

# PROSPECTUS

## Training Prospectus to Support Carers to Return to Work

### Who to contact?

**Newcastle Carers** is your local carers' centre if the person you care for lives in Newcastle upon Tyne.

**Website:**

[www.newcastlecarers.org.uk](http://www.newcastlecarers.org.uk)

**Email:**

[info@newcastlecarers.org.uk](mailto:info@newcastlecarers.org.uk)

**Phone:**

0191 275 5060

**North Tyneside Carers' Centre** is your local carers' centre if the person you care for lives in North Tyneside.

**Website:** [www.northtynesidecarers.org.uk](http://www.northtynesidecarers.org.uk)

**Email:**

[enquiries@ntcarers.co.uk](mailto:enquiries@ntcarers.co.uk)

**Phone:**

0191 643 2298

**Carers Northumberland** is your local carers' centre if the person you care for lives in Northumberland.

**Website:**

[www.carersnorthumberland.org.uk](http://www.carersnorthumberland.org.uk)

**Email:**

[info@carersnorthumberland.org.uk](mailto:info@carersnorthumberland.org.uk)

**Phone:**

0167 032 0025

Funded by the North of Tyne Combined Authority, Newcastle Carers, North Tyneside Carers' Centre and Carers Northumberland, are working together to deliver a project to support carers who are looking to return to work.

The project provides specialist support to carers to remove any barriers they may experience returning to employment, education or training. This includes a training package which has been tailored specifically to help carers to return to work.

Sessions will be delivered virtually and cover the range of topics listed below in relation to caring and employability. Factsheets will also be available through each organisation's website.

***Getting online:** We use Microsoft Teams in our sessions. For help and guidance on using the platform please visit*

*[www.northtynesidecarers.org.uk/gettingonline](http://www.northtynesidecarers.org.uk/gettingonline) or contact your local carers' centre for help to set it up.*

We welcome feedback from carers on our sessions to help us continue to ensure our sessions meet their needs.

Please get in touch if there are any areas we are not currently providing that you would find helpful.

**For more information please contact your local carers' centre and ask to speak with the Carers into Work Adviser.**



**Ave Joesar**  
Newcastle Carers



**Stirling Hood**  
North Tyneside Carers' Centre



**Leanne Robinson**  
Carers Northumberland

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### FAQ

#### Do I have to pay?

Our sessions are free for carers who look after someone who lives in Newcastle, North Tyneside or Northumberland.

#### What should I expect?

Our sessions are one hour long and they aim to share useful information for you as a carer, but also engage you with activities to help you to realise your potential, recognise your skills and identify your aspirations.

Our sessions are tailored in a way that you would be encouraged to participate in group discussions, however, there is no pressure for you to speak and you can just observe and listen if this is what you prefer.

Our sessions are set up in a way that you can pick and choose which sessions you want to attend, however, you are welcome to attend all the different sessions!

#### How do I book?

To book, please contact your local carer's centre and ask to speak with the Carers into Work Adviser.

#### What do I need?

You will need internet access and a laptop/computer, a smartphone or a tablet with audio and a webcam that you can use during the session. If you do not have access to equipment or the internet please give us a call and we will discuss options with you.

**Transferable Skills:** This session introduces the Return to Work Project and helps you as a carer to identify your transferrable skills. The goal of the session is for you to recognise how many different skills you have and to learn how to evidence the skills. If you are not able to, or not planning to gain employment any time soon, talking about your skills and abilities can help you to realise your potential and recognise how many different abilities you possess and thus raise your spirits and self confidence.

**Assistive Technology:** This session gives you information about assistive technology and how assistive technology can help you in your caring role with a guest speaker from the either Newcastle Council, North Tyneside Council or Northumberland Council. The session also explores how smartphones and other smart devices can be helpful for you.

**CV Writing Skills:** During this session you will gain knowledge of what makes a 'good' CV. You will have the opportunity to create your own CV using a template of your choice while being guided by your Carers into Work Adviser. You will draw upon the skills you have, as identified in the Transferable Skills workshop, to help you create a personal statement unique to you. It will be helpful to this session for you to know your employment and education history.

**Application Forms:** This session explains what an application form is and how to use online job application platforms. You will receive top tips to be able to create a strategy to complete application forms in a way that is most convenient and fast for you and thus save you time in the long run.

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### Mental Wellbeing

We also offer a number of guest sessions to improve your mental wellbeing. These sessions are hosted by our colleagues at the carers' centres.

#### Virtual Mindfulness:

Anna from North Tyneside Carers' Centre delivers this session to help carers to learn how to manage your thoughts and feelings through mindfulness.

#### Communicating with Confidence:

Would you like to feel more confident when communicating about your needs or those of the person you care for? This session helps carers to feel more in control of their situation when communicating with professionals or other people involved in the caring process. The session is delivered by Anna from North Tyneside Carers' Centre.

#### Making Guilt Manageable Workshop:

Delivered by Kate from Carers Northumbria, this workshop aims to support carers in managing guilt often associated with caring and meeting the needs of all aspects of your life.

#### Caring and Me:

Anna from North Tyneside Carers' Centre delivers these informal sessions which are designed to offer you support in your caring role and help you to develop strategies to maintain your own wellbeing.

**Writing your Supporting Statement :** *This session will support you in writing supporting statements that are specific to the job you are applying for. You will gain knowledge of how to tailor your supporting statement to a job specification/person specification and draw upon your skills and experience to make sure you show how you best fit the role you are applying for.*

**Writing Cover Letters:** *During this session you will gain knowledge of what a cover letter is and how to structure it for your potential employers. You will receive step-by-step support in creating a cover letter and finish with a template to help you create cover letters relevant to your future applications.*

**Interview Skills:** *This session will help you feel confident, perform well in an interview and leave a positive impression with an employer. We will be comparing good and bad interviews, looking at different interview styles and focus on effective use of body language.*

**Carer's Rights in Work:** *This session will advise you of your rights as a carer in work, looking at your statutory and contractual rights and advise you on how to confidently approach these with your employer at the right time.*

**For more information please contact your local carers' centre and ask to speak with the Carers into Work Adviser.**