ANGUS EMPLOYABILITY PARTNERSHIP
EMPLOYABILITY SERVICES MODEL

Effective Incentives

ENGAGEMENT
- Links with health and social care employability projects.
- Use of health and other services to generate clients

The available

ACTION PLANNING
- Case workers assigned to each client.
- Flexible individual action plan for each client.
- Build on existing experience

The persuadable

EMPLOYABILITY SERVICES MENU
- Individual life skills
- Training
- Client group specific
- Personal Support

The willing

JOB PLACEMENT
- Employer involvement
- Job Coaching
- Personal support

The able

AFTERCARE & RETENTION
- Specialised support
- In-work training
- Career development
- Employer support

The successful

Effective Case Management: Common Reporting (SSA), Effective Referrals and Tracking
The Employability Matrix provides an overview of the range of employability services that are currently provided across the Angus local authority area. The Employability Matrix has been designed to assist the Employability Partnership, key stakeholders / partners, and client users to identify the employability services that are currently being provided and how each of the services integrates within the Angus Employability Service model.

In developing the matrix, a comprehensive mapping exercise has been undertaken to identify the main employability providers delivering service activity across Angus. In addition, a number of support services (delivering employability service, but not their main focus of activity) were contacted to ascertain the level of employability service support they provided. The Matrix seeks to identify service providers delivering activity to specific client groups including:

- **Adult Services** – Range of service providers delivering employability service provision specifically to those individuals who have been long term unemployment and experience barriers in returning to the labour market. This includes those clients who may have physical, learning disabilities, mental health issues, or substance of alcohol misuse issues;
- **Young People’s Services (16 – 24 years)** – This includes employability services linked to 16+ Learning Choices and MCMC provision specifically young people between the ages of 16 – 24, claiming Job Seekers Allowance, or other benefit;
- **Additional Employability Services** – This includes information from organisations that provide additional support services;
- **Community Learning & Development** – matrix provides details of the providers currently delivering community learning and development services across Angus. The services and activities delivered link specifically within the employability life skills menu by providing information and advice, whilst offering participants the opportunity to develop their life skills and contribute towards to their ongoing lifelong learning and personal development.

The Employability Matrix has been developed to include a range of information including service provider contact details, programme name; a brief overview client groups that the project is targeted; where the programme fits within the employability service model; details of the programme geographical coverage; and a brief description of the programme’s service activity.
Angus Employability Partnership

Employability Services Adult Services
## Angus Employability Partnership
### Employability Pipeline – Adult Services (Overview)

<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Engagement</th>
<th>Action Planning</th>
<th>Employability Services Menu</th>
<th>Job Placement</th>
<th>Aftercare &amp; Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angus College Employability Team</td>
<td>JHP – Stairway to Work (Support Services)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Angus College Employability Team</td>
<td>JHP – Stairway to Work</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Angus College Employability Team</td>
<td>New Deal Progress to Work</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Angus College Employability Team</td>
<td>Training for Work (Health &amp; Social Care Academy)</td>
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<td>✓</td>
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<tr>
<td>Angus Council Social Work &amp; Health</td>
<td>The Angus Supported Employment Team (ASET)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Angus Council Towards Employment Team</td>
<td>Towards Employment</td>
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<tr>
<td>Volunteer Centre Angus</td>
<td>Volunteering Towards Employment</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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<td>Triage Central Ltd</td>
<td>Pathways to Work</td>
<td>✓</td>
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<td>Claverhouse Training</td>
<td>New Deal &amp; Lone Parent Programme</td>
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<td>✓</td>
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<td>DEAP</td>
<td>Employability Skills, Referral to Local Support Services</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Skills Development Scotland</td>
<td>Information, Advice &amp; Guidance</td>
<td>✓</td>
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</tr>
<tr>
<td>Angus Carers Centre</td>
<td>Transition Programme</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Augment (Scotland) Ltd</td>
<td>Angus Community Enterprise (A.C.E.)</td>
<td>✓</td>
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<td>CAIR Scotland</td>
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<tr>
<td>CAIR Scotland</td>
<td>ECLIPS (MOVING ON SCHEME)</td>
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<tr>
<td>FURNITURE RECYCLING PROJECT ANGUS</td>
<td>FURNITURE RECYCLING PROJECT</td>
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<tr>
<td>SALVATION ARMY (THE)</td>
<td>SUPPORT SERVICE</td>
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<tr>
<td>PENUMBRA</td>
<td>WELL BEING AND RECOVERY</td>
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| | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
# Angus Employability Partnership

## Employability Pipeline – Adult Services

<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Groups</th>
<th>Geographical Coverage</th>
<th>Service Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angus College Employability Team</td>
<td>JHP – Stairway to Work (Support Services)</td>
<td><strong>Main Client Group</strong>&lt;br&gt;NEWLY UNEMPLOYED (JOBSEEKER’S ALLOWANCE CLAIMANTS)^+&lt;br&gt;UNEMPLOYED&lt;br&gt;<strong>Other Issues</strong>&lt;br&gt;People with Mental Health Issues&lt;br&gt;People with a Learning Disability</td>
<td><strong>Engagement</strong>&lt;br&gt;<strong>Action Planning</strong></td>
<td><strong>Employability Services Menu</strong>&lt;br&gt;Working in Partnership with Job Centre Plus to Deliver a Range of Employability Modules as required by Clients.&lt;br&gt;<strong>Job Placement</strong>&lt;br&gt;<strong>Aftercare &amp; Retention</strong>&lt;br&gt;The programme seeks to provide follow up/aftercare support with regular telephone contact made to clients.</td>
</tr>
<tr>
<td>PROVIDER</td>
<td>PROGRAMME</td>
<td>CLIENT GROUPS</td>
<td>GEOGRAPHICAL COVERAGE</td>
<td>SERVICE ACTIVITY</td>
</tr>
<tr>
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<td>-------------------------------------------------------------------------------</td>
<td>-----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>ANGUS COLLEGE EMPLOYABILITY TEAM</td>
<td>JHP – STAIRWAY TO WORK</td>
<td><strong>MAIN CLIENT GROUP</strong>&lt;br&gt;• UNEMPLOYED &amp; RECEIVING OTHER DWP BENEFITS E.G. ESA&lt;br&gt;<strong>OTHER ISSUES</strong>&lt;br&gt;• People with Mental Health Issues&lt;br&gt;• People with Addictions / Substance Misuse&lt;br&gt;• People with Mental Health Issues&lt;br&gt;• People with a Physical Disability&lt;br&gt;• People with a Learning Disability&lt;br&gt;• Women Returners&lt;br&gt;• Ex – Offenders&lt;br&gt;• Long term unemployed not otherwise engaging in support</td>
<td>ARBROATH</td>
<td><strong>ENGAGEMENT</strong>&lt;br&gt;The College currently undertakes a range of outreach activity within the Arbroath area targeting the long term unemployed</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td><strong>ACTION PLANNING</strong>&lt;br&gt;The programme will provide of one to one key worker support to assist clients in developing individual action plans etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>EMPLOYABILITY SERVICES MENU</strong>&lt;br&gt;Following the initial stages the key worker will develop a training plan for an initial 13 weeks around key assessed needs for the customer / client.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>JOB PLACEMENT</strong>&lt;br&gt;Angus College is committed to developing links with employers to provide work tasters, work placement, work trials etc for clients / customers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>AFTERCARE &amp; RETENTION</strong>&lt;br&gt;As part of the programme clients are employers are provided with ongoing aftercare support for a period of 3 months.</td>
</tr>
</tbody>
</table>

**ADDITIONAL COMMENTS:**
<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>ANGUS COLLEGE</td>
<td>NEW DEAL PROGRESS TO WORK</td>
<td>MAIN CLIENT GROUP</td>
<td>ARBROATH</td>
<td>ENGAGEMENT</td>
</tr>
<tr>
<td>EMPLOYABILITY TEAM</td>
<td></td>
<td>UNEMPLOYED &amp; RECEIVING OTHER DWP BENEFITS E.G. ESA</td>
<td>BRECHIN</td>
<td>The College works in partnership with</td>
</tr>
<tr>
<td>CONTACT DETAILS</td>
<td></td>
<td>OTHER ISSUES</td>
<td>CARNoustie</td>
<td>the Scottish Council for Voluntary</td>
</tr>
<tr>
<td>TOM BLACK, EMPLOYABILITY</td>
<td></td>
<td>People with Addictions / Substance Misuse</td>
<td>FORfar</td>
<td>Organisation to provide outreach</td>
</tr>
<tr>
<td>MANAGER</td>
<td></td>
<td></td>
<td>GLENS</td>
<td>work/support across the Angus area</td>
</tr>
<tr>
<td>KEEPTIE ROAD</td>
<td></td>
<td></td>
<td>KIRRIEMUIR</td>
<td></td>
</tr>
<tr>
<td>ARBROATH DD11 3EA</td>
<td></td>
<td></td>
<td>MONIFIETH</td>
<td></td>
</tr>
<tr>
<td>T: 01241 432745 / 01241</td>
<td></td>
<td></td>
<td>MONPOSE</td>
<td></td>
</tr>
<tr>
<td>436885</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>EMAIL: <a href="mailto:tom.black@angus.ac.uk">tom.black@angus.ac.uk</a></td>
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<tr>
<td>W: <a href="http://www.angus.ac.uk">http://www.angus.ac.uk</a></td>
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</tbody>
</table>
## TRAINING FOR WORK – HEALTH & SOCIAL CARE ACADEMY

The programme is available for people aged 18 and over who have been unemployed for at least 13 weeks. The programme provides a range of training support and allows for vocational training opportunities.

The programme is funded by Skills Development Scotland (SDS).

### MAIN CLIENT GROUP
- Newly Unemployed JSA
- Unemployed & Receiving other DWP benefits e.g. ESA

### OTHER ISSUES
- People with Mental Health Issues

### GEOGRAPHICAL COVERAGE
- Arbroath
- Brechin
- Carnoustie
- Forfar
- Glens
- Kirriemuir
- Monifieth
- Montrose

## CONTACT DETAILS

**TOM BLACK, EMPLOYABILITY MANAGER**

**KEPTIE ROAD**

**ARBROATH DD11 3EA**

**T:** 01241 432745 / 01241 436885

**EMAIL:** tom.black@angus.ac.uk

**W:** [http://www.angus.ac.uk](http://www.angus.ac.uk)

## PROVIDER

**ANGUS COLLEGE EMPLOYABILITY TEAM**

## PROGRAMME

<table>
<thead>
<tr>
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<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
</table>
| ANGUS COLLEGE EMPLOYABILITY TEAM | TRAINING FOR WORK – HEALTH & SOCIAL CARE ACADEMY | MAIN CLIENT GROUP  
- Newly Unemployed JSA  
- Unemployed & Receiving other DWP benefits e.g. ESA  

### OTHER ISSUES
- People with Mental Health Issues  

### GEOGRAPHICAL COVERAGE
- Arbroath  
- Brechin  
- Carnoustie  
- Forfar  
- Glens  
- Kirriemuir  
- Monifieth  
- Montrose  

### SERVICE ACTIVITY

**ENGAGEMENT**

### ACTION PLANNING

The College holds regular planning meetings with relevant partners such as Angus Council, and the NHS to discuss action planning for the unemployed.

### EMPLOYABILITY SERVICES MENU

The provision of one to one guidance from the employment team, and other relevant professional within the College, NHS, and from Angus Council.

### JOB PLACEMENT

The College works closely with partner agencies such as the NHS and Angus Council to identity suitable work placements for client / customers.

### AFTERCARE & RETENTION

The Employability Team provides ongoing face to face follow up, individually and as a part of group work for up to 6 months on completion of the programme.

### ADDITIONAL COMMENTS

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<table>
<thead>
<tr>
<th>PROVIDER</th>
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</tr>
</thead>
</table>
| ANGUS COUNCIL SOCIAL WORK & HEALTH LEARNING DISABILITY SERVICES | THE ANGUS SUPPORTED EMPLOYMENT TEAM (ASET) | MAIN CLIENT GROUP 16+ ADULTS WITH A LEARNING DISABILITY AND OR ON THE AUTISTIC SPECTRUM | ANGUS WIDE REMIT | ENGAGEMENT
| | | OTHER ISSUES | | Includes the provision of a DVD and other promotional activities that focus on assisting / engaging with individuals who have learning disabilities, ASD and assessed community care needs. An employment support worker is allocated at this stage. |
| | | | | ACTION PLANNING
| | | | | Working with the individual and their circle of support the allocated support worker will coordinate the development of a person centred employment plan/vocational profile which will highlight the assessed employment needs of the individual, what their strengths and skills are and action plan towards achieving their preferred career choice. |
| | | | | EMPLOYABILITY SERVICES MENU
| | | | | ASET work in partnership with other organisations to facilitate employability courses for adults with a learning disability and or ASD. The courses are designed to build individuals confidence, activate drive and self realisation. The courses focus on supporting individuals to develop interview techniques and skills in writing application forms. Work experience, training and work trials are negotiated with local employers. |
| | | | | JOB PLACEMENT
| | | | | The team deliver a wide range of effective job finding and marketing techniques within the supported employment process. Job coaching is provided by the team to assist the person to learn on the job. The level of support varies in accordance with the needs of the individual and the employer. ASET have been progressing the development of the Working Interview process which removes barriers to employment for adults with a learning disability and or ASD. A Working Interview enables the individual to demonstrate their skills and abilities on the job instead of a formal interview. Individuals undertaking supported permitted work are supported to correspond with the Disability Employment Advisors and the Benefit Delivery Centre. |
| | | | | AFTERCARE & RETENTION
| | | | | The level of support provided varies greatly depending on the needs of the employee and employer and the organic supports available. |

**CONTACT DETAILS**
CRAIG MULLAY, MANAGER, SOCIAL WORK DEPARTMENT
LOCHLANDS RESOURCE CENTRE, 2 CAIRNIE ROAD, ARBROATH DD11 3DY
T / F: 01241 430027
EMAIL: mullaycj@angus.gsx.gov.uk
W: [http://www.angus.gov.uk](http://www.angus.gov.uk)
<table>
<thead>
<tr>
<th>PROVIDER</th>
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<th>SERVICE ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGUS COUNCIL TOWARDS EMPLOYMENT TEAM</td>
<td>TOWARDS EMPLOYMENT</td>
<td>Support service seeking to assist individuals and families on a low income into employment, education, training or volunteering opportunities. Access to specialist Key Worker support in the following areas:</td>
<td>ARBROATH; BRECHIN; CARNoustie; FORfar; GLENS; KIRRIEMUIR; MONIFIETH; MONTROSE</td>
<td>ENGAGEMENT The team is active in producing a range of promotion materials for distribution across Angus. The Team also works closely with a number of partner agencies to obtain referrals. Works closely with volunteer centre and welfare rights.</td>
</tr>
<tr>
<td>CONTACT DETAILS</td>
<td></td>
<td>Main Client Group: NEWLY UNEMPLOYED (JSA); UNEMPLOYED &amp; RECEIVING OTHER DWP BENEFITS E.G. ESA; FAMILIES ON A LOW INCOME; LONE PARENTS</td>
<td></td>
<td>ACTION PLANNING Key worker support service, working with client from point of registration to identify the areas of employability they are interested in. Clients are informed of the options available to them and agree a plan of action to take them forward.</td>
</tr>
<tr>
<td>ANNE McFARLANE</td>
<td></td>
<td>Other Issues: People with Addictions / Substance Misuse; People with Mental Health Issues; Women Returners; Ex-Offenders</td>
<td></td>
<td>EMPLOYABILITY SERVICES MENU Key Workers will work with clients to arrange and finance various training options and or short term childcare financial provision. TET are also involved in developing and delivering Employability Academies both sector and non sector specific.</td>
</tr>
<tr>
<td>SENIOR EMPLOYABILITY OFFICER</td>
<td></td>
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<td></td>
<td>JOB PLACEMENT The team are currently developing a job brokerage service but this is not yet fully operational.</td>
</tr>
<tr>
<td>61 MARKETGATE ARBROATH DD11 1AT</td>
<td></td>
<td></td>
<td></td>
<td>AFTERCARE &amp; RETENTION The Key Workers monitor at a minimum of 3 and 6 months to ensure that the client is sustained in their choice of activity. Support is mainly by telephone and there can be some short term financial support.</td>
</tr>
<tr>
<td>T / F: 01241 432971 / 01241 432977</td>
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<tr>
<td>EMAIL: <a href="mailto:McFarlaneAM@angus.gov.uk">McFarlaneAM@angus.gov.uk</a></td>
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**ADDITIONAL COMMENTS**
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<tr>
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<th>SERVICE ACTIVITY</th>
</tr>
</thead>
</table>
| VOLUNTEER CENTRE ANGUS | VOLUNTEERING TOWARDS EMPLOYMENT | **MAIN CLIENT GROUP**  
- NEWLY UNEMPLOYED (JSA);  
- UNEMPLOYED & RECEIVING OTHER DWP BENEFITS E.G. ESA |                       | **ENGAGEMENT**  
The Centre works in partnership with other agencies, targeting areas of high deprivation to provide support to individuals who are furthest from the labour market. The programme provides volunteering opportunities that help to develop individual skills. |
|               |                                               | **OTHER ISSUES**  
- People with Addictions / Substance Misuse;  
- People with Mental Health Issues;  
- People with a Physical Disability;  
- People with a Learning Disability;  
- Women Returners;  
- Ex-Offenders  
- Other (People suffering from loss or bereavement) |                       | **ACTION PLANNING**  
The provision of Key Worker Support to develop individual action place / Personal Development Plans for volunteers |
|               |                                               |                                                             |                       | **EMPLOYABILITY SERVICES MENU**     |
The service offers a range of volunteering opportunities in organisations across Angus. The centre works in partnership with agencies including the TET. |
|               |                                               |                                                             |                       | **JOB PLACEMENT**                     |
The Volunteer Centre offers job brokerage into volunteering as a means to provide ongoing learning activity that can lead to employment. |
|               |                                               |                                                             |                       | **AFTERCARE & RETENTION**            |
|               |                                               |                                                             |                       | Staff follow ups are undertaken at 2 weeks, 6  
weeks, and 12 week intervals. Volunteers who have progressed into positive destinations are encouraged to become peer volunteers and mentors for new participants. |
| CONTACT DETAILS |                                               |                                                             |                       |                                       |
| GARY MALONE MANAGER |                                               |                                                             |                       |                                       |
| 32 – 34 GUTHRIE PORT ARBROATH |                                               |                                                             |                       |                                       |
| T : 01241 875 525 EMAIL:gary@volunteerangus.gov.uk |                                               |                                                             |                       |                                       |
| W: http://www.volunteers.org.uk |                                               |                                                             |                       |                                       |

**ADDITIONAL COMMENTS**
The Pathways to Work programme is a national back-to-work programme available to all customers claiming incapacity benefits and ESA. It is noted that the Pathways to Work programme is due to be replaced by the Work Programme.

**Main Client Groups**
- Unemployed & Receiving other DWP benefits e.g. ESA

**Other Issues**
- People with Addictions / Substance Misuse;
- People with Mental Health Issues;
- People with a Physical Disability;
- Other

**Service Activity**

**Engagement**
The service provides between 3 – 5 work focussed interviews with progression advisor. The interviews seek to identify the barriers that customers / clients are experience and enable the organisation to support them in overcoming these barriers into employment.

**Action Planning**
Action Plans are developed during the initial progression interviews to identify the level of support required for client. The Action Plan identifies regular activities that client will require to undertake in efforts to move into employment.

**Employability Services Menu**
The organisation provides clients with the opportunity to carry out job search activity with the assistance of experienced programme assistant. Support including CV building, confidence building, interview techniques are provided internally with external support provided via referrals to Self Employment Advisers.

**Job Placement**
Employment brokers source vacancies and matches for suitable clients / customers. Customers can access permitted work opportunities and gradually build up the number of hours they work.

**Aftercare & Retention**
Aftercare support is continued to be provider to the client / customer depending on the level of support required. Regular telephone contact is made between client and employer.
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</thead>
<tbody>
<tr>
<td><strong>CLAVERHOUSE TRAINING</strong></td>
<td><strong>NEW DEAL &amp; LONE PARENT PROGRAMMES</strong></td>
<td>National programme aimed at assisting individuals who are out of work by providing a range of training, and work experience opportunities. The programme seeks to develop clients' self-confidence and self-esteem, whilst developing skills that can be utilised in the labour market.</td>
<td>• DELIVERED ACROSS ANGUS</td>
<td><strong>ENGAGEMENT</strong> Development of links and referral processes with various community based organisations and support agencies. The organisation also undertakes promotional campaigns across the area and participants in community events, job fairs, and works with local schools, homeless units, and GP surgeries etc.</td>
</tr>
<tr>
<td><strong>CONTACT DETAILS</strong></td>
<td></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td></td>
<td><strong>ACTION PLANNING</strong> Individual Action Plans are developed to ensure that each client continues to receive the most appropriate support. The action plan’s identify short, medium, and long term goals for clients and identify the appropriate employability training and support to be provided.</td>
</tr>
<tr>
<td><strong>LEANNE GODFREY</strong></td>
<td></td>
<td>• NEWLY UNEMPLOYED</td>
<td></td>
<td><strong>EMPLOYABILITY SERVICES MENU</strong> Ongoing support services working with clients who are long term unemployed to ensure that they receive the most appropriate training and support service. Clients are assisted to develop their employability skills with job search support in relation to completing applications, job seeking, CV compilation, and interview techniques provided.</td>
</tr>
<tr>
<td><strong>PROGRAMMES MANAGER</strong></td>
<td></td>
<td>• UNEMPLOYED &amp; RECEIVING OTHER DWP BENEFITS E.G. ESA</td>
<td></td>
<td><strong>JOB PLACEMENT</strong> Working with partners to deliver a range of work experience opportunities across Angus. This includes work taster, and work experience programme particularly within Social Enterprises.</td>
</tr>
<tr>
<td><strong>DEWAR HOUSE</strong></td>
<td></td>
<td>• WE WORK WITH LONE PARENTS FROM THE AGES OF 16+ AND NEW DEAL CUSTOMERS FROM THE AGES OF 18+.</td>
<td></td>
<td><strong>AFTERCARE &amp; RETENTION</strong> Employment Advisers provide Aftercare / Work Support Programme and remain in regular contact with employers and clients during their first few months of employment. The Advisors will offer support and guidance and in some instances mediation if required.</td>
</tr>
<tr>
<td><strong>STAFFA PLACE</strong></td>
<td></td>
<td><strong>OTHER ISSUES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DUNDEE DD2 3SX</strong></td>
<td></td>
<td>• People with Addictions / Substance Misuse;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• People with Mental Health Issues;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• People with a Physical Disability;</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• People with a Learning Disability;</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Women Returners</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ex-Offenders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**T/F:** 01382 828828 / 01382 828444

**EMAIL:** lgodfrey@claverhouse.co.uk

**W:** [http://www.claverhouse.co.uk](http://www.claverhouse.co.uk)
### ADDITIONAL COMMENTS

*WE DON’T HAVE A CONTRACT FOR MCMC CUSTOMERS AT PRESENT IN ANGUS*

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<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUPS</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEAP</td>
<td><strong>EMPLOYABILITY &amp; JOB BROKERAGE</strong></td>
<td><strong>MAIN CLIENT GROUP</strong>&lt;br&gt;- SHORT TERM &amp; LONG TERM UNEMPLOYED&lt;br&gt;- 16+ NO UPPER AGE LIMIT</td>
<td><strong>ANGUS</strong>&lt;br&gt;<strong>ENGAGEMENT</strong>&lt;br&gt;During initial engagement an individual needs assessment will be carried out in a friendly relaxed atmosphere within one of our outreach facilities throughout Angus. The interviews seek to identify the barriers that customers / clients each experience and enable the organisation to support them, in overcoming these barriers into employment.</td>
<td><strong>ACTION PLANNING</strong>&lt;br&gt;Each client will be assessed by a dedicated Support Worker and Individual Action Plans will be developed to ensure that each client continues to receive the most appropriate support. The action plan’s identify short, medium, and long term goals for clients and identify the appropriate employability training and support to be provided.</td>
</tr>
</tbody>
</table>

DEAP is based in Arbroath but also operates Outreach provision in other Angus towns and provides clients with detailed employment and training assistance in efforts to return them to the labour market. The employability and job brokerage programme seeks to support those who are workless into employment.

---

**CONTACT DETAILS**

FIONA KEDDIE

12 KEPTIE STREET<br>ARBROATH DD11 1RG

T: 01241 877 805<br>EMAIL: fionakeddie@deap.co.uk<br>W: [http://www.deap.co.uk](http://www.deap.co.uk)
**ANGUS EMPLOYABILITY PARTNERSHIP**  
**EMPLOYABILITY SERVICES MATRIX**  

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUPS</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
</table>
| **SKILLS DEVELOPMENT SCOTLAND** | **INFORMATION ADVICE & GUIDANCE** | **MAIN CLIENT GROUP**  
- NEWLY UNEMPLOYED (JOBSEEKER’S ALLOWANCE CLAIMANTS)*
- UNEMPLOYED  
- UNEMPLOYED & RECEIVING OTHER DWP BENEFITS E.G. ESA  
**OTHER ISSUES**  
- People with Addictions / Substance Misuse;  
- People with Mental Health Issues;  
- People with Physical Disabilities;  
- People with Learning Disabilities;  
- Women Returners;  
- Ex-Offenders;  
- Other (People with emotional and behavioural issues) | **ARBROATH;**  
**BRECHIN;**  
**CARNOSTIE;**  
**FORFAR;**  
**GLENS;**  
**KIRRIEMUIR;**  
**MONIFETH;**  
**MONTROSE** | **ENGAGEMENT**  
SDS undertakes a range of engagement activity across Angus, including participation in job fairs, advertising in local newspapers, and developing partnerships with local partner agencies. All individuals are welcome and can access career advice and guidance.  
**ACTION PLANNING**  
Support is provided through the SDS careers information advice and guidance service and employability support. Clients are provided with in-depth support in relation to the options available to them. Dedicated staff will help clients identify the skills and requirement needed with the chosen career field. Support services are provided to clients currently in employment looking for a new career and also to clients who are unemployed and seeking employment.  
**EMPLOYABILITY SERVICES MENU**  
SDS provides clients with guidance and advice in preparing CVs, completing application forms, and advice on how to apply directly to organisations for jobs. Clients are also advised on the potential work based employment programmes that are available. |
| **CONTACT DETAILS** | **SHONA WIEIR**  
**TEAM LEADER** | **61 MARKETGATE**  
**ARBROATH DD11 1AT** | **T:** 01241 433000  
**EMAIL:** Shona.wieir@sds.co.uk  
**W:** http://www.careers-scotland.org.uk | **recruiting certain clients.**  
**AFTERCARE & RETENTION**  
DEAP offer and can provide Aftercare / Work Support Provision remain in regular contact with employers and clients during their first year of employment. Staff offer support and guidance and in some instances mediation if required.  
**ADDITIONAL COMMENTS** |

---

**Providers:** Skills Development Scotland  
**Contact Details:** Shona Weir, Team Leader  
**Address:** 61 Marketgate, Arbroath DD11 1AT  
**Phone:** 01241 433000  
**Email:** Shona.wieir@sds.co.uk  
**Website:** http://www.careers-scotland.org.uk  
**Skills Development Scotland (SDS) is a non-departmental public body responsible for linking skills supply and demand more effectively and provides individuals with the opportunity to develop and utilise their skills.**  
**DEAP offer and can provide Aftercare / Work Support Provision, remain in regular contact with employers and clients during their first year of employment. Staff offer support and guidance and in some instances mediation if required.**
Clients can continue to access information and advice services once in employment or training.

**ADDITIONAL FUNDING**

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<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUPS</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANGUS CARERS CENTRE</strong></td>
<td><strong>TRANSITION PROGRAMME</strong></td>
<td><strong>OTHER ISSUES</strong></td>
<td><strong>ANGUS WIDE</strong></td>
<td><strong>ENGAGEMENT</strong></td>
</tr>
<tr>
<td>CONTACT DETAILS</td>
<td>Established in 1996, the Carers Services is part of the Princess Royal Trust for Carers and provides a range of information, advice and support services for adult and young carers.</td>
<td>Other – Adult Carers</td>
<td>The Carers Service engages with existing and former carers to ensure that they have the necessary information, advice and support available.</td>
<td></td>
</tr>
<tr>
<td>LYNNE KELLY, CARERS DEVELOPMENT WORKER (TRANSITIONS)</td>
<td>The Transition Programme has been developed to provide employability support services to both existing and former carers.</td>
<td></td>
<td><strong>ACTION PLANNING</strong></td>
<td></td>
</tr>
<tr>
<td>3 FISHERACRE ARBROATH DD11 1LE</td>
<td></td>
<td></td>
<td>Carers are provided with personal development opportunities to help them develop their skills, experience and self confidence.</td>
<td></td>
</tr>
<tr>
<td>T / F: 01241 439157 / 01241 876903</td>
<td></td>
<td></td>
<td><strong>EMPLOYABILITY SERVICES MENU</strong></td>
<td></td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:lynne@anguscarers.org.uk">lynne@anguscarers.org.uk</a></td>
<td></td>
<td></td>
<td>Carers are supported to enable them to combine employment and their caring role. This may include informal support to enter the employment market, preparing application forms, interview skills, training or support to sustain their present employment in light of the pressures of caring</td>
<td></td>
</tr>
<tr>
<td>W: http://</td>
<td></td>
<td></td>
<td><strong>JOB PLACEMENT</strong></td>
<td></td>
</tr>
</tbody>
</table>

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## ANGUS EMPLOYABILITY PARTNERSHIP

### EMPLOYABILITY SERVICES MATRIX

<table>
<thead>
<tr>
<th><a href="http://www.anguscarers.org.uk">www.anguscarers.org.uk</a></th>
<th></th>
<th></th>
<th>AFTERCARE &amp; RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>The service remains in contact with carers providing them with ongoing support. This includes advice in relation to money / benefit advice etc.</td>
</tr>
</tbody>
</table>

### ADDITIONAL COMMENTS

It should be noted that the service is primary a Carer Support Service for Carers and Former Carers, however it does provide limited employability support service.

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### PROVIDER

**AUGMENT (SCOTLAND) LTD**

**CONTACT DETAILS**

DONNA BANKS/RICHARD BARCLAY / CHIEF EXECUTIVE / PROJECT WORKER/DEE MCMILLAN (PROJECT WORKER) KIMBERLEY BANKS (YOUNG PERSONS INVOLVEMENT OFFICER)

24A STRATHAILRIE AVENUE ARBRATH ANGUS DD11 1LN

### PROGRAMME

**ANGUS COMMUNITY ENTERPRISE (A.C.E.)**

Augment (Scotland) Ltd has been in existence for over 10 years and is a user-led voluntary organisation that assists people with mental health challenges.

Angus Community Enterprise (A.C.E.) is funded through the Big Lottery Fund to provide a range of services for people with mental health challenges. This includes employment and educational and social opportunities.

### CLIENT GROUPS

**MAIN CUSTOMER GROUP**
- Anyone with experience of mental health challenges, dual diagnosis, homelessness and/or long term unemployment

**OTHER CHALLENGES**
- Any member of the community (over 16) can become involved

### GEOGRAPHICAL COVERAGE

- ANGUS WIDE

### SERVICE ACTIVITY

#### ENGAGEMENT

The Service is available to all individuals across Angus who are in need of support and advice. An open door policy is in operation. Good partnerships arrangements are in place with organisations across Tayside.

Self referrals welcome as well as from services/partners. Aims to promote social inclusion and recovery and assist members to move on to employment, education, training and volunteering.

#### ACTION PLANNING

The service provides one to one personal planning meetings, personal development planning, vocational profiling, peer support, WRAP (Wellness Recovery Action Plan) and other training/tools are available and widely used.

#### EMPLOYABILITY SERVICES MENU

The service provides the opportunity to undertake a range of training opportunities to develop new skills and abilities that can be used within the labour market. In-house training in employability skills and recovery awareness assist with the practical and mental wellbeing aspects of moving on.
**Additional Comments:** “Augment was the place that got my life back on track. I had just been existing for as long as I could remember. My life had a complete turn around after starting there. I went from being unemployed and socially isolated to enjoying life, working and I am no longer on anti-depressants for the first time in 14 years. My life just would not be this good had I not come to Augment”.

### Provider

**CAIR Scotland**

**Contact Details**

**Ingrid Haine, Operations Manager (Adult Services)**

The Cairn Centre
12 Rattray Street
Dundee
DD1 1HF

**T: 01382 200532 / 01382 204191**

**Email:** CAIRScotlandCAIRScotland

CAIR Scotland provides a range of support including restorative justice & mediation services, employment rehabilitation and through care and aftercare services to some of Scotland’s most chaotic and vulnerable young people and adults.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Groups</th>
<th>Geographical Coverage</th>
<th>Service Activity</th>
</tr>
</thead>
</table>
| CAIR SCOTLAND | CAIR SCOTLAND | **Main Client Group**
- Adults and Young People with Drug Problems | **ANGUS WIDE** | **Engagement**
Clients are referred to the project as part of work undertaken by NHS Tayside and the local DAAT team within Angus. |
| | | **Other Issues**
- Other – People with Substance Misuse issues
- Other – Homelessness | | **Action Planning**
Clients are assigned a key worker to assist with the development of a personal development plan that will identify training needs and focus on work-based skills. |
| | | **Employability Services Menu**
Clients will be provided with a range of support services including support in the preparation of job applications, CV and interview techniques. | | **Job Placement**
Work based placements are provided that are individually tailored to meet the needs of clients. |
The main goal of ECLIPS is to work with individuals with substance misuse problems and assist them to engage with training, education, voluntary work and employment as part of their recovery. We work very closely with substance misuse services to ensure clients have the best possible chance of recovery. **Main Client Group**
- Adults and Young People with Drug Problems

**Other Issues**
- Other – People with Substance Misuse issues
- Other – Homelessness

**Geographical Coverage**
- Angus Wide

**Service Activity**

**Engagement**
Clients are referred to the project as part of work undertaken by NHS Tayside and the local DAAT team within Angus.

**Action Planning**
Clients are assigned a key worker to assist with the development of a personal development plan that will identify training needs and focus on work-based skills.

**Employability Services Menu**
Clients will be provided with a range of support services including support in the preparation of job applications, CV and interview techniques.
**ANGUS EMPLOYABILITY PARTNERSHIP**  
**EMPLOYABILITY SERVICES MATRIX**  

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUPS</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
</table>
| **THE FURNITURE RECYCLING PROJECT ANGUS** | **THE FURNITURE RECYCLING PROJECT ANGUS** | **MAIN CLIENT GROUP**  
- **ADULTS**  
**OTHER ISSUES**  
- **People with Learning Disabilities** | **ANGUS WIDE** | **ENGAGEMENT**  
Clients are referred to the project as part of work undertaken by NHS Tayside and the local DAAT team within Angus.  
**ACTION PLANNING**  
The project provides opportunities for a number of volunteers across Angus. Although the project does not formally provide key worker support, the projects does seek to identify the individual needs of each volunteer and offer appropriate training. |

**T / F:** 01382 200532 / 01382 204191  
**EMAIL:** Ingrid.hainey@cairscotland.org.uk  
**W:** http://www.cairscotland.org.uk

engage individuals, build confidence and motivation and introduce individuals to more mainstream employability programmes when they are ready.  
We will work with individuals across the employability spectrum depending on individual need. However, the majority of our work is concentrated at the engagement and preparation end of the spectrum. Please see attached diagram.

**JOB PLACEMENT**  
Work based placements are provided that are individually tailored to meet the needs of clients.

**AFTERCARE & RETENTION**  
Clients are supported to move on into employment, education and training.
The project provides a range of informal training for volunteers and staff. This includes support with CV preparation and interview techniques. The project seeks to develop the personal development skills and confidence of volunteers and staff in areas such as IT.

**Job Placement**
The project provides a range of volunteering opportunities to individuals as part of the New Deal Volunteering Programme. In addition staff have also been employed as part of the Future Jobs Fund.

**Aftercare & Retention**
Clients are supported to move on into employment, education and training.

### Provider Information

<table>
<thead>
<tr>
<th>Contact Details</th>
<th>Programme</th>
<th>Client Groups</th>
<th>Geographical Coverage</th>
<th>Service Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELIZABETH COATS</td>
<td>SUPPORT SERVICE</td>
<td>MAIN CLIENT GROUP  ▪ ADULTS</td>
<td>▪ ARBROATH</td>
<td>ENGAGEMENT</td>
</tr>
<tr>
<td>Support Worker</td>
<td></td>
<td>OTHER ISSUES  ▪ Women</td>
<td></td>
<td>ACTION PLANNING</td>
</tr>
</tbody>
</table>

The Salvation Army is a nation charity and church that provides resources and support in relation to a number of social and ethical issues.
The Support Service is open to women over the age of 18 and provides a range of training opportunities that seeks to assist women back into the labour market.

**EMPLOYABILITY SERVICES MENU**

The service provides a range of training opportunities focusing on ongoing personal development in areas such as literacy / numeracy. In addition a number of specific training courses are available including Food Hygiene courses. The support worker provides assistance with CV writing, interview techniques, and job search activity.

**JOB PLACEMENT**

Participants have the opportunity to volunteer within the facilities kitchen area and through the services parent and toddler group. Providing them with the opportunity to develop their skills.

**AFTERCARE & RETENTION**

The service offers ongoing aftercare support to women once they moved into employment.

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**ADDITIONAL COMMENTS**

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**PROVIDER** | **PROGRAMME** | **CLIENT GROUPS** | **GEOGRAPHICAL COVERAGE** | **SERVICE ACTIVITY**
---|---|---|---|---
**PENUMBRA (ANGUS NOVA PROJECT)** | PENUMBRA IS A LEADING SCOTTISH VOLUNTARY ORGANISATION WORKING IN THE FIELD OF MENTAL HEALTH. WE PROVIDE AN EXTENSIVE RANGE OF PERSON CENTRED RECOVERY BASED SUPPORT ACROSS SCOTLAND. | **MAIN CLIENT GROUP**
THE PROJECT WORKS WITH PEOPLE WITH MENTAL HEALTH ISSUES AGED 16 PLUS. | **AR BROATH**
**B RECHIN**
**C ARNOUSTIE**
**FORFAR**
**G LENS**
**K IRRIEMUIR**
**M ONIFIETH**
**M ONTROSE** | **ENGAGEMENT**
THE PROJECT IS A FREE SERVICE AND WORKS WITH A NUMBER OF AGENCIES AND RECEIVES REFERRALS FROM THE PUBLIC, PRIVATE AND VOLUNTARY SECTOR. SERVICE USERS CAN SELF REFER IF APPROPRIATE.

**OTHER ISSUES**
- 1:1 Support
- Employment Workshops
- Peer Support
- Wellbeing Programmes
- ACTION PLANNING
SUPPORT IS UNDERTAKEN WITH A PERSON CENTRED APPROACH AND VARIOUS TOOLKITS ARE USED INCLUDING: I-ROC, WRAP AND PATH.
**THE FOCUS OF THE PROJECT IS TO HELP YOU RECOVER FROM A MENTAL HEALTH PROBLEM AND TO LEARN WAYS OF HELPING YOU TO STAY WELL.**

PEOPLE WHO USE THE PROJECT CAN BE EXPERIENCING MILD, MEDIUM OR SEVERE MENTAL HEALTH PROBLEMS AND REQUIRE SUPPORT FOR A PERIOD OF TIME TO HELP REBUILD.

### Employment Support

#### EMPLOYABILITY SERVICES MENU

**AREA COVERED INCLUDES:**

- CV WRITING, INTERVIEW SKILLS, BODY LANGUAGE, IT SKILLS
- RECOGNISING YOUR RESOURCES AND POTENTIAL
- BUILDING YOUR CONFIDENCE AND BEING MORE ASSERTIVE
- HOLISTIC APPROACH – HELPING TO UNLOCK HIDDEN SKILLS – FOCUSING ON YOUR WELLBEING
- OVERCOMING BARRIERS AND FACING FEARS

#### JOB PLACEMENT

CLIENTS HAVE THE OPPORTUNITY TO DISCOVER HIDDEN SKILLS AND UNTAPPED RESOURCES TO ENTER IN TO AN APPROPRIATE WORK PLACEMENT OPPORTUNITY. ANGUS NOVA OFFERS VOLUNTARY OPPORTUNITIES WITHIN THE ORGANISATION.

#### AFTERCARE & RETENTION

SERVICE USERS HAVE REGULAR REVIEWS, UPDATING THEIR PROGRESSION AND MAKING SURE THEY ARE MAINTAINING A HEALTHY MENTALLY BALANCED LIFE.

---

**ADDITIONAL COMMENTS**
Angus Employability Partnership

Employability Services Young People Services
## ANGUS EMPLOYABILITY PARTNERSHIP
### EMPLOYABILITY PIPELINE – YOUNG PEOPLE SERVICES (Overview)

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>ENGAGEMENT</th>
<th>ACTION PLANNING</th>
<th>EMPLOYABILITY SERVICES MENU</th>
<th>JOB PLACEMENT</th>
<th>AFTERCARE &amp; RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGUS COLLEGE Employability Team</td>
<td>Get Ready For Work</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<td>✓</td>
</tr>
<tr>
<td></td>
<td>Modern Apprenticeships</td>
<td></td>
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<tr>
<td></td>
<td>New Deal Gateway to Work</td>
<td>✓</td>
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<td></td>
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<td></td>
<td>New Deal Voluntary Option</td>
<td>✓</td>
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<td></td>
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</tr>
<tr>
<td>ANGUS COUNCIL Employability Services</td>
<td>Skillseekers / Modern Apprenticeships</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get Ready For Work</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>HELM Training</td>
<td>Get Ready For Work (Lifskills)</td>
<td>✓</td>
<td></td>
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<tr>
<td>SKILLS DEVELOPMENT SCOTLAND</td>
<td>Information, Advice &amp; Guidance</td>
<td>✓</td>
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<tr>
<td>HILLCREST HOUSING ASSOCIATION</td>
<td>Get Ready For Work (Toolbox Project)</td>
<td>✓</td>
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</tr>
<tr>
<td>RATHBONE</td>
<td>Get Ready For Work</td>
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</tr>
<tr>
<td>CLAVERHOUSE TRAINING</td>
<td>New Deal &amp; Lone Parent Programme</td>
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<td></td>
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<tr>
<td>ANGUS CARERS SERVICE</td>
<td>Transition Programme</td>
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<td></td>
</tr>
<tr>
<td>Enable Scotland</td>
<td>East of Scotland Actions</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
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<tr>
<td>Enable Scotland</td>
<td>Get Ready For Work</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Salvation Army (The)</td>
<td>Support Service</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Tayside Council on Alcohol</td>
<td>Right Track Mentoring</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Augment (Scotland) Ltd</td>
<td>Angus Community Enterprise (A.C.E.)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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</tr>
<tr>
<td>Volunteer Centre Angus</td>
<td>Volunteering Towards Employment</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Penumbra</td>
<td>Well being and recovery</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Augment (Scotland) Ltd</td>
<td>Angus Community Enterprise (A.C.E.)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
# ANGUS Employability Partnership

## Employability Pipeline – Young People’s Services

<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUPS</th>
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<th>SERVICE ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANGUS COLLEGE EMPLOYABILITY TEAM</strong></td>
<td><strong>GET READY FOR WORK</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td><strong>MORE CHOICES, MORE CHANCES</strong></td>
<td><strong>ENGAGEMENT</strong>&lt;br&gt;The Employability Team works closely with Skills Development Scotland at the initial interview stages</td>
</tr>
<tr>
<td><strong>CONTACT DETAILS</strong></td>
<td></td>
<td><strong>OTHER ISSUES</strong></td>
<td></td>
<td><strong>ACTION PLANNING</strong>&lt;br&gt;As part of this process the Employment Team will work to convert the Action Plans’ developed detailed training plans.</td>
</tr>
<tr>
<td><strong>TOM BLACK, EMPLOYABILITY MANAGER</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>EMPLOYABILITY SERVICES MENU</strong>&lt;br&gt;The Team undertakes a range of activities that assess the strengths, weaknesses of each individual and delivers a range of relevant training and support to address these issues.</td>
</tr>
<tr>
<td><strong>KEPTIE ROAD</strong>&lt;br&gt;ARBROATH DD11 3EA</td>
<td></td>
<td></td>
<td></td>
<td><strong>JOB PLACEMENT</strong>&lt;br&gt;The Team works with local employers providing a range of work experience opportunities for clients.</td>
</tr>
<tr>
<td><strong>T: 01241 432745 / 01241 436885</strong>&lt;br&gt;<strong>EMAIL: <a href="mailto:tom.black@angus.ac.uk">tom.black@angus.ac.uk</a></strong>&lt;br&gt;<strong>W: <a href="http://www.angus.ac.uk">http://www.angus.ac.uk</a></strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>AFTERCARE &amp; RETENTION</strong>&lt;br&gt;The Team provides continued follow up support for a period of 6 months after completion of programme.</td>
</tr>
</tbody>
</table>

The Get Ready for Work programme is a national training programme aimed at helping young people aged 16 – 19 years who have additional support need move into job, further training or education. The Employment Team works closely with Skills Development Scotland at the initial interview stages. As part of this process the Employment Team will work to convert the Action Plans’ developed detailed training plans. The Team undertakes a range of activities that assess the strengths, weaknesses of each individual and delivers a range of relevant training and support to address these issues. The Team works with local employers providing a range of work experience opportunities for clients. The Team provides continued follow up support for a period of 6 months after completion of programme.
**ADDITIONAL COMMENTS**

<table>
<thead>
<tr>
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<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
</table>
| ANGUS COLLEGE EMPLOYABILITY TEAM | MODERN APPRENTICESHIPS | MAIN CLIENT GROUP  
- YOUNG PEOPLE (16+ LEARNING CHOICES) |  
- ARBROATH  
- BRECHIN  
- CARNoustie  
- FORFar  
- GLENS  
- KIRRIEMUIR  
- MONifiET  
- MONTROSE | ENGAGEMENT  
The Employability Team engages with young people in efforts to match them to existing vacancies within the area. |
| CONTACT DETAILS |  | OTHER ISSUES |  | ACTION PLANNING  
-  |
| TOM BLACK, EMPLOYABILITY MANAGER |  |  |  | EMPLOYABILITY SERVICES MENU  
-  |
| KEPTIE ROAD |  |  |  | JOB PLACEMENT  
-  |
| ARBROATH DD11 3EA |  |  |  | AFTERCARE & RETENTION  
The team provides ongoing support through quarterly visits to the young person’s place of work to discuss any issues that the employer or client may have. |

**ADDITIONAL COMMENTS**
<table>
<thead>
<tr>
<th>PROVIDER</th>
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</tr>
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<tbody>
<tr>
<td><strong>ANGUS COLLEGE EMPLOYABILITY TEAM</strong></td>
<td><strong>NEW DEAL GATEWAY TO WORK</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td><strong>ARBROATH</strong></td>
<td><strong>ENGAGEMENT</strong></td>
</tr>
<tr>
<td><strong>CONTACT DETAILS</strong></td>
<td></td>
<td><strong>UNEMPLOYED &amp; CLAIMING JSA AGED 18 - 24</strong></td>
<td><strong>BRECHIN</strong></td>
<td></td>
</tr>
<tr>
<td>Tom Black, Employability Manager</td>
<td></td>
<td><strong>OTHER ISSUES</strong></td>
<td><strong>CARNOSTIE</strong></td>
<td><strong>ACTION PLANNING</strong></td>
</tr>
<tr>
<td>Keptie Road Arbroath DD11 3EA</td>
<td></td>
<td><strong>People with Addictions / Substance Misuse</strong></td>
<td><strong>FORFAR</strong></td>
<td></td>
</tr>
<tr>
<td>T: 01241 432745 / 01241 436885</td>
<td></td>
<td><strong>People with Mental Health Issues</strong></td>
<td><strong>GLENS</strong></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:tom.black@angus.ac.uk">tom.black@angus.ac.uk</a></td>
<td></td>
<td><strong>People with a Learning Disability</strong></td>
<td><strong>KIRRIEMUIR</strong></td>
<td></td>
</tr>
<tr>
<td>W: <a href="http://www.angus.ac.uk">http://www.angus.ac.uk</a></td>
<td></td>
<td></td>
<td><strong>MONIFET</strong></td>
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<td></td>
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<td><strong>MONTROSE</strong></td>
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<td></td>
<td><strong>EMPLOYABILITY SERVICES MENU</strong></td>
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<td></td>
<td></td>
<td><strong>JOB PLACEMENT</strong></td>
</tr>
<tr>
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<td></td>
<td></td>
<td><strong>AFTERCARE &amp; RETENTION</strong></td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>The provision of ongoing follow up support for up to 13 weeks.</td>
</tr>
</tbody>
</table>

**ADDITIONAL COMMENTS**

The New Deal Gateway to Work programme is a two-week full-time training programme undertaken as part of the New Deal Programme. The Programme provides in-depth training activity that seeks to build self-confidence.

The team provides a 2 week intensive job search activities programme. This includes support in the preparation of CVs, meeting with employers, developing soft skills such as communication, time management etc.
# New Deal Voluntary Option

**National Programme aimed at supporting unemployed people particularly those in long term unemployment. The programme seeks to assist individuals back into work by providing a range of support skills specific to individuals needs.**

**Main Client Group**
- Unemployed & Claiming JSA Aged 18 - 24

**Other Issues**
- People with Addictions / Substance Misuse;
- People with Mental Health Issues;
- People with a Learning Disability

**Geographical Coverage**
- Arbroath
- Brechin
- Carnoustie
- Forfar
- Glens
- Kirriemuir
- Monifieth
- Montrose

## Service Activity

**Engagement**

Following the referral process from Jobcentre Plus the client will undergo a personal action planning programme for 13 weeks providing them with any necessary support services.

**Employability Services Menu**

Clients are provided with a range of support services to assist them in overcoming barriers. This will include the provision of specific training and courses that are based on client’s individual needs.

**Job Placement**

The programme activity encourages employer engagement activities to provide opportunities of work tasters, and work experience for clients.

**Aftercare & Retention**

Ongoing aftercare and monitoring of clients for up to 13 weeks after completion.
<table>
<thead>
<tr>
<th>PROVIDER</th>
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<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGUS COUNCIL EMPLOYABILITY SERVICES</td>
<td>SKILLSEEKERS / MODERN APPRENTICESHIPS</td>
<td>• YOUNG PEOPLE (MORE CHOICES, MORE CHANCES); • YOUNG PEOPLE (16+ LEARNING CHOICES)</td>
<td>• ANGUS WIDE REMIT</td>
<td>ENGAGEMENT</td>
</tr>
<tr>
<td></td>
<td>Modern Apprenticeship</td>
<td>People with Addictions / Substance Misuse; People with Mental Health Issues; People with Learning Disabilities; Ex-Offenders</td>
<td></td>
<td>The Council undertakes a range of activities to inform and raise awareness of the skill seekers and modern apprenticeships programmes. Initial engagement activity is undertaken in local schools to inform pupils, teachers, and parents of the opportunities and benefits of the programme. In addition local advertising in the press is also undertaken.</td>
</tr>
<tr>
<td></td>
<td>Skillseekers</td>
<td></td>
<td></td>
<td>ACTION PLANNING</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>An individual Action Plan is developed for each participant on the programme. The Plan identifies areas for development and on completion may lead to a recognised SVQ award or core skill award.</td>
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<td></td>
<td>EMPLOYABILITY SERVICES MENU</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Training and development opportunities are provided that can lead to an SVQ qualification delivered in house by Council or through the local college. The Team provides assistance on an individual basis to each client in relation to job search activities.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>JOB PLACEMENT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Work Placement opportunities are provided.</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>AFTERCARE &amp; RETENTION</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The Team continues to keep in contact with participants following completion of their SVQ to ensure that the client has sustained their employment.</td>
</tr>
</tbody>
</table>
### Additional Comments


### Provider

**Angus Council Employability Services**

### Programme

**Get Ready For Work**

The Get Ready for Work programme is a national training programme aimed at helping young people aged 16–19 years who have additional support need move into job, further training or education. This includes the provision of core skills and vocational skills.

### Client Groups

**Main Client Group**

- More Choices, More Chances
- Young People (16+ Learning Choices)

**Other Issues**

### Geographical Coverage

- Angus wide remit

### Service Activity

#### Engagement

The programme is delivered by the local authority on behalf of Skills Development Scotland.

#### Action Planning

Programme of support to ensure that the individual training needs and requirements of each individual has been recognised.

#### Employability Services Menu

Clients will be supported to develop a range of core skills that are necessary when entering employment. This will include literacy / numeracy skills, and other core skills.

#### Job Placement

This will include in-house training placements with Angus Council.

#### Aftercare & Retention

Ongoing aftercare and support will be provided for up to 6 months.

### Additional Comments

---

**Contact Details**

Fiona Cameron
Senior Strategy and Employability Officer

County Buildings, Market Street, Forfar DD8 3WR

T / F: 01307 473339 / 01307 467357

Email: cameronf@angus.gov.uk

W: [http://www.angus.gov.uk](http://www.angus.gov.uk)
### PROVIDER
**Helm Training**

### CONTACT DETAILS
**Maggie Strachan**
**Project Leader**

30 Dishlandtown Street
Arbroath DD11 1QX

T / F: 01241 872600 / 01241 873 770

Email: Maggie.strachan@helmtraining.co.uk

W: [http://www.helmtraining.co.uk](http://www.helmtraining.co.uk)

### PROGRAMME
**Get Ready for Work (Lifeskills)**
The Get Ready for Work programme is a national training programme aimed at helping young people aged 16 – 19 years who have additional support need move into job, further training or education. This includes the provision of core skills and vocational skills.

The programme delivered through Helm Training focuses on life skills only.

### CLIENT GROUPS
**Main Client Group**
- Young People (More Choices, More Chances);
- Young People (16+ Learning Choices)

**Other Issues**

### GEOGRAPHICAL COVERAGE
- Arbroath (Centre Based Training)

### SERVICE ACTIVITY
**Engagement**
The centre undertakes a range of promotional activity and client engagement activity at Skills Development Scotland events and through local Angus secondary schools.

**Action Planning**
Key worker support provided to assist in the development of individual learning plans. Ongoing progress reviews.

**Employability Services Menu**
This includes the delivery of Skills Development Scotland Get Ready for Work Life Skills Programme

**Job Placement**
Work Experience Placement opportunities are provided.

**Aftercare & Retention**
The centre provides ongoing in-work support as and when required by the client.
**Skills Development Scotland**

**Contact Details**
- **Shona Weir**, Team Leader
- 61 Marketgate, Arbroath DD11 1AT
- T: 01241 433000
- Email: Shona.weir@careers-scotland.gov.uk
- W: [http://www.careers-scotland.org.uk](http://www.careers-scotland.org.uk)

**Programme**
- Information Advice & Guidance E.G. Get Ready For Work etc.

Skills Development Scotland (SDS) is a non-departmental public body responsible for linking skills supply and demand more effectively and provides individuals with the opportunity to develop and utilise their skills.

**Client Groups**

- **Main Client Group**
  - Young People (More Choices, More Chances);
  - Young People (16+ Learning Choices)

- **Other Issues**
  - People with Addictions / Substance Misuse;
  - People with Mental Health Issues;
  - People with Physical Disabilities;
  - People with Learning Disabilities;
  - Women Returners;
  - Ex-Offenders;
  - Other (People with emotional and behavioural issues)

**Geographical Coverage**
- Arbroath;
- Brechin;
- Carnoustie;
- Forfar;
- Glens;
- Kirriemuir;
- Monifieth;
- Montrose

Activities delivered on outreach and centre based basis.

**Service Activity**

- **Engagement**
  SDS identifies school leavers at the earliest possible stage and engages with the school career advisers to discuss the options and choices available to clients. Post 16 leavers engage in career centres or outreach, identify barriers and needs, support clients to access support and reduce barriers.

- **Action Planning**
  The needs of each individual client is identified to identify action plan for ongoing development and support. Individual Action Plans developed as part of the Get Ready For Work.

- **Employability Services Menu**
  SDA is the contract manager for all Get Ready for Work, Skillseekers, and MA programme across Scotland. SDS works with partners as part of the Skill Zone programme to develop programme on an individual need basis.

- **Job Placement**
### The Get Ready For Work Programmes

**Purpose:**

The Get Ready For Work Programmes provide a personal advisory service for young people involved in the programme. Key Workers support clients based on each clients’ individual needs.

**Additional Funding**

### Hillcrest Housing Association

**Contact Details**

Yvonne Watt  
Employability Co-ordinator  
4 South Ward Road  
Dundee DD1 1PN  
T/F: 01382 346969 / 01382 226781  
Email: ywatt@hillcrest.org.uk

#### GET READY FOR WORK – TOOLBOX PROJECT ANGUS

The Get Ready for Work programme is a national training programme aimed at helping young people aged 16 – 19 years who have additional support need move into job, further training or education. This includes the provision of core skills and vocational skills.

The project provides a 26 week workplace opportunity.

**Main Client Group**

- Young People (More Choices, More Chances);

**Other Issues**

- Arbroath (Centre Based Training);  
- Brechin;  
- Carnoustie;  
- Forfar;  
- Kirriemuir;  
- Monifieth;  
- Montrose

### Engagement

The Housing Association undertakes a range of promotional activity and client engagement activity at Careers Scotland events and through local secondary schools.

### Action Planning

### Employability Services Menu

### Job Placement

This includes the provision of work experience placements in various sectors including construction, office administration, hairdressing, green-keeping, and Hospitality.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Rathbone</td>
<td>Get Ready For Work</td>
<td>Young People (More Choices, More Chances); Young People 16+ Learning Choices</td>
<td>Arbroath; Brechin; Carnoustie; Forfar; Kirriemuir; Monifieth; Montrose</td>
<td>Engagement&lt;br&gt;Working in partnership with Skills Development Scotland to engage with young people. The organisation also undertake a marketing campaign directly to potential learners and has established good links with 16+Learning Choices Coordinators across the area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action Planning&lt;br&gt;The organisation will develop an Action Plan for each individual client based on the initial application process and interview for the programme. The Action Plan will highlight each client's individual job goals.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Issues&lt;br&gt;People with Addictions / Substance Misuse; People with Mental Health Issues; People with a Physical Disability; People with a Learning Disability;</td>
<td></td>
<td>Employability Services Menu&lt;br&gt;Working in partnership with a number of agencies and partners the organisation provides ongoing support and training to enable a seamless progression and to maximise the learners opportunity into sustainable employment.</td>
</tr>
</tbody>
</table>

**Additional Comments**

The Housing Association provides ongoing support for clients to ensure that all outcomes are sustained.

**Contact Details**

Norma Taylor<br>Centre Manager<br>6 – 8 Staffa Place<br>Dundee DD2 1NA<br>T / F: 01382 828959 / 01382 828962
**Modern Apprenticeship**

National Training Programme aimed at young people aged 16-20 who have been excluded from further education, an opportunity to gain a level 2 Modern Apprenticeship in Retail whilst in Full Time Employment.

- Ex-Offenders

**Job Placement**

Working partnerships have been developed with local and national employers in a variety of occupational areas and continued work with Skills Development Scotland, Scottish Enterprise and other partners to ensure up-to-date information on the current labour market position.

**Aftercare & Retention**

On-going support is available to clients via telephone contact or one-to-one support. This after care service is designed to help learners, sustain their chosen progression route and signpost them to specialist support, where required.

---

**Additional Comments**

**Provider**

- **Claverhouse Training**

**Contact Details**

- Leanne Godfrey
- Programme Manager
- Dewar House
- Staffa Place
- Dundee DD2 3SX
- T/F: 01382 828828

**Programme**

- **New Deal & Lone Parent Programmes**

  National programme aimed at assisting individuals who are out of work by providing a range of training and work experience opportunities. The programme seeks to develop clients' self-confidence and self-esteem, whilst developing skills that can be utilised in the labour market.

**Client Groups**

- **Main Client Group**
  - Young People (More Choices, More Chances);

- **Other Issues**
  - People with Addictions / Substance Misuse;
  - People with Mental Health Issues;
  - People with a Physical Disability;
  - People with a Learning Disability;
  - Women Returners;
  - Ex-Offenders

**Geographical Coverage**

- **Delivered Across Angus**

**Service Activity**

**Engagement**

Development of links and referral processes with various community based organisations and support agencies. The organisation also undertakes promotional campaigns across the area and participates in community events, job fairs, and works with local schools, homeless units, and GP surgeries etc.

**Action Planning**

Individual Action Plans are developed to ensure that each client continues to receive the most appropriate support. The action plan's identify short, medium, and long term goals for clients and identify the appropriate employability training and support to be provided.

**Employability Services Menu**

Ongoing staff support services working with clients to ensure that they receive the most appropriate training and support service. Clients are assisted to develop their employability skills...
with job search support in relation to completing applications, job seeking, CV compilation, and interview techniques provided.

**JOB PLACEMENT**
Working with partners to deliver a range of work experience opportunities across Angus. This includes work taster, and work experience programme particularly within Social Enterprises.

**AFTERCARE & RETENTION**
Employment Advisers provide Aftercare / Work Support Programme and remain in regular contact with employers and clients during their first few months of employment. The Advisors will offer support and guidance and in some instances mediation if required.

### ADDITIONAL COMMENTS

**PROVIDER**
**ANGUS CARERS SERVICE**

**CONTACT DETAILS**
LYNNE KELLY, CARERS DEVELOPMENT WORKER (TRANSITIONS)
3 FISHERACRE ARBROATH DD11 1LE

**PROGRAMME**
**TRANSITION PROGRAMME**
Established in 1996, the Carers Services is part of the Princess Royal Trust for Carers and provides a range of information, advice and support services for adult and young carers.

The Transition Programme has been developed to provide employability support services to both existing and former carers.

**CLIENT GROUPS**
**OTHER ISSUES**
- Other – Young Carers

**GEOGRAPHICAL COVERAGE**
- ANGUS WIDE

**SERVICE ACTIVITY**

**ENGAGEMENT**
The Carers Service engages with existing and former carers to ensure that they have the necessary information, advice and support available.

**ACTION PLANNING**
Carers are provided with personal development opportunities to help them develop their skills, experience and self confidence in their transition to employment.

**EMPLOYABILITY SERVICES MENU**
Carers are provided with support in developing CVs and preparing application forms in their search for employment.
## ADDITIONAL COMMENTS

It should be noted that the service is primary a Carer Support Service for Carers and Former Cares, however it does provide limited employability support service.

## PROVIDER

**ENABLE SCOTLAND**

**CONTACT DETAILS**

Gina Baird

Business Manager

Arbroath Academy

Glenisla Drive

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### PROGRAMME

**ENABLE WORKS EAST**

Enable Works East project in partnership with Angus Council Education and Angus College provides young people with learning Disabilities who are about to leave school/college the opportunity to gain experience in the work place and be better prepared for their future.

### CLIENT GROUPS

- **Main Client Group**
  - Young people who have a Learning Disability.

- **Other Issues**

### GEOGRAPHICAL COVERAGE

- **ANGUS WIDE**

### SERVICE ACTIVITY

**ENGAGEMENT**

Young people through Person Centred Planning are engaged and introduced to the world of work. We support them to make informed, realistic choices during their transition from school or college to a positive destination.

**ACTION PLANNING**

By beginning a Vocational Profile the young people identify their strengths and skills which helps them make realistic choices in specific areas of work which suits their abilities; leading to them participating in various supported work placement opportunities.
**ANGUS EMPLOYABILITY PARTNERSHIP**

**EMPLOYABILITY SERVICES MATRIX**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Groups</th>
<th>Geographical Coverage</th>
<th>Service Activity</th>
</tr>
</thead>
</table>
| **ENABLE SCOTLAND** | **GET READY FOR WORK** | **MAIN CLIENT GROUP**  
- People with a Learning Disability.  
**OTHER ISSUES**  
- Young people who require More Choices More Chances. | **TAYSIDE** | **ENGAGEMENT**  
The Co-ordinator works closely with Skills Development Scotland at the initial interview stage.  
**ACTION PLANNING**  
Co-ordinator provides support and ensures that the action plan and training needs of each individual are met. |
| **CONTACT DETAILS** | Gina Baird  
**BUSINESS MANAGER** | | | |
| | | | | |

**ADDITIONAL COMMENTS**
The Enable Works East project works with young people who have learning disabilities but can also work with those young people who require More Choices More Chances. The programme also provides core skills – we do not run a training course specifically as such but during the young peoples participation in work experience they are strengthening their numeracy, literacy, communication, problem solving and team work skills.

**ARBRROATH**  
**ANGUS DD11 5JD**

**Contact Details**

- Email: gina.baird@enable.org.uk
- Website: http://www.enable.org.uk

Prepared to enter the labour market.

**EMPLOYABILITY SERVICES MENU**
The project provides the young people with ongoing support and training that meets their needs and abilities helping to ensure a smooth transition from school/college into Employment, Further Education or Training.

**JOB PLACEMENT**
The team work closely with local and national employers who provide work experience placements and employment opportunities which meet the needs of the young person but still maintains the standard required by the employers.

**AFTERCARE & RETENTION**
We remain in regular contact with the young people and employers during their first year of leaving the programme.
**Additional Comments**

**Employability Services Menu**
Young people will be supported in developing relevant skills to enable them to enter the job market.

**Job Placement**
Co-ordinator works closely with local and national employers providing a range of work experience opportunities for the young person.

**Aftercare & Retention**
Co-ordinator provides follow-up support for a 6 month period after completion of programme.

---

### Provider: The Salvation Army (The)

#### Contact Details
- **Elizabeth Coats**
- **Support Worker**

#### Programme: Support Service

- **Support Service**
- The Salvation Army is a nation charity and church that provides resources and support in relation to a number of social and ethical issues.

#### Client Groups

- **Main Client Group**
  - Young People
- **Other Issues**
  - Women

#### Geographical Coverage
- **Arbroath**

#### Service Activity

- **Engagement**
  - Support worker providing support to women identifying training needs.

---

**Additional Comments**

**Employability Services Menu**
Young people will be supported in developing relevant skills to enable them to enter the job market.

**Job Placement**
Co-ordinator works closely with local and national employers providing a range of work experience opportunities for the young person.

**Aftercare & Retention**
Co-ordinator provides follow-up support for a 6 month period after completion of programme.
The Support Service is open to women over the age of 18 and provides a range of training opportunities that seeks to assist women back into the labour market.

### Employability Services Menu

The service provides a range of training opportunities focusing on ongoing personal development in areas such as literacy / numeracy. In addition a number of specific training courses are available including Food Hygiene courses. The support worker provides assistance with CV writing, interview techniques, and job search activity.

### Job Placement

Participants have the opportunity to volunteer within the facilities kitchen area and through the services parent and toddler group. Providing them with the opportunity to develop their skills.

### Aftercare & Retention

The service offers ongoing aftercare support to women once they moved into employment.

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### Additional Comments

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<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Groups</th>
<th>Geographical Coverage</th>
<th>Service Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tayside Council on Alcohol</td>
<td>Right Track Mentoring</td>
<td><strong>Main Client Group</strong>&lt;br&gt;Young People</td>
<td>Arbroath</td>
<td>Engagement&lt;br&gt;Referral arrangements in place with partner agencies to assist young people experiencing difficulties with alcohol or drug misuse issues.</td>
</tr>
<tr>
<td>Kathryn Baker / Mark Harris, Children’s Services</td>
<td><strong>Other Issues</strong>&lt;br&gt;Ex-Offenders&lt;br&gt;Other – People with Alcohol or Drug Misuse Issues</td>
<td></td>
<td></td>
<td>Action Planning</td>
</tr>
</tbody>
</table>
**MANAGER/ MENTORING COORDINATOR**

13 King Street
Dundee

T: 01382 227400
Email: Kathryn@alcoholtayside.com / mark@alcoholtayside.com
W: http://www.alcoholtayside.com

**EMPOLOYABILITY SERVICES**

**EMPLOYABILITY SERVICES MENU**

Clients are provided with a range of mentoring / support focussed on developing core skills and job search activity. Support is also provided with CV preparation and interview techniques.

**JOB PLACEMENT**

**AFTERCARE & RETENTION**

Clients are provided with ongoing in-work support and also signposting to other relevant agencies for issues in relation to money / benefits advice.

**ADDITIONAL COMMENTS**

**PROVIDER**

PENUMBRA (ANGUS NOVA PROJECT)

**CONTACT DETAILS**

**PROGAMME**

PENUMBRA IS A LEADING SCOTTISH VOLUNTARY ORGANISATION WORKING IN THE FIELD OF MENTAL HEALTH. WE PROVIDE AN EXTENSIVE RANGE OF

**CLIENT GROUPS**

**MAIN CLIENT GROUP**

THE PROJECT WORKS WITH PEOPLE WITH MENTAL HEALTH ISSUES AGED 16 PLUS.

**OTHER ISSUES**

**GEOGRAPHICAL COVERAGE**

- ARBROATH
- BRECHIN
- CARNoustie
- FORFAR
- GLENS
- KIRRIEMUIR
- MONifieth

**SERVICE ACTIVITY**

**ENGAGEMENT**

THE PROJECT IS A FREE SERVICE AND WORKS WITH A NUMBER OF AGENCIES AND RECEIVES REFERRALS FROM THE PUBLIC, PRIVATE AND VOLUNTARY SECTOR. SERVICE USERS CAN SELF REFER IF APPROPRIATE.
PERSON CENTRED RECOVERY BASED SUPPORT ACROSS SCOTLAND.

THE FOCUS OF THE PROJECT IS TO HELP YOU RECOVER FROM A MENTAL HEALTH PROBLEM AND TO LEARN WAYS OF HELPING YOU TO STAY WELL.

PEOPLE WHO USE THE PROJECT CAN BE EXPERIENCING MILD, MEDIUM OR SEVERE MENTAL HEALTH PROBLEMS AND REQUIRE SUPPORT FOR A PERIOD OF TIME TO HELP REBUILD.

- 1:1 Support
- Employment Workshops
- Peer Support
- Wellbeing Programmes
- Employment Support

MONTROSE

ACTION PLANNING SUPPORT IS UNDERTAKEN WITH A PERSON CENTRED APPROACH AND VARIOUS TOOLKITS ARE USED INCLUDING: I-ROC, WRAP AND PATH.

EMPLOYABILITY SERVICES MENU

AREA COVERED INCLUDE:
- CV WRITING, INTERVIEW SKILLS, BODY LANGUAGE, IT SKILLS
- RECOGNISING YOUR RESOURCES AND POTENTIAL
- BUILDING YOUR CONFIDENCE AND BEING MORE ASSERTIVE
- HOLISTIC APPROACH – HELPING TO UNLOCK HIDDEN SKILLS – FOCUSING ON YOUR WELLBEING
- OVERCOMING BARRIERS AND FACING FEARS

JOB PLACEMENT CLIENTS HAVE THE OPPORTUNITY TO DISCOVER HIDDEN SKILLS AND UNTAPPED RESOURCES TO ENTER INTO AN APPROPRIATE WORK PLACEMENT OPPORTUNITY. ANGUS NOVA OFFERS VOLUNTARY OPPORTUNITIES WITHIN THE ORGANISATION.

AFTERCARE & RETENTION SERVICE USERS HAVE REGULAR REVIEWS, UPDATING THEIR PROGRESSION AND MAKING SURE THEY ARE MAINTAINING A HEALTHY MENTALLY BALANCED LIFE.

ADDITIONAL COMMENTS
<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUPS</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>SERVICE ACTIVITY</th>
</tr>
</thead>
</table>
| AUGMENT (SCOTLAND) LTD | AUGUS COMMUNITY ENTERPRISE (A.C.E.) | **MAIN CUSTOMER GROUP**  
- Anyone with experience of mental health challenges, dual diagnosis, homelessness and/or long term unemployment  
- Any member of the community (over 16) can become involved | **ANGUS WIDE** |  
**ENGAGEMENT**  
The Service is available to all individuals across Angus who are in need of support and advice. An open door policy is in operation. Good partnerships arrangements are in place with organisations across Tayside.  
Self referrals welcome as well as from services/partners. Aims to promote social inclusion and recovery and assist members to move on to employment, education, training and volunteering.  
**ACTION PLANNING**  
The service provides one to one personal planning meetings, personal development planning, vocational profiling, peer support, WRAP (Wellness Recovery Action Plan) and other training/tools are available and widely used.  
**EMPLOYABILITY SERVICES MENU**  
The service provides the opportunity to undertake a range of training opportunities to develop new skills and abilities that can be used within the labour market. In-house training in employability skills and recovery awareness assist with the practical and mental wellbeing aspects of moving on.  
**JOB PLACEMENT**  
Within Augment It is the members that run the service. Everyone has a say in decision making processes.  
Members are provided with in work experience including Reception and Admin duties, housekeeping, running the kitchen, community café, front of house, reception, gardening, Information Project, finance and fundraising, organising and running business and social activities and supporting social enterprises. In addition members are supported with job search activity, and job brokerage.  
**AFTERCARE & RETENTION**  
The service remains in contact with customers and provides in work support services.  
**ADDITIONAL COMMENTS:** "I NOW HAVE THE CONFIDENCE IN MYSELF TO GO BACK TO COLLEGE AND SIT MY HIGHERS WITH THE AMBITION TO GO TO UNIVERSITY" |
AFTERWARDS. AUGMENT HAS GIVEN ME THE SUPPORT TO MAKE THIS HAPPEN."

Angus Employability Partnership

Employability Services – Additional Employability Services
## Additional Employability Services

<table>
<thead>
<tr>
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<th>Service Activity</th>
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<td><strong>Angus Care and Repair</strong></td>
<td><strong>Engagement Activity / Signposting</strong></td>
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<tr>
<td><strong>Contact Details</strong></td>
<td><strong>Angus Care and Repair</strong></td>
<td><strong>Personal Development</strong></td>
</tr>
<tr>
<td>Judith Leslie, Manager</td>
<td><strong>Angus Care and Repair</strong></td>
<td><strong>Money / Benefit Advice</strong></td>
</tr>
<tr>
<td>Carseview Road, Forfar DD8 3BT</td>
<td><strong>Angus Care and Repair</strong></td>
<td><strong>Employment Training Programme</strong></td>
</tr>
<tr>
<td><strong>T / F:</strong> 01307 463232 / 01307 461619</td>
<td><strong>Angus Care and Repair</strong></td>
<td><strong>Core Skills Training</strong></td>
</tr>
<tr>
<td>Email: <a href="mailto:Judith@anguscareandrepair.org">Judith@anguscareandrepair.org</a></td>
<td><strong>Angus Care and Repair</strong></td>
<td><strong>Other Learning</strong></td>
</tr>
<tr>
<td>W: <a href="http://www.anguscareandrepair.org">http://www.anguscareandrepair.org</a></td>
<td><strong>Angus Care and Repair</strong></td>
<td><strong>Job Search</strong></td>
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<td><strong>Support with CV Interview</strong></td>
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<td>ANGUS DD11 1NN</td>
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<tr>
<td>T / F: 01241 439235 / 01241 870023</td>
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<td>EMAIL:</td>
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</tr>
<tr>
<td>W: <a href="http://www.anguscab.org.uk">http://www.anguscab.org.uk</a></td>
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ADDITIONAL INFORMATION
Contractual and Legal Training is also provided
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**ADDITIONAL INFORMATION:** ANGUS CAB now run a financial capability project called ADAPT (AVOID DEBT – ACT POSITIVELY TODAY) for five years from May 2011. This project focuses on four key areas which are budgeting, banking, borrowing and benefits. All group work is tailored to meet the needs of the individual group.
<table>
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<tr>
<th>PROVIDER</th>
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</table>

**Contact Details**

Mrs Nan Boyd, Manager
Inverbrothock Community Centre
James Street
Arbroath
Angus DD11 1JP

T / F: 01241873726 or 07595120011
/ 012410874794

Email: nan.boyd@crossreach.org.uk
W: http://www.crossreach.org.uk

√
Crossreach support people who have problems with substance misuse to stay in their own tenancies. We do support people with budgeting and benefits. We also support them to look for employment/education and signpost them to the appropriate agencies.

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<tr>
<th>PROVIDER</th>
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<td>JANICE FULLERTON</td>
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<td>MANAGER</td>
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<tr>
<td>9 QUEEN STREET</td>
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<td>Money / Benefit Advice</td>
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<tr>
<td>FORFAR. DD8 3AJ</td>
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<td>√</td>
</tr>
<tr>
<td>T / F: 01307 469153 / 01307 467097</td>
<td></td>
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<tr>
<td>EMAIL: <a href="mailto:gina.baird@enable.org.uk">gina.baird@enable.org.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W: <a href="http://www.janicefullerton@forfarcab.casonline.org.uk">http://www.janicefullerton@forfarcab.casonline.org.uk</a></td>
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## Additional Information

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<th>Programme</th>
<th>Service Activity</th>
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<tbody>
<tr>
<td>MONTROSE YMCA</td>
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</tr>
<tr>
<td>Val Cooper</td>
<td></td>
<td><strong>MONEY / BENEFIT ADVICE</strong> ✓</td>
</tr>
<tr>
<td>Manager</td>
<td></td>
<td><strong>EMPLOYMENT TRAINING PROGRAMME</strong></td>
</tr>
<tr>
<td>98 Murray Street</td>
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</tr>
<tr>
<td>Montrose DD10 8JG</td>
<td></td>
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<tr>
<td>T: 01674 673 966</td>
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<tr>
<td>EMAIL <a href="mailto:ymontrose@yahoo.co.uk">ymontrose@yahoo.co.uk</a></td>
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</tbody>
</table>
### Providers Table

**Provider** | **Programme** | **Service Activity**
--- | --- | ---
Augment (Scotland) Ltd | Angus Community Enterprise (A.C.E.) | Engagement Activity / Signposting
| | Augment (Scotland) Ltd has been in existence for 10 years and is a user-led voluntary organisation that assists people with a mental health challenges. Angus Community Enterprise (A.C.E.) is funded through the Big Lottery Fund to provide a range of services for people with mental health challenges. This includes employment, dual diagnosis, homelessness, long-term unemployed and educational and social opportunities. |
| | | Personal Development
| | | Money / Benefit Advice
| | | Employment Training Programme
| | | Core Skills Training
| | | Other Learning
| | | Job Search
| | | Support with CV Interview
| | | Job Brokerage
| | | In Work Support

**Contact Details**

Donna Banks/Richard Barclay / Chief Executive / Project Worker/Dee McMillan (Project Worker) Kimberley Banks (Young Persons Involvement Officer)

24a Strathairlie Avenue
Arbroath
Angus DD11 1LN

T: 01241 434405
Email: augment@btconnect.com
W: http:// www.augment.org.uk

**Additional Information**
**Additional Information**

A.C.E has a dedicated Young Persons Involvement Officer working with the 16-25 age group. There is nothing in the way of support and assistance available to our older members that isn’t being provided for the younger age group.

<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Service Activity</th>
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</thead>
<tbody>
<tr>
<td>Volunteer Centre Angus</td>
<td><strong>Volunteering Towards Employment</strong></td>
<td><strong>Engagement Activity / Signposting</strong></td>
</tr>
<tr>
<td></td>
<td>Offering a range of volunteering opportunities for individuals to develop their skills and confidence</td>
<td><strong>Personal Development</strong></td>
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<td></td>
<td>PRAXIS Life Skills Centre and Community Volunteering Project</td>
<td><strong>Money / Benefit Advice</strong></td>
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<td><strong>Employment Training Programme</strong></td>
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<tr>
<td><strong>Contact Details</strong></td>
<td><strong>Gary Malone</strong> Manager</td>
<td></td>
</tr>
<tr>
<td></td>
<td>32 – 34 Guthrie Port Arbroath</td>
<td></td>
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<tr>
<td></td>
<td>T: 01241 875 525</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:gary@volunteerangus.gov.uk">gary@volunteerangus.gov.uk</a></td>
<td></td>
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<tr>
<td></td>
<td>W: <a href="http://www.volunteers.org.uk">http://www.volunteers.org.uk</a></td>
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### ADDITIONAL INFORMATION

### PROVIDER | PROGRAMME | SERVICE ACTIVITY
---|---|---
PENUMBRA | | ENGAGEMENT ACTIVITY / SIGNPOSTING

### CONTACT DETAILS

**T / F:**

**Email:**

**W:**

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<td>JOB BROKERAGE</td>
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Angus Employability Partnership

Employability Services – Community Learning & Development
## ANGUS EMPLOYABILITY PARTNERSHIP
### COMMUNITY LEARNING & DEVELOPMENT

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<thead>
<tr>
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<td>KEPTIE ROAD</td>
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<td>The delivery of one-day course to increase awareness of good hygiene standards and show individuals how to prevent outbreaks of food poisoning.</td>
<td>All Groups</td>
<td></td>
<td>The course is aimed at individuals who handle food on a day to day basis. The course seeks to develop their skills and knowledge of food hygiene standards and provides an opportunity for participants to achieve the Royal Environmental Health Institute Certificate in Elementary Food Hygiene. The course costs £74 and the course is eligible for ILA funding</td>
</tr>
<tr>
<td>PROVIDER</td>
<td>PROGRAMME</td>
<td>CLIENT GROUP (S)</td>
<td>GEOGRAPHICAL COVERAGE</td>
<td>DESCRIPTION OF ACTIVITY</td>
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<tr>
<td>ANGUS COLLEGE</td>
<td>EQUINE – HELPERS</td>
<td>MAIN CLIENT GROUP</td>
<td>ARBROATH</td>
<td>Part Time course which includes a 1 hour introduction session and a minimum of 8 hour practical sessions with 1 hour for assessment. On completion of course participants will receive a British Riding Schools Helpers Certificate and a Angus College Certificate of Progress</td>
</tr>
<tr>
<td></td>
<td>CERTIFICATE</td>
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<td>Costs for the course £40</td>
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<td>No formal entry requirements although a keen interest in working with horses and experience is preferred.</td>
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<td>Course for those individuals working within the Equine Industry who wish to have their experience certified.</td>
</tr>
</tbody>
</table>
**HSE Emergency First Aid at Work**
Health & Safety Course aimed at providing participants with emergency first aid training for use in the workplace.

**Main Client Group**
All Groups

**Provider** | **Programme** | **Client Group(s)** | **Geographical Coverage** | **Description of Activity**
---|---|---|---|---
**Angus College** | **HSE Emergency First Aid at Work** | **Angus Wide** | One Day Health & Safety Emergency First Aid programme designed to provide participants with emergency first aid training. The aim of the course is to enable participants to deal with incidents in the workplace until an expert first aider is on the scene. Training includes
- Assessing the situation in an emergency;
- The administering of first aid to individuals who are bleeding, wounded, or unconscious;
- Administer pulmonary resuscitation;
- Administer first aid to an individual who is suffering from shock; and
- Provide appropriate first aid for minor injuries.

Cost of the course is £90 per participant – Costs are eligible through MLA
**Angus College**

**Contact Details**

Amanda Craig  
Keptie Road  
Arbroath DD11 3EA  
T: 01241 432 627  
Email:  
W: [http://www.angus.ac.uk](http://www.angus.ac.uk)

<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Group(s)</th>
<th>Geographical Coverage</th>
<th>Description of Activity</th>
</tr>
</thead>
</table>
| **Internet & Email – An Introduction** | **Main Client Group**  
- All Groups  
It should be noted that participants should have a knowledge of Microsoft Windows | **Arbroath**  
**Brechin**  
**Forfar**  
**Kirriemuir** |  
Part time course delivered over an 8 week period focussing on internet and email software. As part of the course participants will learn how to:  
- Get online and surf the internet;  
- Access search engines;  
- Learn how to access emails using Outlook; and  
- Develop a knowledge and understanding of internet and email equivalent to the standard of ECDL module 7.  
Completion of course may lead to a company / course certificate / diploma and college certificate |
<table>
<thead>
<tr>
<th>ANGUS COLLEGE CONTACT DETAILS</th>
<th>LEISURE COURSES</th>
<th>MAIN CLIENT GROUP</th>
<th>PROVIDER PROGRAMME</th>
<th>CLIENT GROUP (S)</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>DESCRIPTION OF ACTIVITY</th>
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<tbody>
<tr>
<td>Keptie Road Arbroath DD11 3EA</td>
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<td></td>
<td>The college provides a wide range of part time and full time leisure courses.</td>
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<td>T: 01241 432 600</td>
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<tr>
<td>EMAIL: <a href="http://www.angus.ac.uk">http://www.angus.ac.uk</a></td>
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</table>
## Access for All IT Classes

**Main Client Group**
- Adults 16+

**Main Client Group**
- DELIVERED IN ARBROATH (AVAILABLE TO ALL ANGUS RESIDENTS)

The course offers participants the opportunity to continue with their own personal development. On registering for the course, participants discuss with the tutor the appropriate entry level for the course i.e. beginner level or intermediate level. The course is tailored to the individual needs of each participant and covers a range of areas including:

- Word Processing
- Introduction to email & Internet
- Publisher; and
- Excel.

The course is delivered every **Monday & Tuesdays 18:45 – 21:00**. Courses are delivered during term time with admission at £1.60 for adults and £0.80 for concessions.

<table>
<thead>
<tr>
<th>ACCESS FOR ALL I.T. CLASSES</th>
<th>MAIN CLIENT GROUP</th>
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</thead>
<tbody>
<tr>
<td>Access for All is a non accredited IT course for adults 16 years plus. Course is delivered at Beginner’s Level and Intermediate Level</td>
<td>ADULTS 16+</td>
</tr>
</tbody>
</table>

**Contact Details**
- JENNIFER MILLER
- OLD SCHOOL HOUSE
- ARBROATH ACADEMY
- GLENSILA DRIVE
- ARBROATH
- T / F: 01241 877 879
- EMAIL: W: http://www.angus.gov.uk/services/
<table>
<thead>
<tr>
<th><strong>ANGUS COUNCIL</strong></th>
<th><strong>CONTACT DETAILS</strong></th>
<th><strong>PROVIDER</strong></th>
<th><strong>PROGRAMME</strong></th>
<th><strong>CLIENT GROUP (S)</strong></th>
<th><strong>GEOGRAPHICAL</strong></th>
<th><strong>DESCRIPTION OF ACTIVITY</strong></th>
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<tbody>
<tr>
<td>COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>PAULINE SINGER</td>
<td><strong>ANGUS COUNCIL</strong></td>
<td><strong>COMMUNITY LEARNING AND DEVELOPMENT SERVICE</strong></td>
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<td><strong>STEPPING STONES PROGRAMME</strong></td>
<td><strong>CONTACT DETAILS</strong></td>
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<tr>
<td>The delivery of an 8 week programme running in the Montrose/ Brechin area, focusing on employability skills modules, work experience placements, and Pod casting, writing for websites etc.</td>
<td>T / F: 01241 877 879</td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
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<td><strong>MAIN CLIENT GROUP</strong></td>
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<tr>
<td>The programme is running on behalf of Skills Development Scotland</td>
<td>EMAIL: <a href="mailto:singerp@angus.gov.uk">singerp@angus.gov.uk</a></td>
<td><strong>ANGUS WIDE</strong></td>
<td><strong>ANGUS WIDE</strong></td>
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<td><strong>ANGUS WIDE</strong></td>
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<td><strong>MATERIAL CLIENT GROUP</strong></td>
<td><strong>ANGUS WIDE</strong></td>
<td>The course comprises an 8 week programme run over 3 days targeting school leavers. The course seeks to develop their skills and experience to better equip them when moving into the labour market. As part of the course, opportunities exist for young people to achieve the Bronze Level Youth Achievement Award.</td>
<td>The Course also seeks to provide school leavers with work experience opportunities in local businesses in efforts to educate them on the working environment.</td>
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</table>
## ANGUS GOLD FORUM - CARNoustie

Action Group for older adults exploring issues and attitudes affecting people 50 plus in their local community.

### Main Client Group
- Adults 50 Plus

### Coverage
- Delivered in Carnoustie (Available to all Angus Residents)

The Action Group (Forum) provides adults with the opportunity to engage in discussion at a national level and also at a local level on issues which may impact on the delivery of services and activities for older people across Angus.

The Forum meets every third **Wednesday** of the month during the hours of **13:30 – 15:30**. The Forum is free to all those aged 50 years plus.

### Contact Details

**Davina Campbell**

Panmure Centre
141 Kinloch Street
Carnoustie
DD7 7JP

T / F: 01241 853 091

**Email:** CampbellD@angus.gov.uk

**W:** http://www.angus.gov.uk/services/
## ARTS & CRAFT GROUP
Weekly arts and craft group delivered from the 4Real Centre.

### MAIN CLIENT GROUP
- All

### DELIVERED IN CARNOUSTIE (AVAILABLE TO ALL ANGUS RESIDENTS)

### DESCRIPTION OF ACTIVITY
Tutor led group that offers participants the opportunity to develop their personal development skills. The activities provided within the group setting include:

- Felt making;
- Batik;
- Knitting;
- Crochet;
- Encaustic art; and
- Enamelling

The group also offers participants the opportunity to attend exhibitions and craft workshops.

The group is delivered every Thursday 10:00 – 12:00 during term time. There are no entry requirements for the group and no accredited qualifications achieved on completion. Fees for the courses are £0.80 for concession with a £2.00 sessional fee.
<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUP (S)</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>DESCRIPTION OF ACTIVITY</th>
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<tbody>
<tr>
<td><strong>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</strong></td>
<td><strong>BASIC COMPUTING FOR TERRIFIED</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
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<td>DELIVERED IN CARNoustie (<strong>AVAILAble TO ALL ANGUS RESIDENTS</strong>)</td>
<td>The course offers participants the opportunity to continue with their own personal development. The course is designed to offer participants the opportunity to develop basic computing skills such as switching the computer on/off, word processing, and accessing internet and email.</td>
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<td></td>
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<td><strong>• All</strong></td>
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<td>The course is delivered every <strong>Monday &amp; Wednesday 09:30 – 12:30</strong> and is available to all. Courses are delivered during term time with no specific time limits on the duration of the course.</td>
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<td>Cost of course is £0.80 for concessions.</td>
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</table>

**CONTACT DETAILS**

**DAVINA CAMPBELL**
PANMURE CENTRE
141 KINLOCH STREET
CARNoustie
DD7 7JP

**T / F**: 01241 853 091

**EMAIL:** CampbellD@angus.gov.uk
**W**: http://www.angus.gov.uk/services/
<table>
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<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUP (S)</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>DESCRIPTION OF ACTIVITY</th>
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</thead>
</table>
| ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE | CARNOUSTIE ARTS & CRAFT GROUP | MAIN CLIENT GROUP  
- Young People aged 12+ | DELIVERED IN CARNOUSTIE  
(AVAILABLE TO ALL ANGUS RESIDENTS) | Tutor led group for 12 – 14 year olds that offers young people the opportunity to develop new skills through the medium of arts and crafts. The course enables young people to develop a programme of activity and on completion of the course the participant maybe in the position to achieve a Youth Achievement Award or Dynamic Youth Award.  
The group meets every Monday 19:00 – 21:00 during term time. The group is open to all young people aged 12 – 14 years, with admission costs £0.80 per participant. |

**CONTACT DETAILS**

ERIK ROBERTSON  
PANMURE CENTRE  
141 KINLOCH STREET  
CARNOUSTIE  
DD7 7JP  
T/F: 01241 853 091  
EMAIL: RobertsonE@angus.gov.uk  
W: http://www.angus.gov.uk/services/
<table>
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<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Group (s)</th>
<th>Geographical Coverage</th>
<th>Service Activity</th>
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<tbody>
<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>CARNoustie YOUTH DROP IN</td>
<td><strong>MAIN CLIENT GROUP</strong> ▪ YOUNG PEOPLE AGED 12 – 14 YEARS</td>
<td>DELIVERED IN CARNoustie(Available to ALL ANGUS RESIDENTS)</td>
<td>Youth Drop In centre providing young people with the opportunity to participate in planning and developing a programme of activity. The Drop In facility also provides young people with the opportunity to engage and develop relationships with other young people. Through the Drop In facility participants have the opportunity to achieve a Youth Achievement Award or Dynamic Youth Award. The Drop In is available every <strong>Wednesday 19:00 – 21:00</strong> during term time. Admission to the drop in, is £0.80 per participant</td>
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<td><strong>Contact Details</strong></td>
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<td>ERIK ROBERTSON</td>
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<td>PANMURE CENTRE, 141 KINLOCH STREET CARNoustie DD7 7JP</td>
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<td>EMAIL: <a href="mailto:RobertsonE@angus.gov.uk">RobertsonE@angus.gov.uk</a></td>
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<td>PROVIDER</td>
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<td>DESCRIPTION OF ACTIVITY</td>
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</table>
| **ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE** | **MONIFIETH AMBLERS** | **MAIN CLIENT GROUP**  | **DEVELOPED IN MONIFIETH** | The Monifieth Amblers is a walking health group offering individuals the opportunity to participate planned short walks in a group setting.  
The walks are delivered by a trained walk leader, with walks lasting for approximately 2 miles. The group also offers the potential for participants to undertake walk leader training and first aid.  
The course is delivered every second Tuesday during term time during the hours of 09:45 – 13:30. The costs are £0.80 concession and a further cost of £1.20 for transport costs (e.g. petrol). |
<p>| Contact Details                |                    |                           |                       |                                                                                       |
| <strong>DAVINA CAMPBELL</strong>            |                    |                           |                       |                                                                                       |
| PANMURE CENTRE, 141 KINLOCH STREET CARNoustie DD7 7JP |                    |                           |                       |                                                                                       |
| T / F: 01241 853 091            |                    |                           |                       |                                                                                       |
| Email: <a href="mailto:CampbellD@angus.gov.uk">CampbellD@angus.gov.uk</a>  |                    |                           |                       |                                                                                       |
| W: http://                       |                    |                           |                       |                                                                                       |
| <a href="http://www.angus.gov.uk/services">www.angus.gov.uk/services</a>      |                    |                           |                       |                                                                                       |</p>
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<th>GEOGRAPHICAL COVERAGE</th>
<th>DESCRIPTION OF ACTIVITY</th>
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<tr>
<td><strong>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</strong></td>
<td><strong>MONIFIETH MUSIC DROP IN</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td><strong>DELTIVERED IN MONIFIETH</strong></td>
<td>Providing young people with the opportunity to undertake personal development opportunities, focusing on their musical skills and writing skills. Peer learning opportunities are available allowing young people to learn how to use digital recording equipment. The course offers participants the opportunity to achieve a Youth Achievement Award or Dynamic Youth Award. The course is delivered weekly on Friday's during term time between 17:30 and 20:30. Admission to the drop in is £0.80 per participant.</td>
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<tr>
<td><strong>CONTACT DETAILS</strong></td>
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<td><strong>YOUNG PEOPLE AGED 12 PLUS</strong></td>
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<td><strong>ERIK ROBERTSON</strong></td>
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<td><strong>PANMURE CENTRE, 141 KINLOCH STREET CARNoustie DD7 7JP</strong></td>
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<td>PROGRAMME</td>
<td>CLIENT GROUP (S)</td>
<td>GEOGRAPHICAL COVERAGE</td>
<td>DESCRIPTION OF ACTIVITY</td>
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<tr>
<td><strong>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</strong></td>
<td><strong>MONIFIETH WOMEN’S GROUP</strong></td>
<td><strong>MAIN CLIENT GROUP</strong> - WOMEN (50 YEARS &amp; OVER)</td>
<td>▪ DELIVERED IN MONIFIETH</td>
<td>A group for women living in the Monifieth and district area which has a varied programme of speakers, fundraising and visits for educational purposes. Programme of activity includes a series of speakers, workshops and demonstrations on a wide range of topics. The group meets every <strong>Wednesday</strong> from the Seaview PS Community Hall during term time between the hours of <strong>09:45 – 11:30</strong>. The cost of admission is £0.80 concession per participant.</td>
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<td><strong>CONTACT DETAILS</strong></td>
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<td>DAVINA CAMPBELL</td>
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<td>EMAIL: <a href="mailto:CampbellD@angus.gov.uk">CampbellD@angus.gov.uk</a></td>
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<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>MONIFIETH YOUTH DROP IN</td>
<td>MAIN CLIENT GROUP ▪ YOUNG PEOPLE AGED 12 – 14 YEARS</td>
<td>▪ DELIVERED IN MONIFIETH</td>
<td>The Youth Drop In centre provides young people with the opportunity to participate in the planning and development of a programme of activity. The Drop In facility also provides young people with the opportunity to engage and develop relationships with other young people. Through the Drop In facility participants have the opportunity to achieve a Youth Achievement Award of Dynamic Youth Award. The course is delivered every Thursday 19:00 – 21:00 during term time. Admission to the drop in, is £0.80 per participant</td>
</tr>
</tbody>
</table>

CONTACT DETAILS

ERIK ROBERTSON
PANMURE CENTRE,
141 KINLOCH STREET
CARNoustie DD7 7JP

T / F: 01241 853 091

EMAIL: RobertsonE@angus.gov.uk
W: http://www.angus.gov.uk/services
<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Group (s)</th>
<th>Geographical Coverage</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angus Council Community Learning and Development Service</td>
<td>Monifieth Youth Drop In</td>
<td>Main Client Group  ▪ Young People aged 14 + years</td>
<td>Delivered in Monifieth</td>
<td>The Youth Drop In centre provides young people with the opportunity to participate in the planning and development of a programme of activity. The Drop In facility also provides young people with the opportunity to engage and develop relationships with other young people. Through the Drop In facility participants have the opportunity to achieve a Youth Achievement Award of Dynamic Youth Award. The course is delivered every Tuesday 19:00 – 21:00 during term time. Admission to the drop in, is £0.80 per participant</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

Erik Robertson
Panmure Centre,
141 Kinloch Street
Carnoustie DD7 7JP

T / F: 01241 853 091

EMAIL: RobertsonE@angus.gov.uk
W: http://www.angus.gov.uk/services
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<tr>
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<th>DESCRIPTION OF ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</strong></td>
<td>MOVING ON COMPUTING GROUP</td>
<td>MAIN CLIENT GROUP - All</td>
<td>DELIVERED IN CARNoustie (AVAILABLE TO ALL ANGUS RESIDENTS)</td>
<td>The course offers participants the opportunity to continue with their own personal development in computing skills. The course is designed to offer those with basic computing skills additional computing knowledge and experience in areas such as:</td>
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<td>• Camera to Computer – Editing and enhancing digital photographs;</td>
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<td>• Basic Computer Maintenance – How to clean up hard drive and files;</td>
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<td>• Buying &amp; Selling Online – How to shop and sell online;</td>
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<td>• Multi-media – How to use the computer for multi-media e.g. DVDs and music.</td>
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<td>The course is delivered every Friday during term time for 1 ½ hours per session. Admission is £0.80 concessionary rate.</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

DAVINA CAMPBELL
PANMURE CENTRE
141 KINLOCH STREET
CARNoustie
DD7 7JP

T / F: 01241 853 091

EMAIL: CampbellD@angus.gov.uk
W: http://www.angus.gov.uk/services/
<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUP (S)</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>DESCRIPTION OF ACTIVITY</th>
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</thead>
</table>
| **ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE** | **WOMEN O’ CARNoustie Magazine Group** | **Main Client Group**  
- Women | **Delivered in Carnoustie (Available to all Angus residents)** | Women’s group comprising participants who have a basic knowledge of computing. Meeting on a weekly basis the participants develop and publish a quarterly magazine identifying a range of issues facing the local community.

The group enables participants to develop their networking skills, ICT skills, and research skills in preparing the magazine.

The group meets on weekly basis **Monday 13:30 – 15:30** during term time to discuss and research issues for the quarterly magazine. |

**CONTACT DETAILS**

DAVINA CAMPBELL  
PANMURE CENTRE  
141 KINLOCH STREET  
CARNoustie  
DD7 7JP  
T / F: 01241 853 091  
EMAIL: CampbellD@angus.gov.uk  
W: http://www.angus.gov.uk/services/
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</tr>
</thead>
</table>
| **ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE** | **DISCOVERY AWARD** | **MAIN CLIENT GROUP**<br>- Adults (50 +)** | **DELIVERED IN FORFAR (AVAILABLE TO ALL ANGUS RESIDENTS)** | The Discovery Award is a national award programme designed to offer older people the opportunity to develop new skills and unearth hidden strengths. Three levels (Bronze, Silver, and Gold) are available across the themes of:  
- Service in the community;  
- Hobby or Interest;  
- Recreational Pursuit; and  
- Journey of discover  

The cost of the programme is a £5.00 registration fee, with monthly meetings held for participants. |

**CONTACT DETAILS**

**KATHLEEN SHEPHERD**

FORFAR COMMUNITY WING  
TAYLOR STREET  
FORFAR  

T / F:  

EMAIL:  
Shepherd@angus.gov.uk  
W: http://www.angus.gov.uk/services/
<table>
<thead>
<tr>
<th>PROVIDER</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>FORFAR’S WRITERS GROUP</td>
<td>MAIN CLIENT GROUP ▪ ALL</td>
<td>DELIVERED IN FORFAR (AVAILABLE TO ALL ANGUS RESIDENTS)</td>
<td>Ongoing personal development opportunities for participants through the delivery of a writers group. The group provides participants with the opportunity to discuss and develop techniques in relation to writing skills. The group is open to all and is particularly focussed on providing support to Beginners. Group runs every second Wednesday of the month from 19:00 from 1 – 3 West High Street in Forfar. The group operates a small charge for tea, coffee, and biscuits.</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

FIDELMA O’DOWDA-COOK
FORFAR COMMUNITY WING
TAYLOR STREET
FORFAR
T / F: 01307 466 924
EMAIL: cookf@angus.gov.uk
W: http://www.angus.gov.uk/services/
<table>
<thead>
<tr>
<th>Provider</th>
<th>Programme</th>
<th>Client Group (s)</th>
<th>Geographical Coverage</th>
<th>Description of Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angus Council Community Learning and Development Service</td>
<td>Rest for Kids</td>
<td>Main Client Group</td>
<td>Delivered in Forfar (Available to all Angus Residents)</td>
<td>Parenting group aimed at promoting a sharing of ideas and experiences in parenting for children in their early years. The group allows parents to network and establish new relationships to share ideas and develop their parenting skills. The group is delivered on Tuesday mornings although this can be subject to change. Venue will also be subject to change depending on the activity that is being delivered. Limited childminding facilities for younger children when required. Small charge for tea/coffee and contribution towards agreed transport and family outings in summer.</td>
</tr>
</tbody>
</table>

**Contact Details**

Fidelma O’Dowda-Cook
Forfar Community Wing
Taylor Street
Forfar

T / F: 01307 466 924

Email: cookf@angus.gov.uk

W: http://www.angus.gov.uk/services/
<table>
<thead>
<tr>
<th>PROVIDER</th>
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</thead>
<tbody>
<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>OUTDOOR EDUCATION</td>
<td>MAIN CLIENT GROUP ▪ ALL</td>
<td>ANGUS WIDE</td>
<td>The Basic Expedition Leader Award is administered by Sports Leaders UK and seeks to develop the leadership skills of individuals. The course includes: ▪ Undertaking planning; ▪ Preparation and supervision of journeying on foot; ▪ Camping in sheltered locations; Routes to be well-defined paths and tracks which can be followed without difficulty in poor visibility; ▪ Routes should provide reasonable opportunities to abandon the planned activity or to seek assistance; and ▪ Use gentle to moderate rolling terrain with no steep slopes. The Award is based on a continuous assessment by the course director and tutors. There will be practical and oral tests which the tutors think necessary during the period of the course. During the course candidates will be expected to contribute to the content of the course as part of group discussions. Classroom sessions are held at Community Learning &amp; Development Centres (Friockheim Resource Centre and Damacre Centre, Brechin.) Practical sessions will be located at several different areas. Crombie Country Park, Clachnaben &amp; Glen Esk.</td>
</tr>
</tbody>
</table>

CONTACT DETAILS

GAVIN BREBNER
FRIOCKHEIM RESOURCE CENTRE
EASTGATE
FRIOCKHEIM DD11 4TG
T / F: 01241 828 110
EMAIL: BrebnerG@angus.gov.uk
W: http://www.angus.gov.uk/services/
<table>
<thead>
<tr>
<th>PROVIDER</th>
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</tr>
</thead>
</table>
| **ANGUS COUNCIL**  
**COMMUNITY LEARNING AND DEVELOPMENT SERVICE** | **GIRLS ON THE MOVE**  
Group aimed at young girls aged 12 – 15 that seeks to build confidence and develop self-esteem. | **MAIN CLIENT GROUP**  
- YOUNG GIRLS (12 – 15) | **KIRRIEMUIR & SURROUNDING AREAS** | Building the confidence and self esteem of young girls through the medium of dance, and drama.  
The programme seeks to assist young girls develop relationships and networks whilst developing their confidence through the provision of dance, drama, and music activity. The course provides participants with the opportunity to achieve a Dynamic Youth Award.  
Group operates every Monday from 18:30 – 21:30, and is open to all young girls aged 12 – 15 years of age. |

**CONTACT DETAILS**  
GORDON GREWAR  
FAIRLIE HOUSE,  
KIRKTONHILL,  
KIRRIEMUIR  
T / F: 01575 574 989  
EMAIL: grewarg@angus.gov.uk  
W: http://www.angus.gov.uk/services/
<table>
<thead>
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<tbody>
<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>KIRRIEMUIR ANGUS GOLD FORUM</td>
<td>MAIN CLIENT GROUP</td>
<td>KIRRIEMUIR &amp; SURROUNDING AREAS</td>
<td>The Action Group provides adults with the opportunity to engage in Angus wide discussions, and also engage in discussions at a national level which impact on the delivery of services and activities for older people.</td>
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<td></td>
<td></td>
<td>▪ ADULTS 50 PLUS</td>
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<td>The group meets once a month on Wednesday’s during the hours of 11:00 – 13:00. The group is free to all those aged 50 years plus.</td>
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<tr>
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<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>KIRRIEMUIR YOUTH POWER</td>
<td>MAIN CLIENT GROUP ▪ YOUNG PEOPLE AGED 11 – 25 YEARS</td>
<td>▪ DELIVERED IN KIRRIEMUIR AND SURROUNDING AREAS</td>
<td>The Youth Drop In centre provides young people with the opportunity to participate in the planning and development of a programme of activity. The Drop In facility also provides young people with the opportunity to engage and develop relationships with other young people and contribute to the ongoing development of youth services within Kirriemuir. The group meets every Tuesday 18:30 – 21:00.</td>
</tr>
</tbody>
</table>

CONTACT DETAILS

GORDON GREWAR
FAIRLIE HOUSE, KIRKTONHILL, KIRRIEMUIR
T / F: 01575 574 989
EMAIL: grewarg@angus.gov.uk
W: http://www.angus.gov.uk/services/
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<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>THURSDAY NIGHT MUSIC GROUP</td>
<td>MAINTAIN CLANT GROUP - YOUNG PEOPLE AGED 12 – 25 YEARS</td>
<td>DELIVERED IN KIRRIEMUIR (AVAILABLE TO ALL ANGUS RESIDENTS)</td>
<td>Providing young people with the opportunity to undertake personal development opportunities, focusing on their musical skills and writing skills. The group is delivered in an informal setting by dedicated staff. The group offers participants the opportunity to achieve a Youth Achievement Award. The meets every Thursday evening from 7.30 – 9.30, with admission free.</td>
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<tr>
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<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>TIME OUT WOMEN'S GROUP</td>
<td>MAIN CLIENT GROUP — WOMEN (50 YEARS &amp; OVER)</td>
<td>DELIVERED IN KIRRIEMUIR &amp; SURROUNDING AREAS</td>
<td>The Time Out Women's group is for women living in the Kirriemuir and surrounding areas. The group provides open activity and learning opportunities covering a range of themes including local history, to crochet, to using the internet. Discovery Awards are available if participants wish to undertake further personal development. The group meets every Thursday 10:00 – 12:00 and is available to all those aged 50 years and over.</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

GORDON GREWAR
FAIRLIE HOUSE,
KIRKTONHILL,
KIRRIEMUIR

T / F: 01575 574 989

EMAIL: grewarg@angus.gov.uk
W: http://www.angus.gov.uk/services/
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<tr>
<td>ANGUS COUNCIL COMMUNITY LEARNING AND DEVELOPMENT SERVICE</td>
<td>NEWTYLE ACTION GROUP</td>
<td>MAIN CLIENT GROUP</td>
<td>NEWTYLE &amp; SURROUNDING AREAS</td>
<td>Providing young people with the opportunity to meet on a regular basis to discuss issues which directly affected them.</td>
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<td>Youth group working towards developing a wheeled sports facility in Newtyle.</td>
<td>YOUNG PEOPLE</td>
<td></td>
<td>The group is delivered in an informal setting with young people working with the Community Learning Development Worker to develop ideas. The group also enables the young people to develop networks and establish partnership working with local parents, stakeholders, and partners in taking forward their ideas.</td>
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<td>The group provides participants the opportunity to achieve the Youth Achievement Award.</td>
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<td>PROVIDER</td>
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</tbody>
</table>
| ANGUS COUNCIL, SPORT DEVELOPMENT TEAM | ACTIVE SCHOOLS (VOLUNTEERING) | MAIN CLIENT GROUP
• ALL | ANGUS WIDE | Participants are offered the opportunity to undertake volunteering activity through the medium of sport. This includes participation in physical activity, and dance working with groups of school age pupils. Supervision opportunities may exist on a semi regular basis to help children to and from venues where the activities will be held. As part of volunteering activity, participants can work towards Introductory sports coaching qualification. |
<p>| CONTACT DETAILS | | | | |
| ANDY GARNETT | | | | |
| LEAD CO-ORDINATOR | | | | |
| T: 01307 473 602 | | | | |
| EMAIL: <a href="mailto:granetta@angus.gov.uk">granetta@angus.gov.uk</a> | | | | |
| W: | | | | |
| <a href="http://www.angus.gov.uk/services/">www.angus.gov.uk/services/</a> | | | |</p>
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</table>
| ANGUS COUNCIL TRAINING SERVICES | INTERNET SAFETY (INTERMEDIATE ONE)             | MAIN CLIENT GROUP        | ARBROATH              | The course is a 40 hour flexible course that provides participants with information about the safety factors and legal considerations required when using the internet. The course also provides participants with practical experience in taking safety precautions and operating within legal constraints. The course covers 4 Outcomes:  
  - Identify threats that can exist when using the Internet;  
  - Describe Safety precautions which should be taken when using the Internet  
  - Describe legal constraints which apply when using the Internet  
  - Take appropriate safety precautions and operate within relevant legal constraints when using the Internet. |

Free Standing Unit of Flexible Learning over 40 hours that seeks to develop a participant’s knowledge and understanding of the Internet. This includes information relating to safety factors and legal considerations.

The course is an accredited programme at National Level (Access / Intermediate / Standard Grade / SCQF Level 4)
<table>
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<tbody>
<tr>
<td><strong>ANGUS TRAINING GROUP LTD</strong></td>
<td><strong>FIRST AID AT WORK – EMERGENCY 1 DAY</strong></td>
<td><strong>MAIN CLIENT GROUP</strong></td>
<td><strong>ANGUS WIDE</strong></td>
<td>Course designed to provide basic First Aid instructions for person(s) who are responsible for First Aid within organisations.</td>
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<td>All Groups</td>
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<td>The course covers a range of areas including:</td>
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<td>- Introduction to First Aid;</td>
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<td>- Anatomy &amp; Physiology;</td>
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<td>- Management of the airway;</td>
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<td>- Practical CPR;</td>
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<td>- Wounds/Bleeding, Shock etc,</td>
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<td>- Bone &amp; Joint injuries; and</td>
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<td>- Other life threatening conditions</td>
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<td>The course is accredited by the HSE and Certificated by CAPITA.</td>
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<td>Cost of the course is £80 per participants</td>
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</tbody>
</table>

**Catherine Street**
**Arbroath DD11 1RL**

**Contact Details**
- **T:** 01241 873 299
<table>
<thead>
<tr>
<th>PROVIDER</th>
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<tr>
<td>ARBROATH LIBRARY LEARNING CENTRE</td>
<td>EQUAL SKILLS (BRITISH COMPUTER SOCIETY)</td>
<td>MAIN CLIENT GROUP  ▪ ADULTS 16+</td>
<td>▪ ARBROATH</td>
<td>Tutor led course delivered 2 hours per week for 8 weeks aimed at improving and developing participant's computer skills. On completion of course participants can be awarded accredited certification. Cost of £100 for the course. Participants may be eligible for funding towards the course through the ILA. Participants should contract ILA Scotland to confirm their eligibility for receiving funding support. (0800 100 109)</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

HENRY LOGAN / DAWN STEWART

HILL TERRACE, ARBROATH DD11 1AH

T: 01241 872 248 / 01241 433 862

EMAIL: W:HTTP://WWW.ANGUS.GOV.UK/SERVICES/
<table>
<thead>
<tr>
<th><strong>PROVIDER</strong></th>
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</tr>
</thead>
</table>
| ARBROATH LIBRARY LEARNING CENTRE | INTERNET NAVIGATION – WELCOME TO THE INTERNET | MAIN CLIENT GROUP  
- OLDER PEOPLE  
- WORK RETURNEES  
- PEOPLE SEEKING TO DEVELOP AND ACQUIRE NEW SKILLS | ARBROATH | The provision of a 2 hour online study course that seeks to develop new and existing skills and raise IT awareness amongst those who have limited computing skills. Courses are delivered at Knowledge Level, and Academic Level. On completion of course participant received Learn Direct Certificate Cost of £40 for the course. |

**CONTACT DETAILS**  
HENRY LOGAN  
HILL TERRACE, ARBROATH DD11 1AH  
T: 01241 872 248  
EMAIL: W://www.angus.gov.uk/services/
<table>
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<tr>
<td>OUTREACH TRAINING CENTRE LTD</td>
<td>HEALTH &amp; SAFETY (CARE HOME SECTOR)</td>
<td>Main Client Group</td>
<td>ANGUS WIDE</td>
<td>Course aimed at those interested in developing their career within the Care Sector.&lt;br&gt;The course provides training in a range of areas including:&lt;br&gt;  ▪ Moving clients safely;&lt;br&gt;  ▪ Guidelines and procedures for dealing with emergencies;&lt;br&gt;  ▪ Laws and regulations;&lt;br&gt;  ▪ Safe storage of equipment;&lt;br&gt;  ▪ Risk assessment;&lt;br&gt;  ▪ RIDDOR; and&lt;br&gt;  ▪ Accident / incident reporting.  &lt;br&gt;Costs £50 (excluding VAT). The course offers company or course certification / diploma.</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

Valerie Reilly  
4 GRAMPIAN PARK  
ANGUS  
FARDD DD8 1DD  
T: 01307 463044  
E: W:  

Training course tailored to meet Health & Safety Requirements of the SVQ in Social Care. Open to all applicants interested in a career in the care industry.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>OUTREACH TRAINING CENTRE LTD</td>
<td>MOVING &amp; HANDLING TRAINING (SOCIAL CARE)</td>
<td>MAIN CLIENT GROUP</td>
<td>ANGUS WIDE</td>
<td>Course aimed at those interested in developing their career within the Care Sector. The course provides training in a range of areas including: ▪ Legal requirements for staff to be aware of correct procedures for moving and handling; ▪ Codes of practice applicable to care of the elderly and use of equipment such as hoists, slides, slide sheets, slings and pillows. Completion of course can contribute towards the attainment of recognised qualifications including the SVQ Unit for People Moving HSC223.</td>
</tr>
</tbody>
</table>

**Contact Details**

Valerie Reilly  
4 GRAMPIAN PARK  
ANGUS  
FORTH DD8 1DD  
T: 01307 463044  
E: W: MOVING & HANDLING TRAINING (SOCIAL CARE)  
Training course which involves practical skills, group discussions and direct training by a qualified instructor.
<table>
<thead>
<tr>
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</table>
| SCOTTISH SPCA       | SCOTTISH SPCA ANIMAL FRIENDLY COMMUNITIES | MAIN CLIENT GROUP
|                     |                               | ▪ ALL                             | ▪ ANGUS               | 1 hour presentation lecture that involves speaking to local groups educating them on the work of the SPCA and the types of jobs available within the organisation. |

CONTACT DETAILS

GILLY IRVING-LEWIS

T / F: 

EMAIL: lewis@scottishspca.org.uk

W: http://www.
<table>
<thead>
<tr>
<th>PROVIDER</th>
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<tbody>
<tr>
<td><strong>Volunteer Centre Angus</strong></td>
<td><strong>Volunteering Opportunities</strong></td>
<td><strong>Main Client Group</strong>&lt;br&gt;• Young People (16+)</td>
<td><strong>Angus Wide</strong></td>
<td>The Volunteer Centre offers young people the opportunity to participate in the National Millennium Volunteers (MV) Award scheme. Participants are awarded certification for undertaking 50, 100 &amp; 200 hours of volunteering. All certificates are endorsed by the Scottish Government, with all courses undertaken over a 2 year period. It should be noted that participants have the opportunity to continue their hours for the award across Scotland and in some instances participants may be able to include ours previously completed.</td>
</tr>
</tbody>
</table>

**Contact Details**

Gary Malone
Manager

32 – 34 Guthrie Port
Arbroath

T: 01241 875 525
Email: gary@volunteerangus.gov.uk

W: [http://www.volunteers.org.uk](http://www.volunteers.org.uk)
<table>
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<tr>
<td>VOLUNTEER CENTRE ANGUS</td>
<td>INTRODUCTION TO VOLUNTEERING</td>
<td>MAIN CLIENT GROUP</td>
<td>ANGUS WIDE</td>
<td>Course are available to all young people who are interested in volunteering but would like to find out more about what is involved or maybe they are lacking in confidence.</td>
</tr>
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<td></td>
<td></td>
<td>YOUNG PEOPLE (16+)</td>
<td></td>
<td>Areas covered include identifying skills, types of volunteering opportunities, the role of the organisation, recruitment process, awareness of working safely and confidentiality are also included.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>Courses are tailored to meet the needs of each participant and additional support is available when required. Courses are free and run on a monthly basis (3 hours).</td>
</tr>
</tbody>
</table>

**CONTACT DETAILS**

GARY MALONE
MANAGER

32 – 34 GUTHRIE PORT
ARBROATH

T : 01241 875 525
EMAIL: gary@volunteerangus.gov.uk

W: http://www.volunteers.org.uk
<table>
<thead>
<tr>
<th>PROVIDER</th>
<th>PROGRAMME</th>
<th>CLIENT GROUP (s)</th>
<th>GEOGRAPHICAL COVERAGE</th>
<th>DESCRIPTION OF ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLUNTEER CENTRE ANGUS</td>
<td>WORKING WITH VULNERABLE PEOPLE</td>
<td>MAIN CLIENT GROUP</td>
<td>ANGUS WIDE</td>
<td>Course aimed at volunteers working with vulnerable adults. Topics include: What is a vulnerable adult, your responsibility as a volunteer, appropriate terminology, recognising abuse and neglect, and recent legislation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VOLUNTEERS WORKING WITH VULNERABLE PEOPLE</td>
<td></td>
<td>Aimed at volunteers working with vulnerable adults.</td>
</tr>
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