

**Organisation / Service & Address**

**Careers Wales - Cardiff & Vale, Careers Wales ( Cardiff & Vale ), 49 Holton Road, Barry,CF63 4HF**

**Contact Details**

**Dan Brookman, Tel: 0800 284844 Website: [careerswales@careerswales.com](mailto:careerswales@careerswales.com) Website: [www.careerswales.com](http://www.careerswales.com)**

**Skills Offered**

Careers information, advice and guidance to young people and adults, local schools and colleges to help young people find out about and prepare for the world of work including work experience and apprenticeship. We provide a Mentoring service for 16 to 18 year olds on training, work and college, to further their careers. The CW service will help you get motivated · Make decisions · Build confidence · Make the most of yourself · Work better as part of a team · and develop employability skills including job applications and interview skills · Develop your communication skills. Sometimes you will work one-to-one with your Adviser, sometimes you will work in a group.

Clients identified as tier 3 will receive the following support;

- 1) An assessment of need to identify the support they require to progress towards Education, Employment or Training.
- 2) Careers Information, Advice and Guidance (CIAG) underpinned by up to date Labour Market Information.
- 3) One to one and /or group support.
- 4) Job search support including access to job clubs, support to write CVs and to apply for vacancies and access to the Skills to Succeed Academy.
- 5) Referral and signposting to opportunities including education, employment and training (EET)

A designated member of staff who will provide the ongoing support required to keep the young person on track to achieve their goals of entering and sustaining EET

**Age**

**16+**

**Cost**

**No**

**Tier**

**All**

**Progression**

Referral processes in place and progression is followed up