

## **Specialist Training & Employment Programme (STEP)**

(Delivered by Bradford Base [part of the Horton Housing Association Group] and in partnership with World Jewish Relief. Working in Bradford, Huddersfield, Halifax, Wakefield and Skipton. 1st September 2020 to 31st December 2022).

STEP works with refugees to help them access training, volunteering and paid employment opportunities. Each participant will have a dedicated Training & Employment Advisor; will receive an Education, Training and Employment (ETE) assessment and a personalised action plan. Bradford Base also provides ESOL classes, with an employment focus, to those accessing STEP. Accredited ESOL qualifications are also available through Trinity College London.

STEP participants will go through an employability programme, tailored to their individual needs. STEP also works with a number of local and national partners and together provides:

- **Employability training** – workshops on UK work culture and expectations
- **CV skills** and workshops
- **Support writing job applications** and cover letters
- **Interview skills** – confidence building through role playing and practice interviews
- **Qualifications assessed and recognised** – through UK NARIC
- **Behind the Scenes** - Business in the Community (BITC) work with employers and arrange virtual, or actual visits for participants to learn about the different job opportunities within each field of work. This is suitable for anyone on the journey to work, regardless of where they are in that journey.
- **Career Conversations** – a mentoring programme delivered by BITC. Aimed at those that are closer to being work-ready
- **Work experience** – provided through BITC. This is for clients who are ready to take the final step towards employment
- **Step into Business programme** – provided by the Entrepreneurial Refugee Network (TERN). This provides support to those wishing to become self employed
- **Creative Employment Project** - run by the SBC Theatre Company and designed to support women into employment. It is aimed at those with low confidence and who are not yet ready for work

Other employment support is available, depending on the needs of the participant. For further information, or to arrange a referral, please email [step@hortonhousing.co.uk](mailto:step@hortonhousing.co.uk)



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