

**NEW SERVICE
ON LANCASTER
WEST ESTATE**



nova 
welcome to a better world

Nova is a registered charity that has been supporting committed and motivated individuals to develop their skills, confidence and employment potential since 1983.

INFORMATION, ADVICE & GUIDANCE

Nova can help you with a wide range of pre-employment information, advice and guidance (IAG) services to help you prepare, look for and find work. We provide help finding courses, volunteering opportunities and work placements. All our Advice and Guidance services are free of charge.



CONTACT US

admin@novanew.org.uk



WEBSITE

www.novanew.org.uk



ADDRESS

Lancaster West Estate,
Baseline studios

Head office:
2 Thorpe Close, W10 5XL




PHONE

020 8960 2488

SERVICES

- **1-1 ADVICE SESSIONS**
- **CV'S, JOB SEARCH & INTERVIEWS**
- **HELP FINDING COURSES, VOLUNTEERING & WORK PLACEMENTS**
- **BASIC ICT, NUMERACY, LITERACY AND ESOL COURSES**
- **FAMILY, CHILDREN & YOUNG PEOPLE ACTIVITIES**





"WHENEVER I CALL NOVA EVEN WHEN I NEED HELP URGENTLY, I GET A CALL AND AN APPOINTMENT QUICKLY, BEING ABLE TO SPEAK TO SOMEONE WHO IS NEARBY, FACE TO FACE IS IMPORTANT TO ME."

How to register with NOVA

Come along to our office any weekday 10am - 4pm or we'll be based on the Lancaster West Estate once a week.

You will need to provide your National Insurance number, proof of address and ideally photo I.D.

Making an appointment

After you have registered you can make an appointment by popping in to Nova or calling 020 8960 2488 during our office opening hours.

What we offer

- 1-1 support and advocacy from a dedicated adviser
- Help with CVs, covering letters and application forms
- Support with internet based job searches using computers and smart phones
- Registering with and making contact with agencies
- Help improving IT skills, utilising social media to improve your visibility to employers
- Interview technique practice and assessment centre preparation
- Assistance in identifying and enrolling on suitable courses
- Advice around benefits, and local support available

Nova prides itself on being a client-led organisation so we always welcome your comments, compliments or complaints. You will be asked to complete evaluation forms after seeing the adviser or participating in an employability workshop. You can also pick up a suggestion sheet from reception.

Nova is committed to promoting equality of opportunities for all. If you have any specific requirements please let us know and we will do our best to accommodate you.

Nova is a matrix accredited organisation.