



Support into Employment

Agencies and organisations in Buckinghamshire helping people into work

Purpose

This note sets out the different organisations and the projects they run in Buckinghamshire in alphabetical order. This started as a scoping project to assess whether there was a need for additional employment support for Ukraine refugees and expanded once it was clear that a directory was needed. Like many other adults, a key challenges for Ukraine refugees (once they have some English language proficiency) will be to obtain work to enable them to be financially independent.

Hopefully, this Directory will facilitate increased referrals between agencies as well as provide a basis for commissioning any additional employment support.

A companion to this paper is a workbook which provides a table setting out a comparison of the different initiatives and a separate sheet which provides all the contact information including websites, contact names, email address and phone numbers where known.

In this way, the paper should act as an information source, not just for an assessment of provision for the Homes for Ukraine programme but also for anyone or any organisation working on employment support in Buckinghamshire. It will also help any section of the Council dealing with complex cases to refer them to the appropriate agency.

In relation to refugees, the organisations below provide employment support at any time and all refugees with right to work and/or access to public services should be able to access these.

Local – Buckinghamshire		National
1:1	Group	
Adviza	Careers Springboard	National Careers Service
Buckinghamshire Mind	Bucks Adult Learning	Refugee Action (online)
Oasis	Bucks College	Refu Aid -individual referrals
Careers Springboard		
DWP SWAP programme		
DWP Work and Health Programme (if eligible)		

DWP – Restart is only available to those on Universal Credit and who have been unemployed or claiming for more than 6 or 9 months.

Both DWP and Bucks Adult Learning have said that they would put on short courses if there were particular employment support needs for refugees from their existing budgets.

Although some organisations offer translators, I have not come across any Ukrainian/Russian speaking case workers. There is an expectation (and sometimes a requirement) that a certain level of English is needed to participate in these programmes.

Employment Support: Organisations and Projects (Alphabetical listing)

Adviza

Adviza is a national charity with the aim of inspiring and supporting young people and adults to progress in learning and work. This includes running intensive support programmes providing bespoke services for people facing barriers to learning and work, to improve the qualities of their lives and reduce the risk of unemployment. Advice and guidance is at the core of what they do.



Adviza support for refugees

(From the Bucks Skills Hub website page on Help for Refugees)

Adviza can help support refugees who are finding their lives being affected by unforeseen, terrible circumstances. They provide careers information, advice and employability support to those seeking work across Buckinghamshire, Berkshire, Oxfordshire and the South-West of England.

Support includes:

- Writing CVs, cover letter and applications
- Help to find jobs
- Identifying skills and qualifications
- Preparing for interviews
- Guidance in finding learning and training courses: at colleges, universities, training and apprenticeship providers
- Careers information, advice and guidance for young people
- Connecting with employers.

Website: [Adviza Charity](#)

Adviza > Projects and provision

In Buckinghamshire they run two projects using a mixture of European Social Fund (ESF) funding and other sources. The Building Futures Project (due to close March 2023) and Skill Up Bucks (due to close December 2023). It is possible that these projects may be extended using Shared Prosperity Funding (a decision is due on 5th January 2023)

Adviza: Building Futures Project

This is part of a national programme of ESF/National Lottery funded employment support projects “Building Better Opportunities” which is a national programme to tackle poverty and social exclusion. Adviza are the lead partner providing project managers, co-ordinators and case workers as well as providing funding for caseworkers at Oasis, Bucks Mind and Healthy Living Centre. There were originally 10 caseworkers and there are now 5.

Provision and support for:

The project has a remit to specifically target people from hard-to-reach groups including those aged over 55, people with disabilities and people from ethnic minorities.

How support is offered...

Although referrals should be people who are unemployed or economically inactive for more than 6 months, they accept referrals from anyone facing barriers to employment who is not in work.

Website: [Building Futures \(buildingfuturesbucks.org.uk\)](https://buildingfuturesbucks.org.uk)

Adviza: Skills Up Bucks

Skill Up Bucks aligns schools, colleges and local employers to provide work experience opportunities for anyone living in the county, developing both the available skills pool for local employers and opportunities for young people.

Provision and support for:

The Skill Up Bucks project can provide anyone aged 17+, living in Buckinghamshire with support to find employment.

How support is offered...

Through a range of activities such as employer visits, recruitment events, mentoring and work experience, Skill Up Bucks aims to:

- Develop local talent and skills
- Develop employability skills and confidence
- Support students to make the right decisions for their future
- Help schools and colleges to meet Gatsby benchmarks (particularly encounters with employers and employees and experience of workplaces (Gatsby benchmarks are the careers advice in schools quality standard)
- Help employers identify and nurture future talent
- Help local people to discover opportunities in their county
- Reduce skills and talent migration
- Give local employers a voice with their LEP, especially in the area of key skills required.

Website: [Adviza | Skill Up Bucks](https://adviza.org.uk/skill-up-bucks)

Buckinghamshire Adult Learning (BAL)

BAL have a community engagement team who strive to work and cater for hard-to-reach and disadvantaged residents. They have regular partnership meetings which involve many of the organisations providing employment support in Buckinghamshire.



BAL make weekly visits to Job Centre Plus in High Wycombe and Aylesbury, as well as the Vineyard in Aylesbury, to provide information and advice about BAL courses, including Skills for Work courses, ESOL, functional maths and English and digital skills training. In addition, they can put on courses requested by partner organisations for example they are putting on courses for Fairhive which covering crafts and First Aid for example.

Skills for Work

Skills for Work online sessions are held using Google meet every half term (6 times a year). In four separate sessions this covers:

- CV Writing and Job Searching
- Completing Application Forms
- Preparing for Interviews
- Video Interviews

Each session runs for about 3 hours with breaks.

These are free to people over 19 and meet UK residency requirements. On average 5 – 8 people will attend. Generally, BAL seek to recruit someone onto the first course, and they will then normally go onto attend all four sessions.

If participants for not have a computer/laptop or a gmail account, then they will lend a Chromebook (or

equivalent) and help the participant get set up to be able to join the sessions.

Digital Skills

Digital Skills is mainly used by people over 50 who may have lost their job during the pandemic and their previous role did not require digital skills. There may also be young people, potentially with mental health issues that may be referred by other organisations such as the Shaw Trust. These are longer courses running for 24 weeks and are run face-to-face. Participants are asked to undertake an online assessment to determine their level of skill. The courses include:

- Foundation Digital Skills
- Computer Confidence
- New Horizons

They also run digital drop-in sessions in Aylesbury and High Wycombe (they have previously run these in Chesham but currently there is not the demand).

There are other variations of Work for Skills/Digital Skills that BAL have run in the past. For example, Get Connected is a mix of employability (Skills for Work) and digital skills.

The Community Engagement Team would be happy to run courses where there is an identified group. For more information on any of the employability courses please contact cldevteam@buckinghamshire.gov.uk

Adult Learning also invite the Building Futures Project and Skill Up Bucks project to present to attendees on some courses, so they are aware of the help available.

Website: [Skills for Work - Buckinghamshire Adult Learning \(adultlearningbc.ac.uk\)](http://adultlearningbc.ac.uk)

Buckinghamshire Business First

Buckinghamshire Business First (BBF) is the Growth Hub for Buckinghamshire accessible to all businesses in the county and it's mainly employer focused. Its primary aim is to help the Buckinghamshire economy to grow by providing support to businesses in the county. There are 31,355 businesses in Buckinghamshire and BBF is currently engaged with over 46% of them with 65% of the private sector workforce employed in those organisations. Buckinghamshire Council provide a yearly grant funding to BBF, and this contract is managed by the Economic Growth and Regeneration Directorate.



Buckinghamshire Business First > Projects and provision

BBF has recently been selected to be Buckinghamshire's official Employer Representative Body for Skills and is now working on a Local Skills Improvement Plan for Buckinghamshire. The Bucks Skills Hub is managed by BBF on behalf of 4 co-investors being Buckinghamshire Local Enterprise Partnership, Careers and Enterprise Company (CEC), Buckinghamshire Business First and Buckinghamshire Council. The Bucks Skills Hub has a separate website to BBF (see below).

BBF can provide support for individuals considering setting up their own business.

Website: [Home - Buckinghamshire Business First \(bbf.uk.com\)](https://bbf.uk.com)

Buckinghamshire Council

The Ukraine Response team have contracted with Ecctis Ltd (ENIC), as the only national agency, to provide statements of comparability of qualifications for Ukraine guests under the Homes for Ukraine scheme.

This free service started in December 2022. Requests can be made to Ukrainesupport@buckinghamshire.gov.uk by Homes for Ukraine guests seeking employment. Referral agencies or partners can also request the form for their participants.



HR Resourcing Advisor

A dedicated HR Resourcing Advisor has been appointed to support and secure employment of Ukraine refugees with Buckinghamshire Council.

Svitlana Syrotian is providing information and advice in Ukrainian (as well as English) at community forums, webinars and recruitment events.

A number of resources have been developed to support employability such as how to write CV, prepare for interviews and the diversity of roles available at Buckinghamshire Council in Ukrainian. She can be contacted by emailing her at:

h4uresourcing@buckinghamshire.gov.uk

The Council also provides a guaranteed interview arrangement, whereby if a Ukrainian refugee meets the essential criteria of job requirements, they will be a guaranteed an interview.

Shared Prosperity Funding

Buckinghamshire Council is due to receive Shared Prosperity Funding (UKSPF) (22/23 for 3 years) from DLUHC, although confirmation of when this will be available is awaited as well as approval of the Council's proposed use of the funding.

Some of the funding will be directed at basic skills and employment support particularly for those projects which are funded using ESF (In Buckinghamshire this is the Building Futures Project). An additional amount of Shared Prosperity Funding is dedicated to the Multiply programme for improving maths skills.

Website: [UKSPF allocations - GOV.UK](https://www.gov.uk/government/programmes/uk-sp-funding)

Opportunity Bucks

Buckinghamshire Council will launch on 7th December 2022 its Opportunity Bucks programme, which is targeted at the most deprived areas in Buckinghamshire.

This programme will ensure that all residents in the county have the opportunity to succeed, that nobody gets left behind and we reduce inequality within our communities.

We also recognise that our ambitions of developing the local economy and reducing inequalities are linked – through the Opportunity Bucks programme we're aiming to break the cycle of disadvantage, improve health outcomes and grow our economy.

Buckinghamshire Mind

One of the partner organisations of the Building Futures Project. They provide employment support to anyone over 18 experiencing a mental health issue.



Buckinghamshire Mind > Projects and provision

The type of support is similar to that provided by Adviza and Oasis in terms of 1:1 and group support, helping with CV's, job search, accessing training and supporting people into voluntary work or employment.

Website: [BM-Employment-Support-Leaflet.pdf \(bucksmind.org.uk\)](https://bucksmind.org.uk/BM-Employment-Support-Leaflet.pdf)

Bucks College Group

As a Further Education College, the focus of their provision is on young people aged between 16 and 19.



Bucks College Group > Projects and provision

Bucks College Group provide two Employability courses

- a) Level 1 in Employability Skills (Traineeship)
- b) Entry Level 3 Award in Moving on Up in Vocational Studies

In addition, they provide supported internships for people with learning disabilities with Mission EmployAble (based in Chorleywood, Hertfordshire).

Level 1 Certificate in Employability Skills (Traineeship)

A Traineeship is an education and training programme which lasts for at least 6 months with work experience that is focused on giving young people the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, and a high-quality work experience placement. Students will need a work placement to be accepted for this course.

Entry Level 3 Award in Moving on Up in Vocational Studies

This full-time programme offers young people ages 16-18 a variety of opportunities to learn with tasters in different subjects, train and develop skills for employment. The course focuses on English and Maths to improve grades for students to progress onto their chosen level provision. This course is for students who didn't meet their full potential during their GCSEs.

They also provide careers programme and information, advice and guidance services to students attending college to help them decide the right course for them or help them with the next stage of their training or work.

Website: [Employability Programmes \(buckscollegigroup.ac.uk\)](http://buckscollegigroup.ac.uk)

Bucks Healthy Minds Employment Service -Richmond Fellowship

They offer a range of free, tried and tested NHS psychological therapies that help with low mood, anxiety, worry, stress, trauma and long-term health conditions as well as providing an integrated employment service. They accept self-referrals, and individuals can access employment support once they have had an assessment with a clinician, who will then make a referral to the employment service if the need for employment support has been identified.



Richmond Fellowship > Projects and provision

[Richmond Fellowship](#) works in collaboration with Healthy Minds to provide Employment support and guidance to people whether they are currently in work, off sick or unemployed. The employment team is embedded within Healthy Minds, sharing offices to ensure an integrated approach between clinical treatment and employment support.

They offer one to one support with an Employment Specialist (up to six sessions) as well as various group workshops covering topics including:

- CV writing
- Transferable skills
- Barriers and benefits to employment
- Disclosure of health conditions in the workplace
- Writing job applications
- Interview techniques
- Assertiveness at work
- Confidence at work
- Time Management

Some of the in-work issues they can support with include:

- Bullying and harassment
- Problems with line managers and/or relationships with colleagues
- Work environment
- Capability assessment
- Disciplinary
- Grievance
- Returning to work from sick leave, including phased returns
- Reasonable adjustments

Website: [Employment support | Healthy Minds Bucks \(IAPT\)](#)[Healthy Minds Bucks \(IAPT\)](#)
(oxfordhealth.nhs.uk)

Bucks Skills Hub

The Buckinghamshire Skills Hub promotes and optimises links between the business community and education/training providers to enable young people and adults to develop the skills and qualifications they need to progress in the workplace, at whatever stage of their careers they are in.



Skills development is central to creating the conditions for sustained innovation, excellence and growth for our Buckinghamshire businesses, particularly in priority sectors as described in our Local Industrial Strategy.

The Skills Hub coordinates a number of programmes including a volunteer Enterprise Adviser Network and Careers Hub working with schools, the annual Bucks Skills Show, sector-focused employer and stakeholder groups, apprenticeship support for businesses and a Skills Advisory Panel for Buckinghamshire.

The Skills Hub website provides invaluable career-related information, including guides to different job sectors, case studies on the world of work, how to make yourself more employable etc.

The website also includes a jobs board which had over 6,000 vacancies advertised.

[Bucks Skills Hub > Projects and provision](#)

They coordinate several programmes, including an Enterprise Adviser Network and Careers Hub working with schools, the annual Bucks Skills Show, sector-focused employer and stakeholder groups, apprenticeship support for businesses and a Skills Advisory Panel for Buckinghamshire.

Much of the focus is on the skills of young people at school and college and ensuring they have the skills needed by employers. They work in partnership with the Careers and Enterprise Company to help young people achieve their potential supported by a network of Enterprise Advisor volunteers.

Website: [Bucks Skills Hub](#)

Webpages for Refugees: [Bucks Skills Hub](#)

Careers and Enterprise Company

Main activity is providing careers advice to young people in schools and colleges on possible career options. They also work with employers to understand what they are looking.



The CEC is the national body for careers education in England, supporting schools and colleges to deliver modern, 21st century careers education. Our mission is to help every young person find their best next step.

Careers and Enterprise Company > Projects and provision

Our work includes:

- Training and supporting Careers Leaders
- Bringing employers, educators and providers together through our network of Careers Hubs
- Sharing practical digital tools and resources

Website: [The Careers & Enterprise Company | The Careers and Enterprise Company](#)

Careers Springboard

This organisation is mainly focused on unemployed professionals, manager and graduates looking for a new job. They take referrals from JCP and have had several referrals of Ukraine guests, with the most frequent request to be put in touch with employers. Individuals can register with them without a referral. They are planning a virtual networking event with employers to meet this need. All services are delivered virtually.



Geographically it covers the southern part of Buckinghamshire but will also take self-referrals from further away. It provides help and support during a job search. All the services are provided virtually and are free. Individuals need to register to receive joining information. Careers Springboard provide

- CV Reviews
- Coaching – 1:1 sessions with qualified coaches to help you understand yourself and your goals (this is their most popular service)
- Job Search Skills Webinars
- Networking
- Counselling – gain support from qualified counsellors to overcome negative feelings, anxiety or depression
- Mock interviews

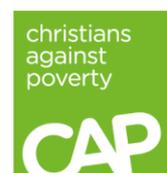
They run weekly events/webinars such as

- Building your Career through Effective Networking
- Preparation for interview
- Creating a good first impression
- Creating a Successful CV
- The Interview Itself

Website: [Home - Careers Springboard Job Club - Buckinghamshire](#)

CAP (Christians Against Poverty)

The Job Club @ The Hub is run by Union Baptist Church, High Wycombe, in partnership with national charity Christians Against Poverty (CAP). The Job Club offers the eight-week Steps to Employment Course, meeting from 10.30am until 1pm on Wednesdays at The Hub, Union Baptist Church, Easton St, HP11 1NJ. A free lunch is included. Volunteers work alongside around 8 attendees to build a highly supportive “club” environment. This develops confidence, whilst also providing practical tools such as CV writing and interview skills and one to one coaching.



All working age adults are welcome, with a particular focus on those who need a bit of extra help, whether that be because of low self-esteem, disabilities, language challenges etc. We welcome people from all faith backgrounds and none. The Steps to Employment Course materials can be accessed in Ukrainian if required. The next course will start on Wednesday 15 February 2023.

To register or find out more, contact Rachel Dillon -racheldillon@capjobclubs.org or James Entwisle jamesentwisle@capjobclubs.org
Website: <https://www.unionbaptist.org.uk/cap-job-club>

Website: [CAP UK | About us](#)

Connections Support

In Buckinghamshire a number of Connections Support services provide a level of support and advice to their clients around getting into employment, training, education but normally securing and maintaining a tenancy is the primary objective. This is as part of the holistic support around supporting that person to be able to live independently within the community.



Connections Support > Projects and provision

That support includes connecting people with the job centre, or colleges, supporting them to think about what they might like to do and how to investigate further, potentially helping them to write a cv, supporting them around labour qualifications – for example supporting a young man to liaise with the licencing centre around getting his forklift truck licence.

It is dependent on whether that is part of the support plan and what the client is trying to achieve and is generally secondary to helping them to obtain and sustain a tenancy. For many of the groups of people they work with, having the safety and security of accommodation is their priority and their focus.

The client groups within their services are as follows:

- Reset and Restart – working with ex offenders.
- Tenancy sustainment – working with homeless
- ORB – working with people recovering from drug and alcohol dependency
- Supported accommodation - Young people 16-25 who are unable to live at home (unaccompanied refugees and asylum seekers, care leavers, etc)

- NRPF – working with refugees with no recourse to public funds

In Oxfordshire, Connections Support do provide a much more specialised support offer to our refugee families (UK resettlement and Afghan refugees) around getting into employment. This starts from the point that the refugees arrive in country and are usually keen to get into work. This includes understanding the cultural differences around work and society, support with improving language skills, how to get qualifications from other countries recognised in the UK, ensuring appropriate paperwork is in place for them to be able to work, relationships with companies who have roles that adult refugees have taken up, managing and coping with expectations of rebuilding or transferring careers (particularly where in their home country they were skilled professionals) and understanding and working with Trauma experienced by the refugees and their children and how this impacts on their engagement with work opportunity and motivation and ultimately being able to sustain their families financially. Website: [Connection Support | Solving Homelessness & Achieving Independence](#)

DWP/Job Centre Plus

Jobcentre Plus

Jobcentre Plus is a government-funded employment agency and social security office based in Aylesbury, Chesham and High Wycombe. Their aim it is to help people of working age find employment in the UK. It is a part of the Department for Work and Pensions (DWP). The programmes provided by Jobcentre Plus/DWP vary and change over time.



Jobcentre Plus provides resources to enable job-searchers to find work, through Jobpoints (touch-screen computer terminals), Jobseeker Direct (telephone service) and the Jobcentre Plus website. These are available to anyone seeking a new job and not just benefit claimants.

Jobcentre Plus programmes only provide assistance to those who are unemployed and claiming benefits.

Priorities for Jobcentre Plus in November 2022 are:

- People who are 50 plus
- People with health issues or ill health which limit their ability to work
- In Work Progression – encouraging part-time workers to increase their hours

Other priority groups are:

- Youth 18–24-year-olds
- Ex-offenders
- Refugees including Ukrainians

DWP have a team providing support to employers. This includes arranging interviews at DWP offices, Job Fairs or setting up interviews to take place at an employer's premises.

National Careers Service/Jobs 22 attend Job Centre Plus offices weekly providing employment support including CV preparation etc on a 1: 1 basis. Adult Learning also attend JCP weekly.

The Partnership Manager covering Buckinghamshire is Mary Johnson.

Discretionary Flexible Support Funding

Funding available for individuals to help them get into work. Application (and possibly business case needed). It has been used to fund:

- Laptop
- Internet connection
- Travel to interview or up to three months when start work
- Clothes for interview
- Childcare costs up to 85%
- Funding for upskilling – maybe a course or a qualification

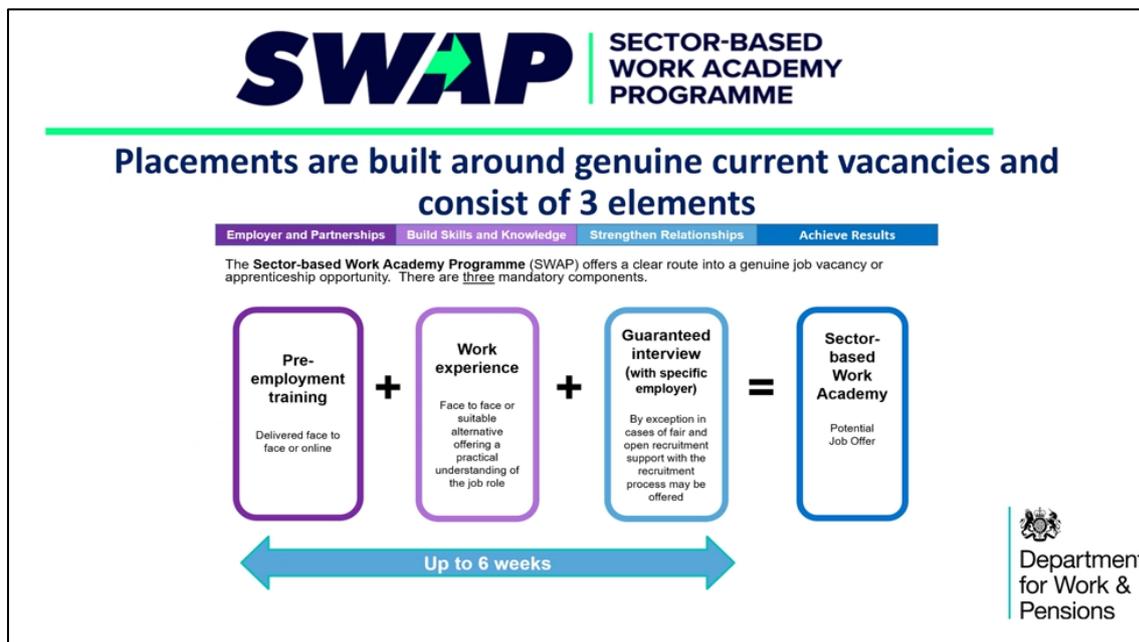
Claimant can send a message in Work Journal (an on-line method of recording contact between DWP/JCP and claimant) for help on any of these.

SWAP – Sector Based Work Academy Programme

This provides up to 6 weeks of support to anyone who is over 19, resident in EU for last 3 years (or Ukrainian), unemployed and not on Restart or Work and Health Programme.



This scheme provides a clear route from looking for work to a guaranteed interview and a potential job offer or apprenticeship. There are three mandatory stages:



Restart Programme delivered by Fedcap
(south of Aylesbury and by TCHC¹ in Aylesbury and north
Buckinghamshire)



The Restart scheme is part of a national programme commissioned by DWP to help unemployed job seekers get back into work through enhanced and tailored support. Only accepts referrals from DWP /Job Centre Plus (JCP) and only for people that have been unemployed for more than 9 months and is mandatory. Currently (December 2022) there are very few Ukrainians on Restart as they only started to arrive in March 2022.

The Restart support is fairly comprehensive and can also provide support to people with multiple and complex needs such as mental health, addiction or other barriers into work. Participants need to have fortnightly sessions and at least one face-to-face appointment every 4 weeks. There is an initial assessment of work readiness and the development of an Action Plan, which is kept under review.

The information below is based on Fedcap's information.

Fedcap have most resources in house including CV writing, wellbeing and health support, and work with Momentic to provide advice for people interested in self-employment. They run the following employability workshops:

- Effective Job Searching
- Using LinkedIn for your Job Search
- Gearing up for Work
- Creating a standout CV
- Preparation for interview success
- Captivating Cover Letters and Appealing Application Forms
- Knowing your Strengths
- Changing Mindset/Flipping the Switch (how to make positive changes by adopting a growth mindset)
- Bouncing Back from Challenges

Caseworkers can provide support for up to 12 months.

Websites: [Restart Scheme | Fedcap \(fedcapemployment.org\)](#) and www.tchc.net

¹ Jobs22 have the DWP contract and this is sub contracted to TCHC. [Helping people, employers and communities – Jobs 22 Ltd \(jobs-22.co.uk\)](#)

This is a voluntary programme except for people who have been unemployed for more than 2 years. It is primarily seen as a programme to help people with disabilities or ill-health into work. Other people which face barriers entering work are also eligible. Although this includes refugees, the Homes for Ukraine and Family Visa guests do not have “official” refugee status in the UK and so are not eligible unless they meet one of the other criteria.

People categorized as homeless and in temporary accommodation are eligible to join the programme.

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e is claiming Universal Credit then they can ask their Work Coach to be referred onto the programme, or if they are not claiming benefits then they can speak to a work coach at their local Jobcentre Plus about joining.

The Work Coach will consider if they:

- can be helped, by the offer
- if relevant, has already been helped by Jobcentre Plus with their core job search activity
- needs more support than can be provided within the standard Jobcentre Plus offer (or through other available services and provision); and,
- has committed to the goal of finding employment within one year
- has not previously started or completed the WHP

The Work and Health Programme is designed to help people find and keep a job if they are out of work. There are a wide range of people who are eligible to join the Work and Health Programme whom all face barriers to enter work.

These include:

- Refugees (tbc)
- People with disabilities
- Carers
- People who are homeless
- Veterans

The programme offers personal support to help with:

- Identification of their employment needs
- Matching skills to work that’s available
- Putting them in touch with employers
- Finding long-term employment
- Getting training to help them find work
- Managing any health problems to reduce their impact on work

Website: [The Work and Health Programme - Shaw Trust Main](#)

Healthy Living Centre

The Health Living Centre in Aylesbury is currently one of the delivery partners for Building Futures Project. It was established to support deprived communities in Southcourt and Walton Court. Unfortunately, due to funding problems, the centre will be closing in March 2023.



Website: [HLC – Healthy Living Centre – Healthy Living Centre](#)

National Careers Service

The contract for the National Careers Service is has moved from Adviza to TCHC (subcontracted by Jobs 22).



The National Careers Service provides high quality, free and impartial careers information, advice, and guidance. The service is available to anyone aged 13+ no matter what stage of the careers journey you're at.

The National Careers Service provides tools to help people make decisions about their career

- They can support exploration of careers and progression
- Assist with creating a CV
- Locate courses online or in person to support with finding a job/career
- Find a course that will provide the training and qualifications people need
- Support with updating skills to help improve job effectiveness
- Support people to find a new job

Residents can call 0800 100 900 to speak to an advisor or [use webchat](#).

Website: [Careers advice - job profiles, information and resources | National Careers Service](#)

The Oasis Partnership

“We are a charity providing high quality social and psychological support services to improve people’s health and wellbeing. We are now expanding our charity objects to extend our service provision, delivering socially inclusive, open access support for the wider communities of Buckinghamshire, through pioneering and innovative partnerships and initiatives.



We provide support to people of all ages, and offer a range of services to benefit many and diverse communities. Our mission is to improve quality of life by reducing disadvantage, isolation and loneliness and increasing skills, confidence and wellbeing. We take a holistic approach to people’s health and wellbeing and believe that social prescribing is vital to connect people with community groups, providing emotional as well as practical support.”

They have a number of centres in Buckinghamshire, at Aylesbury, Chesham (the Bagnall Centre) and in High Wycombe.

They aim to run a range of different employment projects providing information and advice on moving into employment, training and education, which can help someone at whatever stage they are or the barriers they face finding employment and are covered by the brand name **Routes into Work**. They include **Skill Up Bucks** and **Building Futures Project**. These are offered face to face at their project bases and they also offer online and telephone support.

They run training, employability and education courses, as well as a variety of groups, courses and sessions promoting good mental health and wellbeing, supporting the lives of people within our community activities from the Bagnall Centre in Chesham. This includes Routes into Work project and also part of the social prescriber programme².

Website: [Oasis Partnership – Supporting people to reach their full potential.](https://www.oasispartnership.org)

For more information email routestowork@oasispartnership.org

TalkBack UK

Talkback is a charity which supports people with autism and learning disabilities, including providing employment support and personal development skills.



Website: [Autism Support and Services | Talkback | Buckinghamshire \(talkback-uk.com\)](https://www.talkback-uk.com)

² The role of a social prescriber is to connect people to their local community to improve health and wellbeing.

National organisations

Red Cross

The British Red Cross is one of the charities supporting and helping refugees from Ukraine who are in the UK. Their website contains information about their services and the support that might be available.



There are no specific Red Cross services being run in Buckinghamshire. Anyone can contact them for more information about British Red Cross, or for emotional support by contacting their support line:

0808 196 3651 (Open Monday to Friday 10am to 5pm, Wednesday 10am to 8pm).
Local branch phone number 0300 333 5393.

Website: [Get help | British Red Cross](#)

Refugee Action

Refugee Action provide an online employment support programme via Zoom called Pathways to Work for refugees, asylum seekers and other vulnerable migrants across the UK.



- It can be either an eight-week employability group programme
OR
- 1-2-1 employment support

Participants need to be able to communicate in English without an interpreter (English level needs to be Entry 2 upwards). They can assess the English language level if participant is unsure.

Employment-related aspirations or goals (for example, you want to get a job, work experience, start a training course, explore further education or secure a volunteering opportunity)

Registration is via an online form. They say they will respond within 10 working days. If you have any questions, please email pathwaystowork@refugee-action.org.uk

Website: [Pathways to Work self referral form - Refugee Action \(refugee-action.org.uk\)](#)

Refu Aid

Refu-Aid will take referrals for refugees to go into their intensive English language provision or employment support. Refu-Aid differ from other organisations in that they wish to ensure that people with high level skills and qualifications are able to continue in their previous profession or career. A referral guide is available from UkraineSupport@buckinghamshire.gov.uk

The Refu Aid support covers language, employment and education. Unlike other programmes it aims to support refugees into employment commensurate with their skills and experience. Refu-Aid will take referrals from anyone who is a refugee or seeking asylum in the UK to access their language and employment support. There are waiting lists and Refu-Aid prioritise assistance.



The English Language provision is intensive and most of the courses are full-time. They are run to enable participants to pass the IOS and IOT exams required for university or medical degrees (possibly IELTS). Priority is given to high skills candidates. Eligibility criteria are that the candidate should have reached ESOL Level 1 (B1) and need a language qualification to be able to go back to their profession. They will also provide funding to help with transport to the course (run at over 90 language schools across the UK), course materials and exam costs. There are some courses available on-line where the refugee lives outside major cities.

For professionals wishing to requalify then Refu-Aid offer interest-free loans of up to £10,000 which can cover training/qualification costs and living expenses whilst studying. To be eligible the applicant must have previously worked in that profession and need to re-qualify in the UK.

They can also place people into employment if they are employment ready.

Refu-Aid are supported by a business consortium which pledged to offer 10,000 jobs in March 2022. The key sectors they work with are health, finance, engineering, law and technology. From news articles some of the business consortium members are Currys, BP, Mulberry, Dunelm, Persimmon, Gousto, Mid Counties Co-op, Kier and PWC. They will each sponsor refugees who are then able to access Refu Aid's language and employment programme. Once they are work ready, they will be offered a job.

The Refu-Aid Employment Support approach

1. Through designing a learning plan with you. We look at your goals and aspirations and put together a detailed plan of how you can achieve them.
2. Mentoring. We source a mentor within the industry you are looking to enter or re-enter. This mentor is able to help with providing bespoke and specific careers advice.
3. Working with employers to source paid positions and internships.
4. Access to [English language programmes](#) to ensure you have the required level of English to accept a job offer.
5. Access to [Interest Free Finance](#) to cover the cost of requalification and support you in returning to the job you know and love.

6. Work placements with hiring partners in the sector you wish to enter or re-enter. These work placements run for 12 weeks and are in partnership with companies throughout the UK.

Website: [RefuAid](#)

Refugee Council

They may be able to provide support, or they may signpost to another organisation providing support in the area. There are no specific Refugee Council projects or services in Buckinghamshire although they are a provider of direct employment support in some other areas including London.



Their service offer is:

- Contact you to talk about your situation and what you would like to achieve
- If we have a service that you can benefit from, we will ask an employment advisor to speak with you
- If we don't have any suitable support, we will look to connect you to other organisations which help refugees
- Add you to our mailing list so you will be receiving regular updates on training and employment opportunities UK wide

Call 02073461047 or email rjj@refugeecouncil.org.uk

Website: [Supporting refugees into employment - Refugee Council](#)

Other support – specific

Aspire Education Academy

Run a limited number of virtual free courses to help people gain work in the Education sector. It is funded by the Education and Skills Funding Agency, so it is likely there are restrictions.



The courses include a three-week Education Support Programme leading to NCFE Level 1 and Level 2 qualifications. In addition, they offer personalised support to develop CVs, application strategies and interview techniques. Their approach for face-to-face and online delivery programmes are designed to improve your soft skills and improve your industry knowledge, skills and behaviours, necessary for securing employment opportunities in the Education Sector.

Job websites targeting Ukrainians

[EmployUkraine - Matching Ukrainian Refugees with Jobs](#)

A free to use platform for employers and designed to help Ukrainians find work and work from anywhere.

[Jobs4Ukrainians - Find Opportunities Today](#)

A not-for-profit portal that aims to find the best positions for displaced and skilled Ukrainians globally.

Apps

[Get Britain Working](#)

1000s of jobs listed and guaranteed interviews when applying through the app/website.

[Meet ERIC](#)

Help to young people access work and training in the creative industries.

Collated by Joan Hancox
Buckinghamshire Council
Winter 2022