



Orkney Youth Employment Activity Plan

April 2016



Orkney's Youth Employment Activity Plan

The Orkney Youth Employment Activity Plan is based on local partnership delivery arrangements, including key contacts for local provision and details on referral routes for 16+ opportunities. This Activity Plan is therefore a working document for use by partners and it is not a strategy. This document will be reviewed at least every six months by the Employability Strategic Group.

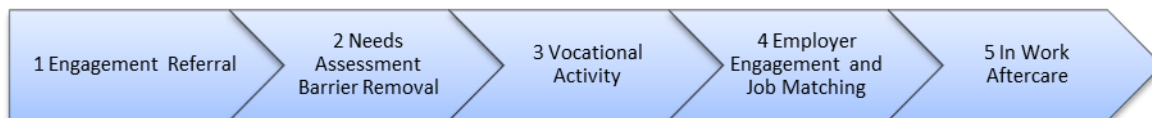
This 'directory' of youth employment opportunities has been developed by local partners as a reference guide for practitioners working with young people (aged 16-24). As well as providing a reference for the range of programmes available, the guide also includes potential progression routes and should allow practitioners to identify longer term goals as well as immediate options.

The guide is arranged to correspond with the pipeline approach to skills and employability widely adopted across Scotland.

This model is characterised by five stages which is useful when considering the range of support required for different groups of young people on the journey toward and into sustained employment. However, it is important to be aware that people progress at different rates and it is not always essential to move through every stage of the pipeline.

It is vital that each young person starts at the stage of the pipeline that is suitable for them and that they are supported to progress through a route toward an outcome which works for them as individuals.

About the Pipeline Stages



Stage 1 – Engagement, Referral

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

Stage 2 – Needs Assessment, Barrier Removal

This stage sees partners assessing clients' needs and their agreeing key activities to be undertaken to move forward in terms of meeting their educational, skills, personal and social development needs.

Stage 3 – Vocational Activity

Stage 3 programmes have a specific employability focus and are usually designed for young people who are close to the labour market but require to brush up on their general employability skills, develop some sector specific skills and potentially gain some work experience. It may be appropriate for a young person to progress from one stage 3 intervention to another depending on the specialism of the particular programmes.

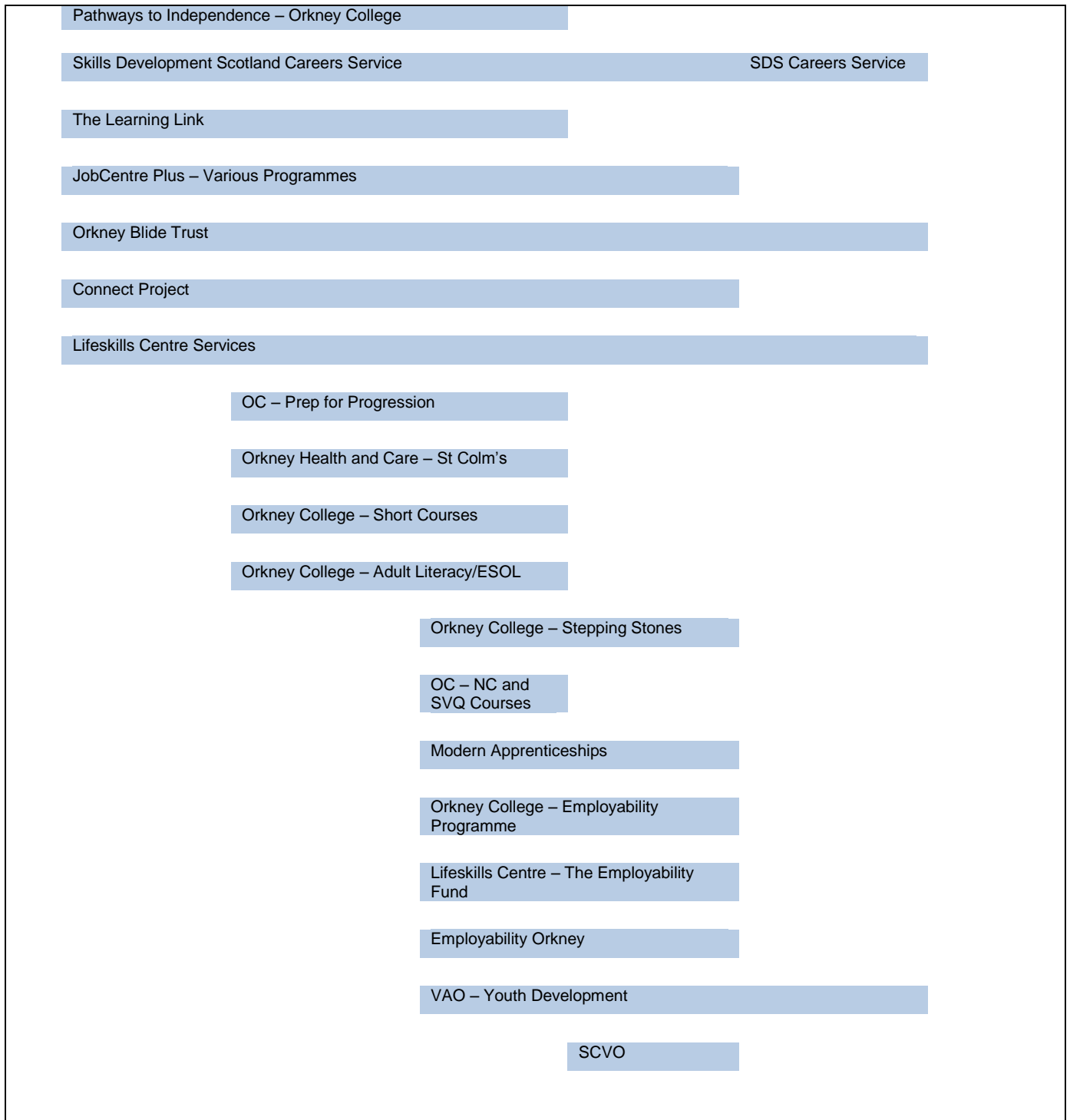
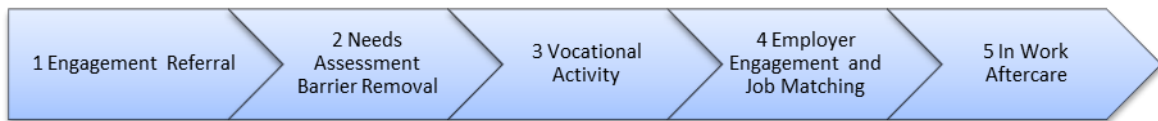
Stage 4 – Employer Engagement, Job Matching

Programmes at this stage are designed for young people who are job ready and require support to access appropriate employment. Programmes may include activities such as arranging work or volunteer placements with employers, assisting individuals to secure job vacancies and matching job ready clients to jobs.

Stag 5 – In Work Aftercare


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

Orkney Youth Employability Skills Pipeline




Provider: Orkney College & Orkney Health and Care

Project: Pathways to Independence Course

Organisation and/or Project Name	Contact
 <p>Orkney College and St Colm's Centre - Orkney Health and Care (OHAC) <i>Pathways to Independence Course</i></p>	<p><i>Kathleen Stout</i> Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Tel: 01856 569270 Email: Kathleen.stout@uhi.ac.uk</p>
Pipeline Stages	Funding Operating Period
1-3	N/A
Target Groups	Referral Sources & Processes
Young people that require support to develop independent living skills	<ul style="list-style-type: none"> • Orkney Health and Care • Education, Leisure & Housing, Orkney Islands Council • Skills Development Scotland
Delivery Location(s)	Likely Progression Routes
Orkney College	
Overall Beneficiary Numbers	Programme Start Dates
8	Two year programme with a start every two years
Programme Outline	
<p>This course will focus on the development of practical core skills for independent living within a task centred approach. The course includes:-</p> <ul style="list-style-type: none"> Tutorials Communication for Independence Numbers for Everyday Situations ICT (Technology) Getting to Know Your Community and the Resources within it Horticulture Cooking for Healthy Eating Art and Design/Practical Skills Healthy Lifestyles Joinery skills/DIY Employment/Volunteering Skills/Work Placements/Volunteering (2nd Year) <p>Personal and Social support will be provided by OHAC if required</p> <p>The course is run over 2 academic years with students attending 3 days a week.</p>	

Provider: Skills Development Scotland

Project: Careers Services

Project Name and/or Organisation	Contact
 Skills Development Scotland <i>Careers Services</i>	Skills Development Scotland 2 Albert Street Kirkwall KW15 1HP Tel: 01856 872460 Email: kirkwall@sds.co.uk
Pipeline Stages	Funding Operating Period
1 – 2 and 5	N/A
Target Groups	Referral Sources & Processes
All age	<ul style="list-style-type: none">• Self- referral• Guidance Teacher• Parent/Guardian• Social Worker• Criminal Justice Worker• Homelessness Team• Jobcentre Plus
Delivery Location(s)	Likely Progression Routes
<ul style="list-style-type: none">• Skills Development Scotland office• Secondary Schools• Junior High Schools• Community based delivery when required	
Overall Beneficiary Numbers	Programme Start Dates
Uncapped	N/A

Programme Outline

Having a career or job that you love depends upon much more than simply being in the right place at the right time. Skills Development Scotland is here to provide you with all of the advice and guidance necessary to get the right job or develop your career.

Whether you're at the stage of choosing subjects at school, selecting training, furthering your education, deciding upon a career or managing your career, we can help you to uncover new opportunities to fulfil your potential.

This can be done by accessing our services by:

Face to Face Careers Advice

Careers Advisers can provide you with guidance on the training and skills necessary to open the door to the job or career that's right for you. Whether you're just starting out or looking to make a career change, our career development guidance and handy tools can help you to work out which career would suit you best.

Personal Advisers support individuals of all ages to review their career management and employability skills and assist them in accessing jobs, training and learning opportunities including individuals in 16+ Learning Choices Group. The Personal Adviser will provide career and learning information and advice and make onward referral to other colleagues and partner agencies.

Key Workers A Key Worker will target young people, generally between the ages of 16 and 19, who are unemployed and who face specific barriers to employment or who are at risk of disengaging.


My World of Work: www.myworldofwork.co.uk

My World of Work is our online service to help people plan, build and direct their career throughout their lives. It contains valuable information and tools to help people get a job and develop their career.

1. My Strengths
2. My CV
3. My DNA
4. My Interview
5. Careers A-Z
6. Job Search
7. Course Choices

Provider: [The Learning Link](#)

Project: [Various Programmes](#)


Project Name and/or Organisation	Contact
 <p>The Learning Link <i>Various Programmes</i></p>	Support Worker: <i>Robin Jamieson-Caley</i> Support Worker: <i>Chrissie Matthews</i> Admin: <i>Linda Copland</i> Address: 1 St Rognvald Street, Kirkwall KW15 2PR Phone: 879200 Email: Linda.copland@thelearninglink.org.uk Chrissie.matthews@thelearninglink.org.uk Robin.caley@thelearninglink.org.uk
Pipeline Stages	Funding Operating Period
Stages 1-3 Initial referral via agency or self-referral Interview Tutor assigned and work on Individual Learning Plan (ILP) Work towards learners' goals Achieve goals and sign post learner to next stage – work, further/higher learning, etc.	<ul style="list-style-type: none">English for Speakers of Other Languages (ESOL) funding is tendered on a yearly basisAdult Literacies is government funded via OIC general fund
Target Groups	Referral Sources & Processes
Adult Learners	Adult Learners are referred from: <ul style="list-style-type: none">Social WorkConnect ProjectLocal EmployersSkills Development ScotlandJobcentre PlusEmployability OrkneyLifeskills CentreOrkney CollegeA large number of our learners refer themselves – see pipeline stages
Delivery Location(s)	Likely Progression Routes
<ul style="list-style-type: none">Pier Art Centre – StromnessTown House – StromnessThe Learning Link and other suitable quiet rooms which can be sourced throughout the county and the isles	<ul style="list-style-type: none">Further/Higher educationNew/better jobsApprenticeshipsTrainingLearners can gain SQA qualifications at The Learning Link
Overall Beneficiary Numbers	Programme Start Dates
Uncapped	N/A

Programme Outline

We run very specific programmes for targeted groups – for example a six week skills workshops for Jobcentre Plus clients. What normally happens is we assess learners' needs on an individual /small group basis and with their ILPs we are able to tailor a programme of work for individual learners' goals. A learner is with us until they have achieved their personal goals, regardless of the length of time it may take. There are no set time periods for achieving these goals.

We also now offer SQA accreditation in Core Skills up to level 4, and ESOL qualifications in SQA Access 2 and 3.

Provider: **Jobcentre Plus**
 Project: **Various Programmes**

Project Name and/or Organisation	Contact
 <p>Jobcentre Plus <i>Various Programmes</i></p>	<p><i>Rhona Shearer</i> JobCentre Plus Tankerness Lane Kirkwall KW15 1AQ</p> <p><i>Tel: 01856 885307</i> Email: rhona.shearer@dwp.gsi.gov.uk</p>
Pipeline Stages	Funding Operating Period
1 – 4	Ongoing
Target Groups	Referral Sources & Processes
Jobseekers aged 16 - 24	Referrals through Jobcentre Plus Adviser and various partners
Delivery Location(s)	Likely Progression Routes
<ul style="list-style-type: none"> • Jobcentre Plus • Lifeskills Centre • Orkney College • Voluntary Action Orkney 	Training & Employment
Overall Beneficiary Numbers	Programme Start Dates
Various	Ongoing – eligibility based on individual circumstances and length of time unemployed.
Programme Outline	
<p>Referrals to appropriate agencies or provision depending on claimant need. Action Plans agreed with all claimants to agree and map progression. Programmes include Adviser Support, JobcentrePlus Support Contract, Employability Fund, Work Programme, Work Clubs, Volunteering, ILA funding, Work Trials.</p>	


Provider: **Orkney Blide Trust**

Project: **Services**

Project Name and/or Organisation	Contact
 <p>Orkney Blide Trust Services</p>	<p><i>Frazer Campbell</i> Orkney Blide Trust 54 Victoria Street Kirkwall KW15 1DN</p> <p>Email: frazer@blidetrust.org General enquiries: admin@blidetrust.org</p> <p>Tel: 01856 874874 Web: http://www.blidetrust.org.uk</p>
Pipeline Stages	Funding Operating Period
1-5	N/A
Target Groups	Referral Sources & Processes
People who have or have had mental health problems, must be 16 years of age or older.	<ul style="list-style-type: none">• Self- referral• Social Work Department• Community Mental Health Team• GPs
Delivery Location(s)	Likely Progression Routes
Orkney Blide Trust Laura Grimond House 54 Victoria Street Kirkwall KW15 1DN	<ul style="list-style-type: none">• Blide Hoose (Clubhouse)• Transitional Employment Placement• Supported Employment
Overall Beneficiary Numbers	Programme Start Dates
N/K	Ongoing
Programme Outline	
<p>People who come to the Blide Trust and wish to be part of the clubhouse, known as Blide Hoose will become members of the clubhouse. They will be offered a personal development plan that will identify any educational or vocational training needs. Members will use their ILA to attend courses, if required. Members carry out meaningful work that is created within the clubhouse and are supported to build up their confidence and skills. Once they have gained confidence or gained the skills needed they will be considered for a Transitional Employment Placement or for supported employment.</p>	


Provider: **Voluntary Action Orkney**

Project: **Connect Project**

Project Name and/or Organisation	Contact
 <p>Voluntary Action Orkney Connect Project</p>	<p><i>Lindsey Johnson – Project Co-ordinator</i> Connect Project Voluntary Action Orkney 6 Bridge Street Kirkwall KW15 1HR</p> <p>Tel: 01856 872897 Email: lindsey.johnson@vaorkney.org.uk or enquiries@vaorkney.org.uk</p>
Pipeline Stages	Funding Operating Period
1-4 (but actually supports all 5 stages)	N/A
Target Groups	Referral Sources & Processes
<ul style="list-style-type: none">• 16-19 year olds• 15+ on amended timetables from mainstream school.	<p>Referrals made from-</p> <ul style="list-style-type: none">• Skills Development Scotland• Kirkwall Grammar School• Stromness Academy• Job Centre Plus• Social Services• Criminal Justice Service• Employability Orkney• Orkney College• Third Sector support agencies• Lifeskills Centres• Self-Referral <p>Referral forms available from Project Co-ordinator. All referrals will be offered an interview with project Co-ordinator.</p>
Delivery Location(s)	Likely Progression Routes
Connect Project Voluntary Action Orkney 6 Bridge Street Kirkwall KW15 1HR	<ul style="list-style-type: none">• Get Ready For Work• Further Education/Training• Employment.
Outreach work available	

Overall Beneficiary Numbers	Programme Start Dates
20 per year	Rolling programme - contact Lindsey Johnson about start dates.
Programme Outline	
<p>Connect offers 16-19 year old young people in the More Choices, More Chances category up to one year's flexible and individualised training programme, through one to one, group work and community involvement, to allow them to make a positive progression on to their next steps.</p> <p>Young people will be supported to develop with staff an Individual Learning Plan (ILP) that will highlight personal strengths, barriers and future plans and then each young person will be supported to meet these targets within their ILP.</p> <p>Young people will be encouraged to develop soft skills such as motivation, confidence, self-esteem, communication skills, team work, independent living skills, healthy lifestyles and employability skills.</p> <p>During their time at Connect young people will have the opportunity to gain both formal and informal qualifications and develop transferable skills from volunteering in the local community.</p> <p>Young people will participate in both one to one and group employability sessions covering, work readiness, behaviour expected at work, job search, job analysis, CV's, application forms, interview prep/techniques etc. Young people will also have the opportunity to visit local employers to discuss the local job market and employers' expectations of employees. Towards the end of their programme young people will be encouraged and supported to gain a work placement in a relevant and appropriate setting.</p>	

Provider: Lifeskills Centres
Project: Various Programmes

Project Name and/or Organisation	Contact
 <p>Lifeskills Centres Various Programmes</p>	<p><i>Andee Fraser</i> Lifeskills Centres 2 West Tankerness Lane Kirkwall KW15 1AL</p> <p>Tel: 01856 873582 Email: andee.fraser@lifeskillscentres.com</p>
Pipeline Stages	Funding Operating Period
<p>Stages 1-5</p> <p>Employability Fund Work Programme JHP Support Contract New Enterprise Allowance Individual Learning Accounts (ILAs)</p>	<p>N/A</p>
Target Groups	Referral Sources & Processes
<p>Unemployed all ages ILA for all eligible over 16s</p>	<ul style="list-style-type: none"> • Self-referral or as agreed with advisors • JobCentre Plus • Skills Development Scotland • Orkney Islands Council • Colleges • Other training providers
Delivery Location(s)	Likely Progression Routes
<ul style="list-style-type: none"> • Lifeskills Centre, Kirkwall • Work placements • Other training providers as required 	<p>Into work, further training/education.</p>
Overall Beneficiary Numbers	Programme Start Dates
<ul style="list-style-type: none"> • 25 – Employability Fund • WP approx 70 per year - As referred by JCP • 12 per month (referred by JCP) • NEA – as referred by JCP • ILAs - approx 40 per year 	<p>As per referral by Jobcentre Plus, Skills Development Scotland, Orkney Islands Council, and others</p>

Programme Outline

Lifeskills offers a variety of training & support opportunities which can be accessed by referrals from partners such as Jobcentre Plus, Skills Development Scotland and Orkney Islands Council.


We provide intensive vocational training, with work placements if appropriate, support for “work readiness”, including CV, jobsearch, applications and interview skills.

We support clients to achieving vocational qualifications, using ILAs

We facilitate Modern Apprenticeships in a variety of occupations, mainly concentrating on the retail and business & administration areas of employment.



We support applicants for the New Enterprise Allowance by advising on business plans, cash flows, etc. In this area we work closely with Business Gateway.

Provider: Orkney College UHI
Project: Preparation for Progression Course

Project Name and/or Organisation	Contact
 <p>University of the Highlands and Islands Orkney College</p> <p>Orkney College UHI <i>Preparation for Progression Course</i></p>	<p><i>Kathryn Sclater</i> Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Tel: 01856 569275 Email: Kathryn.sclater@uhi.ac.uk</p>
Pipeline Stages	Funding Operating Period
2 and 3	N/A
Target Groups	Referral Sources & Processes
<p>16-18 year olds</p> <p>Young people who are not ready for a specific vocational course or employment. The main focus is on personal, social and vocational development.</p>	<ul style="list-style-type: none"> • Skills Development Scotland • Secondary Schools
Delivery Location(s)	Likely Progression Routes
Orkney College	Other FE courses or other training organisations
Overall Beneficiary Numbers	Programme Start Dates
Up to 8 students per year	August each year
Programme Outline	
<p>Preparation for Progression endeavours to build on existing strengths and develop vocational skills. The course involves a general timetable that accommodates a wide range of skills and interests. The timetable includes the core skills of communication, information technology and numeracy. Students will also study art and design, hospitality, environmental studies, local studies, undertake a Business Enterprise and study the world of work.</p> <p>The course is run over 1 academic year with students attending 3 days a week over 34 weeks.</p>	


Provider: Orkney Health and Care

Project: St Colm's Day Service

Project Name and/or Organisation	Contact
  <p>Orkney Health and Care St Colm's Day Service</p>	<p>Orkney Islands Council School Place Kirkwall KW15 1NY</p> <p><i>Su Dutton</i> Tel: 01856 873535 ext. 2682 Susan.dutton@orkney.gov.uk or</p> <p><i>Alison Bews</i> Tel: 01856 873217 Alison.bews@orkney.gov.uk</p>
Pipeline Stages	Funding Operating Period
2-3	
Target Groups	Referral Sources & Processes
<p>Social Work & St.Colm's Day Service staff encourage people aged 16-18 onwards encouraging work experience, voluntary work, paid work as appropriate.</p> <p>The service liaises with college and other agencies to offer voluntary placements/student placements and work experience to people undertaking courses in a social care and health field from aged 16 onwards.</p> <p>Work with young people aged 16-18 onwards in schools to provide work experience for school pupils and this could be extended in the right circumstances.</p> <p>Young people with learning disabilities are supported to attend Orkney College.</p>	<p>Social work assessment of need includes education and occupation.</p> <p>College/school/third sector agency staff contact is made directly with the Senior day centre officer at St.Colm's or Keelylang to arrange placements/work experience.</p>


Delivery Location(s)	Likely Progression Routes
St.Colm's Day Service Orkney College Various locations	<ul style="list-style-type: none"> • Referral to Employment Worker/Job Coach, Employability. • Other agencies e.g. Connect • Access to paid employment or placement/work experience.
Overall Beneficiary Numbers	Programme Start Dates
	Ongoing
Programme Outline	
Individual person centred plans details individual outcomes and how these will be achieved.	

Provider: Orkney College UHI
Project: Various Short Courses


Project Name and/or Organisation	Contact
 <p>University of the Highlands and Islands Orkney College</p> <p>Orkney College UHI <i>Various Short Courses</i></p>	<p><i>Dorothy Learmonth</i> Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Tel: 01856 569203 Email: Dorothy.Learmonth@uhi.ac.uk</p>
Pipeline Stages	Funding Operating Period
2 and 3	N/A
Target Groups	Referral Sources & Processes
For any client that short course training would support them to gain employment	Self-Referral Jobcentre Plus
Delivery Location(s)	Likely Progression Routes
Orkney College	
Overall Beneficiary Numbers	Programme Start Dates
Varies	Variety of start dates over the academic year
Programme Outline	
<p>There are a variety of short courses that could be useful for supporting clients into employment including:-</p> <p>Basic First Aid Food Hygiene Manual Handling One Course Fits All (Food Hygiene, Health and Safety and Customer Care) Service Assured</p> <p>ECDL and Beginners Computing are also available through Open Learning.</p>	

Provider: Orkney College UHI

Project: Adult Literacy / English for Speakers of Other Languages (ESOL)


Project Name and/or Organisation	Contact
 <p>University of the Highlands and Islands Orkney College</p> <p>Orkney College UHI <i>Adult Literacy- Open Learning</i></p> <p><i>English for Speakers of Other Languages (ESOL)</i></p>	<p>Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Shona Thomson Tel: 01856 569270 Email: shona.thomson@uhi.ac.uk</p> <p>Kathy Jowett Tel: 01856 569273 Email: kathy.jowett@uhi.ac.uk</p>
Pipeline Stages	Funding Operating Period
2 and 3	<p>Adult Literacy – supported by OIC</p> <p>ESOL – annual bid to Scottish Funding Council</p>
Target Groups	Referral Sources & Processes
<p>Adult Learners</p> <p>ESOL - Learners with English as a second language</p>	<p>Self-Referral Jobcentre Plus Learning Link Local Employers</p>
Delivery Location(s)	Likely Progression Routes
Orkney College	Other FE courses or other training organisations
Overall Beneficiary Numbers	Programme Start Dates
<p>Adult Literacy – depends on type of support required</p> <p>ESOL – depends on qualification being studied</p>	<p>Adult Literacy – on an ongoing basis</p> <p>ESOL – normally start in August or September</p>
Programme Outline	
<p>Adult Literacy – one to one support is available for basic literacy and numeracy. People would be encouraged to work in groups if this was appropriate. A <i>Return to Learn</i> course which looks at increasing participants confidence in learning, is run once a year.</p> <p>ESOL – SQA Intermediate 1 and 2 ESOL along with Higher ESOL is offered.</p>	

Provider: Orkney College UHI
Project: Stepping Stones Programme

Project Name and/or Organisation	Contact
 <p>University of the Highlands and Islands Orkney College</p> <p>Orkney College UHI <i>Stepping Stones Programme</i></p>	<p><i>Mandy Smith</i> Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Tel: 01856 569240 Email: mandy.smith@uhi.ac.uk</p>
Pipeline Stages	Funding Operating Period
3-4	N/A
Target Groups	Referral Sources & Processes
<p>16-18 year olds</p> <p>This course is designed for students who already have a good level of academic qualifications, usually 4+ Intermediate 1 or National 4 qualifications</p>	<ul style="list-style-type: none"> • Skills Development Scotland • Guidance Staff
Delivery Location(s)	Likely Progression Routes
Orkney College	<ul style="list-style-type: none"> • Other subject specific Further Education Courses • Employment
Overall Beneficiary Numbers	Programme Start Dates
Up to 12 students per year	August
Programme Outline	
<p>The course will involve students experiencing a variety of subject areas, through project based learning which will provide a variety of creative and practical activities. The course will also provide the opportunity to achieve useful academic qualifications. Work experience is an integral part of the course including the opportunity to achieve the Certificate of Work Readiness.</p> <p>The course is run over 1 academic year with students attending 3 days a week over 17 weeks. In semester 2 the students will attend college for 3 days a week and work placement for 1 day a week.</p>	

Provider: Orkney College UHI

Project: National Certificate and SVQ Programmes


Project Name and/or Organisation	Contact
 <p>University of the Highlands and Islands Orkney College</p> <p>Orkney College UHI <i>National Certificate and SVQ Programmes</i></p> <p>National Certificate Courses and SVQ Programmes:- IT Care Art & Design Hospitality Construction Brickwork Agriculture Health & Social Care</p>	<p>Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Tel: 01856 569000</p>
Pipeline Stages	Funding Operating Period
3	N/A
Target Groups	Referral Sources & Processes
School Leavers	<ul style="list-style-type: none">• Skills Development Scotland• Guidance Staff
Delivery Location(s)	Likely Progression Routes
Orkney College	Further Training or Employment
Overall Beneficiary Numbers	Programme Start Dates
Normally 10-12 in each course	August every year (SVQ Health and Social Care normally a January start)
Programme Outline	
Most of the above courses/programmes consist of time in College and Work Placement. They can be funded through Local Authority Bursaries or Skills Development Scotland.	

Provider: Skills Development Scotland

Project: Modern Apprenticeships

Project Name and/or Organisation	Contact
 Skills Development Scotland Modern Apprenticeships	Skills Development Scotland 2 Albert Street Kirkwall KW15 1HP Tel: 01856 872460 Email: kirkwall@sds.co.uk www.myworldofwork.co.uk www.providercentral.org.uk – Our Services – National Training Programmes – Modern Apprenticeships
Pipeline Stages	Funding Operating Period
3 - 4	N/A
Target Groups	Referral Sources & Processes
16 – 24 years	<ul style="list-style-type: none">• Employers• Training Providers
Delivery Location(s)	Likely Progression Routes
Employer based	Employment
Overall Beneficiary Numbers	Programme Start Dates
	Rolling Programme
Programme Outline	
<p>Modern Apprenticeships are open to anyone aged 16 or over who lives in Scotland and wishes to work towards industry recognised accreditation.</p> <p>Modern Apprenticeships are available in a wide range of sectors and offer individuals training as a craftsperson or for a technical or managerial role whilst in paid employment.</p>	

Provider: Orkney College UHI
Project: The Employability Programme


Project Name and/or Organisation	Contact
 <p>University of the Highlands and Islands Orkney College</p> <p>Orkney College</p> <p>Get Ready For Work (GRFW) Employability Programme</p> <p>Training for Work (TFW) Employability Programme</p>	<p><i>Iain Wilkie</i> Orkney College UHI East Road Kirkwall KW15 1LX</p> <p>Iain.Wilkie@uhi.ac.uk Tel 01856569500</p>
Pipeline Stages	Funding Operating Period
3 and 4	N/A
Target Groups	Referral Sources & Processes
<p>GRFW - 16-17, & 18-24 TFW – 18 and over</p> <p>GRFW- for young people who are nearly ready for employment but unsure of the best type of job or career for them. The course better prepares the young person for entering the world of work, further training or further education.</p> <p>TFW- for unemployed people who need vocational training to help them secure employment.</p>	<ul style="list-style-type: none"> • Skills Development Scotland • Jobcentre Plus • Orkney Islands Council • Orkney College
Delivery Location(s)	Likely Progression Routes
Orkney College	<ul style="list-style-type: none"> • Employment • Further training • Full time FE or HE
Overall Beneficiary Numbers	Programme Start Dates
<p>30 students per year 10 students per year</p>	<p>GRFW– 6 Intakes every 4 weeks from April to September and 3 intakes every 4 weeks from January to March TFW– Rolling Programme</p>

Programme Outline

GRFW - This National SDS training programme allows young people to have the chance to improve time management and problem solving along with development of other soft skills. The young people will have the opportunity to try different types of employment through two to six week work placements over the usual 12 week programme. The Programme supports young people to improve their letter writing, numeracy and IT skills as well as the opportunity to produce a CV through the completion of the Employability Award.


TFW - This National SDS Training Programme allows those that are unemployed and aged 20+ the opportunity to undertake and complete vocational training within specific industries as dictated by the local job market. Completing short courses delivered across the country will allow trainees to approach employers whilst holding an industry specific qualification thus making them more employable. Training in stage four will never run for longer than two weeks and will be delivered as a when required.

Provider: **LifeSkills Centres**
 Project: **The Employability Fund**

Project Name and/or Organisation	Contact
 <p>LifeSkills Centres <i>The Employability Fund</i></p>	<p><i>Andee Fraser / John MacLellan</i> Lifeskills Centres 2 West Tankerness Lane Kirkwall KW15 1AL</p> <p>Tel: 01856 873582 (Andee Fraser) Tel: 01595695026 (John MacLellan) Email: andee.fraser@lifeskillscentres.com</p>
Pipeline Stages	Funding Operating Period
Stages 3 and 4	N/A
Target Groups	Referral Sources & Processes
<ul style="list-style-type: none"> • 16-17 year olds • 18-24 year olds • 25+ 	<ul style="list-style-type: none"> • Skills Development Scotland • Jobcentre Plus • Referrals can also come from Orkney Islands Council and colleges or other training providers
Delivery Location(s)	Likely Progression Routes
<ul style="list-style-type: none"> • Life Skill Centre • Work Placements • Other Training Providers 	<ul style="list-style-type: none"> • Employment • College • Training
Overall Beneficiary Numbers	Programme Start Dates
25	
Programme Outline	
<p><u>Stage 3</u></p> <ul style="list-style-type: none"> • Maximum of 4 weeks intensive training in centre • Work placements up to up to F/T • Possibly back into centre to complete qualification 21 hours per week <p><u>Stage 4</u></p> <ul style="list-style-type: none"> • Maximum of 2 weeks training e.g. short courses • Full time placements up to 6 weeks • Extensions depending on client and employer 	

Provider: **Employability Orkney**

Project: **Employment Support**


Project Name and/or Organisation	Contact
<p>employability orkney</p>  <p>Employability Orkney <i>Employment Support</i></p>	<p><i>Amy Thomson</i> Supported Employment Manager Employability Orkney Garrison Road, Hatston Kirkwall KW15 1GN</p> <p>Tel: 01856 876605 Email: amy@employabilityorkney.co.uk</p>
Pipeline Stages	Funding Operating Period
3 and 4	N/A
Target Groups	Referral Sources & Processes
Working with people who face barriers to employment, they must be out of work for 6 months or longer, they must not be in touch with job seeking services and must have low confidence, self-esteem and have few skills and little experience.	Jobcentre Plus
Delivery Location(s)	Likely Progression Routes
Within Employability and Restart Orkney's projects, these include: Reception, Admin, E-commerce, Workshop/Warehouse, Van Assistants, and Retail and yards person posts.	Employment
Overall Beneficiary Numbers	Programme Start Dates
84	Every 6 months, for next 3 years

Programme Outline

Employability Orkney's service is a unique service to Orkney, and therefore is a crucial service to encourage people to find sustainable and secure paid employment opportunities. By offering both paid and voluntary 6 month posts within Employability Orkney and Restart Orkney projects we are helping people to learn new skills, gain experience along with increasing confidence and self-esteem. People find themselves developing better routines, and a feeling of self-worth. The Employment Support Workers and the Voluntary Work Placement Co-ordinators roles are to ensure each individual walks away with realistic goals, a CV and hopefully a new mainstream job at the end of the 6 month post. In addition whilst being supported by us we are able to work closely with the Employment Engagement Worker to secure work placements in sectors that may be more aligned with the clients specific job goals.


Provider: **Voluntary Action Orkney**

Project: **Youth Development**

Project Name and/or Organisation	Contact
 <p>Voluntary Action Orkney <i>Youth Development</i></p>	<p><i>Brian Cromarty / Laura Leonard</i> Voluntary Action Orkney Anchor Buildings 6 Bridge Street Kirkwall Orkney KW15 1HR</p> <p>Tel: 01856 872897</p>
Pipeline Stages	Funding Operating Period
Stages 3,4 and 5	Ongoing
Target Groups	Referral Sources & Processes
Young people in Orkney (Age12-25)	<ul style="list-style-type: none">• Schools• Self-referral• Youth clubs• Orkney Health and Care• Orkney College• Jobcentre Plus• Skills Development Scotland• Lifeskills Centre• Connect Project
Delivery Location(s)	Likely Progression Routes
Throughout Orkney	<ul style="list-style-type: none">• Higher Education• Further Education• Employment
Overall Beneficiary Numbers	Programme Start Dates
	Ongoing
Programme Outline	
<p>Volunteering is a fantastic addition to your CV. Your free time can help you learn new skills to build towards a career. It can help you to gain in confidence and is a great opportunity to make new friends, expand your network, and boost your social skills. Volunteering also means you're connecting with the community - by helping others and taking part, you can make Orkney a better place to live.</p> <p>VAO can support you in all aspects of volunteering; we will help you with registration (which is free), identify a suitable placement and advise on any ongoing support which you may require. We will also ensure your achievements are recognised through the Saltire Awards. The Saltire Awards are the Scottish Government's national recognition programme for young volunteers and will look good on college or job applications.</p>	

Provider: The Scottish Council for Voluntary Organisations

Project: Community Jobs Scotland Opportunities

Project Name and/or Organisation	Contact
 The Scottish Council for Voluntary Organisations	Skills Development Scotland / Job Centre Plus communityjobsscotland@scvo.org.uk
Pipeline Stages	Funding Operating Period
4	N/A
Target Groups	Referral Sources & Processes
Unemployed 16-19 year olds.	Any individuals wishing to apply for a Community Job Scotland (CJS) opportunity must first be referred by a Jobcentre Plus or Skills Development Scotland Advisor who will determine eligibility.
Delivery Location(s)	Likely Progression Routes
Any Voluntary Organisation or Social Enterprise.	Employment
Overall Beneficiary Numbers	Programme Start Dates
	Ongoing
Programme Outline	
<p>Community Jobs Scotland (CJS) is a partnership between the Scottish Government and SCVO that creates work opportunities for unemployed individuals within a wide range of third sector organisations across Scotland</p> <p>Community Jobs Scotland jobs are only open to unemployed 16-19 year olds who are not accessing alternative Government support (e.g. already on the Employability Fund or the Work Programme).</p> <p>All opportunities must offer a minimum of 25 hours of paid work each week, paid at a minimum of the National Minimum Wage. Opportunities last a minimum of 26 weeks for 18-19 year olds, or 39 weeks for 16-17 year olds.</p>	

Funding Advice

There are various types of funding available, depending on course/training choice and individual circumstances. These include:

- Further Education Bursary
- Education Maintenance Allowance
- Further Education Discretionary Fund
- Childcare Fund
- Fee Waiver (Part-time Courses)
- Individual Learning Account

Further Education Bursary

- Available for full-time courses up to National Certificate level.
- There are 4 main components of the Further Education (FE) Bursary:
Maintenance Allowance
This is a contribution towards accommodation and living expenses. Maintenance Allowance is means tested for all students. This allowance is not paid to those aged under 18 and living at home.

Travel Allowance

Assistance towards the cost of travel to and from college. This allowance is not means-tested for under 18s.

Materials Allowance

Assistance towards the cost of books, uniforms and other materials essential to a course. There is a materials allowance for every FE Course. As with the travel allowance, this is not means tested for those aged under 18.

Course Fees

- Orkney Islands Council, in most cases, will pay course fees for those aged 18 and over attending College.
 - Those aged under 18 are eligible for Fee Waiver and therefore are not responsible for any course fees.
 - Payment of Course Fees is not means tested for any students.
- For further information or to obtain an application form, contact:

Heather Manson or Natalie Halleran
Education, Leisure & Housing, Orkney Islands Council, School Place
Kirkwall, KW15 1NY

Tel: 01856 873535 ext. 2416 or 2450 / Fax: 01856 876327

Email: education.grants@orkney.gov.uk

Website: www.orkney.gov.uk

Funding Advice

Education Maintenance Allowance (EMA)

- Available for full-time courses up to National Certificate level.
- Available to those attending the Connect Project, School or College.
- The applicant's date of birth must fall between 1st March 1996 and 28th February 2000.
- The applicant's household income must be £24,421 or below if they are the only dependent, or up to £26,884 if there are 2 or more dependents in the household.
- £30 per week is payable where applicants have maintained 100% attendance (including authorised absences). Payments are made fortnightly in arrears.
- If eligible for more than one year, a fresh application must be submitted each academic year.
- For further information or to obtain an application form, contact:

Heather Manson or Natalie Halleran
Education, Leisure & Housing, Orkney Islands Council, School Place
Kirkwall, KW15 1NY

Tel: 01856 873535 ext. 2416 or 2450 / Fax: 01856 876327

Email: education.grants@orkney.gov.uk

Website: www.orkney.gov.uk

Further Education Discretionary Fund

- The fund is intended to provide financial help to students whose access to or continuance in further education may be inhibited by financial considerations. It can be used to fund accommodation, travel, living costs, etc. for students who can demonstrate that they are in genuine hardship.
- For further information, contact the course provider. If studying at Orkney College, contact:

Orkney College, East Road, Kirkwall, KW15 1LX
Tel: 01856 569000

Funding Advice

Childcare Fund

- Students may apply to this fund for financial assistance with formal registered childcare expenses. Payments from this fund will be made at the discretion of the institution and based on an assessment of need.
- For further information, contact the course provider. If studying at Orkney College, contact:

Orkney College, East Road, Kirkwall, KW15 1LX
Tel: 01856 569000

Part-time Fee Waiver

- Part-time students in receipt of benefits may be eligible for a Fee Waiver. Eligible benefits include: Carers Allowance, Disability Living Allowance, Attendance Allowance, Incapacity Benefit and Severe Disablement Allowance, Income Support, Housing Benefit, Working Tax Credit, Pension Credit, Income-based Job Seekers Allowance, or you are registered as a Jobseeker and have been so for at least six weeks.
- For further information, contact the course provider. If studying at Orkney College, contact:

Orkney College, East Road, Kirkwall, KW15 1LX
Tel: 01856 569000

SDS Individual Learning Account (ILA)

- Individual Learning Accounts (ILAs) are for people who are 16 or over and living in Scotland.
- Applicants can apply for an ILA if they **do not** have a degree or above, are not undertaking any secondary, further or higher education, training through the Employability Fund or Modern Apprenticeship, or participating on the Community Jobs Scotland programme.
- Applicants must have an income of £22,000 a year or less, or be on benefits to be eligible to get up to £200 towards the costs of learning or training.
- There are a wide variety of courses that may be supported by an ILA.
- Applicants must ensure that they have an ILA in place before the start of the course, otherwise they may be liable for the full course fee.
- For further information, contact:

Tel: 0800 917 8000
Website: www.myworldofwork.co.uk/section/funding