



Careers and Learning Guide

This guide provides details of a selection of organisations and resources that we hope you will find useful if you are thinking about making changes in your future. It has been compiled by your Union Learning Representatives and we hope it will continue to develop and be updated, and that you will find it useful. If you do have any comments please let us know. All our contact details are on the website



The new direct.gov, this should still be a valuable on-line "One-Stop-Shop". You can do everything from finding course providers in your area, paying car tax, to finding out about your employment rights. If you're unhappy with changes that made to this web site following the rebranding you can also feed directly back to them when you use their services

www.gov.uk



This is a FREE service offering impartial advice and the opportunity to talk in confidence to trained advisors skilled in a great variety of subjects, including CV writing, training, and funding. They also have advisors experienced in different professional backgrounds. Additionally, you can contact them to assess your current skills and qualifications in order to get the most out of them when considering further education or career development options.

call 08000 92 91 90

Lines are open 7 days a week 8a.m – 10p.m.
Calls are free from a landline and you can take the option to arrange a convenient time for someone to phone you back if necessary.

For more information before you ring visit their web site:

www.unionlearn.org.uk/uladvice



Previously known as Next Step, The National Careers Service is FREE to every adult in England* and offers a service similar to the Learning and Careers Advice Line but offers the opportunity to sit down and discuss your situation “Face to Face” with an advisor, either live in person or via a web cam. Again, you have access to information about different jobs, courses and opportunities in your area including volunteering, the local job market, and guidance on preparing a C.V. Advice on childcare support is also available.

visiting their web site also allows you to take a private skills test, assess your aptitude for different jobs, and the site even comes up with possible roles that may suit you.

call 0800 100 900

www.direct.gov.uk/NationalCareersService

**Keep an Eye out for information on similar initiatives in the rest of the UK.*



Often accessible via local libraries these centers offer another avenue into training and skills.

FREE English and Maths courses are offered through the “Skills for Life” platform, up to a Nationally recognised Level 2 qualification (equivalent to GCSE grade A- C), and these are often required by course providers irrespective of your previous academic achievements. Historically incentives are sometimes offered such as discounted access to subsequent courses which in the past have included popular subjects like computing*.

You can study at your local centre or, with internet access, from home or work. Courses are designed to be flexible and broken down into bite sized chunks allowing you to work at your own pace and when it suits you.

www.learndirect.co.uk

0800 101 901

Look out for info on **free Computer courses from Unite later in the Guide*



“New Horizons” is Learning and Development booklet produced by NIACE, the National Institute for Adult Continuing Education.

Again it has plenty of useful information and resources, but in addition, offers encouraging stories from other people who have faced the challenge of making changes by developing new skills. Contacts to help you explore volunteering opportunities are included. It also features advice from the private sector and support for anyone with specific difficulties such as dyslexia.

Look out for copies in your crew rooms.



This is the Governing body for the various sector skills councils in the UK. Airline Cabin Crew fall under the remit of “Go Skills” (recently merged with People 1st), the sector covering Hospitality, Leisure, Passenger Transport, travel and Tourism. Visit the web site for more information and to find out about careers and qualifications across a spectrum of industries.

www.ukces.org.uk



The Open University

The OU and Trade Union Learning Movement share a common goal, aiming to assist people “develop their careers, pursue personal ambitions, take on new challenges and achieve their potential!”

It offers a fantastic range of qualifications from certificates through to postgraduate degrees. They are achieved by studying a variety of modules, all designed to offer flexible study to fit around you.

No formal entry qualifications are required for most courses and shorter introductory courses in various subjects are available. Accessed via the OUs **OpenLearn**, while these are not accredited, they offer you the chance to experience this type of studying and the subject matter before making a long term commitment.

A full degree with honours can take a while and be expensive, but in the past Union discounts have been available, and **Tesco** points could be used to offset the cost – “Every little helps”! Since September 2012, non graduates working towards an OU qualification can apply for a Tuition Fee Loan, while those with a household income less than £25,000 have access to a low cost entry route “**Access to Success**”*. Payment by instalment can be an option, while some employers offer sponsorship. OU centres are open around the country where you can pick up a prospectus or speak to an advisor:

0845 300 6090 or visit www.open.ac.uk

**visit www.open.ac.uk/study-access*



The Thomas Cook Academy is available with courses to upgrade your skills in areas like I.T. or the option to borrow language C.D.s. The courses are not accredited but successfully completing one will not harm your C.V or your confidence about studying.

www.tcacademy.co.uk

As your employer, if you are threatened with redundancy, Thomas Cook has an obligation to support you. You should be able to expect reasonable time off to train or look for other employment if you need to. "Outplacement" is the system the company has in place. More information is available through the company's redundancy policy or by contacting HR at the hangar:

0161 498 4400

The GOV website gives you more information about employment rights.

These are just some of the different organisations that are available to help you. You can also visit local colleges & private training providers. Talk to colleagues as well. Most people in this industry did something else before. Find out about other peoples experiences.



Unite itself offers courses and are currently promoting a range of I.T. courses free to members going up to Level 3 (A Level) with a Level 3. See the Learn with Unite website for more information:

www.learnwithunite.org



The new Unite4Jobs portal is the Unions own dedicated job listing web site and allows you to develop an on line profile, offers a CV development tool to generate the best CV for you and, of course, an up to date list of available jobs.

www.unite4jobs.co.uk



For all life's money matters, including redundancy, the Money Advice Service – or M.A. as you might know it is a public body who give **free**, clear, unbiased advice to help you make informed choices. Advice is available on line, in print, over the phone and face to face.

Ask MA at www.moneyadviceservice.org.uk

Finally, do not forget your ULR Team. They are here to help you, support you, and fight your corner. They are backed by a team of Union professionals, and have access to reps' from other organisations. If they can't give it to you straightaway they should be able to take it away and find an answer to your question.