

# Employment and Learning Advice Service

## Our Employment and Learning Advice Service offers help with:

- CV building
- Job searching
- Job applications
- Courses and training
- Interview skills
- Confidence building
- Heathrow opportunities
- Qualification equivalency (NARIC)
- Online careers information and diagnostic tools
- Exclusive skills for work support for lone parents



## What you can expect:

- Free individual interview with a qualified advisor
- Confidential and impartial support
- Useful information to help you make decisions
- Your own action plan for your next steps
- Useful and interesting workshops every other Friday on interview techniques, job search and CVs.

To make an appointment or book a place on a workshop please call 01753 476611.

# Job and skills club

We also deliver job and skills clubs with staff on hand who can help you with job searching, learning opportunities and applications in libraries across Slough.

## Monday

- The Britwell Centre,  
9.30am-12noon

## Tuesday

- Langley Library,  
2pm-4pm\*  
(\*1 to 1 appointments only)

## Wednesday

- The Curve,  
9.30am-12noon

## Thursday

- The Curve,  
9.30am-12noon
- Cippenham Library,  
1pm-3pm and 3pm-4pm\*  
(\*1 to 1 appointments only)

## Starting in September 2018

- Job Club at Chalvey Community Centre, every Tuesday from 9.30am to 12noon



Please get in touch by calling us on **01753 476611** or by emailing **[ela@slough.gov.uk](mailto:ela@slough.gov.uk)** for more information.