

Back to work



Guidance notes

The back to work placement scheme is run, on behalf of the Benevolent Fund, by Chiumento.

Members of ICE who have been out of work for more than three months can apply to the Benevolent Fund for inclusion on the scheme. We would not normally accept members who have never held an engineering position (i.e. graduates seeking their first job), nor would student members be accepted for the back to work scheme.

The program includes individual coaching sessions with a personal consultant, and covers such topics as:

- Evaluating job options
- Developing a CV which will generate interviews
- Coaching in self marketing techniques and research resources and their use in the job market
- Developing a personal marketing plan
- Simulated interview training with feedback using CCTV
- Progress review meeting.
- Identifying transferable skills, strengths and experiences

Prior to starting the program candidates will have an initial 'diagnostic' session, possibly on the phone, so that Chiumento can tailor the program to specific needs and appoint the most appropriate consultant.

In addition to the contact sessions, participants will receive:

- A comprehensive job search kit
- CV production – Design and word processing, from participant's own draft
- Access to a Virtual Resource Centre
- Access to dedicated vacancies site
- Access to telephone/fax helpline for the duration of the service