



# How MHA can help YOU

MHA: More than just a landlord...

**WORK & SKILLS** **WISE**

education, experience & aspiration

Helping You Progress on the Road to Success

## What is Work & Skills Wise?

**Work & Skills Wise** is a new initiative MHA has developed. It's aim is to help willing tenants to **learn new skills, improve on existing ones** and ultimately **increase their chances of finding work** or bettering the job they have.

## What does it entail?

As part of this service we aim to offer work experience, training and educational opportunities to anyone that is interested.

Depending on the needs of the individual, the process could involve:

- **Informal learning as part of a friendly group;**
- **Formal learning in a structured class;**
- **Training which could include, on-the-job work placements.**

## Types of help we can offer?

Free Training Courses - we will offer all tenants the opportunity to enrol on courses with local colleges and the Adult Education Department. These courses will often be paid for by MHA and will allow you to gain qualifications. If you wish to enrol on a course which is not paid for by MHA you can apply for a bursary to help towards the cost.

To help you complete these courses and develop skills in your own time, MHA can also lend you a laptop computer to use as part of your studies.

**GAIN QUALIFICATIONS**

## Computers in the Community

This project will allow you to loan a laptop for free. Any tenants enrolled on a course can make an application to the **'Computers in the Community Scheme'**. The scheme allows you to use the laptop in the comfort of your own home to improve your computer skills; making you more competitive in the job market.

## Bursary Scheme

As part of our **'Bursary Scheme'** we can help you cover the cost of training courses. You will need to apply for this and provide information about what course you want the bursary for.

## Job Seeking Skills

MHA's **'Job Seeking Skills Programme'** is designed for those looking for work. As part of this programme we can offer you workshops on:

- **Confidence Building**
- **CV & Application Form Filling**
- **Interview Techniques**

## Volunteer Placements

MHA as part of its **'Voluntary Scheme'** can offer valuable hands-on experience in the workplace. This work experience can be **office based - where you can learn office related skills** or **site based - where you could be placed in the community working on building and maintenance tasks**. If MHA can't offer you a placement, they will try and help you find one elsewhere.

## Work & Skills Wise

**Promoting Education  
Raising Aspiration  
Building Experience**

## Interested?

If you want to apply or find out more information, please contact **Community Services Team** on **01495 761100** or **communityservices@monmouthshirehousing.co.uk**

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