



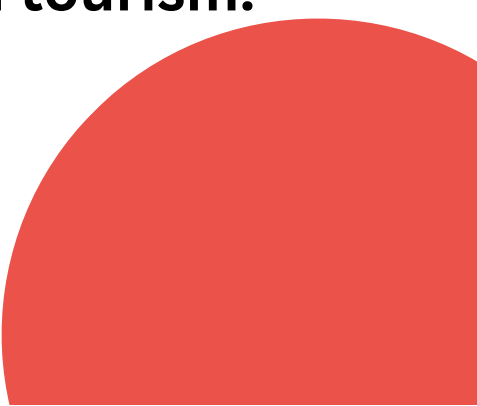
ROYAL ALBERT
DOCK LIVERPOOL
CHARITABLE
FOUNDATION

Work Ready Programme

NOVEMBER 6-10 2023



A funded week long training course for anyone aged 18-24 in the Liverpool City Region who is unemployed. The course is based at the Royal Albert Dock and will involve one week of training in writing CVs and Cover Letters, job searching and interview skills. The programme will also include site visits to Albert Dock businesses with a special focus on hospitality and tourism.





Tentative Schedule -

**This is a probable schedule, activities and timings during the week are subject to change.*

REGISTRATION- 10AM AT HOLIDAY INN EXPRESS

DAY ONE - AM SESSION

INTRODUCTION

Meet your trainer and other representatives of the foundation. Also get to know your fellow trainees.

- Caitlin Cotton, Project Co-ordinator
- Jess Brandwood- Operations Manager
- Helen Roberts- Chair of Trustees

Ice breaking activities.

BREAK

DAY ONE - PM SESSION

Personality test. Finding out how you work best. Your strengths and weaknesses. Industry/job matching.

DAY TWO - AM SESSION

CV writing skills and job searching. -
Outside lecturer/CV Workshop

BREAK

DAY TWO - PM SESSION

CV writing skills and job searching continued.

Schedule: continued

DAY THREE - AM SESSION

Morning out on the docks. Meet employers and Q&A.

BREAK

DAY THREE - PM SESSION

Introduction to Cover Letters- related to businesses you have met in the morning.

DAY FOUR - AM SESSION

Interview Skills training/Guest Lecturer

BREAK

DAY FOUR - PM SESSION

Interview Skills training/Practical Training

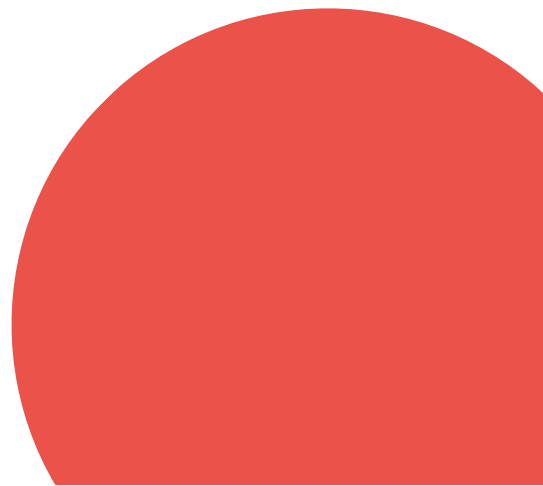
DAY FIVE - AM SESSION

Mock interviews

BREAK

DAY FIVE - PM SESSION

Mini job fair/graduation party





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Application Form





Contact Details

Title:	First Name:	Last Name:
Address:	Email Address:	
Postcode:	Phone Number:	

How did you hear about this opportunity?

- Growth Platform
- Thrive Careers Hub
- School Careers Team
- College Careers Team
- Social Media
- Posters

Have you been involved with the charity before? (This will not affect your application status)

- Yes
- No

(If yes) how have you worked with us before?

.....

Equality and Diversity Monitoring Form

The Royal Albert Dock Liverpool Charitable Foundation recognises the benefits of a diverse community of staff and volunteers and is committed to being an inclusive organisation where everyone is treated with respect and dignity and where there is equal opportunity for all.

To monitor our effectiveness and to comply with the obligations placed on us under equalities legislation, we collect and analyse the following information. The organisation needs your help and co-operation to do this but completing this form is voluntary.

All information that you provide will be kept confidential and stored securely.

How to fill in the form

Please complete the form by ticking the relevant boxes and by giving as much information as possible. You can choose not to fill in any or all the sections and whether you choose to do so will have no effect on your work experience or training course with us.

Data Protection

The data you provide is subject to the provisions of the Data Protection Act 1998. By completing this form and returning it to us you are giving your permission for us to process the data for equal opportunities monitoring purposes. This information will be held confidentially and will only be used for the purposes of equal opportunities monitoring. All data will be treated as strictly confidential.

Age

Please tell us your age in years:

Gender

Woman

Man

Transgender Woman

Transgender Man

Non- binary

My gender is not listed.

Please state here:

Prefer not to disclose

Disability

Do you consider yourself to have a disability? Yes No

Under the Equality Act 2010 a disability is described as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities.

Ethnicity

White

White Scottish

White British

White Irish

White other

Asia, Asian Scottish, Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian Background, please write here:

Black, Black Scottish, Black British

Caribbean

African

Any other Black Background, please write here:

Mixed

Any other mixed background, please write here:

Other

Other ethnic background, please write here:

I choose not to disclose

Religion, religious belief or similar philosophical belief

Do you identify with any of the following belief systems?

None

Church of Scotland

Roman Catholic

Other Christian

Buddhist

Hindu

Muslim

Jewish

Sikh

Choose not to disclose

Other Religion, religious

belief or similar philosophical belief, please write here:

Sexual Orientation

Heterosexual

Gay man/Homosexual Man

Lesbian/Homosexual Woman/Gay Woman

Bisexual

Choose not to disclose

Comments:

I choose not to complete the Equal Opportunities Monitoring Form:

Application Instructions

Please answer all ten questions listed. This will help us get a better understanding of who you are and what you are looking for. If you are successful we will use this information to help us tailor the program considering your interests and needs. If you need more space to write, please attach an additional page.

Once completed, submit by email to:

caitlin.cotton@albertdock.com

jessica.brandwood@albertdock.com

In person/by post: Holiday Inn Express Albert Dock
Britannia Pavilion, Albert Dock, Liverpool L3 4AD

Applicant Questions

- 1. Why are you interested in participating in our work-ready training course, and what specific goals do you hope to achieve through this program?**
- 2. Tell us about your educational and work background, if any, and any previous experiences you've had in the workforce.**
- 3. What is your greatest achievement in the past 12 months & why?**
- 4. Are there any particular jobs or industries that you are interested in pursuing, or are you open to exploring different career paths?**
- 5. Identify one or two key skills that you would like to work on and improve during the course.**

6. Why do you believe you should be selected for this course? What unique qualities or experiences do you bring that would contribute to the success of the program? (Max. 200 words)

7. Are you able to commit to attending the entirety of the course? Please note that full attendance is mandatory for successful completion. (Yes/No)

8. Do you have secure transportation to the Royal Albert Dock every day during the course? (Yes/No)

9. What is your connection to Liverpool, and how do you believe being part of this course will contribute to the local community and the Royal Albert Docks area?

10. What does the Royal Albert Dock represent to you personally, and how do you envision it playing a role in your future endeavors?