Upskilling

Upskilling can be helpful at any stage in your working life, from job searching, returning to work or progressing your career.

Here are some good recourses you can use for upskilling:

We're here to help! Ask a GET member of staff if you would like support accessing these resources.

iHasco Courses

Online training courses designed to help you with upskilling. Their courses cover various areas such as Health & Safety, HR, Business Compliance, and Soft Skills. Choose up to 10 courses.

www.ihasco.co.uk

Instructions

1. Let your Employment Support Officer know what courses you have chosen and they will enroll you.

2. Once enrolled, you should receive an email. If you haven't received anything, check your junk mail.

3. Click 'Email me a log-in link' and enter your email address.

4. You will receive another email from iHasco with a log-in link.

5. Click Log-in with one click to open your training suite and start your iHasco course.

- The link will expire after 24 hours.

- In order to enroll you, we will need to send your name and email address to Social Security.

- You will need to access your personal email account on the job club computer to complete these courses.

iDea Award

The iDEA award helps you develop digital, enterprise and employability skills by completing various online modules. It can help you to:

- Enhance your skills and knowledge

- Improve your digital literacy

- Learn about staying safe online

- Discover talents you didn't know you had

- Get more confident with technology

Instructions

1. Visit idea.org.uk and click 'Sign up'

2. Tick 'Joiner as a learner' and enter your details

3. Click 'Sign up Learner' and begin the modules.

Skills Health Check

The Skills Health Check is a set of activities to help you find out about yourself and what you're good at.

The online assessments can help you understand your strengths at work. This information could help you write your CV or apply for jobs.

Instructions

1. Go to https://nationalcareers.service.gov.uk/skills-assessment

2. Click on the pink box that says "Go to skills health check"

3. Select "Start a new skills health check"

4. Once you have the screen with the blue box, click on: "Get a reference code," then "Send me an email with a link"

5. When you have received the email or code, you can access the Skills Health Check via the link and begin the assessments.

Remember to "Save my progress" after each session.

Barclays Life Skills

Barclays Life Skills is a program designed to help job seekers improve their employability by providing valuable resources and guidance. It offers a range of tools, such as:

- CV writing tips

- Interview preparation

- Advice on developing essential workplace skills like communication and problem-solving

Instructions

1. Go to https://barclayslifeskills.com/

2. Select "Create new account"

3. Enter your details and register for an account.

4. Work through the lessons, modules and activities.

Autism Online Training

This resource has been designed and developed by autistic people, for autistic people who are looking to find employment.

This resource will take you through each step of the job finding journey. Starting with exploring your strengths, and gradually moving through to suggesting strategies to make your first week at work a success. This resource is designed for people currently not in work or looking to change careers.

Instructions

1. Go to https://www.autismonlinetraining.com

2. Scroll down to the 'Free E-learning Modules' and select "Finding Employment".

2. Select "Create new account" and enter your details.

4. An email will be sent to you with a link.

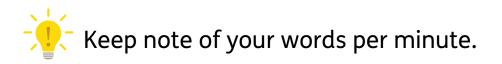5. Copy the link then paste it in to the search bar to verify your account.

6. Click "Continue" and start the online modules.

Typing Speed Tests

A touch-typing test assesses your typing speed and accuracy. It involves typing without looking at the keyboard, using all ten fingers. The goal is to develop muscle memory so you can type fluently. You can take these tests online to measure your words per minute (WPM) and improve your typing skills.

Browse through the websites to find one that suits you. We would recommend the following:

- www.typingspeedtests.com

- www.dancemattypingguide.com/typing-test

- www.agilefingers.com

Keep note of your words per minute.

Microsoft 365 training

Online tutorials and guides to help you understand how to use Microsoft applications such as;

- Microsoft Word

- Outlook

- Excel

- PowerPoint

- Teams

Support.microsoft.com/en-US/microsoft-365

Where can I look for employment opportunities in Guernsey?

States of Guernsey - Job Centre (gov.gg)

States of Guernsey – Careers (gov.gg)

Jobs.gg

Local Recruitment Agencies

Company websites

Networking events – job fairs, industry events, open days

Guernsey Press

Linked In

Facebook

Skills I have gained in job club:

Health & Safety Skills:

Fire Safety Awareness ☐

Manual Handling ☐

Workplace First Aid ☐

Risk Assessment ☐

Food Safety and Hygiene ☐

Compliance Skills:

GDPR/Data Protection ☐

Equality & Diversity ☐

Cyber Security Awareness ☐

Safeguarding ☐
(Children/Adults)

Wellbeing Skills:

Mental Health Awareness ☐

Stress Management ☐

Conflict Resolution ☐

Dignity in Care ☐

HR and Management Skills:

Leadership & Management ☐

Performance Appraisal ☐

Time Management ☐

Effective Communication ☐

Job Preparation Skills:

CV Writing ☐

Interview Techniques ☐

Job Search Strategies ☐

Networking ☐

Soft Skills:

Teamwork and Collaboration ☐

Emotional Intelligence ☐

Leadership ☐

Communication Skills ☐

Workplace Skills:

Communication and Teamwork ☐

Problem-Solving ☐

Decision-Making ☐

Digital Skills ☐
(e.g., using spreadsheets, emails) ☐

Financial Skills:

Budgeting and Money Management ☐

Understanding Payslips and Taxes ☐

Personal Development Skills: ☐

Confidence Building ☐

Adaptability and Resilience ☐

Time Management ☐

Goal Setting ☐

Digital Skills:

Coding Basics ☐

Web Development ☐

Digital Marketing ☐

Cyber Security ☐

Entrepreneurial Skills:

Innovation and Creativity ☐

Business Planning ☐

Pitching and Presentation Skills ☐

Social Media Strategy ☐

Problem-Solving and Analytical Skills:

Critical Thinking ☐

Data Analysis ☐

Project Management ☐