

QED

TURNING CHALLENGES INTO
OPPORTUNITIES SINCE 1990

Careers Information, Advice & Guidance 2019

For Adults & Young People



What's Next?

Call us: 01274 545 000

Find us on our website: www.qed-uk.org



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Welcome to QED Foundation!

QED works to improve the income and employment levels of the most disadvantaged communities, with a focus on improving educational attainment and vocational skills. We also address health inequalities, promote health and wellbeing and reduce crime. We achieve this in part by developing and providing direct services to meet community needs at neighbourhood level.

This booklet contains information about further training provision, colleges, universities, voluntary organisations and useful jobs and careers websites.



What is Careers Information, Advice and Guidance?

Careers Information Advice and Guidance is a way we offer you a range of services that help you to make the education and career choices that are right for you.

We provide individual, fair advice and guidance through our professionally qualified advisers for all our learners to assist them make the right choices and help them pursue their ambitions.

Our CIAG services gives you free information about work, training or learning opportunities so you can make choices that are right for you.

QED Foundation CIAG Objectives:

- To provide all learners with accurate and up-to date information and advice to make informed choices about learning, skills and work;
- To ensure all learners identify and meet personal CIAG objectives during their learning programme;
- To be impartial and signpost people to the most appropriate support or destinations;
- To listen to what users say about our services and take action to continually improve our service.



To achieve our objectives all QED customers:

- Receive clear, accurate, up-to-date, accessible, objective and impartial information, advice and guidance before committing to a course/programme;
- Receive any requested information within 7 working days of asking;
- Can be confident that staff have been appropriately trained to deliver high standards of CIAG;
- Can access information about financial support and be signposted to the right place/person to find out more about a course or mainstream service to meet their needs;
- Can access clear, accurate, accessible and up-to-date information, advice and guidance about progression opportunities beyond their chosen learning route;
- Can be signposted or referred to specialist or alternative help;
- Are provided with ways to give feedback on the CIAG they have received;
- Always get a timely response to compliments, complaints or comments within 7 working days;
- Can be confident that their personal information is held securely.



We measure our success through our customer feedback and retention, completion and achievement data on a course by course basis.



QED Careers Information, Advice & Guidance Service Statement

We provide information and advice in the following areas:

- Courses, learning options, qualifications, jobs and employability support.
- Choosing the right learning journey for you
- Fees and financial support
- Volunteering opportunities
- Learning support (e.g. ESOL, Functional Skills)
- Progressions/referral – to direct you to other courses, agencies or resources

QED Delivery Partners

QED is currently delivering a number of courses and programmes at the following delivery partners (*delivery centres are subject to change*)



Attock Community Association



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL



**PREPARATION
COURSES
FOR**

TRINITY
COLLEGE LONDON
Secure English
Language Tests

QED – Quest House

1st Floor, 38 Vicar Lane, Bradford, BD1 5LD

Tel: 01274 545000

Sangat Community Centre

Marlborough Street, Keighley, BD21 3HU

Tel: 01535 610263

Attock Community Centre

10 Melbourne Place, Bradford, BD5 0JA

Tel: 01274 412444



Schedule of QED Programmes

September 2019 *(This schedule is subject to change)*

Please contact QED for further information on:

01274 545000

MONDAY	<ul style="list-style-type: none">▪ A2 Preparation Course - (Quest House)▪ B1 Preparation Course – (Quest House)▪ Quest 4 Opportunities – (Quest House)▪ Talk English (Sangat Centre, Keighley)
TUESDAY	<ul style="list-style-type: none">▪ Life in The UK Preparation Course – (Quest House)▪ Talk English – (Quest House)▪ Quest 4 Opportunities – (Quest House)▪ Action for Employment – (Quest House)
WEDNESDAY	<ul style="list-style-type: none">▪ Future Digital Inclusion – (Sangat Centre, Keighley)▪ Quest 4 Opportunities – (Quest House)▪ STEP Job Club – (Quest House)▪ Talk English – (Grange Interlink)
THURSDAY	<ul style="list-style-type: none">▪ English 4 Everyone – (Quest House)▪ Action for Employment – (Quest House)▪ Future Digital Inclusion – (Quest House)▪ Quest 4 Opportunities – (Quest House)▪ Talk English – (Quest House)▪ Talk English – (Lapage Primary School)
FRIDAY	QED Staff Internal Working Day

Our staff will help you explore course options suitable to your needs and provide you with information and guidance on how different courses might help your career planning or study route.





Careers Advice & Job Clubs

QED, Quest House Job Tel: 01274 545000	Job Club is open to anyone over 25 offering support with CV generation, conducting an online job search and exploring work values. It runs workshops on employability themes including interview techniques; dressing for work; confidence building and managing wellbeing whilst being unemployed.
City Training Services	Offer a huge range of apprenticeships and traineeships to people of all ages and employers across Yorkshire and beyond. Tel: 01274 728316
Leeds City College Jobshops	Jobshops help with: job search, CV writing, application forms, interview techniques, IAG etc. If you would like help with an application or advice on an interview with us, you can visit one of our Jobshops and speak with our staff. https://jobs.leeds.gov.uk/
Bradford Council Work Clubs	Bradford Libraries are helping unemployed people in their search for work. Unemployed people actively seeking work can drop into the free work clubs (run in partnerships with Job Centre Plus) where they can learn basic computer skills, create or update their CV, log onto Universal Jobmatch, and set up an email account: https://www.bradford.gov.uk/libraries/learning/work-clubs/ Work Clubs take place in Bingley Library, Bradford City Library, Keighley (local studies Library, Laisterdyke Library & Shipley Library.
Aspire-Igen Bradford & Leeds	Aspire-Igen provides practical help, guidance and support about taking the next steps towards learning and work. Tel: 0330 111 0035
Job Centre Plus	https://www.gov.uk/contact-jobcentre-plus If you want to contact your nearest office, you can find their details using the local office search.



Information about Future Learning Opportunities

Bradford College Tel: 01274 088088	For course information, please contact Course Enquiries Team at: information@bradfordcollege.ac.uk
Bradford Libraries	Your local library can help you by providing information about local college courses and training. Please contact your local library for more information: https://www.bradford.gov.uk/libraries
Craven College Tel: 01756 791411	Based in Skipton within The Aviation Academy based airside. Ofsted (2016) rated their apprenticeship provision as outstanding and has a proven record for student and apprentice progression to university and rewarding employment.
Skills House Bradford Tel: 01274 432605	Provides professional, flexible, and responsive recruitment, training and business services.
Keighley College Tel: 01535 685000	Offer apprenticeships, full-time & part-time courses, courses for 16-18 year olds and adults 19+ to meeting the needs of everyone. Email: enquiries@keighleycollege.ac.uk
Leeds City College Tel: 0113 386 1997	For course information, please contact Course Enquiries Team at: www.leedscitycollege.ac.uk
Shipley College Tel: 01274 327222	Information regarding full and part-time courses is available on: www.shipley.ac.uk or email: enquiries@shipley.ac.uk
University of Bradford Tel: 01274 232323	Help schools and colleges to raise aspirations for all students, and to provide information, advice and guidance to those who are applying to University. The team offers a wide range of events and activities for: students of all ages, teachers and advisers and parents.

Education Advice Website:

www.direct.gov.uk/en/EducationAndLearning

There are lots of useful websites run by the government and recruitment agencies who give information on job advice and opportunities and careers help.

Job Search websites:

<https://www.gov.uk/browse/working/finding-job>

<https://www.gov.uk/jobsearch>

<https://www.indeed.co.uk/>

<http://www.fish4.co.uk/jobs/>

<https://www.monster.co.uk/>

<http://www.telegraphandargus.co.uk/jobs/>

<https://www.reed.co.uk/>

<https://www.yorkshirepost.co.uk/jobs/>

<https://www.totaljobs.com/council>

<http://www.plotr.co.uk/careers>



Career Advise Website:

If you are considering returning or retaining to employment or are not clear on what you could do next, the following specialist advice, guidance services will provide you with impartial information, advice and guidance.

The Career Break Site	http://www.thecareerbreaKsite.com/ Here you'll find all the help you need to plan and organise your career break. This section will also help you with your job (including redundancy), money, health and safety and career breaks and the law.
EASA	Tel: 01274 433677 Education Advice Service for Adults (EASA) provide information, advice guidance to over 18, visit: www.easabradford.co.uk

National Career Services	Provide information, advice and guidance to help you make decisions on learning, training and work. If you had a Lifelong Learning Account you can still use your existing details to sign in. You'll be able to view your saved: CVs, Skills health check reports action plans and course searches. https://nationalcareersservice.direct.gov.uk/
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Information about Volunteering Organisations

Volunteering is a good way to gain work experience, build up your CV and get an insight to the world of work. There are lots of places in your local community where you can help out and gain important experience. Details of your nearest Volunteer Centre can be found at:

www.volunteering.org.uk/finder

Depending on your area, the list below gives details of some of the relevant voluntary centres you can go to for more information:

Volunteer Centre Bradford

www.volunteeringbradford.org

Do-it.org.uk (YouthNet UK) www.do-it.org.uk

NAVCA (National Association for Voluntary and Community Action) www.navca.org.uk

Community Service Volunteers
www.csv.org.uk/volunteering

*Refugees
Welcome*

Here are some more sites that focus on particular information needs

Information and advice for students with disabilities:
<https://www.ucas.com/ucas/undergraduate/getting-started/individual-needs/disabled-students>

Information about going to college or university at ‘Push’. Many free tools for university entrance. www.push.co.uk

Enrol in distance online learning and improve professional development with a highly valued Open University qualifications.
www.open.ac.uk

Advice for graduate students – Prospects (official gateway for postgraduates) www.prospects.ac.uk



If you are interested in an apprenticeship:

www.apprenticeships.org.uk

Or visit the BBC on www.bbc.co.uk/learning



QED is committed to providing the best possible experience for all of our learners. We value your feedback about QED services and use this feedback to continuously improve.



CIAG Resources

At QED we have a range of CIAG resources available. Please contact QED on 01274 545000 for further information.



CITIZENSHIP PREPARATION COURSES

ARE YOU APPLYING FOR A VISA EXTENSION,
INDEFINITE LEAVE TO REMAIN
OR BRITISH CITIZENSHIP?

QED IS THE ONLY LISTED SELT (SECURE ENGLISH LANGUAGE TEST)
COURSE PROVIDER IN BRADFORD

WE ARE OFFERING PREPARATION COURSES FOR
LIFE IN THE UK, A2 AND B1 SELT TESTS



QED1990



QED_UK

COURSES START FROM £150

FOR MORE DETAILS CALL 01274 545 000
QED, QUEST HOUSE, 38 VICAR LANE, BD1 5LD

PREPARATION
COURSES
FOR

TRINITY
COLLEGE LONDON
Secure English
Language Tests

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