



## Services to Business

- A range of staff development and training services on a fee paying basis. These include skills and training needs assessments and psychometric testing.
- Bespoke redundancy advice service which can be arranged on site, includes job hunting skills sessions and careers interviews. Working closely with Jobcentre+ we can provide information, advice and guidance sessions for employees.

Contact Careers 4 Adults on **01484 226809**

## Standards of Service

### We will make every effort to:

- Answer telephone calls within 6 rings
- Deliver a reply to a letter or e-mail within 7 working days

All staff will give their name when answering the telephone and wear name badges when dealing with the public.

Please tell us if we do not meet these standards.



Version 6  
March 2009  
QSG-05



# Services to Business

...free recruitment and advice service on apprenticeships and employing young people

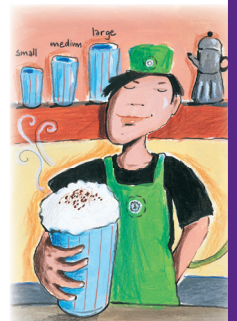
...freephone helpline and website on courses and qualifications

...support to local young people

...business and staff development advice



## Calderdale & Kirklees Careers



# RECRUITLINE

01484 226750

- A FREE service for companies looking to recruit apprentices and young people.
- We'll promote your vacancies and apprenticeships in schools, colleges, Connexions centre and on our website [www.workabout.org.uk](http://www.workabout.org.uk) and put suitable young people in touch with you.
- Ask us for advice about anything to do with employing young people...legislation, apprenticeships, training, pay and qualifications.
- Contact us with any other business queries and we can signpost you to partner organisations that may have answers.
- We have a team of expert, friendly advisers to help you.

Some comments from customers..."efficient and friendly service" "We filled our vacancy thanks to professional help".

Just call Recruitline on **01484 226750** (calls at local rates)  
Email: [recruitline@ckcareers.org.uk](mailto:recruitline@ckcareers.org.uk)

## Apprenticeships

We have a database of young people seeking apprenticeships in Calderdale and Kirklees.

Ask us for advice in setting up an apprenticeship. We have links to the National Apprenticeship Service and all organisations who deliver apprenticeships.

Call Recruitline on **01484 226750**  
Email: [recruitline@ckcareers.org.uk](mailto:recruitline@ckcareers.org.uk)

## Work Experience

- A valued part of education for students 14+ to learn skills for work and make their first contribution to the workplace.
- Almost 8,000 students participate every year on either one or two week placements with local companies.
- An opportunity for your staff to train and help a young person.
- An opportunity for you to give someone a trial prior to taking on a trainee.
- Would you be interested in building closer links with schools and colleges?
- Can you help by offering placements in your company?

A company commented "Simon was excellent in every way, a credit to his parents, school and himself".

If you are interested in offering a placement with your company, contact the Work Experience Team on **01484 226755** or email [work.experience@ckcareers.org.uk](mailto:work.experience@ckcareers.org.uk)

## Learningline

A freephone helpline providing information and advice on a range of courses and qualifications.

Learningline can also refer you to other local organisations which specialise in providing information, advice and guidance to adults.

Tel: **0800 5 979 979**  
Open: 9.00am - 5.00pm, Monday to Friday  
Email: [learningline@ckcareers.org.uk](mailto:learningline@ckcareers.org.uk)

