

If you need help using the service

There is wheelchair access at HALS sites. Haringey Council subscribes to Typetalk, for telephone users who have a hearing impairment.

If you need an interpreter in a community language or British Sign Language in order to access our service or our leaflet, please let us know in good time before you visit us.

• Për këtë informacion në Shqip, kërkoni apo telefononi në 020 8489 2596 për IAG 2 (Aj, Ej, Xhi, Tu)

• এই তথ্য বাংলা ভাষায় পাওয়ার জন্য 020 8489 2596 নম্বরে টেলিফোন করে 'আই.এজি' তিন বনুন

• Pour obtenir ces informations en français, veuillez les demander ou composer le 020 8489 2596 pour IAG 4 (Ee, Ah, Jay)

• Kurdîya vê agahîyê (IAG 5 - Ay, Ey, Ci) bixwazin an telefonî 020 8489 2596 bikin

• Macluumaadkan oo ku qoran afsoomalli waydii ama soo wac 020 8489 2596 si aad u hesho IAG 6 (I, A, Ga, Lix)

• Bu bilgileri Türkçe edinmek için IAG 7 (Ay, Ey, Ci, Yedi) 'yi isteyin ya da 020 8489 2596' ı arayın

Appointment Details *(you can write the details of your appointment here)*

Date:

Time:

Venue:

Adviser Name:

At HALS we welcome any comments or suggestions that will help to improve our service. Please ask our staff how you can do this. In order to maintain the quality of the service we offer we follow the Haringey Council Statement of Intent on Equal Opportunities, Confidentiality and Data Protection policies, and the National IAG Board Code of Principles. HALS IAG Service is accredited by Matrix (the national quality standard for information, advice and guidance).

The information in this leaflet was correct at the time of going to press. No responsibility can be accepted for subsequent changes.

October 2009

HALS

Information, Advice and Guidance Service



career options

learning opportunities

looking for work

promoting yourself



Funded by

Skills
Funding
Agency



Haringey Council

Learn with Haringey

Our experienced staff aim to provide you with an accessible, impartial and confidential service to help you achieve your potential in learning and work.

Our Employment and Learning Advisers:

- Help adults at any stage of their lives to make choices about their skills, careers and qualifications
- Support learners on HALS courses to get the best out of their course and plan what to do after their course



So if you need help with:

- Assess your skills and interests
- finding out about courses
- planning your career
- looking for work
- filling in job application forms
- writing, updating or developing a curriculum vitae (CV)
- getting ready for job interviews

You can access our services by:

• Booking an appointment

Appointments are available on Monday to Friday and occasional Saturdays.

• Using the Thursday Evening Drop In Service

The drop in service operates between 5.00pm and 7.00pm. Please telephone reception to confirm availability before planning your visit.

• Enrolling onto an Employability Skills Workshop

“Extremely useful in widening my sights to new directions for job seeking and careers. Clear information and guidance from the adviser.”

Details of workshops can be found in the HALS Course Guide and include:

- CV Writing
- Effective Job Search Skills
- Completing Application Forms
- Getting Ready for Job Interviews
- Assertiveness and Public Speaking
- Speaking in Public with Confidence



For more information about our services, please contact us on 020 8489 2500 or speak to a member of the HALS Reception Team at Wood Green Library.

“I was grateful for the adviser to show me how to complete the application form for a job in a more effective way. I have had good guidance on how to update my CV and hope to formulate a better punchy CV.”

“I am very happy with the service and advice – I have been given hope and encouragement in my life and a brighter outlook for my future.”

HALS IAG Service

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Telephone: **020 8489 2596**
Email: hals@haringey.gov.uk
Web: www.haringey.gov.uk/hals