

# EMPLOYMENT AND TRAINING



## Our approach to supporting tenants into employment and training

We offer a free employment and training service, open to all Octavia tenants as well as other residents aged 14 and over, who live in Westminster, Kensington and Chelsea, Brent or Hammersmith and Fulham. As part of our employment and training service, we have a dedicated employment advisor exclusively for Octavia tenants.

## What we mean by employment and training support

We can help individuals to find work, volunteering or training opportunities, and tailor our service to each person's needs. Our aim is to build relationships and support people over long periods of time. We can provide help with:

- ▶ one-to-one mentoring and support during your job search completing application forms
- ▶ finding work placements, training courses and volunteering opportunities.
- ▶ creating or updating your CV and preparing for interviews
- ▶ completing application forms
- ▶ free internet access to jobsites

Once a year we also offer a small number of apprenticeship and paid internship placements for Octavia residents aged 16-24 years who are unemployed and not in full-time education. The internship scheme is open to those who have completed a degree and are aged up to 25. Both schemes offer young people the chance to work with Octavia for a year and study or train at the same time



## What you can expect from our service

To be eligible for employment and training support, you must be:

- ▶ Aged 14-65 years
- ▶ An Octavia tenant living within any London borough
- ▶ Living within an Octavia household
- ▶ A non-Octavia tenant living in the boroughs of Westminster, Kensington and Chelsea, Brent or Hammersmith and Fulham

## What will happen after you ask for support with employment and training?

A member of the Octavia Foundation's employment support team will arrange to meet with you to discuss your goals and aspirations, before developing a personalised action plan to help you to achieve them.

We also deliver drop in sessions across the community, please call Kyrsha Haynes on 020 8354 5686 or email [kyrsha.haynes@octavia.org.uk](mailto:kyrsha.haynes@octavia.org.uk) for further information.

## Making sure that we are succeeding

Our employment and training service is responsive and aims to reflect the needs of the people we support. We regularly seek feedback through case studies, questionnaires and evaluations as a means to help us to improve our service.

## How to contact us about employment and training support

For more information please visit our website [octaviahousing.org.uk](http://octaviahousing.org.uk) or contact our employment and training team on the number below.

Please contact us if you need any part of this information in Braille, on audio tape or explained in a different language.

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