## The Teacake

The Teacake Club is an informal group of members who have an interest in employment-related activity in Sheffield, organised by Opportunity Sheffield at Sheffield City Council.

Any member can send relevant information through to Opportunity Sheffield, who will disseminate it to the wider group. Information typically includes details of training courses, jobs fairs, vacancies, or anything that may be of interest to the wider group.



Approximately 3 or 4 times a year a Teacake Club meeting will take place, kindly hosted by a member organisation. The agenda will usually include a bite to eat, presentations around employability from members and external agencies, a business card raffle, and time to network.

#### Newsflash... PET-XI Training to host Teacake Club on Fri 29th June

Summer has arrived, bringing with it the next meeting of the Teacake Club. PET-Xi Training has kindly offered to host our summer get-together on Friday 29th June 2018 (0930-1200).

#### Inside this edition:

- ⇒ Next Teacake Club
- ⇒ Introducing Pet-Xi
  Training
- $\Rightarrow$  OS: What do we do?
- ⇒ News in Brief
- ⇒ Teacake network updates
- ⇒ 'Enjoyment & Skills'

#### **Address**

Pet-Xi Training Ltd, Carver House, Carver Street, Sheffield, S1 4FS



#### Would you like to attend?

If you wish to attend and/or present at the Teacake Club meeting, please email <a href="mailto:phil.johnson@sheffield.gov.uk">phil.johnson@sheffield.gov.uk</a> to ensure your inclusion on the agenda.

Places are limited - initially at least - meaning we can only quarantee space for one person per organisation at this stage



## **Contact: Opportunity Sheffield**

Email: opportunity@sheffield.gov.uk

Tel: 0114 229 6168





# Introducing... PET-Xi Training



"PET-Xi is a high-energy training specialist whose multiaward-winning teams work tirelessly to make a difference to people's lives, firing up their minds with engaging and positive learning experiences designed to help them achieve their target grades, get back into employment or upskill and progress along their chosen pathways.





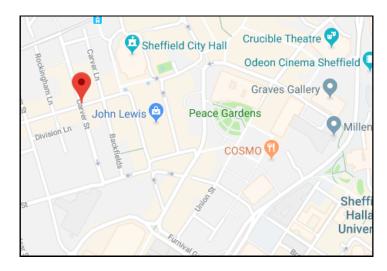
"Working with over 150,000 people over 22 years, as well as job seekers to upskill and get them back into employment, we provide business training for companies and individuals to maximise profitability and performance with our Xplosive Inspiration.

"We are currently Coventry Telegraph Company of the Year 2018 and our Managing Director Fleur Sexton (pictured left) has recently been made a Deputy Lieutenant representing Her Majesty's Lord-Lieutenant of West Midlands and recently won Businesswoman of the Year 2017/2018 at the Women of the Year Awards - a prestigious accolade previously earned by Baroness Karen Brady and Dragon's Den's Jenny Campbell.

#### How to find us

PET-Xi's Sheffield office is in Carver House on Carver Street in Sheffield, S1 4FS





# <u>Sheffield Enterprise Adviser Network</u> Volunteers wanted!!

Sheffield Enterprise Adviser Network is looking to recruit volunteers from businesses who would like to help schools/colleges to better prepare young people for the world of work.



If you know any well networked business people who have a passion for inspiring the next generation, can you please pass on our details so we can buy them a coffee/tea.

For more details, follow this link - <a href="https://sheffieldeantea-and-info.eventbrite.co.uk">https://sheffieldeantea-and-info.eventbrite.co.uk</a>

# Employment & Skills News in brief

## UK employees 'value worklife balance opportunities'



The opportunity to achieve a good work-life balance is the most-valued employee benefit, a new study has indicated.

Research conducted by software company Jobbio, which interviewed more than 4,000 workers, found that flexibility is considered a greater perk than competitive salaries, managerial praise, and training/development opportunities.

Next in the chart came a clear progression structure, followed by job benefits and the existence of sports teams and social activities.

https://content.jobbio.com/wp-content/ uploads/WorkHappy\_Index.pdf

# Creative workforce planning needed, employers urged

A more creative approach to workforce planning and talent pipelines is needed to ensure employers can recruit the people they need, it has been claimed. Gerwyn Davies, senior labour market analyst for the Chartered Institute of Personnel & Development, said many organisations are finding it more difficult to source the people and skills they need.

He suggested that some employers are offering higher pay in order to attract and retain talent, and ensure they can continue to access and develop key skills. "There needs to be a mix of attracting new and diverse talent as well as upskilling existing staff," he suggested.

"Organisations must put much more effort into attracting and retaining older workers, women returning to work after having children and other disadvantaged groups in the labour market, as well as investing in training and developing their existing workers."

https://www.cipd.co.uk/about/media/press/180514-lmo-spring-18

#### Further employment rate increase in Q1 2018

UK employment rose by 197,000 to 32.34 million in the three months to March 2018, with the employment rate up by 0.4% to 75.6%. According to the Confederation of British Industry (CBI), which published the figures, this is the joint highest level since comparable records began in 1971.



The number of people working full-time increased by 133,000 over the quarter, while the number of people working part-time rose by 64,000. The CBI described the rise as a "welcome development" after a year in which wage growth has not kept pace with inflation.

http://www.cbi.org.uk/news/cbi-pertemps-labour-market-update-may-2018/

## Prisoner Apprenticeship Pathway 'to help ex-offenders into work'

A new vocational training route - the Prisoner Apprenticeship Pathway - will offer guaranteed jobs to ex-offenders upon their release from custody. The initiative is part of a wider government job strategy designed to cut the UK's £15 billion cost of reoffending and help ex-offenders into work.

Secretary of State David Gauke said: "I believe passionately that, through work, people can turn their backs on crime and start a new chapter in their lives." He claimed the plan should demonstrate that good behaviour and hard work in custody will be rewarded with opportunity. "Ex-offenders can make a positive contribution to their workforce, society and the economy," he added.

https://www.gov.uk/government/news/jobs-strategy-aims-to-cut-reoffending



# Opportunity Sheffield: What do we do?



As Sheffield City Council's employment and skills service, Opportunity Sheffield performs a wide range of functions. Here is a quick run-down of our core activities:

- We commission a range of **employment programmes** that provide individuals with support for targeted groups on their journey to and into the labour market.
- We provide <u>pathways to employment</u> for those individuals at a distance from the labour market and those that face multiple barriers.
- We secure <u>employment and apprenticeship opportunities</u> for Sheffield residents across the employer base and through the Council's planning and procurement process.
- We deliver <u>apprenticeship training</u> through our own training units and broker apprenticeship and other training provision on behalf of Sheffield's employer community and to meet SCC's (Apprenticeship Levy) own internal requirements
- We provide <u>work experience</u> placements across the city's employer base for 2,000 Year 10/11 students per annum.
- We provide <u>impartial advice and guidance</u> to Year 10, 11, 12 & 13 students across 42 schools culminating in a yearly event *Inspire* an apprenticeship jobs fair. In 2018, 872 students and 72 employers with 300 apprenticeship vacancies attended.
- We operate Talent Pool an <u>apprenticeship matching service</u>, which brings together and supports employers and those seeking to secure an apprenticeship.
- We <u>bid for external funding</u> to deliver and manage employment and skills projects on behalf of Sheffield City Council, South Yorkshire local authorities and the Combined Authority. Examples include Skills Made Easy £27m, Ambition SCR £5m, Grant for Apprentices £6m, Apprenticeship delivery £2m.
- We work in **partnership** with the Combined Authority the LA's across the SCR and Core Cities contributing to the design of programmes and providing **secretariat** for the South Yorkshire Officer Group, Core Cities Skills and Employment Group and the Local Integration Board.
- We deliver **Sheffield's 100 Apprenticeship** programme that incentivises employers through a wage subsidy and ongoing support, to recruit disadvantaged 16-18 year olds to apprenticeship positions.
- We operate the **Quality (Ofsted) and Contract Monitoring** activities that our funders set as condition for receipt of funding drawn down
- We support the <u>third sector</u> to build its capacity to deliver and bid for Welfare to Work programmes.

# **Specialist Employment** & Skills Fair

Tuesday 19th June 2018 10am - 3pm

FREE Event for Adults with Autism, Asperger Syndrome, ADHD, Dyslexia, Dyspraxia, Hearing Impairments and Speech and Language Difficulties

Come along and meet employers, providers, education providers, support organisations and find out about options available to you in the South Yorkshire area

## **Tuesday 19th June 2018** 10am to 3pm

The Communications Specialist College, Leger Way, Doncaster, DN2 6AY

For further information contact: sts@autismplus.co.uk or telephone 0114 3840300 and ask for Suzanne Eusman

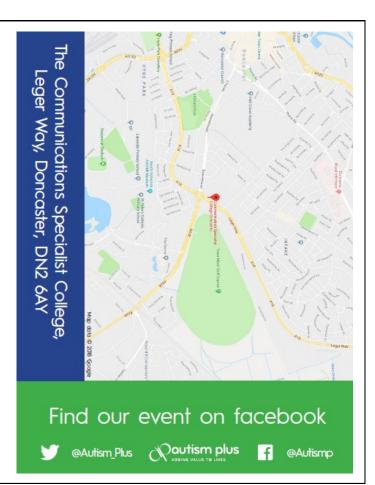














# **Health and** Wellbeing Day

27th June 2018 10:30am-1:30pm EIS-Sheffield, Coleridge Road, Sheffield, S9 5DA

Sheffield's Living With and Beyond Cancer team invites all people affected by cancer or working in cancer services to come and share their views with us on how we can shape services in the city to improve patients' experience.

Join us for a chat at this event dedicated to health and wellbeing in Sheffield. You'll also get the chance to enjoy a range of free activities including table tennis, badminton, walking football, fitness classes, a smoothie bike and a soft play area for kids.

For more details please contact: David Bly at david.bly@siv.org.uk





ACT builds on community strengths, engaging local people in a journey of change



#### **ASPIRING COMMUNITIES TOGETHER**

Ever wanted to become a Community Interpreter?

Community Interpreting Level 1 and 2

Join us at the taster session for Community Interpreting Courses CERTA Level 1 and 2

Possible pathway:

Certa Level 1 Community Interpreting course (24h) followed by Certa Level 2 Community Interpreting Course (50h)

Join us at the taster session:

Date: Wednesday 27th June 2018

Time: 10.00 am-2.00pm

Venue: Fir Vale Centre, Earl Marshal Road,

Sheffield, S4 8LB

Free for those on means tested benefits. For more information contact Usha Blackham on 0114 2434340 at ACT Firvale Centre







Fir Vale Centre Earl Marshal Road, Sheffield, S4 8LB 0114 2434340 www.actsheffield.com reception@actsheffield.com





# Project Choice

# Making a Difference









Supported Internships for 16-24 year olds with disabilities, learning disabilities, difficulties and/or Autism

#### **How do I apply for Project Choice?**

You will need to complete an application form, recruitment usually takes place in November, when this starts, it will be advertised through infor-mation sessions, details of these will be sent to your school.

#### What will I have to do to get a place on Project Choice?

You be invited to a group day which will include an interview, so we can get to know more about you.

This is so we know where you would be interested in working and what skills you have.

#### Where will I work?

The Project Choice team will ask some questions about where you would like to work and what your interests are. They will then match you to a placement you will enjoy.

#### Will I get paid?

Project Choice is an internship and an education programme; you will not be paid.

You may be eligible for a bursary which you will be able to apply for once you have a place on the project.

This will mean you will have some money to help with travel and food.

#### Are you ready to work but need support to do so?

Would you like to increase your confidence and improve your self-esteem while meeting new people and gaining confidence?

#### Then Project Choice could be for you!







**Project Choice** is a programme that helps young adults gain work experience and improve employability and independence skills.

We provide internships within healthcare settings and other NHS partner organisations in supported environments getting you ready for the working world.

Our support is tailored to each person and we match employment options to each person's skills.

#### What the project includes

- The programme runs for 1 school year (September to July) and is term time only.
- You will be offered up to 3 placements throughout the year running, these are each 10-12 weeks long.
- Each week you will spend 4 days in your work placement and 1 day in the classroom.
- In the classroom you will learn about work and developing work skills and also study towards improving your maths and English.
- You will be supported by a workplace mentor, project coordinator and a project manager.

I enjoyed the sense of responsibility, being in a new environment and meeting new people"

Project Choice has made me have hope and also it gave me an idea of what I want to do when I leave the course."

"I feel like an adult. I have travelled to work in-dependently, done my job and travelled home independently - just like other workers. I'm so proud of myself, I want to keep working"



Tel: 07468 464776

Email: info@thesuitworks.co.uk



# Ideally suited to the task

The Suit Works is a Charitable Incorporated Organisation (CIO) based on the Suited & Booted model in London. Director Vanda Kewley explains how this volunteer-run organisation makes a difference to people's employment prospects in Sheffield...

"It is almost two and a half years now since I launched The Suit Works back in January 2016 and I can remember my first two referrals were from REACH. I probably had about 15 suits at the time (thank goodness I found ones that fitted those first two clients) and I thought "OK, well if I achieve nothing else then I have helped those two men."

"Two-and-a-half years and 240 referrals from about 30 different organisations later we are still going. We currently have probably about 400 suits, 150 shirts and I am not even going to count



Vanda Kewley, Director of The Suit Works

the ties! Clients come in all shapes and sizes, (who knew how complicated men's bodies are?), all ages and backgrounds, and it is a joy to send them away looking fabulous and feeling more confident for their interviews.

"I started The Suit Works as a pilot company but we are now a CIO. Along with that comes a mountain of paperwork, governance and red tape, but also a supportive, fun and committed board of trustees. I am now an employee of the charity and in February we recruited a part-time wardrobe manager to help out.

"This year we have had donations of clothing from organisations such as Lloyds Bank, Ant Marketing, Office Friendly, Sheffield Hallam University and Enterprise Car Hire to name but a few, and we continue to received donations from individuals and through Goodman Sparks dry cleaners. At our recent fashion show, organised by the events students at Sheffield Hallam University, musician Richard Hawley kindly donated seven suits.

## Now accepting donations



We are now accepting donations of good quality clean suits, shirts, ties, shoes and accessories.

Whether you are able to donate clothing or maybe organise a suit drive at your place of work all help is very much appreciated.

"We owe a huge debt to Sheffield City Council, the Sheffield's Working team and Opportunity Sheffield for their support, encouragement and belief in the project and without whom we wouldn't be in the healthy state we are now. Also, to all of the organisations who we have developed great relationships with who do amazing work to support their clients and when needed, refer them to us, thank you."

#### Vanda



## Make a difference this summer by volunteering

Come to our Volunteering Fair to meet with organisations from across Sheffield and find the right volunteering role for you.

By volunteering you can gain relevant experience for work or study, but also pursue your interests or hobbies. You can learn a new skill or share your existing skills, while helping others and making a worthwhile difference within your community. You'll also have the chance to meet and connect with people, and have fun too.









You could be doing anything from gardening and growing at an allotment project, to reducing food waste by preparing meals for community groups. You could be running crafts activities for children, or planning fitness and wellbeing activities for older people. You could be helping people with their language skills, or using your writing skills to highlight the work of a charity through social media.

There'll be a list of charities attending the fair on our website, and we'll be posting updates on Facebook and Twitter – our details are below.

Make this summer the time that you start volunteering, to make a difference for others and a difference for yourself...

- facebook.com/SheffieldVolunteerCentre/
- @VolunteerSheff
- vc@vas.org.uk
- 0114 253 6649

Volunteer:

- Ø gain experience
- help others
- give something back

www.sheffieldvolunteercentre.org.uk









- Are you unemployed and over 19yrs?
- Do you want to gain your RTITB accredited FLT License?
- Do you want to secure employment?

We can help...

Training facilities close to Sheffield city centre

Contact Kingsley:

07739627495

or 0114 205 5515 Kingsley.paul@portlandtraining.co.uk

Portland Training is delighted to be in a position to start receiving referrals for our successful FLT/ Warehouse Course again. We have had some great feedback to date and really appreciate all those who have recommended us to your customers. We have limited spaces so I would encourage customers to be quick.

#### Confirmation of what each learner will achieve:

- 1\* Level 1 Certificate in Warehousing and Storage
- 2\* Manual Pallet Truck Certificate
- 3\* Level 2 Certificate in FLT Operations
- 4\* RTITB Counterbalance Lift Truck Certificate or Reach (Reach will depend on numbers and competency assessment)
- 5\* RTITB Powered Pallet Truck Certificate (widely used in the warehouse/logistic industry so very attractive)
- 6\* RTITB Photo ID showing both CB/Reach and PPT qualifications

#### Eligibility/course details

- Eligibility 19+yrs claiming benefits.
- 2 week course
- Support with travel costs where required
- Safety boots provided for course duration
- 12 per group







Sheffield Futures is a young people's charity, providing mentoring and specialist support for those who need it the most.

We provide the support to steer young people towards a more positive future, one in which they can fulfil their potential in learning, employment and life.

We support many young people through their journey from school, to college, or an alternative, and into employment.

## Delivering opportunities for all

Not everyone gets the same start in life. Some people grow up in a safe, supportive environment while others circumstances may not be quite so straightforward.

Regardless of their background, we believe that everyone deserves the opportunity to be the best individual that they can be.

## Helping to change lives

With mentor support, young people become reengaged in their futures and can build up the confidence to gather qualifications, and start looking for their prospective employers.

For years, local employers, across the city region, have partnered with Sheffield Futures to attract employees/apprentices that show long-term commitment, graft, and loyalty to those who offer them life-changing employment.

Sheffield Futures offers a range of services aimed at young people to help them with every aspect of their lives. We support them in schools and youth clubs and offer a helping hand when times are hard. We encourage them to have their say on the matters that affect them, work to protect them from risk and encourage them to live a positive and productive life.

#### **Contact Us**

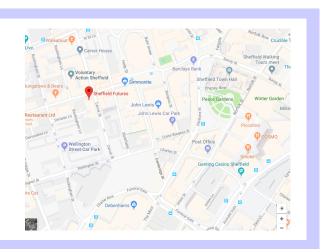
**Tel:** 0114 201 2800

**Email:** enquiries@sheffieldfutures.org.uk

**Web:** www.sheffieldfutures.org.uk

Address: Star House, 43 Division St

Sheffield, S1 4GE





PET-Xi Training would like to personally invite you to join us at our June open day, to be held at our brand new vocational training centre in Sheffield on Friday 8th June, from 12.30pm to 4pm.

Our open day has been specifically designed to showcase opportunities to our professional partners regarding the range of programmes and opportunities that PET-Xi can offer to young people and employers, alongside young people themselves who want to learn more about what puts the Xi in PET-Xi

Join us on the day and you will also be entered into a prize draw for a £20 high street shopping voucher.

This is a perfect opportunity to

- Learn more about PET-Xi

- Look around our new facility

- Talk to PET-Xi staff regarding current and future programmes

- Bring potential students to discuss how PET-Xi can support them

- See a PET-Xi session delivered live

- Talk to current PET-Xi students regarding their experience

- Discuss packages and rental availability for our training rooms

Our amazing PET-Xi team will be on hand through the afternoon to discuss th

- 16 - 18 Study Programmes

- Apprenticeships

- Work Experience

- Functional Skills

- IT for the Unemployed

We look forward to hearing from you and please do let us know if you plan to attend for a slice of cake and a chat.

Join us on Friday 8th June for our open day to offically launch our new office. 12:30pm - 4:00pm

# Employability Day 29th June 2018



PeoplePlus is staging an open day to promote the comprehensive range of external specialist intervention partners, training providers and employers which the company currently works alongside to support people towards progressing into employment.

Date: Friday 29th June 2018

Time: 11:00am till 1.00pm

Address: Portland House, 243 Shalesmoor, Moorfields, Sheffield S3 8UG.

It would be fantastic if you could join us by promoting your organisations services on the day to both customers and external visits. Free tables are available.

We are also looking for agencies and employers with live vacancies, vacancies must start within the next 3 months, to come along on the day too and promote their vacancies to our customers who will be invited to attend on the day.

For more information please contact Kate Liddle from PeoplePlus via email on kate.liddle@peoplpus.co.uk or call 07976 414271.



#### **FAMILY ENTERTAINMENT**

Ellesmere Green • 12 - 4 pm

#### **BURNGREAVE IS WORKING**

Vestry Hall • 12 - 4 pm

#### YOUNG PEOPLE'S ACTIVITIES

All Saints basketball court • 2 - 4 pm



- 12 4 pm Children's activities, community stalls, entertainment and performances on Ellesmere Green
- 12 4 pm Burngreave is Working event in the Vestry Hall
  - Information and advice about jobs, business, training and volunteering
  - Stalls for Burngreave based independent traders, makers, artists and service providers
- 2 4 pm Active Burngreave sports and games for young people at All Saints basketball court, Lyons Close S4 7EP

Interested in performing or want to book a stall? Email fran@burngreavemessenger.org





# Vacancy: Lunch Clubs' Development Officer

#### Category

Development & Support

#### Organisation

Voluntary Action Sheffield

#### **Job Description**

To lead the lunch club team in VAS, with oversight of support for clubs and referrals. Specifically to support the development of lunch clubs in Sheffield through the provision of information, advice, training, networking and group development to help Lunch Clubs in Sheffield identify and overcome difficulties and improve their services.

#### Salary

Pt 29 £24,892

#### **Type of Contract**

Short Term – Funding until 31st March 2019 from Sheffield City Council

#### Hours

35 per week

#### **Benefits**

Pension: 6% employer contributory pension and employee contribution in line with Autoenrolment requirements Leave: 25 days annual leave and 11 statutory and concessionary days. All leave pro-rata to contractual hours. Other conditions as set out in the contract of employment.

#### **Closing Date**

08-06-2018

#### How to Apply

Email recruitment@vas.org.uk





# Its your future! Jobs, Training & Well-being Event



# Join us for Free

Wednesday, 27th June 2018 At: Zest, 18 Upperthorpe Sheffield S6 3NA Times: 10am until 1pm

#### Description

This event is open to the public for residents of Sheffield. We hope that it will be of interest to job seekers of all ages including those out of work, anyone that has been recently made redundant and those looking to change career.

There will be various stalls including

Employers with Vacancies & Apprenticeships Training Courses Health & Well-being Information And Volunteering Opportunities

Please bring copies of your CV with you on the day



To register visit www.eventbrite.co.uk



Fun and games in The Teacake

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#### **GDPR: The Wordsearch**

Commissioner Guidance

Compliance Handling

Confusion Information

Data Law

Digital Management

Email Opt in

Enforcement Personal

European Protection

Fines Regulation

General Subscribe

As ever, The Teacake has its finger fully on the pulse with the definitive GDPR-themed wordsearch. Use your sleuthing skills to find these 20 terms related to the General Data Protection Regulation. Best of luck!



# Teacake Teaser

Back in May, we asked JP 'The Judge' Powell to identify the word in English language which switches from plural to singular and masculine to feminine when an 's' is added. After a lengthy spell of contemplation, JP delivered his answer.

"Princes," he declares, confidently. "The canned tuna company."

This month's theme: 'dingbats'.

Here are a couple of visual teasers for you:

"Easy peasy," says JP.

Answers next time in The Teacake



