



Helping people progress into or in employment

Outplacement services for employers making redundancies in a compassionate way

Helping organisations support their clients or communities

### **Diagnostic Assessment and Report**

We believe in giving people the right training at the right time to ensure they get the very most from their training, therefore we do not shoe-horn people into courses that they do not need.

We offer a diagnostic assessment of the skills that will help people to get a job or progress their career.

The series of questions help people to identify skills gaps and which short courses are most relevant to help them progress in employment. This allows people to work with us 24-hours a day to assess their developmental needs and receive a tailored report containing recommendations and an action plan. The report contains recommendations for which short courses would be most relevant.



# **Tailored Training Solutions**

Based on the results from the diagnostic assessment, clients are able to access the short courses that will most help them to progress in or into employment. Our courses are all available online in 10-15 minute bite -sized chunks. Each short course is 2-3 videos long followed by a quiz to confirm learning.

There are three levels of course:

- Standard
- Refresher
- Advanced

#### Short courses

Short courses to teach the fundamental skills required for the topic. Includes over 1000 different job hunting skills and professional or leadership development topics, each confirmed with a quiz.

#### Refresher short courses

For those who have been in a job for a while and have found themselves redundant or unemployed, these courses are aimed at dusting off your CV and helping refresh your skills to help get you back into work as soon as possible. We have put together a collection of short courses aimed at covering the key points and delving into each topic a bit more deeply to give your job hunt the edge over others. For example, the CV course at this levels covers not only the basic must do's covered on the standard course, but also goes into layout techniques and styles that help to make a CV stand out.

#### Qualifications

We offer Award and Certificate qualifications in Employability and Professional Development at both Entry 3 and Level 1 levels. For those seeking management positions we also have a range of Level 2 and 3 mentoring qualifications, plus a unique level 4 mental health aware leadership qualification.



## Sector specific courses

Skills for Progress are able to offer a range of sector specific courses, to check availability of these, please contact us in the first instance.

### **Outplacement services**

Make redundancies with compassion and in a corporate responsible way

Making redundancies for any organisation is a hard decision, particularly one who prides themselves in their staff-centred ethos and values. The pandemic has led to many difficult decisions and it is incredibly difficult if you are an organisation who have nurtured your staff to have to loose them. We will work with you to provide training packages of support to allow you to show your corporate responsibility by supporting staff to gain the skills required to get a new job and avoid unemployment. Includes outplacement packages for senior, intermediate and foundation-level employees.

### **Organisations and Charities**

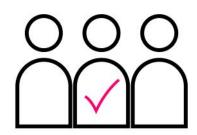
Bulk-access to support your clients and community

Our approach puts our learners at the centre of what we do, as an ethically-driven organisation we take pride in working in partnership with other organisations to help them support the people they work with. Whether you are working in a particular area, a community organisation or a group working with targeted clients, we are able to work with you to enable them to access our services.

# **Funding Bodies**

Helping meet your objectives

We are experienced at working within the requirements of funding rules and currently hold contracts for the European Social Fund. Due to the way our website runs, we are able to combine automated processes, with tutor or coach-led support and can provide services in any area that has internet access.



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#### Our story

Our Programme Director, and author of the courses, is expert Richard Daniel Curtis. He established The Root Of It in 2013 to help people get to the root of difficulties and overcome them. The multi-award winning team have been involved supporting Governmental departments, such as their involvement with the response to the Kids Company Closure and the Syrian Refugee Crisis. In addition, Richard has sat on All Party Parliamentary Groups, Greater London steering groups and is a member of the European Alliance for Apprenticeships.

The Root Of It founded The Mentoring School in 2015 to establish standards in mentoring, the Mental Health Awareness Programme in 2018 to drive mental health friendly ethos and culture and the accreditation scheme for mental health aware employers, the Mental Health Tick in 2020.

Richard is the chair of both the Mental Health and Wellbeing Awards and also the National Special Educational Needs and Disability Awards. Outside of work, Richard has two young children and lives in Southampton. He has an extensive history in volunteering, through first aid and ambulance work, amateur theatre and also helps run an annual brass and wind band course. His work supporting doctorate students at the University of Southampton has earned him multiple awards.

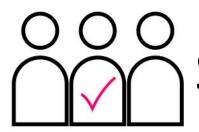
With the impact of the global pandemic starting to become apparent on jobs in various industries, Richard vowed to help those impacted. In May 2020 Richard organised a successful Crowdfunder campaign to set up a website to offer skills training to those made redundant as a result of the pandemic. Known as Skills to Feed the UK, the project, which was match-funded by Solent LEP, aimed to train people to work in the food sector. By the time the fundraising had finished and the site developed, this had moved on to a need to provide more general employability skills and Skills for Progress was founded!

Contact us today:

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**Skills for Progress**