop working relationships with colleagues in recycling operations
- Interaction with other members of staff, customers and visitors to the CDFHS
- Introduction to recycling, tool handling & safe and secure storage methods
- Receive goods from collections and booking in procedure
- Safe handling and lifting items of furniture
- Assemble orders for dispatch
- Prepping goods for customer dispatch
- Accompany Van drivers on deliveries and collections
- Processing and cleaning work areas
- Waste removal and disposal of heavy and bulky items
- Introduction to reverse assembly and placing scrap in designated receptacles
- Bulky waste removal procedure
- Offsite scrapyards procedure & behaviour
- Final Review