

Changing Lives was funded through Lancaster & Morecambe Vision Board and then through the Local Strategic Partnership Second Homes Funding. It is now part of Lancaster & Morecambe College.

# changing Lives

## The Directory



## **Introduction**

**This guide will give you useful information on services and help to improve your skills and find paid work.**

**You will be able to find an employment support agency to suit your needs, education, training and learning, a volunteering opportunity of your choice and interest and much more help, information and advice.**

**For more information and help you can visit [www.changinglives-lmc.co.uk](http://www.changinglives-lmc.co.uk)**

**Whilst every effort has been taken to collate this information Lancaster & Morecambe College cannot be held responsible for wrong or out of date information.**

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## **Access To Work**

If you have an impairment or health condition (disability), you may find practical obstacles at work are stopping you making the most of your opportunities. Access to Work is designed to help you and your employer find solutions to these problems.

It can help if you are about to start paid work (including self-employment) or if you are already in a job.

You should ask the Disability Employment Adviser (DEA) at your local Job Centre Plus office about Access to Work who will put you in touch with your closest Access To Work centre.

### **Job Centre Plus Lancaster**

Disability Employment Advisor  
Mitre House  
Church Street  
Lancaster  
LA1 1ED  
Telephone: 01524 302000

### **Job Centre Plus Morecambe**

Disability Employment Advisor  
Heron House  
67 Queen Street  
Morecambe  
LA4 5HW  
Telephone: 01524 302100

## **Advice and Information general**

### **Information Centre (Young People)**

Morecambe One Stop Shop  
Information and Advice Centre  
6-8 Kensington Road  
Morecambe  
LA4 5LX  
Telephone: 01524 831978

- **What Now Information and Advice Service - telephone: 01524 428301**
- **Connexions Service - telephone: 01524 428325**
- **Sexual Health Service - telephone: 01524 428301**

### **Lancaster Citizens Advice Bureau**

87 King Street

Lancaster

LA 1RH

Telephone: 0870 126 4035 (automated telephone advice)

Fax: 01524 846447

E mail: [enquiries@lancastercab.org](mailto:enquiries@lancastercab.org).

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

### **Morecambe Citizens Advice Bureau**

Oban House

87-89 Queen Street

Morecambe

LA4 5EN

Telephone: 0870 126 4076 (automated telephone advice)

Telephone: 01524 400405

Fax: 01524 400401

E mail: [post@morecambecab.cabnet.org.uk](mailto:post@morecambecab.cabnet.org.uk)

### **Signposts Multi-Agency Resource Centre**

58 Regent Road

Morecambe

LA3 ITE

Telephone: 01524 419597

E mail: [info.and.advice@signposts.org.uk](mailto:info.and.advice@signposts.org.uk)

Web-site: [www.signposts.org.uk](http://www.signposts.org.uk)

## **Advocacy**

### **Advocacy, Lancaster**

For people who are having problems whilst using health or social care services only,

Telephone: 01524 841845

## Alcohol

### **Aleteen Help Line**

For young people who are affected by a problem drinker  
Telephone: 020 7403 0888

### **Progress2Work-Link Up**

MBW Training  
7-9 Chapel Street  
Lancaster  
LA1 1NZ  
Telephone: 01524 849805  
Web-site: [www.mbwtraining.co.uk](http://www.mbwtraining.co.uk)

### **Eligibility**

People overcoming drink problems, homeless people or threatened with homelessness, ex-offenders and asylum seekers.

Job Centre Plus and self-referral although they have to receive formal referral through JCP

### **Services**

- Training, voluntary work placements
- Help with application forms.
- With people overcoming drink problems they can be seen everyday if required.
- We have also offered work-trials through the Job Centre.

## Acquired Brain Injury

### **Ways to Work**

1 Westbourne Road  
Lancaster  
LA1 5DB  
Telephone: 01524 68229  
E mail: [info@waystowork.co.uk](mailto:info@waystowork.co.uk)  
Web site: [www.waystowork.co.uk](http://www.waystowork.co.uk)

### **Eligibility**

Clients must be at least 16 years old and have an acquired brain injury. They must be medically stable and able to function independently in the general activities of daily living. Clients must have no current problems related to alcohol or illegal drug misuse and be keen and motivated to seek or maintain jobs.

### **Services**

- The client meets the Occupational Psychologist for assessment to identify the particular areas where support is needed.
- A job coach works with the client on a 'one to one' basis developing and implementing a plan to build skills and confidence.
- Clients enter placements and as skills develop the intensity of job coaching is reduced.
- When clients secure jobs the support continues for a time as confidence grows.

## **Blind or visually impaired people**

### **Action for Blind People**

Howick House

Howick Park Avenue

Penworthen

Nr Preston

PR1 OLS

Telephone: 01772 320550

Web-site: [www.Actionforblindpeople.org.uk](http://www.Actionforblindpeople.org.uk)

### **Eligibility**

Anybody with a visual impairment in employment or long-term unemployed.

Self-referrals, through Job Centre Plus, social workers etc

### **Services**

- We work on a 1-2-1 to carry out support and confidence building, training, CV and application forms and job search.
- We help individuals to look at self-employment and business development.

- We have a dedicated welfare rights officer and action coordinators that cover Disability Living Allowance forms and claims, grants and holiday bursaries.
- We also offer support to those in work who have acquired visual impairment by mediating and supporting employer understanding.

### **Learning Curve**

Lancaster & Morecambe College  
Morecambe Road  
Lancaster  
LA1 2TY  
Telephone: 01524 521302  
Web site: [www.lmc.ac.uk](http://www.lmc.ac.uk)

### **Eligibility**

Support is available for students with a wide range of needs from those with visual, hearing or physical impairment to those recovering from a medical condition, stress or anxiety.

### **Services**

We offer a safe learning environment with small class numbers supported by specially trained staff and provide specialist equipment.

Learning Curve can help you gain new skills to boost your confidence and self esteem. You will work in small groups through an Individual Learning Programme designed around your needs, and get all the help and support you need to achieve your goals.

You don't need any qualifications to join our courses, and we can be flexible to help accommodate outside commitments such as hospital appointments, transportation and childcare commitments.

Available equipment includes colour CCTV Magnifiers, high visibility, simplified, ergonomic and big key keyboards, voice recognition software for hands-free computing, Jaws speech software and screen reader, zoom text screen magnifier and adapted exercises on tape or in Braille

### **Business support**

## **North Lancashire Enterprise**

Bay Business Centre  
2 Norton Road  
Morecambe  
Telephone: 077664 16101  
Web-site: [www.baybusinesscentre.co.uk](http://www.baybusinesscentre.co.uk)

### **Eligibility**

Long-term unemployed people, disabled people, lone parents etc.  
Referrals through Job Centre Plus, directly and through partners

### **Services**

- Group information sessions to those who wish to explore the option of self-employment
- 1-2-1 counselling to pre-start and post-start businesses
- NVQ 3 training for business start up
- Training in related business matters, i.e. health and safety, marketing, selling techniques.

## **InBiz**

Through Job Centre Plus  
Web-site: [www.inbiz](http://www.inbiz)

### **Eligibility**

Unemployed and referrals through Job Centre Plus

### **Services**

- 1-2-1 support at Job Centre Plus.
- Developing your idea, business planning, marketing, understanding profit forecast and cashflow, budgeting, bookkeeping.
- If unemployed, you will have a chance to test your business for up to 26 weeks whilst still receiving benefit payments and/or allowances.

## **Childcare**

### **Childcare Information Services**

0800 195 0137

## **Carnforth**

### **Arkholme Nursery**

Arkholme C of E Primary School  
Arkholme  
Carnforth  
LA6 1AU

### **Busy Bodies Pre-School Playgroup**

C of E School  
Melling  
Carnforth  
LA6 2RE  
Telephone: 01524 221538

### **Crag Bank Under Fives**

Crag Bank Village Hall  
Jesson Way  
Cragbank  
Carnforth  
LA5 9UH

### **Little Shrimps**

Keerside Barn  
Keer Bridge  
Warton  
Carnforth  
LA5 2LN  
Telephone: 01524 733448

### **Nether Kellet Playgroup**

Village Hall  
Shaw Lane  
Nether Kellet  
Carnforth  
LA6 1HA  
Telephone: 01524 221538

### **Nippers Day Nursery**

74 Lancaster Road  
Carnforth

LA5 9LE  
Telephone: 01524 733531

### **Smile Day Nursery and out of school**

The Old Dairy  
High Biggins  
Carnforth  
LA6 2NP  
Telephone: 01524 784321

### **Warton Pre-School**

Warton Church Hall  
Main Street  
Warton  
Carnforth  
LA5 9NS  
Telephone: 07762 365671

### **Clapham**

#### **Clapham Early Years Group**

Clapham C of E Primary School  
Clapham  
Lancaster  
LA2 8EJ

### **Dolphinhome**

#### **Little Dolphins Pre-School**

Dolphinhome C of E Primary School  
Dolphinhome  
Lancaster  
LA2 9AN  
Telephone: 01524 791530

### **Galgate**

#### **Bare Necessities Pre-School Playgroup**

Ellel War Memorial Institute  
Stoney Lane  
Galgate

Lancaster  
LA2 0JZ  
Telephone: 07855 615714

## **Halton**

### **Halton Pre-School Playgroup**

Youth and Community Centre  
Low Road  
Halton  
Lancaster  
LA2 6NB  
Telephone: 01524 811602

## **Heysham**

### **Butterflies Pre-School**

Rothesay Road  
Heysham  
Morecambe  
LA3 2UP  
Telephone: 01524 859759

### **Kingsway Playgroup and Pre school**

Centurion Scout HQ  
Kingsway  
Heysham  
Morecambe  
LA3 2EE  
Telephone: 01524 853580

### **Time for Nursery**

458 Heysham Road  
Heysham  
Morecambe  
LA3 2BN  
Telephone: 01524 851288

## **Hornby**

### **Hornby Day Nursery**

1 Station Road

Hornby  
Lancaster  
LA1 3RA  
Telephone: 01524 222288

## **Lancaster**

### **Appletree Nursery School**

Milking Stile Lane  
Lancaster  
LA1 5QB  
Telephone: 01524 64132

### **Brookdale Day Nursery**

Hala Road  
Scotforth  
Lancaster  
LA1 4QJ  
Telephone: 01524 64740

### **Busy Bees at Lancaster**

Ovangle Road  
Lancaster  
LA1 5JR  
Telephone: 01524 845245

### **Christchurch C of E School Playgroup**

Derwent Road  
Lancaster  
LA1 3ES  
Telephone: 07779 660581

### **Dallas Road Kids Club**

Lancaster Boys Club  
Dallas Road  
Lancaster  
LA1 1TP  
Telephone: 01524 849106

### **Moorside Pre-School**

Moorside School  
Bowerham Road

Lancaster  
LA1 4HT  
Telephone: 01524 65516

**Mucky Pups Pre-School**

Lancaster Boys Club  
Dallas Road  
Lancaster  
LA1 ITP  
Telephone: 078580 30376

**Nazareth House Day Nursery**

Ashton Road  
Lancaster  
LA1 5AQ  
Telephone: 01524 64090

**Newlands Nursery**

6-8 Winchester Avenue  
Lancaster  
LA1 4HX  
Telephone: 01524 61622

**Nippers Children's Day Nursery**

Sure Start  
Lune Park Children's Centre  
Owen Road  
Lancaster  
LA1 2LN  
Telephone: 01524 844441

**Rising Stars**

The Children's Place  
Firbank Children's Centre  
Firbank Road  
Lancaster  
LA1 3HL  
Telephone: 01524 383366

**Scale Hall Pre-School Nursery**

17 Cleveleys Avenue  
Scale Hall  
Lancaster

LA1 5HB  
Telephone: 01524 39015

**Stepping Stones Nursery**

Sefton Drive  
Lancaster  
LA1 2QD  
Telephone: 01524 599372

**St Thomas' Pre-School**

St Thomas Church Annexe  
Marton Street  
Lancaster  
LA1 1XX  
Telephone: 01524 590412

**Total Tots Limited**

Total Fitness  
Caton Road  
Lancaster  
LA1 3RA  
Telephone: 01524 591937

**Treetops Nursery**

Lancaster & Morecambe College  
Morecambe Road  
Lancaster  
LA1 2TY  
Telephone: 01524 521233

**Westbourne House Day Nursery**

Westbourne Road  
Lancaster  
LA1 5EF  
Telephone: 01524 35127

**Morecambe**

**Abacus Day Nursery**

30 Claremont Road  
Morecambe

LA4 4HL  
Telephone: 01524 851288

**Bunnies Pre-School**  
Overton Memorial Hall  
Middleton Road  
Overton  
Morecambe  
LA3 3HB  
Telephone: 01524 858900

**Child's Play Nursery Ltd**  
West End Road  
Morecambe  
LA4 4EF  
Telephone: 01524 409409

**Lancaster Road Nursery**  
Lancaster Road Primary School  
Lancaster Road  
Morecambe  
LA4 5<sup>TH</sup>  
Telephone: 01524 410914

**Poulton Pre-School**  
War Memorial Hall  
Church Street  
Morecambe  
LA4 5QA  
Telephone: 07981 746092

**Slyne with Hest Pre-School**  
Hest Bank Memorial Hall  
Hanging Green Lane  
Hest Bank  
Lancaster  
LA2 6JB  
Telephone: 07967 118172

**Sparrow Playgroup**  
Church of the Ascension hall  
Michaelson Avenue

Torrisholme  
Morecambe  
LA4 6SF  
Telephone: 01524 414092  
01524 833165

**Torrisholme Kindergarten**

355 Lancaster Road  
Morecambe  
LA4 6RL  
Telephone: 01524 414114

**Westgate Pre-School**

St Martin's Church  
Braddon Close  
Westgate  
Morecambe  
LA4 4UZ  
Telephone: 01524 832783

## **Children's Centres**

**Appletree Children's Centre**

Milking Stile Lane  
Lancaster  
LA1 5QB  
Telephone: 01524 64132

**Carnforth Children's Centre**

Kellet Road  
Carnforth  
LA5 9LS  
Telephone: 01524 845319

**Firbank Children's Centre**

Firbank Road  
Lancaster  
LA1 3HL  
Telephone: 01524 845319

### **Heysham Children's Centre**

Middleton Way  
Douglas Park  
LA3 2LL  
Telephone: 01524 853114

### **Lune Park Children's Centre**

Ryelands Park  
Owen Road  
Lancaster  
LA1 2LN  
Telephone: 01524 382818

### **Poulton Children's Centre**

The Old Fire Station  
Clark Street  
Morecambe  
LA4 5HR  
Telephone: 01524 833644

## **Deaf and hearing impaired**

### **Lancaster & Morecambe Deaf Club**

36 Cable Street  
Lancaster  
Lancashire  
LA1 1HD  
Telephone: 01524 846147  
Textphone: 01524 846147

## **Debt**

### **Lancaster Citizens Advice Bureau**

87 King Street  
Lancaster  
LA 1RH  
Telephone: 0870 126 4035 (automated telephone advice)  
Fax: 01524 846447  
E mail: [enquiries@lancastercab.org](mailto:enquiries@lancastercab.org).  
[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

### **National Debtline**

Tricorn House  
51-53 Hagley Road  
Edgbaston  
Birmingham  
B16 8TP  
Telephone: 0808 808 4000  
Fax: 0121 410 6230  
[www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)

### **Services**

Offers free confidential and independent advice

### **Morecambe Citizens Advice Bureau**

Oban House  
87-89 Queen Street  
Morecambe  
LA4 5EN  
Telephone: 0870 126 4076 (automated telephone advice)  
Telephone: 01524 400405  
Fax: 01524 400401  
E mail: [post@morecambecab.cabnet.org.uk](mailto:post@morecambecab.cabnet.org.uk)

## **Disability - Disabled People**

### **Job Centre Plus Lancaster**

Disability Employment Advisor  
Mitre House  
Church Street  
Lancaster  
LA1 1ED  
Telephone: 01524 302000

### **Job Centre Plus Morecambe**

Disability Employment Advisor  
Heron House  
67 Queen Street  
Morecambe  
LA4 5HW  
Telephone: 01524 302100

## **Lancashire Employment Service**

6-2-7 Alston House  
White Cross  
Lancaster  
LA1 4XQ  
Telephone: 01524 541631

### **Eligibility**

Disabled people with physical and/or sensory impairment, people with learning disabilities, people with long and enduring mental health issues.

Referrals are through social workers, adult community services. For people with mental health problems through Community Mental health teams, doctors and GPs. Self-referrals are not accepted.

### **Services**

- Workstep is a person centred service including vocational profiling, development plan, identifying job match, job search, interviewing skills and techniques, support with filling in application forms, support at an interview.
- We support client once in employment and undertake reviews with employer.
- We carry out similar but more intensive support work with people who have learning disabilities.

## **Learning Curve**

Lancaster & Morecambe College  
Morecambe Road  
Lancaster  
LA1 2TY  
Telephone: 01524 521302  
Web site: [www.lmc.ac.uk](http://www.lmc.ac.uk)

### **Eligibility**

Support is available for students with a wide range of needs from those with visual, hearing or physical impairment to those recovering from a medical condition, stress or anxiety.

### **Services**

We offer a safe learning environment with small class numbers supported by specially trained staff and provide specialist equipment.

Learning Curve can help you gain new skills to boost your confidence and self esteem. You will work in small groups through an Individual Learning Programme designed around your needs, and get all the help and support you need to achieve your goals.

You don't need any qualifications to join our courses, and we can be flexible to help accommodate outside commitments such as hospital appointments, transportation and childcare commitments.

Available equipment includes:

- Ergonomic Chairs
- Colour CCTV Magnifiers
- Motorised, height adjustable desks
- High visibility, simplified
- Ergonomic and big key keyboards
- Voice recognition software for hands-free computing
- Jaws speech software and screen reader
- Zoom text screen magnifier
- Variety of computer mice: roller ball, joystick etc
- Adapted exercises on tape or in Braille

### **The Oaklea Trust**

Wattsfield House,  
Wattsfield Lane,  
Kendal  
LA9 5HF  
Telephone: 01539 735025  
Web-site: [www.oakleatrust.co.uk](http://www.oakleatrust.co.uk)

### **Eligibility**

The Oaklea Trust supports people with long-term health conditions, Disabled people, e.g. people with physical impairments.

To use Oaklea Trust you must go to your local Job Centre Plus Disability Employment Advisor and be referred on.

### **Services**

- In Lancaster & Morecambe the Oaklea Trust does Work Preparation Programme, Workstep and Ability First.
- The Work Preparation programme offers work placement and pre-employment training tailored to suit individual need. Lasts from 3 to 12 weeks dependent upon needs.
- Workstep supports individuals in gaining sustainable employment and programme length is flexible dependent upon need
- Ability First is a three week part time training programme.

### **One Voice Disability Services**

Cornerstone  
Sulyard Street  
Lancaster  
LA1 1PX  
Telephone: 01524 34411  
[www.onevoicedisabilityservices.org](http://www.onevoicedisabilityservices.org)

### **Eligibility**

Disabled people, people with long term health conditions, carers

### **Services**

Disability information on a range of issues – access, benefits, housing, holidays, independent living, leisure, radar keys etc.

**Open Monday to Friday 10am till 3pm**

### **Shaw Trust**

1<sup>st</sup> Floor  
Tustin Court  
Portway  
Preston  
PRT 2YQ  
Telephone: 01772 761210  
Web site: [www.Shaw-Trust.org.uk](http://www.Shaw-Trust.org.uk)

### **Eligibility**

People on Incapacity Benefit, people classified as Disabled people on any other disability related benefits.

Through the Disability Employment Advisors at local Job Centre Plus. Self-referrals accepted but they do need to then go through the Job Centre.

## Services

- Workstep provides support to the 'client' and potential employer including job search, confidence building, job coaching, financial help for travelling and training whilst at work
- Job Broking provides a similar service to Workstep offering 1-2-1 support, job searching, confidence building, filling out application forms.
- Motivation Course once a month to help clients that are struggling and depressed.

## Unique

One Voice  
Cornerstone  
Sulyard Street  
Lancaster  
Telephone: 01524 382800

Unique is a social group for young disabled people and their friends predominantly from Lancaster, Morecambe and Heysham areas

## Vocational Support Team

6-2-7 Alston House  
White Cross  
Lancaster  
LA1 4XQ  
Telephone: 01524 541631

## Eligibility

People who have a learning disability including those with dual diagnosis

Referrals are from social workers and adult community services  
No self-referrals so people must go through the above

## Services

We work alongside the person identifying what they want to do and are able to do. We support individuals to start on a voluntary placement for social interaction and confidence building and enable him/her to learn new skills to help them get a job. A

member of staff will learn the tasks of a particular job and then teach the person how to do that job. We will support the individual to travel alone and accompany them to interviews.

### **Ways To Work**

1 Westbourne Road

Lancaster

LA1 5DB

Telephone: 01524 68229

E mail: [info@waystowork.co.uk](mailto:info@waystowork.co.uk)

Web site: [www.waystowork.co.uk](http://www.waystowork.co.uk)

### **Eligibility**

Clients must be at least 16 years old and have an acquired brain injury. They must be medically stable and able to function independently in the general activities of daily living. Clients must have no current problems related to alcohol or illegal drug misuse and be keen and motivated to seek or maintain jobs.

### **Services**

- The client meets the Occupational Psychologist for assessment to identify the particular areas where support is needed.
- A job coach works with the client on a 'one to one' basis developing and implementing a plan to build skills and confidence.
- Clients enter placements and as skills develop the intensity of job coaching is reduced.
- When clients secure jobs the support continues for a time as confidence grows.

## **Drugs**

### **Information and Advice**

[www.talktofrank.com](http://www.talktofrank.com)

Telephone: 0800 776600

Information on drugs

### **Progress2Work**

Turning Point

12 Longmeanygate

Leyland  
PR26 7PA

### **Eligibility**

People who have used drugs/had a drug problem, any drug including cannabis.

Through self-referral, community drug teams and Job Centre Plus.

### **Services**

- Assessment of a client's individual needs.
- Help them to access training and volunteering, CV writing, application forms, job searching, interviewing skills, accompanying to interviews and in job support.
- We offer up to 52 weeks support, if a client needs further support he/she will have to sign up to the service again.

### **Youngaddaction North Lancashire**

Morecambe One Stop Shop  
6-8 Kensington Road  
Morecambe  
LA4 5LX  
Telephone: 07789 397932

Offers treatment to under 21s

## **Education, Training and Learning**

### **The Adult College**

White Cross Education Centre  
Quarry Road  
Lancaster  
LA1 3SE  
Telephone: 01524 581286  
Web-site: [www.theadultcollege.org](http://www.theadultcollege.org).

### **Eligibility**

Adults

### **Services**

**Access to Learning covers:**

- **New Directions** – courses specifically aimed at people who are experiencing mental health difficulties
- Pre-Entry Level Programme – course for people with a range of abilities who may have additional support needs
- **Job Quest** – a course offering adults support in making choices about employment and future training. It is intended to build self-esteem and develop communication skills to creating the right CV and develop job seeking skills. The course runs for 12 hours a week for 12 weeks. An opportunity to achieve up to date and relevant qualifications including ICT, Customer Care, First Aid Communication Tactics and Food Hygiene.
- **Feel Confident for the future** is a course for those that feel inadequate and have negative thoughts about themselves. It is intended to help people with assertiveness, confidence building, communication skills and making choices and decisions.
- **Access to Higher Education** are course specifically designed for learners who want a second chance at education and may want to progress onto University

### **Community Learning Network**

Lancaster District Council for Voluntary Service  
 Trinity Community Centre  
 Middle Street  
 Lancaster  
 LA1 1JZ  
 Telephone: 01524 555900 ext 22/23

### **Services**

CLN aims to give people from Lancaster & Morecambe district the opportunity to get together, work together and share skills, knowledge and experience by supporting each other through new and exciting training opportunities.

### **Lancaster & Morecambe College**

Morecambe Road  
 Lancaster  
 LA1 2TY  
 Telephone: 01524 66215  
 Student Services: 0800 306 306  
 Web-site: [www.lmc.ac.uk](http://www.lmc.ac.uk)

## Services

Lancaster & Morecambe College offer something for everyone aged between 16 to 19 including:  
Neet Energisers (Not in Education or Employment), E2E (Entry To Education) Apprenticeships, Baccalaureates

For adults there are a range of courses to suit need including 'Skills for Life', English for Speakers of Other Languages and Access Courses.

**To discuss your interests and future contact Student services on 0800 306 306**

## Lancaster Training Services

5 Penrod Way  
Heysham  
Morecambe  
LA3 2UZ  
Telephone: 01524 858326  
Web site: [www.lantrain.co.uk](http://www.lantrain.co.uk)

## Eligibility

We train young people 16-24 through apprenticeship programmes and adults who come through Job Centre Plus with funding.

## Services

We train young people in motor vehicles and body repair whilst doing an apprenticeship. If they do not already have an apprenticeship we help to them to get one with a local garage.

## Learn Direct

MBW Training  
7-9 Chapel Street  
Lancaster  
LA1 1NZ  
Telephone: 01524 849805  
Web-site: [www.mbwtraining.co.uk](http://www.mbwtraining.co.uk)

## Services

A range of on-line course for Home & Office IT, Skills for Life and Business & Management.

### **MBW Training**

3<sup>rd</sup> Floor  
Telephone House  
Fenton Street  
Lancaster  
LA1 1Ab  
Telephone: 01524 542991  
Web-site: [www.mbwtraining-co.uk](http://www.mbwtraining-co.uk)

### **MBW Training**

83A Euston Road  
Morecambe  
LA4 5JY  
Telephone: 01524 833716

### **Eligibility**

Individuals on New Deal programmes, young people up to 25, people 25 plus, people 50 plus, lone parents and others. Referrals must be made through Job Centre Plus.

### **Services**

- Employability training through MBW partners.
- Learning for the Future, a course for people with multiple barriers to employment.
- Job search, literacy and numeracy, computer skills, telephone techniques, application forms, each individual has a tutor.

**Gateway** is a 12 hour part time course carrying out job search  
Basic Skills is a literacy and numeracy level 1 for 13 weeks including job search

### **Morecambe Learning Centre**

Lancaster & Morecambe College  
66-68 Euston Road  
Morecambe  
LA4 5DG  
Telephone: 01524 410365  
Course enquiries: 0800 306 306

### **Services**

Situated in the heart of Morecambe town centre it offers courses from Computing and IT to numeracy, literacy and ESOL courses.

### **Training West Lancashire**

Telephone: 0800 587 9994

Web-site; [www.twluk.com](http://www.twluk.com)

### **Services**

- 14-16 Pre-Apprenticeships
- Certificate of Professional Competence
- E2E
- Fit 4 Work
- ESF Horizons
- Gateway to Work
- NVQ Business & Administration
- Etc

## **Employment/Recruitment Agencies**

### **Adecco**

Office 127

The Barracks

White Cross

Lancaster

LA1 4XQ

Telephone: 01524 66952

Web-site: [www.adecco.co.uk](http://www.adecco.co.uk)

### **Services**

General recruitment

### **Allied Healthcare**

1 China Street

Lancaster

LA1 1EX

Telephone: 01524 840844

Web-site: [www.alliedhealthcare.co.uk](http://www.alliedhealthcare.co.uk)

### **Services**

Care and Nursing

### **Berkeley Care Management**

Church House  
96 Church Street  
Lancaster  
LA1 1TD  
Telephone: 01524 389909  
Web-site: [www.b-c-m.net](http://www.b-c-m.net)

### **Services**

Care

### **Best Connections**

First Floor  
24 Penny Street  
Lancaster  
LA1 1UA  
Telephone: 01524 383438  
Web-site: [www.thebestconnection.co.uk](http://www.thebestconnection.co.uk)

### **Services**

Industrial, warehouse, cleaning

### **Choices**

69 Penny Street  
Lancaster  
LA1 1XF  
Telephone: 01524 847555  
Web-site: [www.choicesemployment.co.uk](http://www.choicesemployment.co.uk)

### **Services**

Hospitality, Commercial, Industrial

### **Crest Recruitment Services**

3 Deansgate  
Morecambe  
LA4 5DH  
Telephone: 01524 833330  
Web-site:

### **Services**

Industrial, Commercial, Office

### **Hays**

7-9 Chapel Street

Lancaster  
LA1 1NZ  
Telephone: 01524 32517  
01524 849413  
Web-site: [www.hayspersonnel.co.uk](http://www.hayspersonnel.co.uk)

### **Services**

Accountancy and Finance, Office Support

### **Intec UK Ltd**

York House  
76-78 Lancaster Road  
Morecambe  
LA4 5QN  
Telephone: 01524 426777  
Web-site: [www.inteconline.co.uk](http://www.inteconline.co.uk)  
Services  
Management, Engineering, Labouring

### **LH Recruitment**

Storey House  
White Cross  
Lancaster  
LA1 4XY  
Telephone: 01524 381188  
Web-site: [www.lhrecruitment.ltd.uk](http://www.lhrecruitment.ltd.uk)

### **Services**

All areas of social care and social work

### **Lancaster Teaching Agency**

Suite 332  
Storey House  
White Cross  
Lancaster  
LA1 4XY  
Telephone: 01524 841991  
Web-site:

### **Services**

Teachers, Support Workers, Teaching Assistants

### **Manpower**

Cawthorne Street  
Lancaster  
LA1 1TG  
Telephone: 01524 69754  
Web-site: [www.manpower.co.uk](http://www.manpower.co.uk)

### **Services**

Customer Service

### **MasterStaff**

100 Penny Street  
Lancaster  
LA1 1Xn  
Telephone: 01524 63344  
Web-site: [www.masterstaffrecruitment.co.uk](http://www.masterstaffrecruitment.co.uk)

### **North West One Stop Recruitment**

Alston House  
White Cross  
Lancaster  
LA1 4XF  
Telephone: 01524 35050  
Web-site: [www.nw1stoprecruitment.co.uk](http://www.nw1stoprecruitment.co.uk)

### **Services**

General recruitment

### **Reed**

Office 722  
Cameron House  
South Road  
Lancaster  
LA1 4XF  
Telephone: 01524 599283  
Web-site: [www.reed.co.uk](http://www.reed.co.uk)

### **Services**

Office

### **The Works Solutions**

32 Victoria Street  
Morecambe  
LA4 4AJ

Telephone: 01524 418222

## **Ex-Offenders/Offenders**

### **CXL**

Chorley House  
Centurion Way  
Leyland  
PR26 6TT  
Telephone: 01772 642400  
Web-site: [www. CXL-UK.com](http://www.CXL-UK.com)

### **Eligibility**

Offender on Community Punishment Order or young offender.

### **Services**

We work with offenders in the community alongside Lancaster and Morecambe College and probation services.  
We offer information, advice and guidance to offenders on CPO

### **Progress2Work-Link Up**

MBW Training  
7-9 Chapel Street  
Lancaster  
LA1 1NZ  
Telephone: 01524 849805  
Web-site:[www.mbwtraining.co.uk](http://www.mbwtraining.co.uk)

### **Eligibility**

People overcoming drink problems, homeless people or threatened with homelessness, ex-offenders, asylum seekers.

Job Centre Plus and self-referral although they have to receive formal referral through JCP

### **Services**

Training, voluntary work placements, help with application forms. With people overcoming drink problems they can be seen everyday if required. We have also offered work-trials through the Job Centre.

We help with letters of disclosure re offences and speak to a voluntary agency/potential employer before a placement or interview.

## **YMCA**

'The Heart of the City'

Fleet Square

Lancaster

LA1 1HA

Telephone: 01524 32737

Information Shop: 01524 389696

## **Eligibility**

Young people in crisis

## **Services**

- Yz Up working with young offenders and ex-offenders with links to Lancaster Farms and the Castle Prisons
- Housing Advice Service for young people based at information shop. The service aims to take forward the issues affecting young homeless people and offer support, advocacy, guidance, information and advice to young people affected by homelessness

## **Family Support**

### **Home Start Morecambe and Lancaster**

3 Anderton Street

Morecambe

LA4 5DJ

Telephone: 01524 402482

E mail: [mail@homestartml.co.uk](mailto:mail@homestartml.co.uk)

Families need support for many reasons; ergaos they are struggling to cope with postnatal illness, a child's disability, family breakdown or bereavement or maybe they feel isolated and unable to connect with their local community.

- They can offer a volunteer with parenting experience offering tailor made one to one home visiting support.
- Emotional support to help parents find ways to manage and resolve problems.

- Practical help with budgeting, nutrition and meal planning, cooking and making the home safe
- Outreach and family group work to help parents get more involved in their community

## **General Employment Support**

### **Victoria Institute**

Brookhouse Road

Caton

LA2 9QT

Telephone: 01524 771733

Web-site: none

### **Eligibility**

We support anyone who requires support with no distinction. They could be unemployed and seeking help or they could be looking to change employment. They should live in the Lune Valley area.

### **Services**

- 1-2-1 tailored work to suit the individual including a review of skills and strengths to prepare a CV.
- Job search through our IT suite, searching the net, application forms, interview skills and mock interviews.

## **Homeless people or people threatened with homelessness**

### **Progress2Work-Link Up**

MBW Training

7-9 Chapel Street

Lancaster

LA1 1NZ

Telephone: 01524 849805

Web-site:[www.mbwtraining.co.uk](http://www.mbwtraining.co.uk)

### **Eligibility**

People overcoming drink problems, homeless people or threatened with homelessness, ex-offenders, asylum seekers.

Job Centre Plus and self-referral although they have to receive formal referral through JCP

### **Services**

- Training, voluntary work placements, help with application forms. With people overcoming drink problems they can be seen everyday if required.
- We have also offered work-trials through the Job Centre.

### **Lancaster Homeless Action**

Edward Street

Lancaster

LA1 1QH

Telephone: 01524 842008

Web-site: [www.ldhas.org.uk](http://www.ldhas.org.uk)

### **Eligibility**

People who are homeless or in housing poverty

### **Services**

- We are open for food seven days a week Monday to Friday from 10am to 11am for breakfast, tea and coffee available until lunch is served at 12.20 until 1.15pm. Centre shuts at 1.30pm.
- Access to showers and laundry facilities during the week also clothing and bedding.
- Floating Support to help setting up a home, budgeting, independent living skills.

### **YMCA**

'The Heart of the City'

Fleet Square

Lancaster

LA1 1HA

Telephone: 01524 32737

Information Shop: 01524 389696

### **Eligibility**

Young people in crisis

### **Services**

- Housing Advice Service for young people based at information shop.
- Accommodation for young homeless people
- The service aims to take forward the issues affecting young homeless people and offer support, advocacy, guidance, information and advice to young people affected by homelessness.

## Incapacity Benefit Claimants

### The Adult College

White Cross Education Centre  
 Quarry Road  
 Lancaster  
 LA1 3SE  
 Telephone: 01524 581286  
 Web-site: [www.theadultcollege.org](http://www.theadultcollege.org).

### Eligibility

Unemployed people, particularly those on Incapacity benefit

Directly through self-referrals and through Job Centre Plus

### Services

- **Job Quest** is a free course offering adults support in making choices about employment and future training. It is intended to build self-esteem and develop communication skills to creating the right CV and develop job seeking skills. The course runs for 12 hours a week for 12 weeks. An opportunity to achieve up to date and relevant qualifications including ICT, Customer Care, First Aid Communication Tactics and Food Hygiene.
- **Feel Confident for the future** is a course for those that feel inadequate and have negative thoughts about themselves. It is intended to help people with assertiveness, confidence building, communication skills and making choices and decisions.

### Lancashire Employment Service

6-2-7 Alston House  
 White Cross

Lancaster  
LA1 4XQ  
Telephone: 01524 541631

### **Eligibility**

People on Incapacity benefit and other related disability benefits, Disabled people with physical and/or sensory impairment, people with learning disabilities, people with long and enduring mental health issues.

Referrals are through social workers, adult community services. For people with mental health problems through Community Mental health teams, doctors and GPs. Self-referrals are not accepted.

### **Services**

- Workstep is a person centred service including vocational profiling, development plan, identifying job match, job search, interviewing skills and techniques, support with filling in application forms, support at an interview.
- We support client once in employment and undertake reviews with employer.
- We carry out similar but more intensive support work with people who have learning disabilities.

### **The Oaklea Trust**

Wattsfeld House,  
Wattsfeld Lane,  
Kendal  
LA9 5HF  
Telephone: 01539 735025  
Web-site: [www.oakleatrust.co.uk](http://www.oakleatrust.co.uk)

### **Eligibility**

The Oaklea Trust supports people with long-term health conditions, Disabled people, e.g. people with physical impairments.

To use Oaklea Trust you must go to your local Job Centre Plus Disability Employment Advisor and be referred on.

### **Services**

- In Lancaster & Morecambe the Oaklea Trust does Work Preparation Programme, Workstep and Ability First.
- The Work Preparation programme offers work placement and pre-employment training tailored to suit individual need. Lasts from 3 to 12 weeks dependent upon needs.
- Workstep supports individuals in gaining sustainable employment and programme length is flexible dependent upon need
- Ability First is a three week part time training programme.

### **Shaw Trust**

1<sup>st</sup> Floor

Tustin Court

Portway

Preston

PRT 2YQ

Telephone: 01772 761210

Web site: [www.Shaw-Trust.org.uk](http://www.Shaw-Trust.org.uk)

### **Eligibility**

People on Incapacity Benefit, people classified as Disabled people on any other disability related benefits.

Through the Disability Employment Advisors at local Job Centre Plus. Self-referrals accepted but they do need to then go through the Job Centre.

### **Services**

- Workstep provides support to the 'client' and potential employer including job search, confidence building, job coaching, financial help for travelling and training whilst at work
- Job Broking provides a similar service to Workstep offering 1-2-1 support, job searching, confidence building, filling out application forms.
- Motivation Course once a month to help clients that are struggling and depressed.

### **Workspace**

Unit 8

Eastgate

White Lund Industrial Estate

Morecambe

LA3 3D4

Telephone: 01524 847937

Web site: [www.MakingSpace.com](http://www.MakingSpace.com)

### **Eligibility**

People on Incapacity Benefit who have mental health problems, long-term or shorter term.

Self-referrals, through GPs and Community Mental Health Teams

### **Services**

- A 'client led' service that works with the individual to explore options with the individual including voluntary work, re-training, education, social, cultural and religious life, physical activities and potential employment options.
- Preparing application forms, CVs, interview techniques. We also support individuals who are in employment but need help to maintain their jobs.

## **Learning Disability**

### **Lancashire Employment Service**

6-2-7 Alston House

White Cross

Lancaster

LA1 4XQ

Telephone: 01524 541631

### **Eligibility**

Disabled people with physical and/or sensory impairment, people with learning disabilities, people with long and enduring mental health issues.

Referrals are through social workers, adult community services. For people with mental health problems through Community Mental health teams, doctors and GPs. Self-referrals are not accepted.

### **Services**

- Workstep is a person centred service including vocational profiling, development plan, identifying job match, job search,

- interviewing skills and techniques, support with filling in application forms, support at an interview.
- We support client once in employment and undertake reviews with employer.
  - We carry out similar but more intensive support work with people who have learning disabilities.

### **Piccadilly Garden**

South Lodge

Piccadilly

Lancaster

LA1 5AA

Telephone: 01524 381513

Web-site: [www.piccadillygarden.org](http://www.piccadillygarden.org)

### **Eligibility**

For people aged 16 to 65 with learning and emotional difficulties

### **Services**

Community based education, employment and specialist services in horticulture and recycling. With NPTCS Foundation Certificate, FAVE by OCNW, NVQs in Amenity and Commercial Horticulture and City and Guilds Learning

### **Thumbprint**

Cornerstone

Sulyard Street

Lancaster

LA1 1PX

Telephone: 01524 63084

Web-site: [www.thumbprint-online.org.uk](http://www.thumbprint-online.org.uk)

### **Eligibility**

People with learning disabilities

### **Services**

Thumbprint works alongside people with learning disabilities on ideas they may have as well as identifying opportunities for possible projects. It helps learning disabled people to develop confidence and participate in society in a proactive way

### **Vocational Support Team**

6-2-7 Alston House

White Cross  
Lancaster  
LA1 4XQ  
Telephone: 01524 541631  
Web-site:

### **Eligibility**

People who have a learning disability including those with dual diagnosis

Referrals are from social workers and adult community services  
No self-referrals so people must go through the above

### **Services**

- We work alongside the person identifying what they want to do and are able to do.
- We support individuals to start on a voluntary placement for social interaction and confidence building and enable him/her to learn new skills to help them get a job.
- A member of staff will learn the tasks of a particular job and then teach the person how to do that job. We will support the individual to travel alone and accompany them to interviews.

## **Legislation and Employment**

### **Working and equality**

Everyone has the right to be treated fairly at work and to be free of discrimination on grounds of age, race, gender, disability, sexual orientation, religion or belief.

The law protects you from unequal treatment in employment on any of these grounds regardless of whether you are a full or part time employee, in a temporary job, or if you are a freelance or agency worker.

If you think you have been treated less favourably than others at work you may be able to take a discrimination case against the employer at an employment tribunal.

## **Age**

It is unlawful for your age to be the cause of less favourable treatment in your workplace or in vocational training.

## **Gender**

Women, men and transgender people should not be treated unfairly because of their gender, because they are married or because they are raising a family.

## **Religion and belief**

Your religion or belief, or those of somebody else, should not interfere with your right to be treated fairly at work.

## **Disability**

If you have a physical or mental impairment, you have specific rights that protect you against discrimination. Employers are obliged to make adjustments for you.

## **Race**

Wherever you were born, wherever your parents came from, whatever the colour of your skin, you have a right to be treated fairly at work.

## **Sexual orientation**

Whether you are gay, lesbian, bisexual or straight should not put you at a disadvantage within the workplace.

If you feel you have been treated less favourably you may be able to get advice

If you need advice, available in a variety of languages you can contact:

## **The Equality and Human Rights Commission Helpline:**

Telephone: 0845 604 6610

Textphone: 0845 604 6620

Fax: 0845 604 6630

Or contact:

## **Lancaster Citizens Advice Bureau**

87 King Street

Lancaster

LA 1RH

Telephone: 0870 126 4035 (automated telephone advice)

Fax: 01524 846447

E mail: [enquiries@lancastercab.org](mailto:enquiries@lancastercab.org).

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

## **Morecambe Citizens Advice Bureau**

Oban House

87-89 Queen Street

Morecambe

LA4 5EN

Telephone: 0870 126 4076 (automated telephone advice)

Telephone: 01524 400405

Fax: 01524 400401

E mail: [post@morecambecab.cabnet.org.uk](mailto:post@morecambecab.cabnet.org.uk)

Or contact:

## **One Voice Disability Services**

Cornerstone

Sulyard Street

Lancaster

LA1 1PX

Telephone: 01524 34411

[www.onevoicedisabilityservices.org](http://www.onevoicedisabilityservices.org)

Or contact:

## **Preston & Western Lancashire Racial Equality Council**

Town Hall Annexe

Birley Street  
Preston  
PR1 2RL  
Telephone: 01772 906871  
Telephone: 01772 556550

Or contact:

### **Lesbian and Gay Switchboard**

Telephone: 01524 847437  
7pm to 9pm

## **Lone Parents**

### **Connexions Lancaster**

1 Aalborg Square  
Lancaster  
LA1 1GG  
Telephone: 01524 387600  
Web-site: [www](http://www)

### **Eligibility**

Young people 13 to 19 years old and up to 25 years old if the individual has a statement of educational needs.

### **Services**

- Information, advice and guidance.
- 1-2-1 support, confidence building, training provision, volunteer placements, CV preparation and application forms and job search. We broker services for young people, e.g. housing, health substance misuse, lone parent issues.
- We also offer Positive Activities for young people who are harder to reach to help them undertake a range of activities within reason.

### **Connexions Morecambe**

6-8 Kensington Road  
Morecambe  
LA4 5LX  
Telephone: 01524 831978

## Eligibility

Young people 13 to 19 years old and up to 25 years old if the individual has a statement of educational needs.

## Services

- Information, advice and guidance.
- 1-2-1 support, confidence building, training provision, volunteer placements, CV preparation and application forms and job search. We broker services for young people, e.g. housing, health substance misuse, lone parent issues.
- We also offer Positive Activities for young people who are harder to reach to help them undertake a range of activities within reason. In Morecambe we run 'Busy Mummies' to carry out distance learning. 'Care to Learn' is for young people of age 19 and under to access funds for childcare so that they can learn.

## CXL

Chorley House

Centurion Way

Leyland

PR26 6TT

Telephone: 01772 642400

0800 858544

Web-site: [www.CXL-UK.com](http://www.CXL-UK.com)

## Eligibility

We provide information, advice and guidance to all adults

Through Job Centre Plus and through 0800 858544

## Services

We offer Next Step through MBW training for information, advice and guidance with a member of staff that works at Job Centre Plus

"All About Me and Where I want to be' is a course 4 mornings across 4 weeks for lone parents that is aimed at building confidence and self-esteem and explore options for the future. We then offer telephone coaching for 2 weeks after the end of the course.

## New Deal for Lone Parents

New Deal for Lone Parents Advisors

## **Job Centre Plus**

Mitre House  
Church Street  
Lancaster  
LA1 1ED  
Telephone: 01524 598000

## **Job Centre Plus**

Heron House  
67 Queen Street  
Morecambe  
LA4 5HW  
Telephone: 01524 400400

## **Eligibility**

Lone Parent on Income Support

## **Services**

A New Deal personal advisor can:

- Work out how much better off a lone parent can be in work and provides information about financial support available
- Gives advice on help with childcare costs and travel costs to help looking for work
- Help with applying for jobs
- Availability of childcare in the area
- Helps to apply for in-work benefits

# **Mental Health**

## **Condition Management Programme**

### **Eligibility**

For those on Incapacity benefit through referrals at Job Centre Plus

### **Services**

The Condition Management Programme is a short programme aimed at helping participants to understand and manage their health condition. The aims of CMP are to support the participants to improve their quality of life, regain control and realise their aspirations in order to help them return to work, now or in the future.

### **Growing Matters**

Lancaster & Morecambe College  
Torrisholme  
Morecambe  
LA1 2TY  
Telephone: 01524 581405  
Web-site: [www.growingmatters.co.uk](http://www.growingmatters.co.uk)

### **Eligibility**

People with mental health or emotional difficulties

### **Services**

Volunteering in a therapeutic horticultural environment

### **Learning Curve**

Lancaster & Morecambe College  
Morecambe Road  
Lancaster  
LA1 2TY  
Telephone: 01524 521302  
Web site: [www.lmc.ac.uk](http://www.lmc.ac.uk)

### **Eligibility**

Support is available for students with a wide range of needs from those with visual, hearing or physical impairment to those recovering from a medical condition, stress or anxiety.

### **Services**

We offer a safe learning environment with small class numbers supported by specially trained staff and provide specialist equipment.

Learning Curve can help you gain new skills to boost your confidence and self esteem. You will work in small groups through an Individual Learning Programme designed around your needs, and get all the help and support you need to achieve your goals.

You don't need any qualifications to join our courses, and we can be flexible to help accommodate outside commitments such as hospital appointments, transportation and childcare commitments.

## **Shaw Trust**

1<sup>st</sup> Floor  
Tustin Court  
Portway  
Preston  
PRT 2YQ  
Telephone: 01772 761210  
Web site: [www.Shaw-Trust.org.uk](http://www.Shaw-Trust.org.uk)

## **Eligibility**

People on Incapacity Benefit, people classified as Disabled people on any other disability related benefits.

Through the Disability Employment Advisors at local Job Centre Plus. Self-referrals accepted but they do need to then go through the Job Centre.

## **Services**

- Workstep provides support to the 'client' and potential employer including job search, confidence building, job coaching, financial help for travelling and training whilst at work
- Job Broking provides a similar service to Workstep offering 1-2-1 support, job searching, confidence building, filling out application forms.
- We run a Motivation Course once a month to help clients that are struggling and depressed.

## **Workspace**

Unit 8  
Eastgate  
White Lund Industrial Estate  
Morecambe  
LA3 3D4  
Telephone: 01524 847937  
Web site: [www.MakingSpace.com](http://www.MakingSpace.com)

## **Eligibility**

People on Incapacity Benefit who have mental health problems, long-term or shorter term.

Self-referrals, through GPs and Community Mental Health Teams

### Services

- A 'client led' service that works with the individual to explore options with the individual including voluntary work, re-training, education, social, cultural and religious life, physical activities and potential employment options.
- Preparing application forms, CVs, interview techniques. We also support individuals who are in employment but need help to maintain their jobs.

### New Deal

#### New Deal for Young People 18-24

NDYP is currently a mandatory programme for people aged 18-24 who have been on Job Seekers allowance for six months. It is composed of a Gateway period of intensive personal advisor support which lasts up to four months and followed by mandatory activity on one of four options; subsidised employment, further education and training, voluntary work or the environment task force.

#### New Deal 25 Plus

ND25Plus is a mandatory programme for people who have been on a main benefit for more than six months. It is based on Personal Advisor support with looking for and preparing for work including measures such as training and voluntary work to improve employability. In work financial support can be provided through a top up working tax credit and access to a training grant.

#### New Deal for Disabled People

NDDP is currently a voluntary programme including Workstep and Job Broking. These services are outside of Job Centre Plus. Information on providers is available through this directory.

#### New Deal 50 Plus

ND50Plus is a voluntary programme for people aged 50 and above who have been on a main benefit for more than six months. It is based on Personal Advisor support with looking and preparing form work including measures such as training and voluntary work.

In work financial support can be provided through a top-up to Working tax credit and access to a training grant.

## **Current New Deal programmes are accessed through your local Job Centre Plus**

### **MBW Training Services**

3<sup>rd</sup> Floor

Telephone House

Fenton Street

Lancaster

LA1 1AB

Telephone: 01524 542991

Web-site: [www.mbwtraining-co.uk](http://www.mbwtraining-co.uk)

### **Eligibility**

Individuals who are on any of the New Deal programmes. People are referred through Job Centre Plus.

### **Services**

- Gateway, a twelve hour part time course doing job search, literacy and numeracy, computer skills, telephone techniques, application forms.
- Basic Skills, literacy and numeracy level 1 for 13 weeks, including job search
- Voluntary sector option –the individual goes onto a work experience placement of their interest.

### **InBiz**

Through local Job Centre Plus offices

Web-site: [www.inbiz](http://www.inbiz)

### **Eligibility**

Unemployed people with referrals through Job Centre Plus

### **Services**

- 1-2-1 support at Job Centre Plus
- Developing your idea, business planning, marketing, understanding profit forecast and cash-flow, budgeting, bookkeeping.

- If unemployed, you will have a chance to test your business for up to 26 weeks whilst still receiving benefit payments and/or allowances.

## Older People

### Care Navigator Scheme

#### 50 Forward

Signposts Multi-Agency Resource

58 Regent Road

Morecambe

LA3 1TE

Telephone: 01524 419021

[www.signposts.org.uk](http://www.signposts.org.uk)

### Eligibility

Older people with low level need

### Services

Supporting older people to access a range of services and opportunities

### New Deal 50 Plus

Job Centre Plus

Mitre House

Church Street

Lancaster

LA1 1ED

Telephone: 01524 598000

Job Centre Plus

Heron House

67 Queen Street

Morecambe

LA4 5HW

Telephone: 01524 400400

## Self-Employment Support

## **InBiz**

Through Job Centre Plus

Web-site: [www.inbiz](http://www.inbiz)

## **Eligibility**

Unemployed and referrals through Job Centre Plus

## **Services**

- 1-2-1 support at Job Centre Plus.
- Developing your idea, business planning, marketing, understanding profit forecast and cashflow, budgeting, bookkeeping.
- If unemployed, you will have a chance to test your business for up to 26 weeks whilst still receiving benefit payments and/or allowances.

## **North Lancashire Enterprise**

Bay Business Centre

2 Norton Road

Morecambe

Telephone: 077664 16101

Web-site: [www.baybusinesscentre.co.uk](http://www.baybusinesscentre.co.uk)

## **Eligibility**

Long-term unemployed people, disabled people, lone parents etc.  
Referrals through Job Centre Plus, directly and through partners

## **Services**

Group information sessions to those who wish to explore the option of self-employment

1-2-1 counselling to pre-start and post-start businesses

NVQ 3 training for business start up

Training in related business matters, i.e. health and safety, marketing, selling techniques.

## **Volunteer Placements**

**For a comprehensive list of volunteering opportunities suited to your need please see**

[www.changinglives-lmc.co.uk](http://www.changinglives-lmc.co.uk)

## **Furniture Matters**

Old Grange Garage

Thornton Road

Morecambe

LA4 5PB

Telephone: 01524 426622

E mail: [enquiries@furniturematters.org.uk](mailto:enquiries@furniturematters.org.uk)

Web-site: [www.furniturematters.org.uk](http://www.furniturematters.org.uk)

## **Eligibility**

Anyone who wishes to volunteer and learn new skills, people on New Deal, People on Community Punishment Orders. Self-referral or through New Deal employment providers.

## **Services**

Volunteering and accredited and non accredited training in:

- Showroom or offices
- Van Driving
- Collection and delivery of goods
- Repair of electrical items
- Furniture refurbishing
- Cycle repair and renovation

## **Work Based Training**

### **Furniture Matters**

Old Grange Garage

Thornton Road

Morecambe

LA4 5PB

Telephone: 01524 426622

E mail: [enquiries@furniturematters.org.uk](mailto:enquiries@furniturematters.org.uk)

Web-site: [www.furniturematters.org.uk](http://www.furniturematters.org.uk)

### **Eligibility**

Anyone who wishes to volunteer and learn new skills, people on New Deal, People on Community Punishment Orders. Self-referral or through New Deal employment providers.

## Services

Volunteering and accredited and non accredited training in:

- Showroom or offices
- Van Driving
- Collection and delivery of goods
- Repair of electrical items
- Furniture refurbishing
- Cycle repair and renovation

## MBW Training Services

3<sup>rd</sup> Floor

Telephone House

Fenton Street

Lancaster

LA11AB

Telephone: 01524 542991

Web-site: [www.mbwtraining-co.uk](http://www.mbwtraining-co.uk)

## Eligibility

Individuals who are on any of the New Deal programmes. People are referred through Job Centre Plus.

## Services

- Gateway, a twelve hour part time course doing job search, literacy and numeracy, computer skills, telephone techniques, application forms.
- Basic Skills, literacy and numeracy level 1 for 13 weeks, including job search
- Voluntary sector option –the individual goes onto a work experience placement of their interest.

## Youth and Community

### Asian Groups for Women and Girls

Lancaster Boys Club

Lancaster

Tel: 01524 389259

## **Barton Road Youth and Community Centre**

Barton Road

Lancaster

LA1 4ER

Telephone: 01524 65622

## **Bentham Youth & Community**

Telephone: 01524 61800

## **Carnforth and rural**

### **Monday**

12:30-13:15

Advice and Info : Y-Pod Drop-in:

Years 7+8 : Carnforth High School

Charlie and Tracy

7.00pm-9.00pm

Meeting Young People on the street in Halton

Lucy and Charlie

Carnforth Girls Group

Tracy and Sarah

### **Tuesday**

3.30pm - 5.30pm

Carnforth Young Mens Group

(Civic Hall)

Sarah and Charlie

7.00pm to 9pm

Rural Info Bus Session

Wray

Tracy and Sarah

### **Wednesday**

7.00pm to 9.00pm

Carny Crew ; Civic Hall

Working on Ideas for New Centre

### **Thursday**

12:30-13:15

Advice and Info : Y-Pod Drop-in:

Years 9-11 : Carnforth High School

Charlie and Tracy

7.00pm to 9.00pm  
Galgate Info Bus Session  
Sarah and Tracy  
(+ What Now Staff)

### **Friday**

Lucy and Charlie  
Occasional Fridays Supporting the rural voluntary youth groups  
from Cowan Bridge to Cockerham

### **Caton Youth Centre**

Telephone: 01525 812275

### **Chadni Group, Asian Young Women**

Women age 15-18  
Telephone: 01524 65622

### **Heysham Youth and Community Centre**

Middleton Way  
Douglas Park  
Heysham  
LA3 2LL  
Telephone: 01524 853114

### **Information Centre**

Morecambe One Stop Shop  
Information and Advice Centre  
6-8 Kensington Road  
Morecambe  
LA4 5LX  
Telephone: 01524 831978

### **North Lancaster Youth and Community Centre**

Telephone: 01524 63201

### **Marsh Youth and Community Centre**

Willow Lane  
Lancaster  
LA1 5PP  
Telephone: 01524 843300/61629

## **Morecambe Youth and Community Centre**

Woodhill Lane

Morecambe

LA4 4AN

Telephone: 01524 412425

## **Young People and NEET**

### **Connexions Lancaster**

1 Aalborg Square

Lancaster

LA1 1GG

Telephone: 01524 387600

Web-site: www

### **Eligibility**

Young people 13 to 19 years old and up to 25 years old if the individual has a statement of educational needs.

### **Services**

- Information, advice and guidance including 1-2-1 support, confidence building, training provision, volunteer placements, CV preparation and application forms and job search.
- We broker services for young people, e.g. housing, health substance misuse, lone parent issues.
- We also offer Positive Activities for young people who are harder to reach to help them undertake a range of activities within reason.

### **Connexions**

Morecambe One Stop Shop

Information and Advice Centre

6-8 Kensington Road

Morecambe

LA4 5LX

Telephone: 01524 831978

- What Now Information and Advice Service - Telephone: 01524 428301
- Connexions Service - Telephone: 01524 428325
- Sexual Health Service – Telephone: 01524 428301

### **DT3, The Dukes**

Moor Lane  
Lancaster  
LA1 1QD  
Telephone: 01524 598522

The Dukes Theatre 3 (DT3) is a lively, innovative, and creative place to nurture imagination and invention in young people. It's a chance for young people to have a real voice in exciting and stimulating ventures in a safe and enjoyable environment.

To join any one of the groups, or volunteer as a young leader, either -contact the Lancashire County Council Youth Arts Team on 01524 598522,

### **Duke of Edinburgh's Award**

Contact your district award co-ordinator  
Telephone: 01524 581171  
e-mail : [Jill.Grindey@ed.lancscc.gov](mailto:Jill.Grindey@ed.lancscc.gov)

The Duke of Edinburgh's Award is a voluntary, non-competitive programme of practical, cultural and adventurous activities, designed to support the personal and social development of young people aged 14-25, regardless of gender, background or ability. It offers an individual challenge and encourages young people to undertake exciting ,constructive, challenging and enjoyable activities in their free time.

### **EYS (Education Youth Services)**

112 Rhodes House  
St. Leonard's Gate  
Lancaster  
LA1 1NN  
Telephone: 01524 847747

### **Services**

- Offers tasters for young people not in education or employment between the ages of 16 to 18 years old in construction, retail, health and care, College, Sports and music

- Entry 2 Employment delivers the following industry sector courses: construction, health and social care, driving, music ICT, sports and coaching
- General e2e consists of Basic Skills, Personal & Social Skills, Workability Skills, Motivation & Confidence Building

### Lancaster & Morecambe College

Morecambe Road

Lancaster

LA1 2TY

Telephone: 01524 66215

Student Services: 0800 306 306

Web-site: [www.lmc.ac.uk](http://www.lmc.ac.uk)

### Services

Lancaster & Morecambe College offer something for everyone aged between 16 to 19

- Neet Energisers to give young people not in education, employment or training a taste of what may be available to them in education, training and employment
- E2E (Entry to Employment) which is designed for learners to sample different vocational areas and get help to choose a suitable career path. It can also help people with personal and social issues which may stand in the way of employment or mainstream education
- Apprenticeships give learners the opportunity to gain an NVQ level 2 or 3 qualification which is competence based whilst earning a salary working in a related area

**To discuss your interests and future contact Student services on 0800 306 306**

### Lancaster Training Services

5 Penrod Way

Heysham

Morecambe

LA3 2UZ

Telephone: 01524 858326

Web site: [www.lantrain.co.uk](http://www.lantrain.co.uk)

## Eligibility

We train young people 16-24 through apprenticeship programmes.

## Services

We train young people in motor vehicles and body repair whilst doing an apprenticeship. If they do not already have an apprenticeship we help to them to get one with a local garage.

## LUVU

Lancaster Volunteering Unit  
Alexandra Square  
Lancaster University  
Lancaster  
LA1 4XX  
Telephone: 01524 593693  
Web site: [www.luvu.org.uk](http://www.luvu.org.uk)

## Services

Luvu is developing volunteering projects to work with Neet groups

## MBW Training

3<sup>rd</sup> Floor  
Telephone House  
Fenton Street  
Lancaster  
LA1 1Ab  
Telephone: 01524 542991  
Web-site: [www.MBWtraining-co.uk](http://www.MBWtraining-co.uk)

## Eligibility

Individuals on New Deal programmes, young people up to 25, people 25 plus, people 50 plus, lone parents and others. Referrals must be made through Job Centre Plus.

## Services

- Job search, literacy and numeracy, computer skills, telephone techniques, application forms, each individual has a tutor.
- **Gateway** is a 12 hour part time course carrying out job search
- **Basic Skills** is a literacy and numeracy level 1 for 13 weeks including job search

### **More Music**

13-17 Devonshire Road  
Morecambe  
Lancashire LA3 1QT  
Tel 01524 831997  
Fax 01524 419653

### **Princes Trust**

Telephone: 0800 842842  
Lancaster  
LA1 1BA

### **Signposts Multi-Agency Resource -Young People's Projects**

59 Regent Road  
Morecambe  
LA3 1TE  
Telephone: 01524 419021  
[www.signposts.org.uk](http://www.signposts.org.uk)

### **Eligibility**

Support young carers and young disabled people, young people at risk of offending.

### **Services**

- Group activities
- 1-2-1 support

### **Training West Lancashire**

Telephone: 0800 587 9994  
Web-site; [www.twluk.com](http://www.twluk.com)

### **Services**

- 14-16 Pre-Apprenticeships
- Certificate of Professional Competence
- E2E
- Fit 4 Work
- ESF Horizons
- Gateway to Work
- NVQ Business & Administration
- Etc

## **YMCA**

'The Heart of the City'  
Fleet Square  
Lancaster  
LA1 1HA  
Telephone: 01524 32737  
Information Shop: 01524 389696

## **Eligibility**

Young people in crisis

## **Services**

- Information Shop for Young People
- Housing Advice Service for young people based at information shop. The service aims to take forward the issues affecting young homeless people and offer support, advocacy, guidance, information and advice to young people affected by homelessness
- Deposit Guarantee Scheme helps people on low income or benefits. It offers guarantees to landlords in place of a deposit
- Yz Up Project working with offenders and ex-offenders

## **Youngaddaction North Lancashire**

Morecambe One Stop Shop  
6-8 Kensington Road  
Morecambe  
LA4 5LX  
Telephone: 07789 397932

Offers treatment to under 21s

