

East Lothian's Youth Employment 2019 – 2020

Activity Plan

Opportunities
for young
people
aged 16+



Information on learning, training and support for the journey into work: A guide for young people and those that support them.

Youth Employment Activity Plan 2019/20 – East Lothian

Introduction

Addressing youth unemployment is a priority of the Scottish Government and this was demonstrated in December 2011 with the appointment of Angela Constance, the Minister for Youth Employment. This was the first appointment of its kind in the UK.

Ms Constance launched *Opportunities for All* in April 2012 which is an explicit commitment to young people in Scotland that offers a place in learning or training to every 16-19 year old not currently in employment, education or training. This unprecedented commitment ensures that all young people have the opportunity to improve their chances of sustainable employment through learning or training. It also ensures that the post-16 system focuses on supporting those at risk of disengaging and those who have already done so.

Youth Employment Strategy

Following the launch of Opportunities for All, the Scottish Government published Scotland's Youth Employment Strategy in June 2012 detailing their commitment to providing more opportunities for young people. The Strategy describes ways in which those working with young people can contribute to increasing youth employment: <http://www.scotland.gov.uk/Resource/0039/00396371.pdf>.

Developing Scotland's Young Workforce (DSYW)

The Commission for Developing Scotland's Young Workforce was set up in January 2013 to provide recommendations to Scottish Ministers on how Scotland's approach to vocational education and training could be improved, and how the Scottish Government could get more employers involved in all aspects of education and employing more young people. In June 2014, the Commission published its final report 'Education Working for All', which sets out 39 recommendations with a clear focus on driving the creation of a world class vocational education system to reduce youth unemployment by 40% by 2021 <http://www.gov.scot/Publications/2014/12/7750/downloads>

The East Lothian Youth Employment Activity Plan (YEAP)

The East Lothian Youth Employment Activity Plan (YEAP) reflects local partnership delivery arrangements and details referral routes for 16+ opportunities. The YEAP provides a simple route map highlighting local provision to support young people into employment through a staged process, at the core of which is the identification of individual need. This provision is mapped against the employability pipeline stages 1- 5 and gives practitioners throughout East Lothian key information to help them in their day to day contact with young people (aged 16 – 24) providing a clear picture of the range of services available.

Lead responsibility for the regular review of the YEAP sits with the Developing Scotland's Young workforce Strategy Group. The current membership is as follows:

- Skills Development Scotland
- East Lothian Council
- Job Centre Plus (DWP)
- Third Sector
- Edinburgh College

The East Lothian YEAP is a living document and will be updated, monitored and evaluated on a regular basis to ensure that it supports the work of Opportunities for All in the East Lothian area.

Performance Indicators

We will continue to develop the performance indicators that we will apply to the local area and we will use the following information sources to inform our work: -

- 16+ Data Hub Reports and analysis thereof.
- Skills Development Scotland Community Planning Partnership reports which include School Leaver Destination Results and Employability Fund information
<http://www.skillsdevelopmentscotland.co.uk/statistics/community-planning-partnership-reports/>
- Skills Development Scotland briefings which give regular updates on activities to support the Local Authority area
<http://www.skillsdevelopmentscotland.co.uk/resources/sds-briefings/>
- Skills Development Scotland Labour Market Information for regular comprehensive information on East Lothian.
<http://www.nomisweb.co.uk/reports/lmp/gor/2013265931/report.aspx?town=East%20Lothian>

In addition [LMI across Scotland](#) provides an overview of:

- Employment rates
- Claimant count unemployment
- Top 10 vacancies by occupation
- Youth unemployment

1. **Our Skillsforce** – SDS resource which pulls together information on skills related support from local authorities, colleges and national and business t organisations
[Skills support for employers in Scotland | Our Skillsforce](#)

[My World of Work](#) is Skill's Development Scotland's web service for individuals, offering valuable information and resources to people in Scotland looking for jobs or developing their careers.

East Lothian Employability Pipeline

The guide is arranged to correspond with the pipeline approach to skills and employability as referenced in Scottish Government's *Youth Employment Strategy*.

This model is characterised by five stages which is useful when considering the range of support required for different groups of young people on the journey toward and into sustained employment. However, it is important to be aware that people progress at different rates and it is not always essential to move through every stage of the pipeline. It is vital that each young person starts at the stage of the pipeline that is suitable for them and that they are supported to progress through a route toward an outcome which works for them as individuals.

The Pipeline Stages

- **Stage 1 – Referral / Initial Engagement**

Stage 1 interventions are designed for our most vulnerable young people. Many young people experience disrupted school education for a wide range of reasons. This may result in poor educational outcomes; a significant disadvantage in the labour market, irrespective of economic conditions. Re-engagement with education and training for this group is a critical step in the route to sustained employment. Such re-engagement often requires a wide ranging package of intensive, often prolonged, support tailored to the needs of the individual.

- **Stage 2 – Barrier Removal**

At this stage, young people still require a significant level of support to help them to remain engaged and move forward in terms of meeting their educational, skills, personal and social development needs.

- **Stage 3 – Vocational Activity / Non-Advanced Further Education**

Stage 3 programmes have a specific employability focus and are usually designed for young people who are close to the labour market but require to brush up on their general employability skills, develop some sector specific skills and potentially gain some work experience of the workplace.

- **Stage 4 – Employment / Advanced Further Education**

Programmes at this stage are designed for young people who are job ready and require support to access appropriate employment.

- **Stage 5 – In Work Support / Aftercare**

Even after a young person has found a job, continued support for them and their employer can be critical to ensure they sustain employment.

East Lothian Strategic Skills Pipeline – Young People 16 – 24 yrs (post school)

1 Referral/Engagement Activity Life and Personal Skills	2 Barrier Removal and Development Activity Core Skills	3 Vocational Skills and Work Focussed Training	4 Employer Engagement and Support – Job Matching/Broking	5 In-Work/Skills Development Aftercare
<p>East Lothian Council (ELC) Activity Agreements Phase 1-3 (1:1 Support) Literacy & Numeracy</p> <p>North Berwick Youth Project</p>	<p>Bridges Project Personal Development Worker Way2Work#CashBack Support2Succeed Transitions Coordinator Homemaker Literacy/Numeracy Services Development Worker Groups Young Carers Service Way2Work East Lothian</p> <p>East Lothian Council Learn2Work Activity Agreements Phase 1-3 Literacy & Numeracy</p> <p>Edinburgh College Just Do It / Roots</p> <p>Skills Development Scotland (SDS) Skills Development Scotland My World of Work</p> <p>Rathbone (EF)</p> <p>Street League (EF)</p> <p>No 6 (Autism Initiatives)</p> <p>North Berwick Youth Project</p> <p>Enable Scotland</p> <p>Barnardos Works (EF)</p>	<p>Bridges Project Way2Work#CashBack Support2Succeed Transitions Coordinator Homemaker Literacy/Numeracy Services Development Worker Groups Young Carers Service Way2Work East Lothian</p> <p>Skills Development Scotland (SDS) Skills Development Scotland My World of Work</p> <p>East Lothian Council Activity Agreements Phase 1-3 Paid Work Experience New Opportunities East Lothian (NOEL) Literacy & Numeracy English for Speakers of Other Languages (ESOL) Skills for Work Early Education and Childcare/Introduction to Health & Social Care Employment team 20+ Routes to Work</p> <p>Edinburgh College Just Do It / Roots</p> <p>Rathbone (EF)</p> <p>Street League (EF)</p> <p>Training for Care (EF)</p> <p>No 6 (Autism Initiatives)</p> <p>Direct Partners</p>	<p>Skills Development Scotland (SDS) Skills Development Scotland</p> <p>East Lothian Council (ELC) Literacy & Numeracy Employment team 20+ Routes to Work</p> <p>Action for Children (Employability Fund Programme – EF)</p> <p>GTG Training</p> <p>North Berwick Youth Project</p> <p>Community Jobs Scotland</p>	<p>East Lothian Council (ELC) Literacy & Numeracy Employment team 20+ Routes to Work</p> <p>Bright Green Business Environmental Placement Programme (EPP) & Step Programmes</p>

Stage 1

Stage 2

Stage 3

Name of Project:
Activity Agreements
Target Groups:
Unable to sustain full time training or employment Looked after/Care leavers Young parents People with ASN People with disabilities Young carers Young people with poor mental health Young offenders
Delivery Locations:
Various
No. of places per year:
Flexible: rolling programme
Programme outline:
Programmes ranging from sector specific workshops; media and film; art/craft/ photography; work experience; motorcycle project; outdoor learning ; green woodworking and bushcraft; music; specialist literacy and numeracy support; counselling and therapeutic services. 1-1 support available throughout. Goal Setting and Action plans completed to measure progress from baseline. CV's; work experience and interview skills all included in the programme
Programme start dates:
Continuous
How to make a referral:
Referral form available from EL Works or through; Schools (from Hub meetings) SDS Social work Voluntary groups Self-referral Youth workers NHS Other partners
Likely progression routes:
Employability fund provision; employment; college; volunteering, MA, CJS

Name & Address:
East Lothian Works
9-11 Lodges Street
Haddington
EH41 3DX

Contact:
Karen Brown

Telephone:
01620 827262

Email:
elworks@eastlothian.gov.uk

Website:
www.eastlothian.gov.uk

Stage 1

Stage 2

Stage 4

Name of Project:
North Berwick Youth Project Job Club
Target Groups:
Young people aged 15-20 in the North Berwick cluster, who need support to remove barriers to achieving or sustaining employment
Delivery Locations:
Mainly in the Hope Rooms, North Berwick, but with visits to college or as appropriate
No. of places per year:
Approx 25 per annum
Programme outline:
A youth worker offers employability support, meets with young people on a one-to-one basis and in groups e.g. job club where jobs and opportunities can be advertised through contact with North Berwick High School guidance staff and local employers. Youth workers work with young people to develop an individual plan to identify and help to remove barriers in order to achieve a positive destination. This will include work through web based activity e.g. 'My World of Work', completion of CVs, job applications, support with applications to further and higher education and signposting to relevant agencies. All young people will receive regular support and their progress will be monitored to help them meet their identified goals.
Programme start dates:
Continuous
How to make a referral:
Young people will be identified through partnership working with North Berwick High School, the local careers advisor and through existing knowledge of young people. Young people can self-refer.
Likely progression routes:
Life skills, Employability Fund, College, Employment, Volunteering

Name & Address:
North Berwick Youth Project
Hope Rooms
North Berwick
EH39 4JD

Contact:
Lauren Cowie

Telephone:
01620 893939

Email:
Lauren.cowie@northberwickyouthproject.org.uk

Website:
www.northberwickyouthproject.org.uk

Stage 1

Stage 2

Stage 3

Stage 4

Stage 5

Name of Project:
Adult Literacy and Numeracy
Target Groups:
We work closely with our partners to provide a first step back into learning for the many adults and young people (16+) who may have missed out on their own education, or who find they now need new and different skills for life today.
Delivery Locations:
Various across East Lothian
No. of places per year:
Variable
Programme outline:
We run groups across East Lothian for a couple of hours a week in an informal, learner centred environment. We offer limited 1:1 for learners not ready to start in a group.
Programme start dates:
Continuous throughout year (term time only)
How to make a referral:
Referrals can be made by individual or partner agencies Contact elworks@eastlothian.gov.uk or 01620 827262 We arrange to meet individually with potential learners for an informal chat before they join a group.
Likely progression routes:
Life skills, employment; college; further learning within the community; volunteering

Name & Address: East Lothian Works 9-11 Lodge Street Haddington EH41 3DX
Contact: Alex Mackay
Telephone: 01620 827262
Email: elworks@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Stage 2

Name of Project:
Enable Scotland – Employability Fund Stage 2
Target Groups:
Aged 16+ currently not in education, training or full time employment.
Delivery Locations:
Brunton Hall, Musselburgh
No. of places per year:
Programme outline:
The Programme includes working towards a Qualification, contributing to a Project that benefits the community, creating a C.V., gaining work experience, building confidence and motivation, and learning new skills.
Programme start dates:
Continuous
How to make a referral:
Referrals can be made directly, through Skills Development Scotland or the Job Centre. Contact Lauren Cargill at Enable Scotland.
Likely progression routes:

Name & Address:

ENABLE Works
ENABLE Scotland
Gyleview House
3 Redheughs Rigg,
Edinburgh
EH12 9DQ

Contact:

Lauren Cargill

Telephone:

0131 220 8255
07526 169416

Email:

lc6@enable.org.uk

Website:

www.enable.org.uk

Stage 2

Name of Project:
Bridges Project – Personal Development Worker – Transitions team
Target Groups:
12 – 18 years old. East Lothian and Midlothian. Young people requiring wellbeing support.
Delivery Locations:
Bridges Project’s premises and other venues
No. of places per year:
Approximately 40 per year
Programme outline:
The Personal Development Worker provides emotional and practical solution focused support to young people aged 12 to 18 years in East Lothian and Midlothian. The aim of this work is to increase personal confidence, improve self-esteem, increase resilience and develop coping strategies through therapeutic and practical interventions. Young people are referred to the service for a range of reasons, including anger management, anxiety, isolation, relationship and family difficulties. The service engages with a wide range of helping agencies and is involved in supporting young people at meetings with schools, social work and mental health services.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Referred to other Bridges Project services

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Homemaker service – Skills for Life team
Target Groups:
15 – 25 years old. East Lothian. Young people who have a housing need.
Delivery Locations:
Bridges Project’s premises and other venues including young people’s homes.
No. of places per year:
Approximately 40 per year
Programme outline:
Our Independent Living Support Worker supports young tenants and prospective young tenants, aged 15 to 25 years in East Lothian on a one-to-one basis and in small groups. The key aim is to develop the independent living skills of young people and to support them in maintaining and sustaining tenancies. The service supports them with benefit and money management issues and delivers the SQA accredited Tenancy Award in conjunction with Borders College. Groups are run for pregnant and young mums who are tenants or have a housing need, in partnership with health professionals and other agencies involved in health and wellbeing.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Referred to other Bridges Project services.

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Tutor – Skills for Life team
Target Groups:
13 – 21 years old. East Lothian and Midlothian. Young people requiring support with literacy and/or numeracy
Delivery Locations:
Bridges Project’s premises and other venues
No. of places per year:
Approximately 40 per year
Programme outline:
This service delivers individual and group tutoring for young people aged 13 to 21 years. It aims to build confidence and competence through improving basic literacy and numeracy and enabling young people to improve the functional educational skills required for college, employment and adult life. The Tutor plays a significant role in delivering accredited learning opportunities to small groups including Animal Care, Health and Wellbeing, Life Skills and Self Evaluation as part of individual pathway plans to further education, training and employment. The service is open to young people from East Lothian and Midlothian.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Referred to other Bridges Project services

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Way2Work#CashBack team – 3 members of staff
Target Groups:
14 – 21 years old. East Lothian and Midlothian. Young people requiring employability support.
Delivery Locations:
Bridges Project’s premises and other venues.
No. of places per year:
Approximately 120 per year
Programme outline:
Way2Work#CashBack provides employability support and accredited qualifications to young people aged 14-21 in East Lothian and Midlothian. The service provides one to one tailored support as well as delivering group structured group programmes, including Construction (CSCS), PX2, Mindbuzz and accredited learning opportunities units in Preparation for Employment, Animal Care, Health and Safety at Work and Food Hygiene. Young people are supported in to positive destinations including employment, further education, volunteering and training. The service is delivered at Bridges Project, in schools and in community settings. Key partners include local and national employers, schools, local colleges, Midlothian Council’s Lifelong Learning and Employability team and East Lothian Works. The Way2Work#CashBack team consists of a Coordinator and two Employability Support Workers who work closely together to ensure the right package of support is provided at the right time for participants to maximise access to and sustainability of learning outcomes and positive destinations.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Activity Agreement, Employability Fund, Further Education, Employment, Apprenticeship

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Support2Succeed team – 2 members of staff
Target Groups:
16 – 25 years old. East Lothian and Midlothian. Young people requiring wellbeing support and/or young people wishing to gain accreditation
Delivery Locations:
Bridges Project’s premises and other venues
No. of places per year:
Approximately 80 per year
Programme outline:
This service aims to improve the health and wellbeing of young people, including young parents, aged 16 to 25 years in East Lothian and Midlothian. A Personal Development Worker and Personal Development Tutor provide intensive individual support and a range of accredited learning and social group work opportunities, which focus on improving confidence, tackling social anxiety, increasing activity and engaging with learning. The intention is to enable young people to progress towards achieving social, educational and employment goals and to having purposeful, engaged lives.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Activity Agreement, Employability Fund, Further Education, Employment, Apprenticeship

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Transitions Coordinator – Transitions team
Target Groups:
Young people in their senior phase at school in East Lothian and at risk of leaving with no positive destination
Delivery Locations:
Bridges Project's premises and other venues
No. of places per year:
Approximately 40 per year
Programme outline:
Our Transitions Coordinator leads our Transitions service and manages referrals in to the service. She delivers one to individual support to senior phase pupils in East Lothian, who are at risk of leaving school with no positive destination identified. The Coordinator works in partnership with a number of agencies and professionals including social work, health professionals, guidance staff, college support staff, Skills Development Scotland and East Lothian Works.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Activity Agreement, Employability Fund, Further Education, Employment, Apprenticeship

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Transitions Development Worker (Groups) – Transitions team
Target Groups:
Young people in S4 in East Lothian and at risk of leaving with no positive destination
Delivery Locations:
6 high schools in East Lothian
No. of places per year:
Approximately 60 per year
Programme outline:
The Transitions Development Worker (Groups) delivers a yearlong employability skills programme to young people in S4 at six high schools in East Lothian. Referrals are made directly by guidance and support staff at school. The service delivers a tailored programme to each group and brings in a host of organisations in the creative, youth work, health and careers fields, as well as local employers and colleges, to inform young people about local opportunities and to develop the skills and competencies required to achieve successful, positive destinations.
Programme start dates:
Runs for full academic year
How to make a referral:
Only open to 6 schools in East Lothian who refer 10 young people each for the full year
Likely progression routes:
Activity Agreement, Employability Fund, Further Education, Employment, Apprenticeship

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project - Transitions Development Worker (Young Carers) – Transitions team
Target Groups:
Young people in East Lothian who require employability support and have a caring responsibility
Delivery Locations:
Bridges Project's premises and other venues
No. of places per year:
Approximately 20 per year
Programme outline:
The Transitions Development Worker (Young Carers) supports young people with caring responsibilities in East Lothian to progress in to positive destinations and helps them to manage the emotional, social, health and financial implications of their caring role. She can help them to make Young Carer Statements and lever in the extra resources required to make a success of the transition from secondary school. She is involved in a number of national Young Carers groups, undertakes development work and raise awareness of the particular issues faced by young adult carers locally.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Activity Agreement, Employability Fund, Further Education, Employment, Apprenticeship

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Stage 3

Name of Project:
Bridges Project – Way2Work East Lothian
Target Groups:
15 – 21 years old. East Lothian. Young people requiring employability support
Delivery Locations:
Bridges Project’s premises and other venues
No. of places per year:
Approximately 60 per year
Programme outline:
This service delivers a customised and individually tailored employability package to young people aged 15 to 21 years who live in East Lothian. It provides employability support and skills development, work practice placements and ongoing support to help young people achieve and sustain positive destination in further education, employment or training. The service links closely with the Skills for Life and Transitions teams to provide a fully integrated approach, which maximises the benefits of the work for participants on their journey to employment.
Programme start dates:
Continuous
How to make a referral:
Referral form completed and emailed to Practice Manager who allocates to most appropriate service
Likely progression routes:
Activity Agreement, Employability Fund, Further Education, Employment, Apprenticeship

Name & Address:

Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

Contact:

Emma Scarcliffe, Practice Manager

Telephone:

0131 665 1621

Email:

escarcliffe@bridgesproject.org.uk

Website:

www.bridgesproject.org.uk

Stage 2

Name of Project:
East Lothian Council – Learn 2 Work
Target Groups:
Aged 16 – 20 (Looked After)
Delivery Locations:
Project delivered in East Lothian.
No. of places per year:
20
Programme outline:
Aim is to support ‘Looked After’ young people who reside in East Lothian to move towards a positive outcome. A minimum of 3 hours per week commitment is required by the young person with an expectation that this will increase to 3 days per week. The programme may include – 1:1 coaching Preparation for work/career guidance Group sessions Career events/college/workplace visits Work experience Opportunity to gain SQA units Saltire Award
Programme start dates:
Ongoing
How to make a referral:
Via email to elworks@eastlothian.gov.uk
Likely progression routes:
Possible progression to stage 2/3, Further Education, Training or Employment

Name & Address:

East Lothian Works
9 – 11 Lodge Street
Haddington
East Lothian
EH41 3DT

Contact:

Connie McLaren

Telephone:

01620 827262

Email:

elworks@eastlothian.gov.uk

Website:

www.eastlothian.gov.uk

Stage 2

Name of Project:
Rathbone
Target Groups:
16-17 year olds and 18+ not in receipt of benefits
Delivery Locations:
Rathbone, Edinburgh
No. of places per year:
Age 16-17 (5 Places), Age 18+ (1 Place)
Programme outline:
<p>This stage 2 programme is for up to 13 weeks, 6-8 weeks in the centre working on core skills and personal development followed by work tasters in a wide range of areas e.g. retail, hospitality, warehousing, hairdressing, childcare, animal care and garage work.</p> <p>Trainees must attend the programme for 15 hours minimum per week.</p> <p>The aim of this stage 2 provision is to remove individual barriers and begin preparation for participants to move into and sustain employment. Core skills, personal development and Employability qualifications will be agreed and detailed on participant ITP to suit the individual needs. Work tasters will be offered suiting individual needs (completing a maximum of 240 hours) during the course in preparation for progression to Stage 3 or a move into employment, education or further training.</p>
Programme start dates:
Inductions will be held every Monday on a rolling basis.
How to make a referral:
All stage 2 referrals to be emailed to the named contact.
Likely progression routes:
<ul style="list-style-type: none">• Job outcome• Further education• Modern apprenticeship• Progression to stage 3 of EF

Name & Address:

Rathbone
15 Blair Street
Edinburgh
EH1 1QR

Contact:

Stewart Patterson

Telephone:

0131 288 464

Email:

Stewart.paterson@rathboneuk.org

Website:

www.rathboneuk.org

Stage 2

Name of Project:
Street League – Employability Fund Stage 2
Target Groups:
Aged 18+ (who are furthest away from the labour market)
Delivery Locations:
J&L Boxing Club, 1 Hawthorn Road, Prestonpans, EH32 9QW
No. of places per year:
Aged 18+ 2
Programme outline:
<p>This course is delivered over 10 weeks, 15 hours per week: Monday to Wednesday 10.00am to 1.30pm, Thursday 10.00am to 11.30am.</p> <p>The aim of our Stage 2 provision is to build personal development, employability and core skills with participants through the medium of sport. We do this via an accredited programme of learning and development which promotes barrier removal, behaviour change and independence and which encourages individuals to make informed choices about their progression along the strategic skills pipeline.</p> <p>Our approach is enquiry based learning where individuals research and deliver a multimedia project. The skills development activities take place in the form of group work sessions and individuals have the opportunity to put these skills into practice as a form of 'work related learning' in the delivery of their final project presentation, and through volunteering experiences and 'work tasters'. The skills development and learning activities include communication, agreeing responsibilities, setting action plans and undertaking ongoing review. The young people engage in 'light touch' employability. During week's 7-10 participants will take part in volunteering experiences and 'work tasters' to broaden their knowledge and aspirations for progression. They are introduced to 'My World of Work' and encouraged to register and utilise the range of supports available through this website. Every day will also include a minimum of 60 minutes physical activity (ranging from circuits, fitness classes, gym sessions, football, multi-sports), in which each individual is expected to participate fully. Some of the certificated learning is monitored and assessed via sports activity.</p>
Programme start dates:
Monday 15 th July 2019 – 11 places
How to make a referral:
<p>Please email all referrals to clair.duncan@streetleague.co.uk, once referrer has checked eligibility for EF funding and with completed 2018/19 Eligibility Confirmation form.</p> <p>Referral agencies include DWP, SDS, other EF providers, colleges and named local authority employees.</p> <p>Free taster sessions will be run every week on;</p> <p>Tuesday & Thursday – J&L Boxing Club @ 1.30pm</p> <p>For further information, contact Clair Duncan.</p>
Likely progression routes:
Strong links created and nurtured with Edinburgh College for FE progressions, MA providers, the wider YEAP in the LEP area for progression up the pipeline and a range of employers covering various sectors (Hospitality, Retail, Environmental, Construction)

Name & Address:

Street League
Unit 1C
Slateford Gait
Edinburgh
EH11 1GT

Contact:

Clair Duncan

Telephone:

07824112470

Email:

clair.duncan@streetleague.co.uk

Website:

www.streetleague.co.uk

Stage 2

Stage 3

Name of Project:
Just Do It - Future Steps (Edinburgh College)
Target Groups:
Aged 16 – 25 currently not in education, training or full time employment including school leavers.
Delivery Locations:
Delivered locally in East Lothian and throughout Edinburgh and Lothian's.
No. of places per year:
Approximately 20 per annum in East Lothian
Programme outline:
<p>Future Steps is a new college provision for young people who aren't ready to go to college in a mainstream college campus. It is a new and exciting programme which will give young people the chance to take a fun and flexible approach to learning, looking at what they are doing now and where they want to go. There are a variety of options within the Future Steps programme and students will be given support and advice about which course is right for them, dependent on current qualifications, experience and what they hope to achieve.</p> <p>JUST DO IT will be delivered locally in East Lothian</p> <p>Just Do It is a 12 week course, delivered 3 days a week for 16 – 25 years old's. The course aims to equip young people with the skills to help them decide their next steps. The course will help young people gain skills and confidence, find out what employers are looking for, learn how to job search and how to prepare themselves for an interview. They will also gain an SQA Steps to Work Award qualification and also complete a John Muir Award.</p>
Programme start dates:
Prestonpans Just Do It course for school, start date tbc Second Just Do It course will be delivered in early 2019 –locality and date to be confirmed
How to make a referral:
Email all referrals to futuresteps@edinburghcollege.ac.uk
Likely progression routes:
Employment, further education, modern apprenticeships and various training programme

Name & Address:

Emma Vance
Future Steps - Edinburgh College
55 Sighthill Road
Edinburgh
EH11 4PB

Contact:

Emma Vance, Outreach Development Manager

Telephone:

0131 466 4907/ 07733 001050

Email:

futuresteps@edinburghcollege.ac.uk

Website:

www.edinburghcollege.ac.uk

Stage 2

Stage 3

Name of Project:
ROOTS - Future Steps (Edinburgh College)
Target Groups:
Aged 16 – 25 currently not in education, training or full time employment including school leavers.
Delivery Locations:
Delivered locally in East Lothian and throughout Edinburgh and the Lothian's.
No. of places per year:
Between 10 – 20
Programme outline:
<p>Future Steps is a new college provision for young people who aren't ready to go to college in a mainstream college campus. It is a new and exciting programme which will give young people the chance to take a fun and flexible approach to learning, looking at what they are doing now and where they want to go. There are a variety of options within the Future Steps programme and students will be given support and advice about which course is right for them, dependent on current qualifications, experience and what they hope to achieve.</p> <p>ROOTS will be delivered locally in East Lothian</p> <p>Roots is a 14 weeks programme, delivered 2 days a week. The course explores the environmental/ conservation sector. Students will take part in practical work on current conservation areas throughout Edinburgh and the Lothian's. Working alongside professionals in the field, students will also learn about health and safety, policies and best practice which will help them to progress their career in the industry. They will gain qualification in Rural Skills and gain the following experience; path building and maintenance, tree planting, establishing and managing habitats, and other exciting conservation projects.</p>
Programme start dates:
Early 2019
How to make a referral:
Email all referrals to futuresteps@edinburghcollege.ac.uk
Likely progression routes:
Employment, further education, modern apprenticeships and various training programmes

Name & Address:

Emma Vance
Future Steps - Edinburgh College
55 Sighthill Road
Edinburgh
EH11 4PB

Contact:

Emma Vance, Outreach Development Manager

Telephone:

0131 466 4907/ 07733 001050

Email:

futuresteps@edinburghcollege.ac.uk

Website:

<http://www.edinburghcollege.ac.uk/>

Stage 2

Stage 3

Name of Project:
No 6 (Autism Initiatives)
Target Groups:
People aged 16+ who are on the autistic spectrum
Delivery Locations:
Based in Edinburgh with outreach services
No. of places per year:
Variable
Programme outline:
This organisation provides a range of services including training, group activities, 1-1 sessions and a drop in service
Programme start dates:
On-going
How to make a referral:
Self-referral/application, drop in.
Likely progression routes:
Wide range including opportunities around employability and independent living.

Name & Address:
No 6 (Autism Initiatives)
24 Hill Street, Edinburgh
EH2 3JZ

Contact:
Matthew Day

Telephone:
0131 220 1075

Email:
<mailto:matthew.day@aiscotland.org.uk>

Website:
www.number6.org.uk

Stage 2

Stage 3

Stage 4

Name of Project:
Skills Development Scotland
Target Groups:
All age universal service
Delivery Locations:
Musselburgh, Recharge (Tranent), East Lothian Works and other locations by arrangement.
No. of places per year:
N/A
Programme outline:
<p>Our Career Information Advice and Guidance (CIAG) services focus on equipping Scotland’s current and future workforce with the Career Management Skills (CMS) they require to achieve their potential.</p> <p>The work we do in schools increasingly is focusing on engaging with young people earlier in their academic life and supporting them through to their entry into sustained employment. Our greater interaction with industry means we can factor in the projected demand for skills in the future. Skilled advisers are also based in community and partner premises across East Lothian, and can be reached by telephone on 0131 665 3120 or visiting our full-time center in Musselburgh.</p> <p>Our award-winning web service, My World of Work also provides trustworthy, expert information and advice – free to access at any time, for people at any stage in their career.</p> <p>The careers services we provide for individuals are shaped by the Scottish Government’s Career Information, Advice and Guidance Strategy and the recent refresh of the Youth Employment Strategy, which aligns with the recommendations of the Commission on Developing Scotland’s Young Workforce (DSYW).</p>
Programme start dates:
N/A
How to make a referral:
Telephone or drop-in to the full-time centre in Musselburgh
Likely progression routes:
<ul style="list-style-type: none">• Employment• Further Education• Training• Modern Apprenticeships

Name & Address:

Skills Development Scotland
Adam Ferguson House
Station Road
Musselburgh
EH21 7PQ

Contact:

Andrea Hall
Fiona Nicholson
Euan Kelman
Gordon Craig

Telephone:

0131 665 3120

Email:

<mailto:andrea.hall@sds.co.uk>
<mailto:fiona.nicholson@sds.co.uk>
<mailto:euan.kelman@sds.co.uk>
<mailto:gordon.craig@sds.co.uk>

Website:

<https://www.skillsdevelopmentscotland.co.uk/contact-us/>
<https://www.myworldofwork.co.uk/>

Stage 2

Name of Project:
Barnardos Works
Target Groups:
Aged 16-17 2
Aged 18+ 1
Delivery Locations:
Training and group work sessions will be delivered within our premises in Edinburgh and work placements will take place in various locations but in the main will be within the Edinburgh area or within the travel to work area.
No. of places per year:
3
Programme outline:
All trainees will undertake "Steps to Work" during the induction stage to assist with their personal development and build their knowledge of the basic skills that employers are looking for. We will link with employers in the city to offer a sectoral approach that leads to real jobs, we already have established partnerships within key sectors including Energy, Food and Drink, Construction, Admin, Hospitality and Retail. Our aim is to ensure that the young people are prepared as well as they can be. The induction element of our program includes overviews and issues that can effect young people and can have an adverse effect on their employability journey. This can include personal development, building team working skills and completing the qualification. Through the qualification, young people are enabled to think about and evaluate their skills with regards to employment and create a plan to improve areas of development. Our training includes employer visits as well as talks from employers from specific sectors. The Trainees will be exposed to 2/3 vocational work tasters (employer visits can include shadowing, mock assessment centres and mock interviews) before progressing into a supported part time work experience placement for a period between 4-6 weeks
Programme start dates:
We will endeavour to respond to the needs of young people and local centres. Provision will be on a roll-on basis and flexible in length in order to make the service available at the point of demand of each young person
How to make a referral:
We will continue to liaise with our referring agencies to ensure we receive appropriate referrals. Initial contact should be made via Rhianna Wright 07879893072.
Likely progression routes:
An employed outcome is our primary focus however we are aware that for some young people this can be too big a step. We will continue to work with young people to secure the best possible outcome for them on an individual basis and agree the next step for progression (This will be achieved with dialogue and agreement with the young person's SDS or DWP adviser) For those who do not progress to employment we will consider a progression to our Stage 3 programmes or refer the young person to another more appropriate provider to build on the work that was achieved within the stage 2 provision. Our progression and outcome routes are as follows Progression to Stage 3, Progression to FE (college courses), Progression to Job Outcome before, after or during placement.

Name & Address:

Barnardos Works
525 Ferry Road
Edinburgh
EH5 2FF

Contact:

Rhianna Wright

Telephone:

07879 893072

Email:

rhianna.wright@barnardos.org.uk

Website:

<http://www.barnardos.org.uk/>

Stage 3

Name of Project:
Skills for Work – Early Learning & Childcare/Introduction to Health & Social Care
Target Groups:
16yrs+ Adult Learners
Delivery Locations:
Musselburgh East Community Learning Centre, Haddington Road, Musselburgh
No. of places per year:
Early Learning & Childcare - 20 places; Introduction to Health & Social Care – 20 places
Programme outline:
<p>Delivered in partnership with Edinburgh College, the project content is designed to support and encourage participants to access and sustain learning within their local community. The programme aims to provide a supportive first step for adults new to/returning to further education, within a broader pathway to further training/education/employment.</p> <p>The contents of the project include:</p> <ul style="list-style-type: none">• Introductory SQA units specific to Early Education and Health & Social Care sectors, offering entry level study for learners (Duration: 40 hrs per unit at SCQF level 4). Units delivered by Edinburgh College tutors.• Opportunity to benefit from optional community-based training e.g. Emergency First Aid (St Andrew’s certificate); Elementary Food Hygiene (HSE certificate); Child Protection Awareness Raising (Community Learning Development certificated)• Support in obtaining sector-specific volunteering/placement experience• Holistic support from East Lothian Works staff e.g. tailored employability support, study skills• Enrolment as Edinburgh College students• Free crèche and assistance with travel costs for residents of East Lothian
Programme start dates:
Rolling enrolment, unit delivery commences every February and September
How to make a referral:
Contact East Lothian Works
Likely progression routes:
Further Education – National Progression Award, National Certificate, Higher National Certificate

Name & Address:

East Lothian Works
9-11 Lodge Street
Haddington
EH41 3DX

Contact:

David Dalgleish

Telephone:

01620 827262

Email:

elworks@eastlothian.gov.uk

Website:

www.eastlothian.gov.uk

Stage 3

Name of Project:
ESOL (English Speakers of Other Languages)
Target Groups:
Individuals with English as a second language
Delivery Locations:
Musselburgh and Haddington
No. of places per year:
12-14 max per class per term (3 terms per year)
Programme outline:
General English plus preparation for SQA ESOL National Units
Programme start dates:
Monday 23 September
How to make a referral:
Contact the ESOL Co-ordinator, Andy Stuckey
Likely progression routes:
Through the levels we offer (Beginners to Intermediate 2); employment, college courses

Name & Address:

Andy Stuckey
East Lothian Works
9-11 Lodge Street
Haddington
EH41 3DX

Contact:

Andy Stuckey

Telephone:

01620 827262

Email:

elworks@eastlothian.gov.uk

Website:

www.esolwithus.com

Stage 3

Name of Project:
East Lothian Council – Paid Work Experience Programme
Target Groups:
Aged 16+ East Lothian residents currently not in education, training or full time employment
Delivery Locations:
Various within East Lothian
No. of places per year:
Various
Programme outline:
Eligible candidates will be matched with a suitable paid work experience position through a selection and interview process. Each position will incorporate a mandatory employability skills programme and specific work placement training, which candidates will be expected to fully participate in.
Programme start dates:
ongoing
How to make a referral:
Referrals can be made by email
Likely progression routes:
Employment, modern apprenticeship, training, further education.

Name & Address:
East Lothian Works
9-11 Lodge Street
Haddington
East Lothian
EH41 3DT

Contact:
Sheila Thomson

Telephone:
01620 827262

Email:
elworks@eastlothian.gov.uk

Website:
www.eastlothian.gov.uk

Stage 3

Name of Project:
New Opportunities East Lothian (NOEL)
Target Groups:
Adults 18+
Delivery Locations:
Various across East Lothian
No. of places per year:
Up to max 12 per course
Programme outline:
6 month personal development and employability course which aims to remove the barriers of returning to employment or starting employment for the first time by engaging participants in a short course, building personal confidence to learn, developing IT skills and providing qualifications for those who have few or no recognised qualifications (e.g. SQA unit in employability, communication and numeracy/certificated emergency first aid and food hygiene). A work experience placement (10 weeks) is offered and supported with access to career guidance and further learning opportunities.
Programme start dates:
Various throughout the year
How to make a referral:
Referrals can be made by individual or partner agencies Contact elworks@eastlothian.gov.uk
Likely progression routes:
Employment; college; further learning within the community; volunteering

Name & Address:

East Lothian Works
9-11 Lodge Street
Haddington
East Lothian
EH41 3DT

Contact:

Alex Mackay

Telephone:

01620 827262

Email:

elworks@eastlothian.gov.uk

Website:

www.eastlothian.gov.uk

Stage 3

Name of Project:
Rathbone
Target Groups:
Aged 16 – 18+
Delivery Locations:
Rathbone, Edinburgh
No. of places per year:
Age 16-17 (10 Places), Age 18+ (3 Places)
Programme outline:
<p>The stage 3 programme will mainly be 15 to 25 hours per week for 13 weeks with work placement opportunities in a number of vocational areas. Participants will attend work placement for 2 to 3 days per week, completing a maximum of 240 hours during the course of the programme. Participants will attend the Edinburgh Centre 1-2 days per week to engage in supported job applications, interview techniques and CVs. They will also be offered the opportunity to undertake SQA employability qualifications. These SQA qualifications include: Preparing to work, Skills for Customer Care, Employability Award, Work Placement and Personal Finance for participants who may require support with managing money and budgeting.</p> <p>The aim is to prepare and support participants to move into and sustain employment. Encourage a positive attitude to work and base the programme on development of employability and vocational skills. Work within the centre will focus around the development of skills gained by completing SQA qualifications, building confidence as well as identifying and resolving personal barriers. When the learner moves on to a work placement this allows them to apply the learning in a live environment, gain valuable work experience and show their qualities to potential employers.</p> <p>Experience placements discussed with each individual to identify their preferred vocations, sourced and opened for individuals needs or from within a bank of placements across a variety of occupational areas. Specific training in the contact/call centre field will be carried out at times throughout the year in the form of movement to work programme in partnership with Scottish Gas. Participants who complete the course will be guaranteed an interview for vacancies at the Scottish Gas contact centre in Granton.</p>
Programme start dates:
Inductions will continue every Monday on a rolling basis.
How to make a referral:
Referrals sent to either Stewart Paterson
Likely progression routes:
<ul style="list-style-type: none">• Job Outcome• Further Education• Modern Apprenticeship• Progression to Stage 4 of EF

Name & Address:

Rathbone
15 Blair Street
Edinburgh
EH1 1QR

Contact:

Stewart Paterson

Telephone:

0131 228 8464

Email:

Stewart.paterson@rathboneuk.org

Website:

www.rathbone.org

Stage 3

Name of Project:
Street League – Employability Fund Stage 3
Target Groups:
Aged 16-30 (who are almost ready for employment)
Delivery Locations:
J&L Boxing Club, 1 Hawthorn Road, Prestonpans, EH32 9QW
No. of places per year:
Aged 16-17 15
Aged 18-30 16
Programme outline:
<p>This Stage 3 offer is 10 weeks in duration. The activity is full time 20 hours per week (Monday – Thursday). A minimum of 6 weeks in centre, with a maximum of 4 weeks (minimum of 2 weeks) on work placement. Only placements with realistic opportunities of paid employment are used and will be tailored to individual career aspirations and goals. The aim of this provision is to provide young people with the skills, knowledge and experience to move into full time, sustainable employment in a sector they have chosen.</p> <p>Young people will take part in multiple volunteering opportunities. In addition to structured qualifications, they will take part in employability group work sessions including; barriers, interview skills, CV building, job search, application forms and sustainability. There will be a weekly session aimed at job search and an expectation that the young people actively seek employment. Young people will be action planned, set goals and work towards the development and improvement of the skills and knowledge to be sustainable in employment. Every day will also include a minimum of 60 minutes physical activity (ranging from circuits, fitness classes, gym sessions, football, multi-sports), in which each individual is expected to participate fully. Some of the certificated learning is monitored and assessed via sports activity.</p>
Programme start dates:
Monday 29th April 2019 (16 places)
Monday 7th October 2019 (15 places)
How to make a referral:
<p>Please email all referrals to clair.duncan@streetleague.co.uk, Referral agencies include DWP, SDS, other EF providers, colleges and named local authority employees. Free taster sessions will be run every week on; Tuesday & Thursday – J&L Boxing Club @ 1.30pm For further information contact Clair Duncan.</p>
Likely progression routes:
Strong links created and nurtured with Edinburgh College for FE progressions, MA providers, the wider YEAP in the LEP area for progression up the pipeline and a range of employers covering various sectors (Hospitality, Retail, Environmental, Construction)

Name & Address:

Street League
Unit 1C
Slateford Gait
Edinburgh
EH11 1GT

Contact:

Clair Duncan

Telephone:

07824112470

Email:

clair.duncan@streetleague.co.uk

Website:

www.streetleague.co.uk

Stage 3

Name of Project:
Training for Care
Target Groups:
Aged 16-17 (6 Places) 18+ (2 Places)
Delivery Locations:
4 days per week at work placement premises 1 day per week at Training for Care premises for induction, certificated training days and ongoing support from the tutor
No. of places per year:
8 places
Programme outline:
<p>The aim of our provision is to prepare attendees for employment in the social care or childcare sectors and, where appropriate, to provide a progression route to the relevant Modern Apprenticeship.</p> <p>Participants attend a 2 week induction, with daily attendance at Tfc, covering preparation for work experience in the childcare and social care sectors, health and safety, general employability skills and certificated training in moving and handling and first aid.</p> <p>This is followed by weekly attendance at Tfc for tutorials in confidence building, health and safety, equal opportunities and employability skills such as CV writing and interview skills. Participants will also attend Tfc for sector specific inputs covering child development, play, and caring skills for working with older people or people with additional needs. During weekly sessions participants will also work towards achievement of 3 units from SQA's Certificate of Work Readiness. Participants will attend placement for the other 4 days of the week.</p> <p>Weeks 1 - 2: Attendance at Training for Care 5 days per week for induction.</p> <p>Weeks 3 - 26: Attendance at work placement 4 days per week (Monday, Tuesday, Thursday and Friday) and at Training for Care 1 day per week (Wednesday) for group based learning and individual appointments.</p> <p>Hours will not exceed 30 hours per week - exact times will vary according to placement, some early morning or back shifts may be required but will be agreed with participant beforehand. Length of course: up to 26 weeks depending on progress in care skills and employment opportunities. Please note for participants aged 25+ the programme will last a maximum of 16 weeks with a placement duration up to 8 weeks not exceeding 240 hours in total.</p>
Programme start dates:
27th June 2019 (3 starts) ; 12th September 2019 (3 starts); 23rd January 2020 (2 starts) It is expected that most participants will fit in with these dates but we will also take applications on a rolling programme to suit individual needs
How to make a referral:
Referrals to be emailed to Caroline McKay or send via named address.
Likely progression routes:
Training for Care has links to a number of large and small employers in the Lothian's who offer excellent employment opportunities. Once in employment, participants will have the opportunity to progress to one of Training for Care's Modern Apprenticeship programmes for either SVQ3 in Social Services (Children and Young People) at SCQF Level 7 or SVQ2 in Social Services and Healthcare at SCQF Level 6.

Name & Address:

Training for Care
12-14 Logie Green Road
Edinburgh
EH7 4EZ

Contact:

Caroline McKay

Telephone:

0131 556 7773

Email:

carolinemckay@tfscotland.org.uk

Website:

www.tfscotland.org.uk

Stage 3

Name of Project:
Direct Partners – Leisure Attendant with enjoyleisure
Target Groups:
Young adults with an interest in sport services
Delivery Locations:
Week 1: Monday & Tuesday 10am - 2pm Musselburgh Sports Centre, Newbigging, Musselburgh, EH21 7AS CWR Workshops. Wednesday/ Thursday/ Friday 8am-5pm Musselburgh Sports Centre (address above) NPLQ. Week2: Monday & Tuesday 8am-5pm Musselburgh Sports Centre (address above) NPLQ. Week 3-10: Monday 10am-2pm Musselburgh Sports Centre (address above) CWR Workshops. Tuesday-Sunday Work Experience on site with Enjoy Leisure. All 6 site in East Lothian are participating.
No. of places per year:
Ages 16-17 4 Ages 18+ 5
Programme outline:
The aim of the provision is to help candidates achieve a certificate of work readiness (CWR) and prepare them for a career in the leisure sector. Direct Partners offers the candidate training in job seeking skills such as CV writing, interview skills and personal development. Candidates will also work towards a National pool lifeguard Qualification (NPLQ) which will further enhance their CV. This qualification is a mandatory pre-employment requirement to be considered for the post. successful candidates will achieve CWR and go on to work with Direct Partners to progress onto a Modern Apprenticeship working towards an SVQ 2 in Sport & Leisure Operational Services. The Provision will involve Certificate of Work Readiness training with Direct Partners. This training will prepare the candidate for work in the leisure industry by providing them with current knowledge of the leisure sector, as well as training them in responsibilities of employment, how to deal with workplace situations, practical workplace skills, personal development and skills for customer care. As part of their work experience with Enjoy Leisure, the candidate will undergo an internal induction with their allocated centre. This induction will include the candidate to Enjoy Leisure, outline their responsibilities as a leisure attendant and support the candidate through a National Pool Lifeguard Qualification. The candidate will spend 7 weeks working in an Enjoy Leisure site. Duties will depend on the site and the manager but could include: keeping gyms and pool areas clean, helping to set up and take down, helping with pool events and supervise pool areas. Due to the nature of the job, candidates must be confident swimmers. The candidate will have an on site mentor who will support them on work placement.
Programme start dates:
We are Recruiting now for this opportunity. Allowing for interview, swim test (as part of the application process) & PVG completion it is expected that this course will start Mid April 2019. (NB the cost of the PVG is covered within this programme)
How to make a referral:
E-mail all referrals to emily@directpartners.co.uk once referrer has pre-checked client eligibility & suitability for EF Funding and with completed 2019/20 Eligibility Confirmation Form. Referral agencies: SDS/DWP/other EF providers, Colleges and named local authority employers. Interviews will be held by appointment locally. The initial interview will assess a candidate's suitability for the role and determine whether they match the company's values and competencies. Direct Partners are an Equal Opportunities Training Provider.
Likely progression routes:
- Achieve NPLQ - Achieve Certificate of Work Readiness - Guaranteed interview with Employer - May progress to a Modern Apprenticeship in Sports Operational Services.

Name & Address:

Direct Partners Ltd
16 Rutland Square
Edinburgh
EH1 2BB

Contact:

Emily Ho

Telephone:

0131 476 9315

Email:

emily@directpartners.co.uk

Website:

www.directpartners.co.uk

Stage 3

Stage 4

Stage 5

Name of Project:
Routes to Work
Target Groups:
Adults 16+
Delivery Locations:
Various across East Lothian
No. of places per year:
Variable
Programme outline:
This course is designed for learners who are looking for support to enhance their employability skills. Learners may be in work and looking for a change of career, or out of work but ready to progress into employment. Subjects include: job searching, creating a CV, application forms and interview skills.
Programme start dates:
Continuous throughout the year (term time only)
How to make a referral:
Referrals can be made by individual or partner agencies Contact elworks@eastlothian.gov.uk or 01620 827262 We arrange to meet individually with potential learners for an informal chat before they join a group
Likely progression routes:
Employment; volunteering; further learning

Name & Address:
East Lothian Works
9-11 Lodge Street
Haddington
EH41 3DX

Contact:
Alex Mackay

Telephone:
01620 827262

Email:
elworks@eastlothian.gov.uk

Website:
www.eastlothian.gov.uk

Stage 3

Stage 4

Stage 5

Name of Project:
East Lothian Works Employment Team – Aged 20+
Target Groups:
Aged 20+
Delivery Locations:
Various across East Lothian
No. of places per year:
Variable
Programme outline:
East Lothian Council's Adult Employability Team work with individuals to support them back into further learning or employment. Employability Support Officers work 1-1 to identify appropriate opportunities and assist with applications, volunteering, placements and moving into employment. This programme is not suitable for individuals who are in the ESA support group (or Universal Credit equivalent).
Programme start dates:
Ongoing
How to make a referral:
Referrals can be made by individual or partner agencies Contact elworks@eastlothian.gov.uk
Likely progression routes:
Employment Further Education Volunteering

Name & Address: East Lothian Works 9-11 Lodge Street, Haddington EH41 3DX
Contact: East Lothian Works
Telephone: 01620 827262
Email: elworks@eastlothian.gov.uk
Website: www.eastlothian.gov.uk

Stage 4

Name of Project:
Action for Children- Pave Your Way
Target Groups:
6x Aged 18+
Delivery Locations:
The four week training period will take place in our training centre - Action for Children, Castlebrae Business Centre, Edinburgh, EH16 4BB The two week work trial will take place in Edinburgh or East Lothian and will be agreed in advance with the employer and participant.
No. of places per year:
6x 18+ years
Programme outline:
To progress participants through the pipeline into sustained employment via industry-led training/certification, intensive job search and work placement/trial underpinned by strong employer involvement. Out intensive six week sectoral programme meets the requirements of both the construction sector and land-based industries. Industry-led training/certification - achievement of accreditation required to enter employment in the construction sector. Work Placement or Trial - to enable participants to gain industry experience and demonstrate their abilities/competence to employers. Employer Interview - providing valuable experience, with employer feedback on strengths/improvement areas to deliver targeted support. Intensive Jobsearch - increasing skills through sessions in CVs, applications & interviews. Aftercare - supporting both participants and employers to promote transition into work and sustained employment for 26 weeks after the end date of the programme. Participants will have the opportunity to complete the following: five year CSCS green card, SQA level 4 Health & Safety in a Construction Environment, Safety Awareness, Manual Handling, Small Plant & Tools and Vehicle Reverse Marshalling.
Programme start dates:
3x starts 13th May 2019. 3x starts 27th Aug 2019. Roll on/off places would be considered.
How to make a referral:
Once referrer has pre-checked client eligibility and completed 2019/2020 Eligibility Confirmation all form to be E-mailed to nicola.raine@actionforchildren.org.uk. Interviews will be held by appointment at our training centre at Action for Children, Castlebrae Business Centre, Edinburgh, EH16 4BB. Recruitment & referral information including timeline, interview dates and programme information will be distributed to DWP, SDS and other agencies to accommodate 28 day referral period.
Likely progression routes:
Progression to sustainable construction work. Internally sourced work placement opportunities dependent on engagement and capabilities.

Name & Address:

Action for Children
Units 17 and 18 Castlebrae Business Centre
Peffer Place
Edinburgh
EH16 4BB

Contact

Nicola Raine

Telephone:

0131 661 1354

Email:

nicola.raine@actionforchildren.org.uk

Website:

<https://www.actionforchildren.org.uk/>

Stage 4

Name of Project:
GTG Training Ltd - LGV/PCV Driver Training
Target Groups:
Age 18+
Delivery Locations:
GTG Training Edinburgh, 1A Queen Anne Street, Lochend Industrial Estate, Newbridge, EH28 8PL
No. of places per year:
10 Places
Programme outline:
<p>The aim of the provision is to prepare the participant for the logistics or passenger transport industries, by providing the opportunity to obtain the relevant vocational licence required for the sector.</p> <p>The LGV & PCV Driver training courses are designed to train participants to drive Large Goods vehicles (LGV) or Passenger Carrying Vehicles (PCV) in the following categories, category C - Rigid or category D - Bus.</p> <p>DCPC training is also incorporated, allowing the participant to obtain their drivers card.</p> <p>The length of training usually consists of a five or six day intensive training course, dependant on a driving assessment.</p> <p>A work placement lasting approximately 8 weeks, job search and CV preparation are also an integral part of the programme.</p>
Programme start dates:
Ongoing weekly from April 2019
How to make a referral:
<p>Referrals should be sent to: John Reynolds.</p> <p>In an effort to reduce our carbon footprint GTG Training Ltd ask that wherever possible, an e mail address is provided for the participant.</p>
Likely progression routes:
<p>On successful completion of driver training the participant will be in a position to access the logistics sector or the passenger transport industry, both sectors are currently understaffed and are actively recruiting.</p> <p>We currently have agreements with large LGV/PCV employers who are actively seeking suitably qualified candidates within both industries.</p> <p>We also offer the opportunity for successful candidates who gain employment, to progress to our MA programme.</p>

Name & Address:

GTG Training LTD
1330 South Street
Glasgow
G14 0BJ

Contact:

John Reynolds

Telephone:

0141 950 5600

Email:

John.reynolds@gtg.co.uk

Website:

www.gtg.co.uk

Stage 4

Name of Project:
Community Jobs Scotland (CJS)
Target Groups:
CJS jobs are created for vulnerable young people aged 16-29 who are unemployed and not on the Specialist Employment Support and have not previously been on Community Jobs Scotland. The main target groups are: Young person with a disability or health condition Young Carer Care Experienced Young Person with Convictions Early service leaver from Armed Forces (having served less than 6 years) Other groups of disadvantaged young people are also able to access the job opportunities including, Work Programme completers who remain unemployed, Young person affected by Substance Misuse, Lone Parents etc.
Delivery Locations:
With third sector employer organisations across Scotland
No. of places per year:
700
Programme outline:
The key purpose of Community Jobs Scotland is to support young people into sustainable employment through providing meaningful paid work experience in the third sector. However, it also has the dual purpose of increasing the capacity of third sector organisations at a time of increasing demand for support services. What is on Offer? All job opportunities offer a minimum of 25 hours of paid work each week, pay at least £6.15 per hour, although offering more hours and/or a higher wage rate is encouraged. Employers are encouraged to pay the Living Wage where possible. Opportunities must last a minimum of 52 weeks (part time jobs for disabled people will last for 78 weeks) and are created in all 32 Scottish Local Authority areas. CJS employers commit to providing a high quality package of support to the young person. This includes the provision of an induction, on-the job training, support and supervision, job search support, and an ongoing focus on assisting the individual into lasting employment.
Programme start dates:
Jobs are available on an ongoing basis with all jobs being recruited by 31 March 2020
How to make a referral:
Any individuals wishing to apply for a CJS opportunity must first be referred by a Jobcentre Plus or Skills Development Scotland Advisor. To view all current local Community Jobs Scotland vacancies in East Lothian please visit https://scvo.org.uk/jobs/community-jobs-scotland/vacancies
Likely progression routes:
Progression routes can include; retention by employer, other employment, Modern Apprenticeship, Further or Higher Education

Name & Address: Community Jobs Scotland Brunswick House 51 Wilson Street Glasgow G1 1UZ
Contact: Moira Cuthbertson
Telephone: 0141 559 5034
Email: moira.cuthbertson@scvo.org.uk
Website: https://scvo.org.uk/jobs/community-jobs-scotland

Stage 5

Name of Project:
EPP & Step
Target Groups:
Students and graduates (within 3 years of graduating)
Delivery Locations:
Scotland-wide
No. of places per year:
Unlimited
Programme outline:
The Environmental Placement Programme (EPP) and the Step programme aim to place students and graduates in companies and organisations for 6 to 12 weeks to work on a project. The two programmes allow candidates to gain work experience while hosting organisations have the opportunity to receive help in an area they are keen to develop. Generally, the programmes offers students and graduates the chance to explore opportunities to work in an area they may be interested in pursuing a career in further on their professional life.
Programme start dates:
All year around
How to make a referral:
Contact Elaine Brown at Bright Green Business through email or directly on website
Likely progression routes:
Many students and graduates are offered contract extensions with some offered permanent roles. For students, the programme is an opportunity to gain work experience before returning back to studying.

Name & Address: Bright Green Business The Business Partnership Moulsdale House 24D Milton Road East EH15 2PP
Contact: Elaine Brown, Business Development Manager
Telephone: 0131 603 5040
Email: elaine@thebusinesspartnership.org.uk
Website: www.brightgreenplacements.org.uk