

## **Economy & Culture Scrutiny Committee Update**

### **CV BUILDER**

- To assist with the demand for CV requests in Job Club, a CV Builder database was created to help those customers who are more computer-literate.
- Into Work Advisors and Digital Inclusion Officers are able to provide guidance on how to complete the CV fields, which in turn generates an auto-populated CV.
- The CV is automatically saved and emailed to the customer, ready to be uploaded on to their Universal Jobmatch account.
- To date, over 300 people have used the CV builder.

### **GUARANTEED INTERVIEWS**

- In partnership with Communities 4 Work, the Advisors at Ely & Caerau Hub held a recruitment event for the Fairwater Co-op, guaranteeing interviews for those who regularly attended Job Club.
- Jobseekers received advice and guidance including help with job applications, and interview techniques. Jobseekers also gained an insight in to what the employers required from its staff as well as the appropriate skills needed to work for the company
- Other recruitment events across the City included John Lewis in the Grangetown / Butetown area, Wyevale Garden Centre in the East of Cardiff and Rent Smart Wales in the City Centre.
- There have been 40 jobseekers that have received guaranteed interviews as part of this scheme.

### **MORE THAN JUST A JOBS FAIR...**

- On Wednesday 9<sup>th</sup> September in St David's Hall, the Into Work Advice Team in partnership with Job Centre Plus, hosted "More than just a Jobs Fair". The event incorporated 33 employers from different sectors including: Costa Coffee, Copthorne Hotel, Conduit, Virgin Media, Kier Construction and Ludlow St Healthcare. 10 partner organisations were invited to promote their services including: Careers Wales, Princes Trust, NHS and Communities.
- Help and advice was on hand from Council stands including; the Money Advice Team who provided live budgeting help and back to work better off calculations, and the Into Work Advice team held a drop in CV clinic, Universal Jobmatch help and taster training sessions.
- Over 1750 jobseekers attended the event.