

## WORK EXPERIENCE (UNPAID) AND TRAINING

### Facilitators Guide

**Aim:** To help the participants in making an assessment of the experience and training they will need to undertake to secure a part-time or full-time job.

**Objectives :** By the end of this session participants will have:-

- Made an assessment of the apprenticeships schemes that are available in a local context
- Developed a network of 'volunteering' and online opportunities that exist locally
- Completed a review of their skills & abilities relating to job seeking.

### Outline of Session

1. Introduction
2. Apprenticeship Schemes
3. Volunteering - Working without Pay
4. Online Training
5. Local Jobs Clubs
6. Personal Goal Setting
7. *Conclusion*
8. *Questions & Feedback*

### Suggested Timings:

(Total time for Session = 1.5 hours (90 mins))

- Introduction - 3 Mins
- Apprenticeship Schemes - 20 Mins
- Volunteering - Working without Pay - 20 mins
- Online Training - 10 Mins
- Local Job Clubs - 25 mins
- Personal Goal Setting - 10 mins
- *Conclusion 3 mins*
- *Questions & Feedback up to 10 mins*

## 1. Introduction

- A) Welcome Everyone to the Group.
- b) Get people to introduce them selves.

### C) For You To Say As Facilitator –

You could find it helpful in this course to think about yourself and plan how you might develop your goals, using your best skills and experience to enable If you cannot find paid work, anything you do that is useful in your community or which gives you work experience or training will be good additions to your cv (See Module 3) and will also help your confidence and ability to find paid work in the future, to better meet your personal needs for you and those of your family.

## 2. Apprenticeships Schemes

Using This Slide 2 – encourage participants to highlight the value of apprenticeships from this Africa business survey the medium and long-term .

**Apprenticeships**



- 8/10 apprentices believe that their apprenticeship has improved their ability to get a job, and provided them with new skills and knowledge.
- Apprenticeships also equip people with the confidence they need to fulfil their aspirations, and that they are more confident about their own abilities as a result of undertaking an apprenticeship.
- The course had improved their overall quality of life.

(Source: African School of Business)

**AID for TRADE**

### Slide 3

Start a brief discussion and engage in a short internet search (if available) that will highlight apprenticeship schemes in the local area to you.

**Apprenticeships**

- What apprenticeships Schemes exist in Your area?
- Do an Internet Search or Use local Knowledge



**AID for TRADE**

## 3. Volunteering - Working without Pay

**Slide 4**

Help participants discuss how it might be possible to work without pay for local employers or farmers in return for 'on the job' learning or training.

Help the participants to understand how this will help to build a good reputation as a reliable worker and you could get a good reference, or even the offer of paid work.

**Volunteering**



**4. Online Training Course**

**Slide 5**

Explain how websites like Alison.com and Take a free or very low cost online training course [www.alison.com](http://www.alison.com) (See Module 3) at an internet café that will help prepare you participants for the work they want to do in the future

Another on line training website is [www.socialcare.tv](http://www.socialcare.tv)

**Online Training**

Take a free or very low cost online training course [www.alison.com](http://www.alison.com) at an internet café that will help prepare you for the work you want to do in the future



**5. Local Volunteer and Networks Clubs**

**Slide 6.**

Invite a discussion about participants starting or joining an informal group to provide local practical help in the community, free or a small charge for work done.

(You might set this up as a voluntary Workstart Group so you have training together and possibly start a savings and loan association

**Local Job Clubs**

- Discuss with participants about either joining or starting an informal group to provide local practical help in the community, free or a small charge for work done.
- You might set this up as a voluntary Workstart Group so you have training together and possibly start a savings and loan association.



**6. What Can I Do ?**

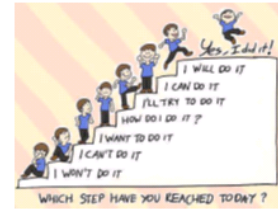
**Slide 7**

Think about these options and which you feel you could do best – or add your own idea and put a tick in the best fitting boxes below for each option

Use the table in the Workbook.

## What I Can Do?

- Lets work together to complete the questions in the Workbook.
- Be completely honest about this, as it will give you a real help towards your work experience chances.



### 7 & 8 Conclusion and Feedback

Consider what you have done – Have you met the AIMS of the course? Open the group to ask questions and provide feedback if appropriate.

Was the information useful and at the right level?

**Thank everybody for coming – Encourage the group to network and share contact numbers or emails (if appropriate) and to keep in touch.**