

## Overview of Activities and Opportunities at Pelican Trust

<b>Work Areas - generic provision in training and experience</b>	Health and Safety Team working skills Organisational skills Life skills	Attendance patterns Production methods Personal self esteem Communication skills	Ability to multitask Producing commercial items Supervisory and leadership skills	Social integration Quality control procedures Flexible Attendance	Heavily subsidised lunch and beverages Assistance in travel fees Therapeutical payment	
<b>Commercial Assembly</b> Learning to complete set task Building stamina Increasing dexterity Stock control Operating in small teams Diverse operations within the day and between attendance Machine operation External operations and communication skills Customer awareness	<b>Printing</b> Prepress operations Print finishing Machine operation throughout the Print area Machine maintenance Discussions with suppliers Customer service requirements Order planning Marketing Network with outside sources Legal aspects of operation	<b>Joinery</b> Hand tool skills Machine operation Machine maintenance requirements Off site work experience Customer liaison Multitask operations Most orders are individual pieces Provision of repeat large scale orders to provide stamina and team working skills	<b>Signs</b> Design and planning Customer contact Use of computers in manufacturing Working loosely supervised Gain an understanding of subcontracting Produce product costs Increased social skills Learn to maximise the use of stock with orders	<b>Business Centre</b> Type setting and copying Collating and stapling Mail merge and shots Customer liaison Stationary and invites Parish magazines Stock control Reception work Team work Office experience including photo copying, filing etc.	<b>Job Seeking guidance</b> Assistance with CV's, covering letters, application forms and speculative letters Job aspirations Interview practice Personal appearance assistance including new clothing Job seeking facilities including all postage	<b>Canteen / Domestic / Retail</b> Basic food hygiene Providing an in-house service Operating in a small team and assisting in food preparation Training in cleaning and domestic work Retail experience including till work, chip & pin, stock control, customer service, re-ordering stock Money management & shopping skills
<b>Qualifications</b> Fork truck experience, Numeracy and literacy at various levels, Health & Safety in the Workplace, Manual handling, fire prevention, Basic food hygiene, NVQ's in Business Administration and IT, Various IT qualifications, NVQ in Retail, OCR Job Seekers Qualification, individually tailored courses on request						

To make an referral to Pelican Trust please contact Helen Dawson on 01522 513533  
 or email - [helen@pelicantrust.org](mailto:helen@pelicantrust.org)  
 or visit our website at [www.pelicantrust.org](http://www.pelicantrust.org)