

Developing new skills to return to employment

After being made redundant, Michael knew he needed assistance to help with his career plans. He needed guidance in creating a CV to move closer to a return to employment and since he lacked the knowledge to do this by himself, he contacted the National Careers Service for professional support.

During his first session Stephen, his careers adviser, helped Michael to create his CV and explained how to tailor it to the different types of jobs he was applying for. They discussed the different steps Michael would need to take to improve his IT skills that would help him secure a job and they explored suitable IT training courses that would help Michael.

Stephen not only helped Michael overcome technical barriers but also offered extra support when needed. They worked together to develop an action plan that helped Michael identify each task he needed to complete to move closer to employment.

Michael attended a number of National Careers Service workshops including ones around job searching and the hidden jobs market. These helped him gain an understanding of the skills required to successfully search for and apply for jobs.

Michael received support in finding a suitable IT course that would provide him with the skills and knowledge he needed to support his return to work.

After successfully completing a basic IT course with Keighley College, Michael was able to move into employment.

Having a CV and improving his IT skills helped Michael not only get a job in the hospitality industry, but he also feels more confident in understanding his skills and strengths.

Thanks to his appointments with the National Careers Service, Michael feels much more confident in his career and added: **“I would happily advise other who find themselves in a similar position to me to contact the National Careers Service for advice and guidance.”**

Contact us:

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