

## Orkney Employability Pipeline

April 2016

	<b>STAGE 1 Engagement Assessment Referral</b>	<b>STAGE 2 Needs Assessment Barrier Removal</b>	<b>STAGE 3 Vocational Activity</b>	<b>STAGE 4 Employer Engagement and Job Matching</b>	<b>STAGE 5 In Work Support &amp; Aftercare</b>
Notes on Stages	Not job ready  Engaging with clients Client referral Initial needs assessment Completing personalised action/development plan	Not job ready  Actions to address/remove barriers	Job ready  Preparing for the workplace Work experience Training for the workplace Training towards recognised qualifications	Job ready  Arrange work experience/volunteer opportunities Match job ready clients to jobs opportunities Secure job vacancies	Job ready  Workplace mentoring Workplace learning support
<b>Partner/Agency Name</b>					
VAO Connect Project	Referrals from multi agencies using referral form.  Self referral.  Work closely with schools to receive referrals for leavers in danger of disengaging from learning.	Each young person draws up Individual Learning Plan (ILP) with staff, once accepted onto project. Asked what areas they would like to concentrate on. Reviews at least monthly.  Activity agreements can be offered.  Deal with: Confidence Communication Ability to make appropriate choices Motivation Healthy life choices	Soft skills: Confidence Communication Team work Timekeeping Motivation Reliability Work based behaviour Building working relationships Following instructions.  Job search, CVs, mock interviews  Training courses sourced from various providers eg First Aid, Food hygiene as part of ILP.	Connect staff liaise with employers to secure work placements. Ongoing reviews and support provided in partnership with Connect staff and employers.  Volunteering opportunities.  Job coach to support clients	Not actively in work place but operate open door policy

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		<p>Future planning and target setting.</p> <p>Support clients when referring to appropriate agencies to address barriers.</p>	Youth achievement awards		
VAO Supported Volunteering Project	<p>Referrals from various agencies.</p> <p>Self referral.</p> <p>Volunteering plan followed by initial Rickter Scale assessment. Followed up by 6 month review</p>	N/A	<p>Learning opportunities through volunteering. Learning new skills. Opportunity to try something totally different, develop skills and experience in different field of work.</p> <p>Preparation for interview situation</p> <p>Motivation.</p>	<p>Availability of new and up-to-date references.</p> <p>Volunteering opportunities.</p>	N/A
VAO Saltire Awards Programme	<p>VAO Youth workers attend 1 'drop in' at each mainland secondary school per term.</p> <p>Self referral for 16-25.</p> <p>Encourage Saltire Award registration to recognise young</p>	<p>VAO Registration and Saltire Expectations and Achievements Form completed. Case study to assess impact of voluntary work over 12 months.</p> <p>Regular contact suited to young person's needs.</p>	<p>Learning opportunities through volunteering. Learning new skills. Opportunity to try something totally different, develop skills and experience in different field of work.</p> <p>Preparation for interview situation</p>	<p>Availability of new and up-to-date references.</p> <p>Volunteering opportunities.</p>	N/A

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	person's achievement.		Motivation.  Saltire Awards.  Youth Achievement Awards.		
VAO General Volunteering	Referrals from various agencies.  Self referral.	Volunteer registration form completed. Reasons and hopes for volunteering recorded. Reviewed after 6 weeks after placement with organisation, after 6 months in the 1 <sup>st</sup> year and then annually on anniversary of placement.	Learning opportunities through volunteering. Learning new skills. Opportunity to try something totally different, develop skills and experience in different field of work.  Preparation for interview situation.  Motivation  Maintenance/introduction of routine	Availability of new and up-to-date references.	N/A
Skills Development Scotland	All age service. Priority as follows: senior phase school pupils, vulnerable 15+ 16-19 unemployed 20+ referred by JobCentre Plus (JCP)	Initial assessment by SDS staff leading to appropriate support within the team and/or referral and signposting to other agencies and programmes	Employability support including 1:1 and group work to targeted groups from S4 onwards  Integrated Employment and Skills (IES) in support of unemployed adults in collaboration with JCP  CVs	Chair Partnership Action for Continuing Employment (PACE) partnership in support of employers and employees in redundancy situation  Signposting/referral	Signposting/referral

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			Specialist Careers Information Advice and Guidance  Signposting/referral  Find training through Employability Fund, delivered by partners (Orkney College, Lifeskills) – Certificate of Work Readiness and job-related training		
Orkney College  Employability Fund Pathways to Independence Preparation for Progression Stepping Stones Modern Apprenticeships Foundation Apprenticeships	Referral via various agencies – no formal referral system  Self referral  Application for courses	Personal Learning Support Plans developed where required  Confidence Communication Literacy Numeracy  Independence Ability to make appropriate choices  All via courses such as Pathways to Independence and Preparation for Progression	Literacy Numeracy ICT Time keeping Team work Problem solving  Wide range of courses such as Food hygiene Manual handling Business skills Plant operator HSE first aid IOSH health & safety BIIAB licensing ECDL Young enterprise  Certificated courses including	Work experience Work trials  Young enterprise activities	Via Modern Apprenticeships  Employability Fund participants are given aftercare support

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			REHIS food hygiene SQA employability award MCA & RYA maritime Business skills Modern Apprenticeships		
lifeSKILLS Centre Work Programme Employability Fund Support Contract	Referrals from SDS and JCP  Self referral	Agree plan of training and/or work experience which includes training needs analysis, basic skills and personal and job skills  Motivation Team work Budgeting skills	CV building Job applications Job search support Telephone techniques Interview preparation  Help clients identify realistic career aspirations  Short courses such as Health & Safety First Aid Business skills Personal Licence Holder (SQA) Sage accounts & payroll PAT testing (NAPIT) ECDL (BCS)	Staff arrange tailored work placements and work trials	All clients offered aftercare support to sustain employment
Orkney Disability Forum	Self referral	Through social groups – Orkney Teens Plus and the Tuesday Club.  Independence Confidence Motivation Life Skills  Through Dial-a-Bus, provide a door-to-door	MIDAS training PATS training	N/A	N/A

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		service for people who have difficulty accessing public transport, enabling access to education, training, volunteering and work opportunities			
All Age Learning Disability Service - OHAC	Via Social Work Department	Social Work assessment of need includes education and occupation. Individual Development Plan reviewed at least 6 monthly.  Confidence Communication Motivation Housing support Financial management	Timekeeping Workplace requirements Working relationships Motivation  Woodwork Card making Horticulture Work placements Volunteering	Employer engagement and job matching developing after appointment of Lifestyles Co-ordinator	N/A
Blide Trust	Self referral  New members complete a membership form	Members work to develop a Personal Development Plan which incorporates the Recovery Start or Work Start tools  Confidence Communication Motivation Housing support Financial management Stigma removal	Time keeping Working relationships Motivation Workplace requirements Self presentation Equality and diversity Work planning CVs Job applications Interview skills	Transitional Employment Placements (time limited, supported part time work) preceding full supported employment	For Transitional Employment Placements where jobs held by members and recruited to by Clubhouse
The Learning Link	Referral from various	Learning needs	Courses designed for	N/A	N/A

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	agencies  Self referral	assessed and agreed (Literacy, Numeracy, ESOL). Activity plan drawn up.  Literacy and ESOL support for migrant workers Literacy Numeracy ICT Communication	people seeking employment and migrant workers English Mathematics ICT CV Job applications Interview skills Communication  SQA Accredited in core skills		
JobCentre Plus	Online application  Action plans agreed with all customers regarding their aspirations for employment	Referral to various service providers throughout Orkney	Referral to various providers throughout Orkney and offers Movement to work placements in Jobcentre Plus  Offers advice to individuals in receipt of benefit about career options and makes referrals to SDS to progress	Organises and supports work trials Work Experience (18-24 year olds within the Youth Contract) Work Experience (25 year old +)  Key role, liaising with employers, advertising vacancies, matching suitable customers	
Employability Orkney Ltd	Application process  Registration completed by client.	Vocational profile prepared, activity plan agreed with client.  Confidence Communication	Confidence Communication Team work Working relationships Timekeeping Workplace requirements Health and Safety Motivations	Work placements Supported work placements Job matching Job brokerage  Support	Job coaches work alongside clients to help them learn the job  Continuing support to maintain paid work

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			CVs Job applications Interview skills		