



they are



are you?

How it works



If you are looking for a job or want to gain new skills, then this information pack contains everything you need to know about the services available to help you.

There are local employment and training providers who are working across Solihull to make it easier for you to access job opportunities and take away the barriers that can get in your way.

Some providers run programmes or initiatives that bring a lot of this support together; from information advice and guidance to free training, and then support to help you find work. You may find suitable support from a number of organisations or a single organisation depending on who can provide you with the best support to suit your needs and who you feel comfortable to work with.

This pack is made up of three parts. In each section you will find general information on the types of services that are available and other useful information. Each section then has a list of providers that offer that particular service along with other useful contacts such as web-sites or telephone numbers. There is also an A to Z of services with information on the name of service providers and what they do, entry requirements or eligibility for their program or service and then direct contact details if you are interested in working with a particular provider or want to find out more.

If you do not know who to contact for the service or information you require please call the Employment Team on **0121 704 8582** or e-mail them at employmentteam@solihull.gov.uk

This information pack is regularly updated, should you find any of the information to be incorrect or feel there is any information that has not been included and would be useful, please let us know by contacting the Employment Team. We are also keen to hear any comments you may have about the pack and if you have found it useful, you can do this by completing and returning the interest sheet or contacting the Employment Team.

Disclaimer

This information pack and its inserts are produced in good faith on the basis of information supplied by partners and other external sources. Whilst every effort is made to ensure the accuracy of the information contained herein, changes can occur before and after going to press.

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Information Advice and Guidance (IAG)



Don't know what you want to do?

If you are unsure about what education, training or employment you would like to do Information Advice and Guidance (IAG) advisors are there to help you work this out and help you to explore the options available. See the A to Z of services for further details of providers.

Learndirect

Learndirect is a national organisation that can provide information on learning opportunities, support and advice to people who are interested in developing skills to increase their learning and develop their career.

Learndirect can also help with; childcare whilst learning, people with disabilities, meeting the cost of learning, reading, writing and maths, and help you to make decisions on learning and career options.

How could a careers coach help me?

Learndirect Careers Coaches can help you identify your skills and interests to find the best job for you. You can call them on **0808 0100 333**. Lines are open 8am to 10pm, seven days a week.

The Careers Coach can help you choose from a large range of jobs; they will assess your skills and interests and then tailor a package based on the training and academic qualifications you will need to succeed in your chosen career.

During your Learndirect assessment, you will be asked to agree with statements such as I like fixing and repairing things or I like exploring new ideas. Based on your answers, you will get a list of jobs that could be suitable for you. When you have finished you can print out your personal profile and discuss it with a careers coach.

It will take about 10 minutes to complete an assessment but you can work at your own pace, and the information you provide will only be seen by you. Learndirect centres can be found in libraries at: Chelmsley Wood, Castle Bromwich, Marston Green, Solihull and Olton. In addition to these centres Pertemps also run Learndirect from their offices.

Know what you want to do but not how to get there?

Many of the organisations listed in the A-Z of services have careers advisors who can help you to work out how to get where you want to be. Most colleges and universities have careers advisors who are happy to talk to you about the subjects they offer that you may be interested in, and what you would like to do after your course to help you make the best decision as to what course will help you get there. There are a range of ways to gain the qualifications you need to get the career you want and advisors can help you explore these options.

Providers that can offer these services

Connexions

Crest

DIAL

Flexible Routeway (Shaw Trust)

Fry Housing

Jericho

Jobcentre Plus

Kingshurst Training

Pertemps

Solihull College

Solihull Mind

Solihull MBC Learning Shop

The Princes Trust

West Midlands Probation Service

WorkDirections

WorkWise

Useful on-line links

www.learndirect.co.uk

www.lsc.gov.uk

www.solihull.ac.co.uk

www.princes-trust.org.uk

Useful telephone services

Learndirect: 08080 100 333



Training in Skills for Life



What are skills for life?

Skills for life cover a range of skills that you use in every day life including; reading and writing (literacy), maths (numeracy), communication skills, computer skills, self-confidence, team work etc. Many people have these skills without even recognising them as they are built through every day tasks such as managing your household and taking care of children.

Why do you need them?

Employers look for personal skills and qualities as well as qualifications and how you demonstrate this in your applications and interviews can be important. Every employer wants an efficient and happy workforce with team members that can work well together. Having an accredited qualification for your skills for life can make all the difference!

How can you access Skills for Life provision and is it free?

There are a range of centres across Solihull where you can go to access Skills for Life courses. Organisations that can provide you with information advice and guidance can help point you in the right direction.

Many Skills for Life courses are run in community venues and offer a range of courses from literacy and numeracy and computer skills to flower arranging, digital photography and cake decorating courses to name a few.

If you claim Jobseekers Allowance, Incapacity Benefit and Income Support, you may be eligible to access this for free. To find out if you are eligible to access courses for free please contact one of the Skills for Life providers listed in the A to Z of Services or get some information and guidance from a local provider.

Providers that can offer these services

Connexions – Local Learning Clubs
Duke of Edinburgh Award
Excellence in the Community
Flexible Routeway (Shaw Trust)
Jericho
Jobjunction
Kingshurst Training

Solihull College Pathways Programme
Pertemps
Solihull College Routes to Work
Solihull College
Solihull Libraries – Family Learning

Useful on-line links

www.lsc.gov.uk
www.learndirect.gov.uk

Useful telephone services

Solihull College: 0121 678 7000
Learndirect: 08080 100 333



Training for Jobs

Vocational Training

Vocational training concentrates on providing skills specific to a trade or industry. Training focuses on practical experience with a view to the employee securing employment and then progressing through the career they have chosen in line with the training and qualifications they attain. You can get access to vocational training in lots of ways.

Learning & Skills Council (LSC)

The LSC work in partnership with agencies across Solihull to help those who are not in work to get the training and support they need to get a good job, and give people the skills that local employers need so that everyone benefits from greater economic growth.

Working with an Employer - Train to Gain

The Learning & Skills Council works with employers so that they can develop the skills of their workforce by providing vocational training. More and more companies are signing up to the Skills Pledge to help their staff reach their potential.



If you are an employer and would like further information to help you decide what training your employees need and meet the cost via Train to Gain contact free phone **0800 015 5545**

If you are looking to get a job ask your employer to find out more about Train to Gain and their objectives to increase learning and business productivity.

Training and Skills Information

The current "Our future, it's in our hands" campaign run by the Learning and Skills Council will make it easy for everyone to access the information and support they need to get back into work. A dedicated campaign phone line and website has been created giving a "one-stop shop" for all skills, training information and support – call free phone **0800 011 3030** or online at <http://inourhands.lsc.gov.uk/>

Providers that can offer these services

Connexions Local Learning Clubs
Excellence in the Community
Jericho
Job Junction
Jobcentre Plus
Kingshurst Training
Flexible Routeway
NS Fusion Project

Pertemps
Solihull College
Solihull College Pathways Programme
Solihull College Routes to Work
Solihull Mind
Work Related Day Services
West Midlands Probation Service

Useful on-line links

www.direct.gov.gov.uk
www.jobcentreplus.gov.uk
www.learn-direct-advice.co.uk/
www.inourhands.lsc.gov.uk
www.train-togain.gov.uk/
www.ppdg.co.uk (Pertemps)

Useful telephone services

Jobseeker Direct: 0845 6060 234
Learn-direct: 0800 100 900
Learn-direct Career Coach: 08080 100 333
Learn-direct Information Packs: 0800 101 901
Adult Learning Grant: 0800 100 900
Education Maintenance Allowance (16-19 Years old): 0808 101 6219
Learning and Skills Council Tel: 0800 011 3030



Work experience / Work trials / Volunteering



For many unemployed people who want to work, a lack of recent work history and/or appropriate skills can be a barrier to employment. In order to overcome this, more and more people are looking to undertake a work experience and/or volunteering placement.

Both are a great way of developing and proving your potential to future employers and you can develop new skills, improve your confidence and get hands-on experience in your chosen career. It also gives you something to write about on CV's and application forms and often provides someone who can give you a work reference.

If you are interested in undertaking either a work experience or voluntary placement, you need to discuss the range of opportunities available to you with an appropriate employment support provider or voluntary organisation.

A work trial gives you the chance to try out a job vacancy with an employer on a voluntary basis. During a work trial you will:

- Get the chance to try out a job for up to 15 working days and show an employer that you are the right person to fill it
- Continue to receive any benefits you are entitled to (e.g. Jobseekers Allowance, Incapacity Benefit, Income Support)
- Be paid travel and meal expenses

You will normally be eligible for a Work Trial if you are aged 25 years or over and have been unemployed for six months or more (although there are some exceptions to this).

For further information about Work Trials and how they can help you, contact your local Jobcentre Plus office or see www.jobcentreplus.gov.uk

SUSTAIN

If you would like to become a volunteer, SUSTAIN advertises volunteer opportunities on its website www.solihull-sustain.org.uk or you can call them on **0121 770 8889/0121 711 3148**. SUSTAIN can give you advice and information on what being a volunteer involves, your rights as a volunteer and what to do if you are not happy with the support you are receiving as a volunteer.

Providers that can offer these services

Flexible Routeway
Jericho
Jobcentre Plus
Jobjunction
NS Fusion Project
Pertemps
SUSTAIN
Work Related Day Services (WRDS)

Useful on-line links

www.solihull-sustain.org.uk
www.jobcentreplus.gov.uk
www.ppdg.co.uk (Pertemps)

Useful telephone services

SUSTAIN: 0121 770 8889/
0121 711 3148



Getting a job

Where to look?

There are many places where employers advertise their vacancies; the internet, company web-sites, local and national newspapers, trade magazines, Jobcentre Plus offices, jobs/career fairs, recruitment agencies, shop windows, notice boards and numerous specialist job search web-sites.

If there is a particular company that you would like to work for, you could write a letter asking if they have any job vacancies and include curriculum vitae (CV). Even if there is nothing suitable, ask them to keep your details on file in case something comes up in the future.

If you require any further information regarding where and how to look for a job or what would be the most appropriate route for you to take depending upon the type of work you are looking for, you should contact a local employment support provider who will be able to help you - see the A to Z of services.

Job search facilities

If you do not have access to the internet at home, you can access internet job search facilities for free from a number of places in your local area - Jobcentre Plus offices, Libraries and other service providers. Libraries will also have local and national newspapers and a selection of trade magazines.

If you have an email address, there are job vacancy mailing lists you can sign up to with different service providers and/or register for regular vacancy and employment information updates. If you would like to be added to the vacancy mailing list distributed by Solihull Council's Employment Team please contact The employment team on **0121 704 8582** or at employmentteam@solihull.gov.uk

Pertemps People Development Group (PPDG)

Pertemps deliver a range of Government funded Welfare to Work and Lifelong Learning initiatives that can help you to access jobs or further training opportunities; giving you a real opportunity to change your life for the better.



Do not want to be pushed into work?

Pertemps will only put you forward for interview when you are ready. What is more, they will help you to find the job you want, not the job that is left over.

Here today, gone tomorrow?

Pertemps will not just help you to find a job, they will help you to keep it - 80% of people who find work with them, stay in work.

WorkDirections – Pathways to Work

Pathways to Work provides extra support if you have a health condition or a disability to help you move in to work or to be able to work in the future.

If you are making a new or repeat claim for any of the following:

- Incapacity Benefit;
 - Income Support on the grounds of Incapacity;
 - Income support whilst appealing against a decision that Incapacity Benefit is not payable; or
 - Severe Disablement Allowance,
- you will automatically be referred to Pathways to Work.

Anyone not automatically included can volunteer for the service and the help it provides. The range of help offered includes:

Extra money to help you when you start work; new programmes of help for you to understand and better manage your condition or disability, information about work that you might be able to do without losing your benefit, permitted work, and; new and existing financial help, New Deal for Disabled People, training and employment programmes.

WorkDirections in partnership with Jobcentre Plus deliver Pathways to Work in Birmingham and Solihull; for more information on services offered by WorkDirections, see the A to Z of services.

Useful Job search Web-sites

Army	www.army.mod.uk/careers
Birmingham City Council	www.birmingham.gov.uk
Building Health Hub	www.bhhub.co.uk
Bullring Jobs	www.bullring.co.uk
Construction Careers	www.constructioncareers4u.com
Dinosaurs Unlimited (over 40's)	www.dinosaursunlimited.co.uk
Graduate	www.graduatebase.com
Hotel / Catering	www.hcareers.co.uk
Jobs Unlimited	www.jobsunlimited.co.uk
Jobsgopublic	www.jobsgopublic.com
Jobs in Health	www.jobsinhealth.co.uk
Jobsite	www.jobsite.co.uk
Labour site	www.laboursite.com
Monster	www.monster.co.uk
NHS	www.jobs.nhs.uk
Office Angels	www.officeangels.co.uk
Office Recruit	www.officerecruit.com
Pertemps Agency	www.pertemps.co.uk
Public Sector	www.jobsgopublic.com
RADAR	www.radar.org.uk
RAF	www.raf.mod/careers
ROC Recruitment	www.roc.co.uk
Royal Navy	www.royal-navy.mod.uk
Secretarial / PA / Administration	www.secsinthecity.co.uk
Pertemps Agency	www.pertemps.co.uk
Public Sector	www.jobsgopublic.com

Pertemps Agency	www.pertemps.co.uk
Public Sector	www.jobsgopublic.com
RADAR	www.radar.org.uk
RAF	www.raf.mod/careers
ROC Recruitment	www.roc.co.uk
Royal Navy	www.royal-navy.mod.uk
Secretarial / PA / Administration	www.secsinthecity.co.uk
Solihull Council	www.solihull.gov.uk
Springboard	www.springboarduk.org.uk/
Three Tees	www.threetees.co.uk
Top jobs	www.topjobs.co.uk
Total Jobs	www.totaljobs.com
Workthing	www.workthing.com
Worktrain	www.worktrain.gov.uk
Workworld	www.workworld.co.uk/jobs eeker

Providers that can offer these services

Connexions
Flexible Routeway (Shaw Trust)
Fry Housing
Jericho
Jobcentre Plus
Pertemps
Solihull MBC Employment Team
Solihull MBC Learning Shop
West Midlands Probation Service
WorkDirections – Pathways to Work

Useful on-line links

www.worktrain.gov.uk
www.directgov.gov.uk
www.jobcentreplus.gov.uk
www.ppdg.co.uk (Pertemps)
www.solihull.gov.uk/employmentsupport
www.solihull.gov.uk/libraries
www.workdirections.co.uk

Job search facilities

Jobcentre Plus
Libraries
Connexions
Pertemps
Community Centres

Useful telephone services

Jobseekers Direct: 0845 6060 234
Pertemps: 0121 770 2345
Solihull Council: 0121 704 6000
WorkDirections: 0800 321 3137



Work for Yourself



There are a number of sources of information, advice and support to help you to turn your business ideas into reality. Many of these services are free to access and they will help and guide you through the process of setting up your own business.

Birmingham Chamber Training (BCT) – Test Trading

If you are long-term unemployed and would like to try and run your own business but are worried about losing your benefits, then this programme may be for you. The programme follows three stages from initial assessment to 26 weeks of test trading. Ask at your local Jobcentre Plus office about eligibility and have them refer you to BCT.

An Awareness Session is the first step, with a short briefing about the self-employment programme and an assessment of your venture with a Business Adviser.

Stage 1 of the programme is to discuss your skills and knowledge and assess your business needs.

Stage 2 is the business planning stage. You will have one-to-one meetings with a Business Adviser and undertake any training/development relevant to you and your business needs.

Stage 3 is for a period of up to 26 weeks when you actually start trading whilst still receiving your unemployment benefits, plus an additional training allowance.

Business Link West Midlands

Business Link West Midlands operates throughout Solihull and provides business advice to any person who has a business idea and wants help to develop that into a start-up company.

Business Link West Midlands provide extensive information about business start-ups online and they have advisers available to discuss and develop ideas around business start-up.

Business Investment

The Business Investment Team at Solihull Council provides a range of support to people looking to become self employed, services that include:

Finding Premises

The team offers a unique commercial property and land finding service; they have a database of commercial property and land available in Solihull.

Enterprise for Success

This scheme offers business assistance and mentoring to new business start-ups, completely free of charge. So if you live in Solihull and have a business idea, then the Enterprise for Success scheme will help to get your business idea off the ground. (See A to Z of Services)

The Prince's Trust

The Prince's Trust Business Programme provides money and support to help people start up in business. It is available to people who are aged 18-30 and are unemployed or working less than 16 hours a week. The programme offers the possibility of a low interest loan of up to £4,000 (up to £5,000 for a partnership), ongoing advice from a business mentor and access to a wide range of products and services (incl. free legal services).

Providers that can offer these services

Enterprise for Success
Solihull MBC Business Information Service
The Prince's Trust

Useful telephone services

Business Investment Team: 0121 704 6082
Prince's Trust Application Form: 0800 842 842
Business Link West Midlands: 0845 113 1234
Birmingham Chamber Training: Tel: 0121 450 4235

Useful on-line links

www.bctraining.co.uk
www.businesslinkwm.co.uk
www.solihull.gov.uk/businessadvice
www.princes-trust.org.uk

Email Addresses:

venture@birminghamchamber.org.uk
info@businesslink.co.uk
economicdev@solihull.gov.uk
wedinfowm@princes-trust.org.uk



Money Matters



Benefits and help when going back to work

If you return to work after being on benefit some of your benefits will stop straight away, and some will carry on for a short while after you start work to help out with your finances. You may be able to get other benefits once you are working.

Help with housing costs

If you were getting help with your housing costs while you were out of work you can continue to claim this for up to four weeks after you start your new job. You will need to have claimed income-based Jobseeker's Allowance or Income Support for at least 26 weeks continuously just before you started work.

Benefits you may be able to claim include:

- Extended Housing Benefit, Extended Council Tax Benefit
- Mortgage Interest Run On

To claim, tell your local Jobcentre Plus office about your change in circumstances. If you are on a low income in your new job, you may still qualify for help with your housing costs even though you are back at work.

Job Grant

Job Grant is a tax free lump sum you can apply for when you start work for at least 16 hours a week. You can apply for it if you have been getting one or more of these benefits for at least 26 weeks before you started work:

- Incapacity Benefit
- Income Support
- Jobseeker's Allowance
- Severe Disablement Allowance
- Jobcentre Plus/New Deal payments where the allowance is based on Jobseeker's Allowance, Income Support, Incapacity Benefit or Severe Disablement Allowance
- Employment Zone payments where the allowance is based on Jobseeker's Allowance

If you have a partner and they start a job working over 24 hours per week, removing the entire family unit from benefit, they may be eligible for a Job Grant payment.

The amount of Job Grant they will get depends on their circumstances:

- £100 if you are a single person or part of a couple with no children
- £250 if you are a lone parent or part of a couple with children

Job Grant is paid to you automatically when you start your new job.

Other benefits you may be able to claim

You may be able to claim other benefits while you look for work if you are; a parent, caring for someone, paying rent, on a low income or a disabled person. You can get specific advice about benefits from your local Jobcentre Plus office.

Benefits and help for parents going back to work

If you are going back to work and you have children you may be able to access financial and practical help with childcare. From tax credits to flexible working arrangements, support is available to make your life easier.

Early Years Education

All three and four year olds are entitled to up to five two-and-a-half hour daily free sessions a week, for three terms each year, with a 'registered provider' such as a school, nursery or playgroup. Some large employers provide registered early years education at the workplace. You can also use a registered child minder if they are part of an approved child minding network. Please see www.parentscentre.gov.uk for more information.

Flexible Working

You have the right to request a flexible working pattern if you have a child aged under six or a disabled child under 18. Your employer does not have to provide you with a flexible working pattern but must demonstrate that they have considered your request seriously.

To have the right to ask for flexible working, you must:

- have worked for your employer for at least 26 weeks
- be the child's mother, father, adopter, legal guardian or foster parent - or be the partner of one of these
- have responsibility for the child's upbringing
- be making the application so that you will be able to care for the child; for more detail contact your local Jobcentre Plus Office

Lone Parent Work Credit

From 28/01/08 any Lone Parent that goes back into employment after claiming benefit for a continuous period of 12 months or more can claim £40 per week Work Credit for a 12 month period.

The credit runs from your first week of work for a continuous 12 month period for as long as you are in employment. That means that if you leave employment after 3 months your credit will stop and should you commence work again 4 months later, your credit will be paid for another 5 months to the end of the 12 month period. For more details on this credit speak to a Lone Parent Adviser at your local Jobcentre Plus office.

Adult Learning Grant (ALG)

is intended to help adults studying full-time with the costs of learning. The Grant pays up to £30 per week (subject to financial assessment) for full time learners aged 19 and over who are studying for a first full Level 2 or a first full Level 3 qualification. Learners who receive 'low pay' benefits such as, Housing Benefit, Council Tax Benefit, and Tax Credits can receive ALG.

Education Maintenance Allowance (EMA)

can give you up to £30 a week to help you get more qualifications or vocational skills if you are aged 16-19 dependant on your circumstances. This includes full-time further education courses at college or school or an Entry to Employment (e2e) programme.

Travel to Work Costs

The Workwise initiative – available for North Solihull residents only, provides tailored journey plans and public transport information, free day tickets for interviews and travel passes for up to three months after starting a new job.

If you decide to start a work trial you will be paid travel expenses for the days that you are working. For further information you should speak to your Jobcentre Plus personal advisor.

North Birmingham Community Credit Union

This operates in North Solihull and provides an account facility for members of the public to save any amounts of money, no matter how small. Their service also extends to small affordable loans with low interest on repayments. For further information and details call their offices on 0121 350 6765.

Citizens Advice Bureau

The Citizens Advice service helps people resolve their legal, money and other problems by providing free, independent and confidential advice, and by influencing policymakers. Every Citizens Advice Bureau is a registered charity reliant on trained volunteers and funds to provide these vital services for local communities. There are local centres in Solihull, Shirley and Chelmsley Wood.

Providers that can offer these services

Citizens Advice Bureau (CAB)
Jericho
Jobcentre Plus
Pertemps
SCH Money Advice Team
Workwise

Useful Online Links

www.direct.gov.uk
www.jobcentreplus.gov.uk
www.citizensadvice.org.uk
www.ppdg.co.uk (Pertemps)

Useful Services

CARA (Chelmsley residents): 0121 770 3773.
Solihull Dial: 0121 770 0333
EBICo (Ethical Billing Company): 0800 458 7689 or email: info@ebico.co.uk
North Birmingham Community Credit Union: 0121 350 6765
Education Maintenance Allowance: 0808 101 6219
Tax Credit: 0845 300 3900 or Text phone: 0845 300 3909
Adult Learning Grant: 0800 100 900

Childcare Whilst You Work or Train



If you are in work, have children and require childcare then you may be able to get extra help with the costs of 'registered' or 'approved' childcare via your Child Tax Credit and/or Working Tax Credit payments. This is referred to as the childcare element of Working Tax Credit.

You can only get the childcare element if you are working at least 16 hours a week. If you are part of a couple, both you and your partner must each work at least 16 hours, unless one of you is unable to work because of incapacity? The childcare element is worth up to 80p in tax credit for every £1 a week you spend on approved childcare. This is limited to £175 a week if you have one child and £300 a week for two or more children. The maximum childcare element you can get is either £140 a week (£175 x 80%) for one child or £240 a week (£300 x 80%) for two or more children.

Example: If you spend £100 a week, the childcare element is worth up to £80 in tax credit. If you spend £40 a week, the childcare element is worth up to £32. The childcare element is added to the amount of Working Tax Credit you can get. The final amount will depend on your income (or joint income, if you are part of a couple). Guidance notes supplied with your Working Tax Credit claim will explain to you what 'registered' or 'approved' childcare is.

For further information you can contact Inland Revenue on **0845 300 3900**. Text phone **0845 300 3909** or read more on www.hmrc.gov.uk

Solihull Children's Information Service

For confidential, free and impartial advice regarding the range of childcare services in the Borough and all the help and advice that you need on finding the right people to care for your children – pre-school, out of school or during the holidays, you should contact:

Solihull Children's Information Service – 0800 389 8667 or see www.childcarelink.gov.uk

Alternatively you can approach any Children's Centre for childcare information, advice and support.

Care to Learn

If you are aged under 20 and have one or more children, Care to Learn can help you with the cost of your childcare while you learn – up to £160 per week. The subject of the course you take is entirely up to you.

For further information contact the Care to Learn helpline on **0845 600 2809**, or contact a Connexions Personal Adviser (see A to Z of Services) or read more on www.direct.gov.uk/en/educationandlearning

For information regarding access to childcare support for students with children whilst studying at colleges, universities and adult education centres, you should contact the appropriate student support services team within the college or university.

New Deal for Lone Parents

New Deal for Lone Parents is a voluntary programme specifically designed to help lone parents into work. You can join New Deal for Lone Parents if you are bringing up children as a lone parent, if your youngest child is under 16 years old and you are not working, or working less than 16 hours per week. Your personal adviser can offer practical help and advice at every stage as well as being able to help you with expenses to attend meetings, job interviews or training they arrange for you, including fares and registered childcare costs.

For further information you should speak to a Lone Parent Adviser at a Jobcentre Plus office or call Jobcentre Plus information line on **0800 868 868**. Text phone **0808 100 8680** or read more on www.jobcentreplus.gov.uk.

Providers that can offer these services

Children's Centres
Flexible Routeways (Shaw Trust)
Jericho
Neighbourhood Nurseries
Pertemps

Useful on-line links

www.jobcentreplus.gov.uk
www.hmrc.gov.uk
www.childcarelink.gov.uk
www.biscom.org.uk
www.direct.gov.uk/en/educationandlearning
<http://www.surestart.gov.uk/surestartservices/settings/neighbourhoodnurseries/>

Useful telephone services

Jobcentre Plus information line on: 0800 868 868 or Text phone: 0808 100 8680
Inland Revenue on: 0845 300 3900 or Text phone: 0845 300 3909
Solihull Children's Information Service: 0800 389 8667

Employment Rights and Checks



Health checks

You may have to have a health check if it is a legal requirement of the job (for example, having an eye test for a job as a driver). You should be told about any health checks in your offer letter. Your employer may ask for a medical report, but if they want one, they must have policies for keeping it secure. If you are disabled, your disability should not be used as a reason for singling you out for a health test without good reason. It is unlawful to treat disabled people less favourably because of their disability. This does not mean that it will always be unlawful for an employer to ask a disabled person to have a health check, even if other candidates are not asked. It will depend on the nature of your disability and the needs of the job.

Criminal records checks

Some employers will want to check whether you have a criminal record. It is a legal requirement to disclose any convictions if you are applying for a job as an accountant or barrister, in the police, working with children or vulnerable adults or relating to the administration of justice or financial regulation

Employers must be registered with the Criminal Records Bureau (CRB) to carry out criminal records checks. Depending on the level of check, the fee is either £31 or £36. The employer can ask you to meet the cost. If you are working in the voluntary sector there is no charge to the applicant.

Nacro

If you are worried or concerned about what may be, or has been, revealed by your CRB check you can talk in confidence to the Nacro helpline. Nacro is a crime reduction charity that works with ex-offenders and is able to answer specific queries on good practice in relation to employment and offenders.

Providers that can offer these services

CAB (Citizens Advice Bureau)
DIAL
Fry Housing

Useful telephone services

Nacro: 0800 0181 259
Acas: 0845 747 4747

Acas

Acas aims to improve organisations and working life through better employment relations. They provide up-to-date information, independent advice, and high quality training and work with employers and employees to solve problems and improve performance.

Most people are entitled to a number of statutory rights although in many cases qualifying conditions must be fulfilled before a right may be claimed. Some rights apply to all employees as soon as they start work, while others depend on factors such as length of service, continuity of employment and activities in addition to the job (e.g. union work).

For further details contact **0845 747 4747** or www.acas.org.uk

Disability Employment Rights

Disabled workers share the same general employment rights as other workers, but there are also some special provisions for them under the Disability Discrimination Act (DDA). Under the DDA, it is unlawful for employers to discriminate against disabled people for a reason related to their disability, in all aspects of employment, unless this can be justified. The Act covers things like; application forms, interview arrangements, proficiency tests, job offers and terms of employment.

Under the DDA, your employer has a duty to make 'reasonable adjustments' to make sure you are not put at a substantial disadvantage by employment arrangements or any physical feature of the workplace.

Useful on-line links

www.equalityhumanrights.com
helpline@nacro.org.uk
www.crb.gov.uk
www.disclosures.co.uk
www.direct.gov.uk
www.acas.org.uk

Other Things Holding You Back?



Benefit Claimants – Pathways to Work

If you are currently claiming benefit and have not received a referral to WorkDirections from Jobcentre Plus you can volunteer to go on the Pathways to Work programme.

WorkDirections will support anyone with a health condition or a disability to help them back into work. Workshops include; assertiveness, competency, confidence, exercise and mental health, health management and stress, anxiety and relaxation (see A to Z of Services).

Counselling

The following organisations will be able to help and support you and your family through any personal problems you may face:

Aquarius Alcohol Advise Centre – is a leading provider of alcohol and other addiction services. They help individuals and communities with problems arising from addictive behaviour. 0121 711 3732

Solihull Bereavement Counselling Service - provides bereavement support for Solihull residents. 0121 424 5103

Dial Disability Advice Line – run by and for disabled people. They provide information and advice to disabled people and others on all aspects of living with a disability. 0121 770 0333

Mencap - work with people with a learning disability to change laws and services, challenge prejudice and directly support thousands of people to live their lives as they choose. 0121 707 7877

Mobility Advice Line – offer advice on all aspects of disability including; wheelchair, scooter, benefits, blue badge and motability allowance. 0121 414 1415

Shelter – do not provide houses but they do provide answers. From homelessness to home ownership they have housing advice for everyone. 0808 800 4444

Samaritans – offer confidential non-judgemental emotional support for people experiencing distress or despair. 0121 704 2255

Solihull Mind – offer a mental health service across the Borough that includes; practical help, support and social/leisure services. 0121 742 4941

Solihull Carers – provide information, advice and support to carers in the Borough. 0121 788 1143

Victim Support - helps people affected by crime. They provide free and confidential support to help you deal with your experience, whether or not you report the crime. 0121 705 3999

Welcome Trust - they offer a single point of contact for anyone looking for substance misuse treatment in the Borough. Their services include; drop in centre, counselling, outreach, referral, support and care co-ordination. 0121 678 4730 (see A to Z of Services)

Providers that can offer these services

Solihull Care Trust - Books on Prescription
Fry Housing
DIAL

Useful telephone services

BCAP: 0870 443 5252
WorkDirections 0800 321 3137

Useful links

www.bacp.co.uk (British Association for Counselling and Psychotherapy)
www.workdirections.co.uk

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Books on Prescription (Solihull Care Trust)</p>	<p>Books on Prescription aim to improve people’s well being by enabling doctors and other healthcare professionals to prescribe selected self-help media. Each practice has a list of the self-help media titles available, as recommended by specialists and can issue a “book prescription” for a certain book to their patients. Once issued the prescription can be exchanged for the book/DVD/CD at any one of the Solihull libraries taking part in the scheme.</p> <p>Areas addressed by the book prescription scheme include depression, panic, social phobia, anger, stress, self esteem, eating disorders, bereavement, anxiety, mood swings, obsessive compulsive disorders, worry, well-being and relaxation.</p> <p>The book prescription scheme offers an additional source of help for people experiencing emotional problems. A self-help book can be used in addition to any medication that has been prescribed, or while the patient is waiting to see a counsellor or mental health specialist.</p> <p>This approach may not be suitable for everyone, and may not always be effective, but there is now good evidence to show that books can often help.</p> <p>A selection of self-help books are also available for the general public to borrow on their library card without a book prescription, please visit one of the libraries listed to see their displays. Membership of the library is free and you can join</p>	<p>The service is available to all GP practices, the two Community Mental health Teams and Solihull MIND and covers all Solihull Libraries.</p> <p>All residents are able to access the service through their GP or local Library.</p>	<p>Victoria Batchelor Project Manager Solihull Care Trust</p> <p>Tel: 0121 712 8280</p> <p>Fax: 0121 704 1879</p> <p>E-mail: victoria.batchelor@solihull-ct.nhs.uk</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Children's Centres</p>	<p>Sure Start Children's Centres are places where children under 5 years old and their families can receive seamless integrated services and information, and where they can access help from friendly teams of professionals.</p> <p>There are 10 centres across Solihull where you can access a range of services. The 4 centres in the North of the Borough (Chelmsley Wood, Kingshurst, Fordbridge and Smith's Wood) offer the following services:</p> <ul style="list-style-type: none"> • good quality early learning combined with full day care provision for children • good quality teacher input to lead the development of learning within the centre • child and family health services, including ante-natal services • parental outreach • family support services • a base for a childminder network • support for children and parents with special needs • effective links with Jobcentre Plus to support parents/carers who wish to consider training or employment. <p>To find out more please go along to your local centre or you can see www.surestart.gov.uk</p>	<p>Families with children under the age of 5</p>	<p>Castle Bromwich Tel: 0121 770 1809</p> <p>Chelmsley Wood Tel: 0121 779 7624</p> <p>Fordbridge Tel: 0121 779 6572</p> <p>Kingshurst Tel: 0121 779 6572</p> <p>Lyndon Tel: 0121 704 8768</p> <p>Marston Green Tel: 0121 779 7624</p> <p>Rural Tel: 0121 704 8768</p> <p>Shirley South Tel: 07525 733595</p> <p>Shirley West Tel: 07525 733595</p> <p>Smith's Wood Tel: 0121 770 1809</p> <p>Yorkswood Tel: 0121 779 6572</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details										
<p>Citizens Advice Bureau</p>	<p>Chelmsley Citizens Advice Bureau is part of the network of Citizens Advice Bureaux working within the aims and principles of its national organisation, Citizens Advice.</p> <p>The Citizens Advice service provides free, independent, confidential and impartial advice to everyone on their rights and responsibilities. It values diversity, promotes equality and challenges discrimination.</p> <p>The service aims:</p> <ul style="list-style-type: none"> • To provide the advice people need for the problems they face • To improve the policies and practices that affect people's lives. <p>The Bureau is open at the following times:</p> <p>Drop In</p> <table> <tr> <td>Monday</td> <td>9.30 – 2.00pm 5.00 – 6.30pm</td> </tr> </table> <p>Appointments Only</p> <table> <tr> <td>Tuesday</td> <td>9.30 – 2.00pm</td> </tr> <tr> <td>Friday</td> <td>9.30 – 2.00pm</td> </tr> </table> <p>Employment Surgery</p> <table> <tr> <td>Friday</td> <td>9:30 – 2pm</td> </tr> </table> <p>Benefits Surgery</p> <table> <tr> <td>Wednesday</td> <td>9:30 – 5pm</td> </tr> </table> <p>There are CAB Centres across the borough, CAB also have specialist mental health services run from Lyndon Clinic, Newington Resource Centre and Solihull Hospital. Please contact direct for further information on their services.</p>	Monday	9.30 – 2.00pm 5.00 – 6.30pm	Tuesday	9.30 – 2.00pm	Friday	9.30 – 2.00pm	Friday	9:30 – 2pm	Wednesday	9:30 – 5pm	<p>There are no entry requirements for people to gain advice from the general service. Should people require specialist advice they would need to qualify for legal help. The bureau will work out eligibility and will actively signpost to other organisations if they cannot assist.</p>	<p>Advice Line (Chelmsley Wood, Shirley and Solihull Centres) Tel: 0870 120 2425</p> <p>Chelmsley Wood CAB 176 Bosworth Drive, Chelmsley Wood, Birmingham B37 5DZ</p> <p>Tel: 0121 779 6707 Fax: 0121 778 6721 Email: Chelmsley.cab@ukgateway.net</p> <p>Shirley CAB 274 Stratford Road Shirley Solihull B90 3AD</p> <p>Tel: 0121 744 3238 Fax: 0121 745 6863</p> <p>Solihull CAB The Priory Churchill Road Solihull B91 3LF</p> <p>Fax: 0121 705 5192</p>
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<p>Colebridge Trust</p>	<p>“Skills for jobs” is funded through the Learning Skills Council.</p> <p>Offering personalised support to workless individuals assisting them to overcome barriers that are preventing them in entering sustainable employment</p> <p>We Offer</p> <ul style="list-style-type: none"> • Information Advice & Guidance • Job Search Facilities • CV's, Application Forms and Interview Skills <p>We work in partnership with local and city wide support services sign posting individuals to additional appropriate services using a holistic approach.</p>	<p>Anyone who is unemployed, aged 19+ and in receipt of working age benefit living in the Birmingham City Strategy Pathfinder wards B6, B 10, B11, B13, B16, B21, B24, B29, B34 and Solihull City Strategy Pathfinder wards</p>	<p>Beverley Doyle The Colebridge Trust 14 Arran Way, Smiths Wood, B36 0QG</p> <p>Tel: 0121 770 8889 or direct line 0121 717 5326 E-mail: bevd@hotmail.co.uk</p> <p>Office Hours: 9 – 5 Mon – Thursday 9 – 4.30 Fri</p>
<p>Community Transport Solihull</p>	<p>The Charity currently operates 11 projects throughout the country. They are a “not-for-profit” organisation that helps people with low-cost transport solutions, where they have no access to a car or public transport using a small fleet of minibuses. Community Transport enables them to keep work or health appointments and help groups with special needs take part in social and community activities. They also provide training and work experience to help people back into employment.</p> <p>Through the Minibus Driver Awareness Scheme (MiDAS) delivered by Community Transport,</p>	<p>You must hold a full current driving licence and be aged between 25 and 70.</p>	<p>David Peplow Community Transport Solihull 100 Chapelhouse Road Fordbridge Solihull B37 5HA</p> <p>Tel: 0121 779 5547</p> <p>Email: solihull@communitytransport.org www.communitytransport.org</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Connexions – Birmingham & Solihull</p>	<p>Birmingham and Solihull Connexions provides an information, advice, personal support and guidance service aimed at 13-19 (up to 25 for those with a learning difficulty and/or disability). Connexions aim to encourage more young people to stay in and succeed in learning, and progress in their transition to successful adulthood/working lives whether that's through a full time course or through training in the job.</p> <p>The Partnership is the lead agency in the Borough on reducing the proportion on 16-18 year olds that are NEET (Not in Education, Employment or Training).</p> <p>Services from Connexions Centres include: drop-in; referral and placement into learning or work opportunities; access to sustained one to one support via self or agency referral; a range of self-development /engagement activities and job hunting support; programmes targeted at vulnerable groups; support for parents; and, work with other agencies supporting young people. Predominately works with 16+, although, increasing numbers of pre16 are accessing support through our Centres.</p>	<p>Any young person aged 13-19 (up to 25 for those with a learning difficulty and/or disability).</p>	<p>Chelmsley Wood Connexions Centre 289 Bosworth Drive Chelmsley Wood B37 5DP Tel: 0121 770 1861</p> <p>The B@se Connexions Centre Kingshurst Youth and Community Centre 5 Marston Drive Kingshurst B37 6BD Tel: 0121 717 5809</p> <p>Shirley Connexions Centre 331-333 Stratford Road Shirley B90 3BL Tel: 0121 251 1800</p> <p>Solihull Central Library Connexions Centre 1st Floor, Solihull Central Library Homer Road Solihull B91 3RG Tel: 0121 704 6711</p> <p>www.connexions-bs.co.uk</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>CREST</p>	<p>CREST is a new service for adults of working age who live within the borough of Solihull and have a significant physical disability.</p> <p>CREST supports people to access employment, education, independent living or mainstream leisure and recreational facilities with a view to them achieving greater independence. The service offers time limited, goal centred support with a view to the person moving on, to mainstream services if necessary, when their goal has been achieved. Progress is assessed with regular reviews.</p> <p>A Social Worker can discuss with you if CREST is</p>	<p>Adult Care Team (North) Covering Postcodes: B36 0, B36 9, B37 5, B37 6, B37 7, B40 and parts of B26 3.</p>	<p>For further information on this service Tel: 0121 742 1284.</p> <p>Adult Care Team North Chelmsley Wood Primary Care Centre (2nd Floor) 16 Crabtree Drive Chelmsley Wood Solihull B37 5BU</p> <p>Tel: 0121 329 0190</p>
<p>DIAL</p>	<p>DIAL information and advice services are based throughout the UK and provide information and advice to disabled people and others on all aspects of living with a disability.</p> <p>Information and advice are usually available on; welfare benefits, community care, equipment, independent living, mobility and transport, discrimination and holidays.</p> <p>The majority of the volunteers and paid staff at DIAL centres are disabled people themselves and therefore understand the needs of disabled people.</p> <p>Contact DIAL direct to find out more about the services they offer.</p>	<p>Must be a resident of Solihull</p>	<p>Debbie Taylor Solihull Office</p> <p>Tel: 0121 770 0333</p> <p>Email: dialassist@aol.com</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Duke of Edinburgh Award (D of E)</p>	<p>The D of E Award is a challenging programme of activities which will help you to learn new skills, help others, experience adventure and it will give you a great sense of achievement.</p> <p>There are three levels; Bronze, Silver and Gold, and for each, you complete activities in four sections - service, skills, physical recreation and expeditions. It's up to you what you do; in each Section there is a wide range of options you can choose from. This could be something entirely new or you could continue with an activity you already enjoy.</p> <p>Where can you do the DofE Award?</p> <ul style="list-style-type: none"> - your local youth club or voluntary youth organisation - at school, college or university - at your place of employment 	<p>The Award is open to anyone between the age of 14 and 25 years. Special qualifications are not needed, just a willingness to have a go.</p>	<p>Mike Ford Duke of Edinburgh Award Officer Solihull MBC</p> <p>Tel: 0121 705 7070 E-mail: dofe@solihull.gov.uk</p> <p>www.theaward.org</p>
<p>Employment Team - SMBC</p>	<p>A team which is part of the Community and Economic Regeneration Team within Council who co-ordinate approaches to employment and training initiatives between a range of organisations.</p> <p>The team chair the Solihull Access to Employment Group (AEG) which is a group consisting of key partners and organisations that work within Solihull, with a particular focus on North Solihull. The AEG web-site is a useful resource for partners and members of the public to find a range of information relating to employment and training within the borough. The team has information on local training and employment programmes, labour market statistics and links to other teams or departments in the Council.</p>	<p>Internal colleagues, partner organisations and other providers and members of the public are all welcome to access information from the team.</p>	<p>Employment Team</p> <p>Tel: 0121 704 8582</p> <p>E-mail: employmentteam@solihull.gov.uk</p> <p>www.solihull.gov.uk</p> <p>www.solihullaeg.org.uk</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Enterprise for Success</p>	<p>This scheme offers business assistance and mentoring to new business start ups within Solihull.</p> <p>Whatever your circumstances, if you want to give your business idea the best possible start contact the Enterprise for Success Team to receive; free advice, mentoring and continued support through the initial stages of setting up your own business.</p>	<p>Must be a resident of Solihull</p>	<p>Tel: 0121 704 6363</p> <p>E-mail: enterprise@solihull.gov.uk</p>
<p>Excellence in the Community Project – Adult Community Learning</p>	<p>Solihull Council operate 14 fully equipped adult learning centres, incl. 2 dedicated computer centres, offering CAD software, with access to their own crèche facilities and/or on site childcare provision. Our centres are based on school, neighbourhood nursery or children’s centre sites in Kingshurst, Fordbridge, Smith’s Wood and Chelmsley Wood. All centres are suitable for a wide variety of learning/training purposes, have internet access, are DDA compliant and include small kitchen facilities.</p> <p>Our centres are available for use by all organisations, voluntary and community groups, colleges etc. Solihull College Community Education & Skills for Life offer a wide variety of part-time adult education courses both accredited and non-accredited.</p> <p>For further details on our centres and availability, please contact the Project Officer, Solihull MBC or for course details contact Solihull College Community Education & Skills for Life.</p>	<p>For clients over 16 yrs – not in full-time education</p> <p>Venues are available to all organisations / voluntary & community groups providing learning/training</p>	<p>Dianne Hill Project Officer, Excellence in the Community SMBC Tel: 0121 704 6253 E-mail: dhill@solihull.gov.uk</p> <p>www.solihull.gov.uk</p> <p>Solihull College Community Education & Skills for Life For further details please call: 0121 788 0319</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Flexible Routeway (Shaw Trust)</p>	<p>To help people back into employment with a particular focus on disadvantaged groups, and provide access to additional support and employability interventions to enable sustainable employment.</p> <p>These include; tailored job search and advice, 1-2-1 CV and application form preparation, psychometric testing, internet job search and pre-recruitment training linked to employers.</p>	<p>Solihull or Birmingham resident and fall within one of the following groups</p> <ul style="list-style-type: none"> • Incapacity Benefit claimants • Income Support claimants • JSA Claimants • Persistent returnee's to JSA • Lone Parents • BME's • Offenders/Ex-offenders • Drugs and Alcohol Misuse • Homeless • Learning Disability and Mental Health • Migrant Labour 	<p>Michelle Haynes Operations Manager</p> <p>Tel: 07702 696124</p> <p>Email: michelle.haynes@shaw-trust.org.uk</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Fry Housing Trust Floating Support Scheme</p>	<p>Fry Housing Trust assists those at risk of offending with their housing related needs. Solihull Floating Support scheme can support those with the following issues; homelessness, drug, alcohol and mental health support needs. The scheme can offer support to enable individuals to become work ready if requested; this can include help with deciding what career or skill development you require, preparing a C.V., ensuring you have appropriate Identification, gaining some experience, completing a budget plan comparing financial differences between claiming benefits to employment, assessments for tax credits and other benefits, accessing local</p>	<p>Must be 18+ years old</p>	<p>Claire Mawby Scheme Manager</p> <p>Tel: 07747 458803 Email: smbell@fryha.org.uk</p>
<p>Jericho Skills for Jobs</p>	<p>Skills for Jobs aim is to assist long term working age benefit claimants and those who are economically inactive. Clients are provided with tailored personal support, bespoke training in line with the needs of the individual and employers and tailored support in work to ensure sustainability of employment and career progression.</p>	<p>Up to March 2009 any resident who is workless for 12 months or longer, or claiming working age benefit and live in Solihull (excl. Chelmsley Wood, Fordbridge, Kingshurst and Smith's Wood).</p> <p>From April 2009</p>	<p>The Bridge 234 Stratford Road Shirley B90 3AG</p> <p>Patrick Masih Tel: 0121 440 7919</p> <p>Don Graham Tel: 07826 211728</p> <p>Email: Birmingham@jericho.org.uk www.jericho.org.uk</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Jobcentre Plus (JCP)</p>	<p>Jobcentre Plus can help you find the right kind of jobs; full time or part time, temporary or permanent.</p> <p>Jobseeker Direct is a phone service to help you get a full or part time job all for the price of a local rate call. Available to anyone who is looking for work, the lines are open Weekdays: 9.00am - 6.00pm and Saturdays: 9.00am -1.00pm.</p> <p>The New Deal programme helps people on long term Jobseeker's Allowance to enter employment through 4 supported options: further education, voluntary work, and work with the environment task force or a job placement.</p> <p>Local Employment Partnerships are a deal between Jobcentre Plus and employers, where the employer agrees to fill a percentage of their vacancy opportunities with JCP customers who are furthest from or disadvantaged in the labour market, in return for the provision of work trials and pre employment training for these customers tailored to the employer's needs.</p> <p>Lone Parent trailblazer is an initiative aimed at providing guaranteed job interviews and pre and post employment support to Lone Parents wanting to find employment where their youngest child is aged 11 or over.</p> <p>Pathways to Work provides a framework of support for people making new claims to Incapacity Benefit, where they attend work focussed interviews as part of the claim process and receive help with managing their condition so that wherever they are able to, they can come off benefit and start work.</p>	<p>Anyone who is unemployed or is at threat of redundancy can seek advice and support from their local Jobcentre Plus.</p>	<p>Chelmsley Wood Job Centre Plus 1 Chelmsley Circle Chelmsley Wood, Birmingham, B37 5TH Tel: 0121 480 4600</p> <p>Solihull Job Centre Plus Park House 74 New Road Solihull West Midlands B90 3DR Tel: 0121 480 4000</p> <p>For Jobseekers Direct ring - 0845 6060234 Textphone 0845 6055 255</p> <p>www.jobcentreplus.co.uk</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Jobjunction</p>	<p>A partnership Training and Recruitment project based at Birmingham Airport Jobcentre that runs every 8 weeks. Designed to assist those unemployed for 6 months plus, to return to work at BIA and the NEC by a programme of re-training, guaranteed interviews and work trials.</p>	<p>If you are unemployed or claiming JSA for at least 6 months. Immediate entry for Lone Parents or if you are claiming disability benefit.</p>	<p>Fran Hall</p> <p>Tel: 0121 254 2613 E-mail: fran.hall1@jobcentreplus.gsi.gov.uk</p>
<p>Kingshurst Training (formerly 3E's)</p>	<p>Kingshurst Training is a work based training provider based on the same site as CTC offering; apprenticeships in childcare, advanced apprenticeships in childcare, E2E and teaching assistant NVQ's (via Train to Gain). Apprenticeships in Childcare include work placements and day release.</p> <p>E2E concentrated on personal development, enhancement of key skills and employability skills in order to access and sustain employment or further training. We work with local schools to provide various Year 10 and Year 11 (KS4) options, along with Post 16 childcare courses</p> <p>Our latest addition is a "Parents with Prospects" course. This is designed to support young parents or parents to be (up to age 19) to achieve an accredited parenting qualification. The longer-term aim of this course is to raise self-esteem and aspiration and act as a springboard to further training and/or employment.</p>	<p>Apprenticeships can apply direct. E2E via Connexions.</p>	<p>Jacqui Robinson PO Box 1017 Cooks Lane Kingshurst B37 6NZ</p> <p>Tel: 0121 788 1001</p> <p>Email: jacqui.robinson@kingshurst-training.com</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>Loudmouth Education & Training</p>	<p>Loudmouth is a theatre company that creates and runs education and training programmes. For the last 14 years they have been supplying interactive programmes for young people on personal, social and health education issues and accessible training for adults to aid personal and professional development. They use drama to feedback real life experiences to generate debate and ultimately affect change.</p> <p>1hour 45 minute employment programme, 'Attitudes & Expectations of Employment', is aimed at young people aged 14 upwards and can accommodate groups of 5 – 20 participants.</p> <p>The aim of all their programmes is to develop the participants' skills, increase their knowledge and explore attitudes in a safe environment.</p>	<p>Programmes aimed at young people aged 14 upwards any organisations can approach Loudmouth for further information.</p>	<p>Caroline Bridges, operations Manager or Eleanor Bryson, Director.</p> <p>Tel: 0121 446 4880</p> <p>info@loudmouth.co.uk</p> <p>www.loudmouth.co.uk</p>
<p>Neighbourhood Nurseries</p>	<p>There are 6 Neighbourhood nurseries in North Solihull. These nurseries create a friendly and safe environment for the children who use them. The nurseries offer high quality, affordable child-care to local parents, ensuring that their opening hours and policies are helpful to parents who want to work and take up training opportunities. The nurseries are located at the following primary schools and Children's Centres; Coleshill Heath, Whitesmore, Yorkswood, Windy Arbor, Smith's Wood Children's Centre and Bosworth Wood.</p> <p>For more information on Neighbourhood Nurseries please contact Solihull children's Information Service</p>	<p>Parents living or working in North Solihull.</p>	<p>Coleshill Heath - Tel: 0121 779 5532</p> <p>Whitesmore Tel: 0121 770 4844</p> <p>Yorkswood Tel: 0121 788 0908</p> <p>Windy Arbor Tel: 0121 770 6874</p> <p>Smith's Wood Tel: 0121 770 1809</p> <p>Bosworth Wood Tel: 0121 747 4763</p>

Initiative / Organisation / Service	Information	Entry Requirements / Eligibility	Contact Person and details
<p>NS Fusion Project</p>	<p>NS Fusion is an externally funded SMBC sports inclusion project. (Please contact Ian Clarkson for details of all the sessions that are run.) NS Fusion can offer volunteers a variety of coaching and admin work with the potential to move on into paid employment.</p> <p>They run a six-month New Deal Trainee scheme in 2008 with Pertemps which will offer 9 unemployed people between the ages of 18-24 a six-month paid training programme with the possibility of full employment at its conclusion.</p> <p>NS Fusion will look to recruit modern apprentices within a sporting environment and work with Solihull College in the future on completion of the New Deal Trainee Scheme.</p>	<p>Anyone who is unemployed or employed can contact us regarding voluntary work.</p>	<p>Ian Clarkson NS Fusion Project Manager</p> <p>Central Library Homer Road Solihull West Midlands B91 3RG</p> <p>Tel: 07920 700 121 or 0121 704 8517</p> <p>iclarkson@solihull.gov.uk</p>
<p>Pertemps PSL New Deal</p>	<p>National organisation delivering private sector led New Deal in Solihull. Offering; 1-2-1 support, advice and guidance helping participants into sustained employment, overcoming any barriers to work. Offering a range of training courses including soft skills motivation, learn direct, NVQs in all occupational areas, literacy, numeracy, ESOL, self employment support, financial advice, in work benefit calculations, Health and Safety, First Aid, free job search facilities etc.</p>	<p>Mandatory programme clients 18 + referred by JCP</p>	<p>Kim Sheldon Centre Manager</p> <p>Tel: 0121 770 2345 E-mail: kim.sheldon@ppdq.co.uk</p>

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<p>Pertemps</p> <p>Solihull LAA Employability Support Project</p>	<p>Clients will receive one to one coaching and support tailored to meeting their individual needs, and contact and support will continue once they begin work to help ensure that they remain in employment. Help can be given to clients with confidence building, preparing for interviews, developing links with employers, producing a CV, and interview / travelling expenses</p>	<p>The target groups are adult residents of Solihull aged 19+ on a voluntary basis</p> <ul style="list-style-type: none"> • Incapacity Benefit claimants • Ex-Offenders • Lone Parents 	<p>Alun Davis Centre Manager</p> <p>Tel: 0121 770 2345 E-mail alun.davis@ppdg.co.uk</p>
<p>Pertemps</p> <p>Deprived Area Fund (DAF)</p>	<p>Activity 1: Client Engagement and Tracking</p> <ul style="list-style-type: none"> • Engage client (outreach, referral, self referral) • Range of Assessment Methods • Creation of Working Action Plan • Sourcing of and Referral to Appropriate Provision • Tracking Client Activity • Placing Client into Work • Further Tracking Post Placement 26 weeks • <p>Activity 2: Pre Employment and Personal Support</p> <ul style="list-style-type: none"> • Skills for Life: Skills for Work • Motivational Courses • Specialist Services • Vocational Training • Employability Training • Work Experience • Voluntary Work <p>Post Placement Training (Train 2 Gain)</p>	<ul style="list-style-type: none"> • Aged 19+ • Unemployed 12 months+ • In receipt of working age benefits • Resident in one of the City Strategy Wards: Chelmsley Wood Fordbridge Smith's Wood Kingshurst 	<p>Glenys Crombie - DAF Manager</p> <p>Tel: 07826 861921 E-mail: glenys.crombie@ppdg.co.uk</p>

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<p>Pertemps</p> <p>Skills for Jobs (ESF Contract)</p>	<p>Operational from 1st July 2008 – 31st May 2010, the project will commission activities which aim to help unemployed people to progress to the point where they are ready to receive relevant support to assist them into sustainable employment.</p> <p>The service will include:</p> <ul style="list-style-type: none"> • Outreach & engagement • Initial assessment and action planning • Delivery of action plan (through internal support and referral to other training organizations including Jericho) • Job entry • Post-employment support • Caseload tracking 	<p>Solihull residents, 19+ and out of work for 12 months or more.</p>	<p>Spencer Shuter National Ops Director</p> <p>Tel: 0121 770 2345 E-mail: spencer.shuter@ppdg.co.uk</p>
<p>Pertemps</p> <p>Family Engagement Support Programme</p>	<p>To engage with 15,000 lone parents and partners across a geographical area in the West Midlands including the Solihull wards.</p> <p>The main aim of the contract is to make contact with the community utilising a team of outreach workers and sign posting clients to relevant provisions available</p>	<p>Key focus is on Lone Parents and Partners in receipt of JSA, Income Support, Incapacity Benefit, Disability Benefits, Carers Allowance.</p>	<p>Deborah Nickless Centre Manager</p> <p>Tel: 0121 507 9622 E-mail: deborah.nickless@ppdg.co.uk</p>
<p>Pertemps</p> <p>Learnirect</p>	<p>Within the Pertemps Development Centre in North Solihull an accredited Learn Direct suite offers a relaxed and supportive environment for clients to learn and work towards accredited qualifications and individuals will be allocated a tutor to help during their course.</p>	<p>Currently only open to New Deal participants.</p>	<p>John Owen Learn Direct Tutor</p> <p>Tel: 0121 770 2345 E-mail: john.owen@ppdg.co.uk</p>

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<p>Positive Futures</p>	<p>Positive Futures is a National Social Inclusion Programme using sport and leisure activities to engage with young people between the ages of 10 and 19.</p> <p>Our aim is to have a positive influence on young people's lives by widening horizons and providing access to new opportunities within a culturally familiar environment.</p> <ul style="list-style-type: none"> • We use sport and leisure activities as a means to encourage project participation. • We steer young people towards education, employment and training. <p>As well as an intense sports and leisure activity timetable, North Solihull Positive Futures also offer the young people on the programme a variety of coaching opportunities and courses. ASDAN</p>	<p>Ages 10-19 and living in North Solihull</p>	<p>Julie Taylor Positive Futures Project Manager</p> <p>North Solihull Sports Centre Conway Road Chelmsley Wood Birmingham B37 5LA</p> <p>Tel: 0121 779 1895 E-mail: julietaylor@solihull.gov.uk</p>
<p>Solihull College</p>	<p>Solihull's main provider of Further Education and Community and Adult Education. Solihull College has main campuses, Blossomfield and Woodlands which offer a wide range of courses.</p> <p>For more details please contact the college direct. See Solihull College Web-site for a full list of courses on www.solihull.ac.uk</p>	<p>Anyone is able to access information from Solihull</p>	<p>Blossomfield Campus Tel: 0121 678 7000</p> <p>Woodlands Campus Tel: 0121 678 7000 Email: enquiries@solihull.ac.uk</p> <p>www.solihull.ac.uk</p>
<p>Solihull College Ignition</p>	<p>NEETS (Ignition) - Young people not in employment, education or training.</p> <p>Ignition is a flexible programme designed to engage young people in education with the view to them progressing onto their chosen career path.</p>	<p>Aged between 16 and 18</p>	<p>Craig McCauley Ignition Co-ordinator Tel: 0121 678 7496 E-mail: craig.mccauley@solihull.ac.uk</p>

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<p>Solihull College</p> <p>Pathways Programme</p>	<p>The Pathways programme is an initiative aimed at 19+ learners who are interested in a career in the construction industry. Based at the Construction Centre at Griffin Park learners complete an 8 week training programme equipping them with skills across plastering, bricklaying, carpentry and painting and decorating with accreditation through City and Guilds. To aid employment the course also covers interview techniques, job search and CV writing plus the opportunity to gain the CSCS card.</p>	<p>19+ and living in North Solihull</p>	<p>Contact Griffin Park Tel: 0121 788 1768</p> <p>Email: joe.allen@solihull.ac.uk</p>
<p>Solihull College</p> <p>Princes Trust</p>	<p>Prince's Trust is a 12-week personal development programme which helps young people unlock their potential and discover new confidence. This is achieved through team building, problem solving, communication and decision making activities. The programme delivers City & Guilds qualifications in personal, teamwork and community skills and key skills in problem solving and working with others.</p>	<p>Aged between 16 and 25</p>	<p>Chris Brueton Princes Trust Team</p> <p>Tel: 0121 678 7496</p> <p>E-mail: chris.brueton@solihull.ac.uk</p>
<p>Solihull College</p> <p>Routes to Work</p>	<p>Routes to Work Courses are run throughout the year excluding summer holidays. Courses in Retail, Care, Office Skills and Logistics, if completed, will gain at least one Level 2 qualification. Courses run Monday to Thursday 10am till 3pm and are held at The Solihull Training Academy, Clarendon House, High St. Solihull. Each learner will have to book an interview with the Routes to Work team prior to starting and will be met in 1CP at Clarendon</p>	<p>Each course is open to 1 day unemployed, lone parents, IB claimants, PWD and runs for 3 weeks under 16 hours per week so benefits are not affected</p>	<p>Joan Hughes Tel: 0121 711 4633</p> <p>E-mail: joan.hughes@solihull.ac.uk</p> <p>www.solihull.ac.uk</p>

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<p>Solihull Community Housing (SCH) Money Advice Team</p>	<p>A Free and confidential benefit check service. The team can assist with going through benefit entitlements with you and can also help you complete forms or appeals against benefit decisions. They can also support you with other financial</p>	<p>Service open to all Solihull Community Housing Tenants</p>	<p>Money Advice Team Tel: 0121 717 1515 (Monday - Friday 8am-6pm) www.solihullcommunityhousing.org.uk</p>
<p>Solihull Libraries Family Learning</p>	<p>Solihull Libraries offer a Family Learning Programme to:</p> <ul style="list-style-type: none"> ▪ Provide fun family activities that help parents/carers support their child's learning. ▪ Enable parents/carers themselves to gain a range of skills. ▪ To provide an enjoyable entry into learning that can lead the parent/carer to progress onto further courses and into employment or a better job. <p>At each event advice/information on courses and further learning opportunities are available.</p>	<p>Children accessing events must be accompanied by an adult.</p>	<p>Deborah Pearson Family Learning Co-ordinator Chelmsley Wood Library, Stephenson Drive B37 5TA Tel: 0121 788 4371 E-mail: Depearson@solihull.gov.uk</p>
<p>Solihull MBC Business Information Service</p>	<p>The Business Information Service is based at Solihull Central Library.</p> <p>Information needed for setting up and running a business can be expensive. That is why the Council pay to subscribe to a range of high quality key business information packages – so you don't have to.</p> <p>These include key resources from the likes of Dun & Bradstreet, Experian, Kompass and British Standards, You can even access several of them free of charge from your own office or home, any time of day or night.</p>	<p>Anyone requiring information to help with all aspects of setting up or running a business.</p>	<p>Gary Archer Information Services Officer Tel: 0121 704 6921 E-mail: infols@solihull.gov.uk</p>

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<p>Solihull MBC Learndirect Service</p>	<p>The Learndirect Service specialises in Skills for Life courses, to help people improve their maths and English or develop IT skills, to help get a job, progress at work or get a place on a training course.</p> <p>There are Learndirect learning centres at Solihull Central Library and Chelmsley Wood Library, and the service is also provided at Castle Bromwich, Kingshurst, Marston Green and Hobs Moat libraries.</p> <p>Solihull Central Library and Chelmsley Wood Library are both OCR test centres, so you can study and sit your test for a National Certificate in literacy and/or numeracy, or for a New CLAIT IT qualification in your local library. The Learndirect Service is part of the Lone Parent scheme with Jobcentre Plus, which provides support for childcare etc to enable lone</p>	<p>Anyone living or working in the Borough of Solihull.</p>	<p>Kate Himmens Learning Support Adviser</p> <p>Tel: 0121 704 6974 E-mail: khimmens@solihull.gov.uk</p> <p>Tim Freeman Learning Support Adviser</p> <p>Tel: 0121 788 4391</p>
<p>Solihull MBC – Learning Shop / Next Step IAG</p>	<p>Solihull Learning Shop is based at Solihull Central Library. It provides a full Nextstep IAG service on all aspects of learning, training, work and careers. It is available by drop-in or appointment, and is supported by an extensive range of resources; including online packages and books you can borrow to help you with CVs, job applications, interviews or careers, etc. Internet-access PCs are free to use for CVs, jobsearch etc.</p>	<p>Anyone living or working anywhere in the Borough of Solihull.</p>	<p>Chris Knight Learning Shop Adviser</p> <p>Tel: 0121 704 8265</p> <p>E-mail: learningshop@solihull.gov.uk</p>

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<p>Solihull Mind</p>	<p>Solihull Mind is a user led mental health charity that offers a wide range of services including employment. Employment Information, Advice and Guidance is provided by the Employment Development Officer who has a background in Occupational Psychology and Personnel Management. She can also provide support with job searching, building motivation and work confidences enabling and supporting people to take their own steps forward in their own time-scales. These steps can be facilitated by other Mind services such as counselling, and 7 day a week open access support service, advocacy, IT training, confidence building courses, sports arts and music groups, as well as work experience in horticulture, groundskeeping and handiwork. Informed by the employment and</p>	<p>Adults between 17 and 65 living anywhere in the borough of Solihull with a self-defined mental health problem can access this service directly, i.e.self-referral.</p>	<p>Moira Oldroyd Employment Development Officer Solihull Mind 14/16 Faulkner Road, Solihull. B92 8SY</p> <p>Tel: 0121 742 4941 or 0121 743 4237</p> <p>Email: m.oldroyd@solihullmind.org.uk</p>
<p>SUSTAiN</p>	<p>SUSTAiN is a partnership of Voluntary organisations in Solihull working to support Solihull's Voluntary and Community Sector in its work.</p> <p>As part of their work to support voluntary sector organisations SUSTAiN are able to provide information on current volunteering opportunities within Solihull. They are also able to give information and advice on what being a volunteer involves and your rights as a volunteer.</p>	<p>Anyone is welcome to approach SUSTAiN about volunteering.</p>	<p>SUSTAiN: North Solihull Office Tel: 0121 770 8889</p> <p>Central Solihull Office Tel: 0121 711 3148</p> <p>www.solihull-sustain.org.uk</p>

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<p>The Prince's Trust</p>	<p>The Princes Trust offers practical solutions to help young people to get their lives working.</p> <p>The Trust provides funding and support to help its client group aged 18-30 to start their own business. They can access a low interest loan of up to £5000. A Business Mentor is available for up to 2 years once the business is started.</p>	<p>Must be aged 18-30, be unemployed or under employed, have a viable business idea and be unable to source all of the funding elsewhere.</p>	<p>Steve Perkins Business Manager Tel: 0121 689 6898 E-mail: steve.perkins@princes-trust.org.uk</p>
<p>Welcome</p>	<p>Welcome is an independent charity offering services to individuals affected by substance misuse in Solihull; they are a single point of contact for any individual wishing to access substance misuse treatment.</p> <p>Their services include: Drop in centre, needle exchange, brief interventions, counselling, day care, outreach, assessment, onward referral, care co-ordination, information advice and guidance, holistic therapies and family support service.</p> <p>Office hours: 9.00am to 4.30pm Monday to Friday. Drop in Centre opening times where appointments are not required: 11.00am to 4.30pm Monday to Thursday and 9.00am to 3.00pm Friday They are also open on Thursday evenings by appointment only until 7.30pm</p>	<p>Solihull residents who have substance misuse problems.</p>	<p>Welcome 15 Larch Croft Chelmsley Wood Solihull B37 7UR</p> <p>Tel: 0121 678 4730</p> <p>www.welcome-solihull.co.uk</p>

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<p>West Midlands Probation Service</p>	<p>Solihull Probation Office is part of Centenary House Probation Office in Kitts Green; they offer continuing education, training and employment support for those ex-offenders subject to community orders, unpaid work and on licence.</p> <p>Many ex-offenders are victims of poor education and long term unemployment; with no qualifications or references. Jobclub is held every Thursday 2pm till 4pm at Centenary House; the aim of Jobclub is to ensure offenders are offered sound advice on where they are starting, for some this may be addressing a literacy or numeracy need, for others it may be updating old skills. Jobclub is supported by Solihull College, Pertemps, Colebridge Trust and Solihull Council.</p> <p>Regular attendance at Jobclub is encouraged; attendance opens up training opportunities that have included HGV, Streetworks qualification,</p>	<ul style="list-style-type: none"> • Must be an ex-offender. • Must be aged 18 plus. • Must reside in Solihull or parts of East Birmingham 	<p>Bill Connolly Employment Project Co-ordinator Centenary House Mackadown Lane Birmingham B33 0LQ</p> <p>Tel: 0121 248 3547 E-mail: Bill.Connolly@west-midlands.probation.gsi.gov.uk</p> <p>John Gaughan ETEPSO Tel: 0121 248 3552 E-mail: john.gaughan@west-midlands.probation.gsi.gov.uk</p>
<p>WorkDirections Pathways</p>	<p>In Birmingham and Solihull, WorkDirections runs Pathways to Work, funded by the Government. The programme helps people find jobs and manage their health condition in the work place</p> <p>Specialist advisors support clients to manage and improve their physical and/or mental health condition so that they can move closer to employment. This allows clients to direct their focus away from what they can't do, to what they can do. Advisors work with clients on a 1-2-1 basis as well as offering programmes on; physiotherapy, psychology and joint workshops that include stress, anxiety and relaxation and motivational strategies</p>	<p>Residents of Birmingham or Solihull that are new or repeat claimants of IB, IS or SDA will be referred to WorkDirections from Jobcentre Plus. Voluntary referrals claiming IB, IS or SDA prior</p>	<p>Benjamin Roberts Deputy Operations Manager WorkDirections 88-91 New Street Birmingham B2 9BL</p> <p>Tel: 0121 329 7333 General enquiries: 0800 321 3137</p> <p>www.workdirections.co.uk</p>

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<p>Work Related Day Services (WRDS)</p>	<p>WRDS is a day service that works with adults with learning disabilities who live in the borough of Solihull and have been assessed as requiring social care. WRDS offers support through in house work projects which enable service users to increase their vocational and social skills and thus help them gain further independence in the community. WRDS also has a volunteer scheme which works with service users by helping them identify a suitable volunteer placement and supporting them dependent on individual need.</p>	<p>Live in the borough of Solihull, be 18 plus and assessed as requiring care by the Learning Disability Social Work team</p>	<p>Jayne Lea Tel: 07876 390 650 (9am -1.00pm) E-mail: jayne.lea@solihull-ct.nhs.uk</p>
<p>Workwise</p>	<p>The Workwise project for North Solihull operates from Chelmsley Wood Jobcentre Plus. The project aims to help people access employment opportunities by overcoming financial/transport barriers. Clients who are eligible for Workwise will be entitled to one-day passes for interviews and two-monthly passes for when they start employment. The passes cover the whole of the West Midlands area and can be issued for any mode of public transport. The Workwise Officer can provide a personalised journey planning service and assistance with public transport for travelling to interviews and new jobs. Workwise is able to provide the client with an illustrated step-by-step guide on the best way to travel from home to their destination and back.</p>	<p>To qualify for Workwise the client must meet either of the following eligibility criteria: Claiming Jobseekers Allowance, signing at Chelmsley Wood Jobcentre Plus or unemployed living in postcode areas B36 or B37 and not being ..</p>	<p>Workwise Officer Jobcentre Plus 1 Chelmsley Circle Chelmsley Wood Solihull B37 5TH Tel: 0121 480 4638</p>

Local Colleges and Universities

College / University	Address	Telephone / Fax number	E-mail Address	Web Address
Abbey College Birmingham	10 St Paul's Square Birmingham B3 1QU	T: 0121 236 7474 F: 0121 236 3937	enquiries@abbeybirmingham.co.uk	www.abbeybirmingham.co.uk
Ages College	First floor, Wolverley House 18 Digbeth High Street Birmingham B5 6BJ	T: 0121 632 6276 F: 0121 275 6199	enquiries@aagescol.org.uk	www.agescol.org.uk
Aston University / Aston Business School	Aston Triangle, Birmingham B4 7ET	T: 0121 204 3000 F: 0121 204 3696	Admissions@aston.ac.uk	www.aston.ac.uk
Birmingham City University (UCE)	Perry Barr Birmingham B42 2SU	T: 0121 331 5595 F: 0121 331 6314	Choices@bcu.ac.uk	www.bcu.ac.uk
Birmingham College	BMI Building (C/O) 9 Margaret Street Birmingham B3 3BS	T: 0121 212 0888 F: 0121 212 0666	Info@bccl.co.uk	www.bccl.co.uk
Birmingham College of Food, Tourism and Creative Studies (UCB)	Summer Row Birmingham B3 1JB	T: 0121 604 1000 F: 0121 608 7100	Marketing@ucb.ac.uk	www.bcftcs.ac.uk
Birmingham Institute of Art and Design (BIAD)	University of Central England Gosta Green Birmingham B4 7DX	T: 0121 331 5595	Info@bcuchoices.com	www.biad.uce.ac.uk

College / University	Address	Telephone / Fax number	E-mail Address	Web Address
Bournville College of Further Education	Bristol Road South Northfield Birmingham B31 2AJ	T: 0121 483 1000 F: 0121 411 2231	Info@bournville.ac.uk	www.bournville.ac.uk
Cadbury Sixth Form College	Downland Close Kings Norton Birmingham B38 8QT	T: 0121 458 3898 F: 0121 433 2619	Enquiry@cadcol.ac.uk	www.cadcol.ac.uk
City College	Various Campuses <ul style="list-style-type: none"> • East Birmingham • Handsworth • St Georges Sixth Form • The Technology Campus • Women's Academy 	T: 0121 204 0000 F: 0121 523 4447	Enquiries@citycol.ac.uk	www.citycol.ac.uk
Joseph Chamberlain Sixth Form College	Balsall Heath Road Highgate Birmingham B12 9DS	T: 0121 446 2223	Info@jcc.ac.uk	www.jcc.ac.uk
Josiah Mason College	Slade Road Erdington Birmingham B23 7JH	T: 0121 603 4757 F: 0121 377 6076	Enquiries@jmc.ac.uk	www.sutcol.ac.uk
Matthew Boulton College of Further & Higher Education (MBC)	Jennens Road Birmingham B4 7PS	T: 0121 446 4545 F: 0121 503 8590	Ask@matthew-boulton.ac.uk	www.mbc.ac.uk

Local Colleges and Universities

College / University	Address	Telephone / Fax number	E-mail Address	Web Address
Newman University College	Genners Lane Bartley Green Birmingham B32 3NT	T: 0121 476 1181 F: 0121 4761196	Registry@newman.ac.uk	www.newman.ac.uk
Queen Alexandra College (A National Charity for people who are blind or visually impaired)	Court Oak Road Harborne Birmingham B17 9TG	T: 0121 428 5050 F: 0121 428 5048	Enquiries@qac.ac.uk	www.qac.ac.uk
Sandwell College	Campuses at <ul style="list-style-type: none"> • West Bromwich • Smethwick • Oldbury 	T: 0800 622 006	Enquiries@sandwell.ac.uk	www.sandwell.ac.uk
Solihull College (Blossomfield Campus)	Blossomfield Campus Blossomfield Road Solihull B91 1SB	T: 0121 678 7000 F: 0121 678 7200	Enquiries@solihull.ac.uk	www.solihull.ac.uk
Solihull College (Woodlands Campus)	Woodlands Campus Auckland Drive Smith's Wood Solihull B36 0NE	T: 0121 678 7000 F: 0121 250 0135	Enquiries@solihull.ac.uk	www.solihull.ac.uk
Solihull Sixth Form College	Widney Manor Road Solihull B91 3WR	T: 0121 704 2581	Enquiries@solihullsf.ac.uk	www.solihullsf.ac.uk

College / University	Address	Telephone / Fax number	E-mail Address	Web Address
South Birmingham College (SBC)	Cole Bank Road Hall Green Birmingham B28 8ES Also campuses at <ul style="list-style-type: none"> • Digbeth • Balsall Heath (Women's Academy) 	T: 0121 694 5000	Info@sbc.ac.uk	www.sbc.ac.uk
South Birmingham Construction College	Bordsley Green Campus Fordrough Land Bordsley Green B9 5LB	T: 0121 694 5000	Info@sbc.ac.uk	www.sbc.ac.uk
Sutton Coldfield College	Sixth Form Centre Lichfield Road Sutton Coldfield B74 2NW Also Campuses at <ul style="list-style-type: none"> • Great Barr • Erdington • Erdington Design Centre • Castle Vale • Sutton I.T Centre 	T: 0121 355 5671 F: 0121 355 0799	Infoc@sutcol.ac.uk	www.sutcol.ac.uk
Walsall College of Arts and Technology	St Paul's Street Walsall WS1 1XN	T: 01902 657 000	Info@walcat.ac.uk	www.walcat.ac.uk