FUTURE FORWARD

Build Your Skills, Shape Your Future

Your guide to Careers Information Advice & Guidance

HLC

Welcome to your Adult Skills Fund (ASF) Learning Programme

Founded in 2002, Humber Learning Consortium (HLC) is an independent training provider that works with a range of partners to deliver education and training opportunities across Hull and the Humber area.

We provide government funding through the Adult Skills Fund (ASF) to help adults gain new skills, secure employment, or progress in their careers. Our programmes are designed for adults who want to develop their knowledge, achieve qualifications, and enhance their career prospects. The goal is to support you into sustainable employment, career advancement, or further study.

Ofsted

Read our report

CODE OF CONDUCT

- **HLC** is committed to providing an inclusive and supportive learning environment where all adults are treated with dignity, fairness, and respect.
- **Commitment to Learning:** Learners are encouraged to take ownership of their development, work towards their goals, and make the most of the learning opportunities available.
- **Positive Experience:** HLC strives to ensure that every learner benefits from a positive, high-quality, and rewarding learning experience throughout their programme.
- **Expected Behaviour:** Learners are expected to demonstrate respect, responsibility, and active engagement in their learning, helping to create a supportive and professional environment for all.

ATTENDANCE

- **Purpose:** To support adult learners in achieving their personal, professional, and learning goals through participation in Adult Skills Fund programmes.
- **Commitment to Achievement:** HLC is dedicated to promoting positive engagement, regular attendance, and high achievement for all learners.
- **High Standards:** All learners are expected to maintain consistent attendance and punctuality to maximise their progress and success within their chosen course.
- **Support for Improvement:** Where attendance or punctuality falls below expectations, learners will be offered personalised support to identify and overcome any barriers to participation, ensuring they are able to continue working towards their goals.

SAFEGUARDING

At HLC, we are committed to working together to ensure that learners, staff, and visitors are protected from harm and feel safe.

- Government Guidance: We follow statutory guidance provided by the Government, alongside local strategies and procedures outlined by the authorities with whom we collaborate closely.
- Safe Environment: Our priority is to ensure that everyone who comes to HLC and our delivery partners feels safe, supported, and valued.

scan me for more information

Working safely online

It's important to stay safe while online. Here are some resources where you can find additional support and advice:

www.internetmatters.org
Offers age specific online safety advice

www.saferinternet.org.uk
Provides tools to report and remove harmful online content.

www.ceop.police.co.uk
Offers advice and allows you to make reports about online abuse.

www.actearly.uk
Guidance from Counter-Terrorism Police on staying safe online and dealing with potential risks.

Mental Health

for balancing learning and life

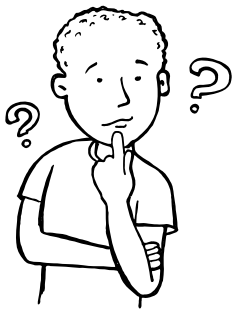
www.samaritans.org

text SHOUT to 85258
Shout is the UK's first and only free, confidential, 24/7 text messaging service for anyone who is struggling to cope.

www.mind.org.uk

What is Safeguarding?

Safeguarding is about how we keep you safe and the processes we use to do so. At HLC, we foster a strong safeguarding culture across all our programmes. We work closely with our partners to ensure that effective safeguarding processes are in place. This includes providing up-to-date knowledge and training to our staff so they can assist you when needed and keep you safe while you are learning with us.



HLC has a duty of care to you, it's important for you to know that you also have a legal "duty of care." This means recognising and responding to any concerns about your own safety or the safety of other learners. This includes addressing issues like peer-to-peer bullying, online bullying (via computer, mobile, or other devices), and any other forms of abuse or harm.

But what does harm mean?

Harm refers to anything that causes you physical or emotional pain. This can include:

- Bullying: Any kind of harassment or intimidation.
- Sexual Abuse: Unwanted or inappropriate sexual behaviour or contact.
- Neglect: When your basic needs are not being met.
- Physical Attack: Being physically assaulted or hurt.
- Coercion: Being forced to do something against your will.

Harm can occur in various places, such as at home, at work or in a work placement, in a training centre, with friends, on the street, or online—anywhere! It's important to recognise these forms of harm and seek help if you or someone you know is experiencing them.

If you have a concern you'd like to share directly with HLC, you can scan the QR code. This link lets learners, and others report community concerns.

Prevent

The Prevent Duty became a legal requirement in July 2015. Prevent is one of the elements of the Government's counter terrorism strategy known as CONTEST. At the start of, and throughout your course you will be made aware of Prevent, what it means and how it keeps learners safe.

Prevent is about safeguarding learners from radicalisation and extremism by promoting British Values. It is not about preventing you from having political or religious views or concerns.

The objectives of Prevent are to

- Tackle the ideological causes of terrorism
- Intervene early to support people susceptible to radicalisation
- Enable people who have already engaged in terrorism to disengage & rehabilitate

Radicalisation is the process by which an individual or group adopts increasingly extreme political, social, or religious beliefs that conflict with British Values.

People can be influenced by radicalisation through:

- Online Content: Exposure to extremist material and propaganda on the internet.
- Peer Interaction: Influence from peers or social networks that promote radical views.

Understanding these influences is crucial for recognising and preventing radicalisation.

Fundamental British Values

Extremism is defined by the Government as vocal or active opposition to the Fundamental British Values, which are:

Democracy
The Rule of Law
Individual Liberty
Mutual Respect and Tolerance of Different Faiths and Beliefs

For more information on Fundamental British Values, please scan the QR code.

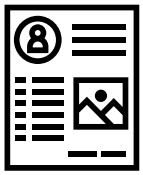
All of our programmes incorporate these British Values, in line with the Equality Act 2010, which emphasises respect for all individuals, particularly those with protected characteristics.

Interview Etiquette

BEST INTERVIEW PRACTICES

1 RESEARCH

Research the company that is interviewing you. Look at their social media accounts and website.



2 CREATE A CV

Your training provider will help you with creating a CV and covering letter. Take this with you to your interview.

3 SILENCE

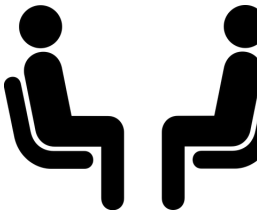
Turn your phone **OFF** and put it in your bag.

4 BE ON TIME

Give yourself an extra 20 minutes. Research how you are going to get to your interview. Whatever you do, **DO NOT BE LATE!**

The Interview

A great CV can get you an interview, but how you come across seals the deal.
Feel confident in being your own self. Use your interview time to stand out and show your personal skills and strengths. These tips will help.



A FIRM HANDSHAKE

Wait for your interviewer to initiate a handshake. Make sure your grip is firm but not crushing.

BODY POSTURE

Stand tall - do not slouch or cross your legs. Body language is crucial in an interview, so maintain good posture.

CHATTERBOX

Although it is important to be conversational in your interview, it should not be a one-sided conversation.

SMILE

Smile even if you are nervous. You want to remain approachable and not seem stern.

AVOID NEGATIVITY

Make a positive first impression by avoiding any negative statements about previous employments.

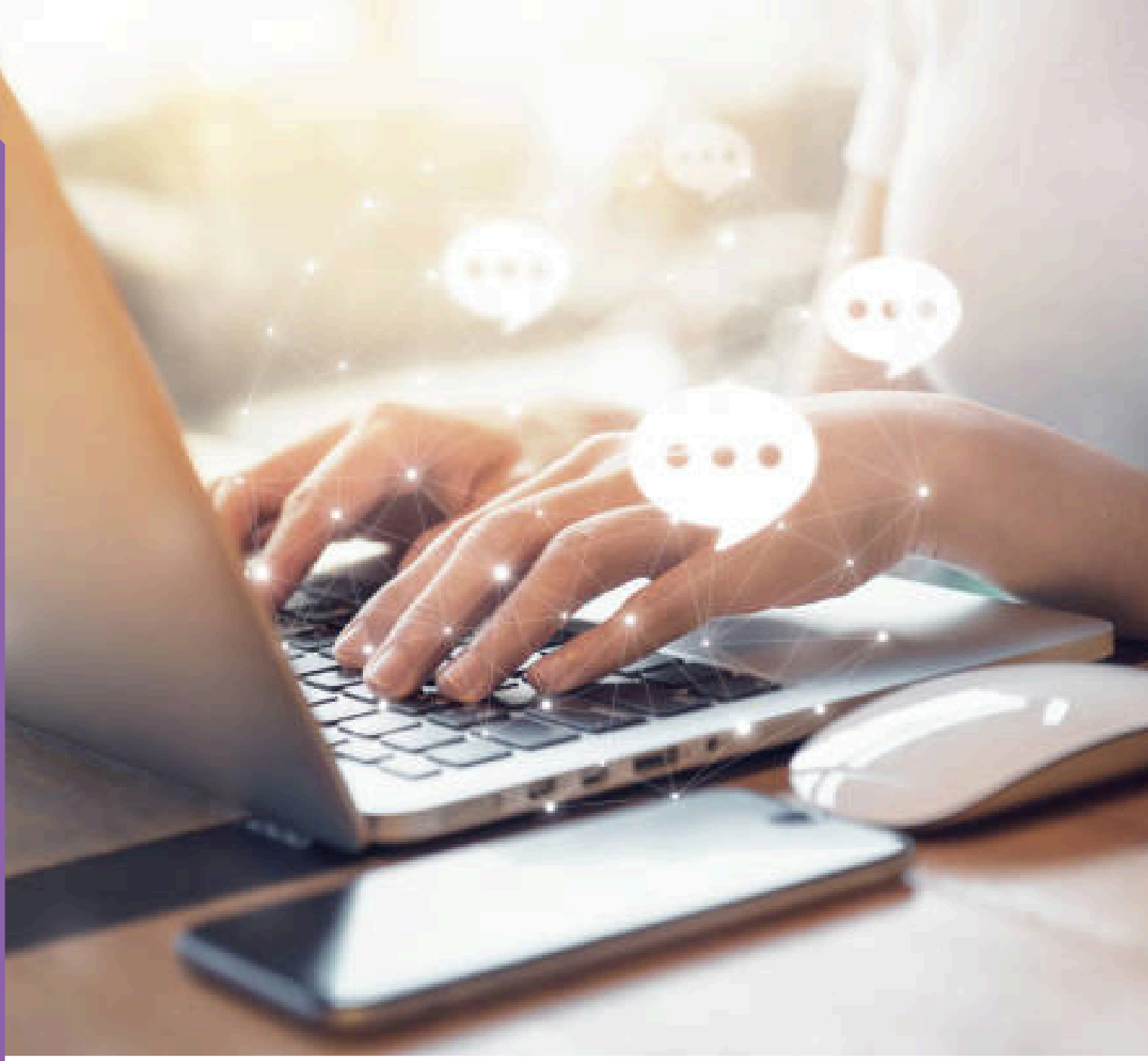
POSITIVE FIRST IMPRESSIONS COUNT

MONEY

Do not ask about money and what your pay will be.

ASK QUESTIONS

If you feel confident ask any additional questions you may have.



POST INTERVIEW

How you behave after your interview is as important as the actual interview.

1 **THANK YOU NOTE**
You could send a thank you email or text after your interview.

BE THOUGHTFUL

2 **DO NOT POST**
No matter how badly you may want to update your social media, do not share details of your interview on the internet. Your interviewer may be checking up on you online.

FINDING JOBS, TRAINING & GUIDANCE

CAREERS ADVICE SERVICE

- These services are useful to find opportunities and vacancies in your area. You could also speak to the National Careers Service for advice and guidance.
- Contact: 0800 100 900

EMPLOYMENT AGENCIES

- Check online employment agencies like Indeed, Total Jobs, Reed, and Fish4Jobs for various job vacancies.

WORK EXPERIENCE

- You can approach local businesses and ask them for work experience to build your skills. They may decide you are an asset to the team and could offer you a job at the end!

SOCIAL MEDIA

- Use platforms like Facebook, Instagram, X (formerly Twitter), and LinkedIn to find job postings and connect with companies hiring.

MONSTER LinkedIn

Ready, Set... Future!

As part of your Adult Skills Fund programme, you'll receive personalised careers information, advice, and guidance to help you plan your next steps. You'll have access to up-to-date information about local job opportunities, training, and further learning pathways.

You'll be supported by a qualified advisers who will help you explore your options and create a plan tailored to your goals and circumstances. We recognise that adults often balance learning with other responsibilities, so our advice will take into account any challenges or support needs you may have.

Your tutors will help you understand how the skills you're developing—such as communication, teamwork, English, and maths—relate directly to the workplace and what employers value most.

Throughout your programme, you'll gain insight into the world of work and the skills needed to succeed. This may include employer talks, workplace visits, practical projects, or opportunities to gain hands-on experience relevant to your career interests.

You'll also receive clear information about your next steps, including higher-level courses, apprenticeships for adults, sector-specific training, or routes into employment. Careers guidance will be available throughout your learning journey, both from your tutor and from independent careers professionals.

Meet the team behind HLC

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