Activate is on!

Referrals are now open for our exciting employability programme that brings people closer to employment opportunities.

1. Programme overview
2. Pre programme assessment
3. Key Dates
4. Eligibility
5. Referral process

Activate is a programme for people aged 19+ with little to no work experience and in receipt of benefits* Delivered in partnership with Lewisham College, Activate is a mixture of training and workplace learning which aims to:

- Increase the confidence of people that experience disadavantages in gaining employment.
- Increase the experience and skills needed to progress within employment
- Increase awareness of the different job roles and opportunities within TfL and the wider transport sector.

People on Activate will:
- Complete Business Administration, Customer Service and Employability qualifications
- Complete 3 week work experience within a TfL work environment
- Complete bespoke TfL training

Skills and qualities needed for programme:

- Commitment to personal and professional development
- Commitment to programme activities and duration

Placement area Snapshots

Lost Property (East London)
"We are a multi-facetted team that works both face to face and behind the scenes to provide an excellent experience for customers that lose property across the TfL network." *Duties may include manual handling*

Visitor Centres (Pan London)
"Our staff will be on hand to offer a warm welcome and advice on tickets and a range of services to help visitors make the most out of the Capital". *Click here to find out more.*

Customer Contact Centre (East London)

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"We are a customer service solutions for people using the London transport network and a wide range of other services Transport for London is responsible for. The team prides itself in investigating and resolving a range of customer issues, complaints, and enquiries"

Licensing and Regulation (South and East London)
"We license London's taxi drivers and vehicles and private hire drivers, vehicles and operators to ensure a safe and reliable service for the public." Find out more about what we do here

<u>Pre-assessment information</u>

Stage 1 – English, IT and Maths assessment at Lewisham College
Stage 2 – Invitation to interactive assessment at TfL Office

Programme recruitment will include a two-step assessment process. Invitees will be required to complete an English, IT and Maths diagnostic test to demonstrate that they can work to the standard needed to complete programme qualifications. Successful candidates from stage 1 will be invited to attend the 2nd stage assessment. *Please highlight any reasonable adjustment requirements during referral.*

<u>Key Dates</u>

Activity	Key date
Stage 1 assessment (Lewisham College)	Monday 23 September
Stage 2 Assessment (Victoria/North Greenwich)	Tuesday 24 September (AM/PM slots)
Programme start date	Monday 30 September
Placement start date	Monday 11 November
Programme end date	Friday 29 November
Post programme support	W/C 2 December

<u>*Eligibility & ID requirements</u>
You must be aged 19 years+ and in receipt of JSA, ESA, or UC and be able to commit to the times and duration of the course. Evidence of your status can include:

- JCP referral letter or Universal Credit payment screen print (MUST be dated within the last 3 months)
- Valid UK/EU Passport OR All other passports – Must have indefinite leave to remain OR recourse to public funds.
- UK Birth certificate

<u>Referral process</u>

Click **HERE** to complete a referral form. Referrals will be contacted within two working days.

For more information or discuss referrals please contact

Tel: 02037574350.
Email: JCPinfo@lewisham.ac.uk

MAYOR OF LONDON

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