MIDLOTHIAN COUNCIL

Youth Employment Activity Plan (YEAP)

2016-2017
Youth Employment Activity Plan 2016/17 – Midlothian

Introduction
Addressing youth unemployment is a priority of the Scottish Government and this was demonstrated in December 2011 with the appointment of Angela Constance, the Minister for Youth Employment. This was the first appointment of its kind in the UK. Ms Constance launched Opportunities for All in April 2012 which is an explicit commitment to young people in Scotland that offers a place in learning or training to every 16-19 year old not currently in employment, education or training. This unprecedented commitment ensures that all young people have the opportunity to improve their chances of sustainable employment through learning or training. It also ensures that the post-16 system focuses on supporting those at risk of disengaging and those who have already done so.

The current Minister for Youth and Women’s Employment Annabelle Ewing has reinforced “a number of cultural issues which we all need to work together to address. As a society we will do better if we can benefit from the skills, talents and innovation of all our people, which is why we are committed to enabling everyone to participate fully in the workforce, especially groups that are currently under represented.”

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

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

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

- Skills Development Scotland
- Midlothian Council
- Job Centre Plus (DWP)
- Third Sector

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

**Performance Indicators**

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

1. Skills Development Scotland Community Planning Partnership reports which are published twice yearly and include School Leaver Destination Results and Employability Fund information [http://www.skillsdevelopmentscotland.co.uk/statistics/community-planning-partnership-reports/](http://www.skillsdevelopmentscotland.co.uk/statistics/community-planning-partnership-reports/)

2. Skills Development Scotland briefings for Midlothian which give regular updates on activities to support the Local Authority area [http://www.skillsdevelopmentscotland.co.uk/resources/sds-briefings/](http://www.skillsdevelopmentscotland.co.uk/resources/sds-briefings/)


In addition, [LMI across Scotland](http://www.nomisweb.co.uk/reports/lmp/gor/2013265931/report.aspx?town=Scottish%20Borders) provides an overview of:

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

4. **Our Skillsforce** – SDS resource which pulls together information on skills related support from local authorities, colleges and business organisations.

[Skills support for employers in Scotland | Our Skillsforce](http://www.skillsdevelopmentscotland.co.uk/resources/sds-briefings/) is Skill’s Development Scotland’s web service for individuals, offering valuable information and resources to people in Scotland looking for jobs or developing their careers.
Midlothian Employability Pipeline
The guide is arranged to correspond with the pipeline approach to skills and employability as referenced in Scottish Government’s Youth Employment Strategy.
This model is characterised by five stages which is useful when considering the range of support required for different groups of young people on the journey toward and into sustained employment. However, it is important to be aware that people progress at different rates and it is not always essential to move through every stage of the pipeline. It is vital that each young person starts at the stage of the pipeline that is suitable for them and that they are supported to progress through a route toward an outcome which works for them as individuals.

The Pipeline Stages

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

- **Stage 2 – Barrier Removal**
  At this stage, young people still require a significant level of support to help them to remain engaged and move forward in terms of meeting their educational, skills, personal and social development needs.

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

- **Stage 4 – Employment / Advanced Further Education**
  Programmes at this stage are designed for young people who are job ready and require support to access appropriate employment.

- **Stage 5 – In Work Support / Aftercare**
  Even after a young person has found a job, continued support for them and their employer can be critical to ensure they sustain employment.
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<td>Aim High Construction, Engineering, Customer Care</td>
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<td>Rathbone (EF)</td>
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<td>Community Jobs Scotland</td>
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<td>Skills Development Scotland (SDS)</td>
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### Activity Agreements

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### Target Groups:

16-19 Year Olds who have left school and are:
- Unable to sustain full-time training or employment;
- Looked after;
- Care leavers;
- Young parents;
- People with ASN or disabilities;
- Young carers;
- Young offenders;
- Young people with poor mental health.

### Delivery Locations:

Various locations to suit our bespoke service.

### No. of places per year:

Variable

### Programme outline:

Learning Pathways ranging from Admin and IT, Childcare, Intro to Youth Work, Life Skills, Music, Green, Pathfinders, Retail, Army, Sport & Leisure, College, Work Experience and specialist literacy and numeracy support.

### Programme start dates:

Continuous

### How to make a referral:

- Schools (from Hub meetings);
- SDS;
- Social work;
- Voluntary groups;
- Self-referral;
- Youth workers;
- NHS;
- Other partners.

**Likely progression routes:**
- Life skills, Employability Fund, college, employment, volunteering.
### Name of Project:
**Aim High – Construction, Engineering & Customer Care**

### Target Groups:
Young people aged 16-24 in Midlothian

### Delivery Locations:
- Midlothian
- Edinburgh College

### No. of places per year:
25

### Programme outline:
- Choice of 3 programmes Construction, Engineering or Customer Care
- Gain Skills in selected area
- Gain Relevant Work Experience
- Earn a Training Allowance for the duration of the 9 Week Programme (£11 per day plus £3 per day Travel Allowance)
- All units delivered at SCQF level 4

### Programme start dates:
Various

### How to make a referral:
Please contact Andrew McGillivray

### Likely progression routes:
Employment or Further Education
**Name of Project:**

**Bridges Project – Senior Youth Development Worker**

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<tr>
<td>Referral/Engagement Activity</td>
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<tr>
<td>Life and Personal Skills</td>
<td>Skills</td>
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</table>

**Target Groups:**

Young people aged 15-22 in East Lothian and Midlothian who wish to take part in informal learning in opportunities in small groups.

**Delivery Locations:**

Mainly in Bridges Project’s premises with external visits arranged as appropriate to, for example, libraries, museums, theatres, sports venues etc.

**No. of places per year:**

Approx 60 per annum

**Programme outline:**

The Senior Youth Development Worker puts in place a programme of group activities such as music, arts and crafts, cooking, baking, photography etc to help reduce young people’s social isolation and improve their skills and attributes, both technical and personal. The Senior Youth Development Worker also draws on the other expertise within Bridges Project to ensure a holistic package of support to help the young person move forward.

**Programme start dates:**

Continuous

**How to make a referral:**

Referrals come from a variety of sources but are usually through other Bridges Project staffs who case manage young people prior to them engaging in the group work programme. Referrals are received by Bridges Project’s head of Education and Employability, who allocates them and supervises the work on the SYDW.

**Likely progression routes:**

Effective socialization and acquisition of a range of life and core skills.
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<th>Name of Project:</th>
<th>Bridges Project – Homemaker</th>
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<table>
<thead>
<tr>
<th><strong>Target Groups:</strong></th>
<th>Young people in East Lothian aged 15-22 who have housing needs, including young parents.</th>
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<tbody>
<tr>
<td><strong>Delivery Locations:</strong></td>
<td>Mainly in Bridges Project’s premises but also in young people’s own homes.</td>
</tr>
<tr>
<td><strong>No. of places per year:</strong></td>
<td>Approximately 40 per annum</td>
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<tr>
<td><strong>Programme outline:</strong></td>
<td>The Homemaker carries out work with young people to ensure that they have a safe and secure place to live so that they can then take forward other aspects of their lives, such as work on longer term employability. The work is carried out on a one-to-one basis and in small groups and focuses on the delivery of independent living skills. The Homemaker also draws on the other expertise within Bridges Project to ensure a holistic package of support to help the young person move forward. Progress is assessed and recorded using a system of soft skill development and/or Transition in Action.</td>
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<tr>
<td><strong>Programme start dates:</strong></td>
<td>Continuous</td>
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<tr>
<td><strong>How to make a referral:</strong></td>
<td>Referrals come from a variety of sources including East Lothian Council’s Homelessness Response and Prevention teams, Housing Associations, Young People’s Team, Supported Accommodation providers, health visitors and other health workers, social workers and other professionals, parents etc. Referrals are received by Bridges Project’s Head of Education and Employability, who allocates them and supervises the work of the PDW.</td>
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<tr>
<td><strong>Likely progression routes:</strong></td>
<td>Own tenancy being sustained.</td>
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<thead>
<tr>
<th><strong>Name &amp; Address:</strong></th>
<th>Bridges Project</th>
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<tbody>
<tr>
<td></td>
<td>Bogpark Road</td>
</tr>
<tr>
<td></td>
<td>Musselburgh</td>
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<td></td>
<td>EH21 6RT</td>
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<tr>
<td><strong>Contact:</strong></td>
<td>Fiona Langskaill</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>0131 665 1621</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:flangskaill@bridgesproject.org.uk">flangskaill@bridgesproject.org.uk</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.bridgesproject.org.uk">www.bridgesproject.org.uk</a></td>
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<tr>
<td>Name of Project:</td>
<td>Bridges Project Way2Work – Employability Support Worker (Fairer East Lothian Fund)</td>
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<thead>
<tr>
<th>Target Groups:</th>
<th>Disadvantaged and vulnerable young people aged 15-22 years. This post has a focus on reducing poverty by supporting young people towards a positive destination and helping them to become economically independent.</th>
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<tbody>
<tr>
<td><strong>Delivery Locations:</strong></td>
<td>Mainly in Bridges Project’s premises but also in other venues that meets the needs of the young person.</td>
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<tr>
<td><strong>No. of places per year:</strong></td>
<td>Approximately 40 per annum</td>
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**Programme outline:**
Intensive and customised support to address any barriers facing the young person and preparation for any work practice placements. This can also involve familiarisation visits to college campuses, development of employability skills through informal learning activities, social interactions etc. The work is mainly carried out on a one-to-one basis but the ESW also undertakes small group work, sometimes in partnership. Groups can be held through Bridges Project’s own premises during the day (ie between 9am and 5pm) or on a twilight (5pm to 7pm) basis. Groups can also be held in any other appropriate venue. The ESW also draws on the other expertise within Bridges Project to ensure an holistic package of support to help the young person move forward. Progress is assessed and recorded using a system of soft skill development and/or Transition in Action.

The ESW also offers access to focused, certified training opportunities such as First Aid, REHIS, Epilepsy Awareness, CSCS, Moving and Handling etc.

**Programme start dates:**
Continuous

**How to make a referral:**
Referrals come from a variety of sources including East Lothian Council’s Homelessness Response and Prevention teams, Housing Associations, Young People’s Team, Supported Accommodation providers, health visitors and other health workers, social workers and other professionals, parents etc. Referrals are received by Bridges Project’s Head of Education and Employability, who allocates them and supervises the work of the PDW.
**Likely progression routes:**

Further Education College, Employability Fund programmes, training provider, employment, activity agreements and volunteering.
### Bridges Project Way2Work Programme – Personal Development Worker (East Lothian Council Housing)

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#### Name of Project:
Bridges Project Way2Work Programme – Personal Development Worker (East Lothian Council Housing)

#### Target Groups:
The worker focuses on supporting young people aged 15-22 years in East Lothian who have a housing need.

#### Delivery Locations:
Mainly in Bridges Project’s premises but also in other venues that meets the needs of the young person.

#### No. of places per year:
Approximately 30 per annum

#### Programme outline:
Intensive and customised support to address any barriers facing the young person and preparation for any work practice placements. The post holder uses their expertise to support young people who wish to develop their employability skills whilst preparing for, or in transition from, being homeless to being housed. The work can be carried out on a one-to-one basis and also through small group work. Groups can be held in any appropriate venue. The PDW also draws on the expertise within Bridges Project to ensure an holistic package of support to help the young person move forward.

The ESW also offers access to focused, certified training opportunities such as First Aid, REHIS, Epilepsy Awareness, CSCS, Moving and Handling etc.

#### Programme start dates:
Continuous

#### How to make a referral:
Referrals come from a variety of sources including East Lothian Council’s Homelessness Response and Prevention teams, Housing Associations, Young People’s Team, Supported Accommodation providers, health visitors and other health workers, social workers and other professionals, parents etc. Referrals are received by Bridges Project’s Head of Education and Employability, who allocates them and supervises the work of the PDW.

#### Likely progression routes:
Further Education College, Employability Fund programmes, training provider, employment, activity agreements and volunteering.

### Name & Address:
Bridges Project
Bogpark Road
Musselburgh
EH21 6RT

### Contact:
Fiona Langskaill

### Telephone:
0131 665 1621

### Email:
flangskaill@bridgesproject.org.uk

### Website:
[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)
Name of Project: 
**Business Mentoring Programme**

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<td>Employer Engagement and Support – Job Matching/Broking</td>
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**Target Groups:**
School pupils in S4-S6

**Delivery Locations:**
Midlothian Secondary Schools.

**No. of places per year:**
34

**Programme outline:**
The aim of this programme is to build the young person’s employability confidence and support them to be ready to move into a positive destination on leaving school. The mentoring programme pairs pupils who have indicated that they wish to leave school and ideally move into a work destination. A host of business mentors from various backgrounds and levels have volunteered their time to support an individual.

The mentor’s role is to motivate, encourage, support, advise, listen and share knowledge with their mentee. This is achieved through a series of scheduled meetings. Bright Green Business manages the recruitment of mentors, and the administration and coordination of the programme.

For the pupils involved the benefits will depend on their individual needs and wants but we anticipate these to include:

- gaining an insight into the world of work
- discussing the pros and cons of a particular career path
- easing the transition from school to work
- gaining advice and guidance on CV, interviews techniques, sustaining employment
- developing relationships in the business community

Each participant is asked to complete a Course Expectations sheet to allow us to anticipate their needs and match the course content to their desired outcomes, and also a self assessment is carried out and full feedback at the end of programme.

**Name & Address:**
Bright Green Business
Moulsdale House
24D Milton Road East
Edinburgh
EH15 2PP

**Contact:** Elaine Brown, Business Development Manager

**Telephone:** 0131 603 5045

**Email:** elaine@thebusinesspartnership.org.uk

**Website:** [www.brightgreenbusiness.org.uk](http://www.brightgreenbusiness.org.uk)
<table>
<thead>
<tr>
<th>Programme start dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full academic year (minimum 1 hour per month)</td>
</tr>
</tbody>
</table>

**How to make a referral:**
Provision available through the Midlothian Schools’ Vocational Directory – referral through Guidance Staff.

**Likely progression routes:**
Pupils at end of course will have developed confidence and knowledge of the world of work that will enable them to make the transition into a positive destination.
Name of Project:
Canongate Youth Project: CY Get 2 It

Target Groups:
Aged 16-24

Delivery Locations:
Canongate Youth, Edinburgh.

No. of places per year:
3 places (contracts currently filled for this year).

Programme outline:
CY Get 2 is a mixture of group work and individual support aiming to improve personal skills such as confidence, self-esteem, motivation, interpersonal skills and communication as well as employability training. Training involves a wide range of interactive activities, including team building, issue based work (healthy living and relationships), cooking and job skills (making a CV, practicing application forms, interview techniques and job searching). Throughout the programme there will be various employer engagement activities with local businesses and organisations; this may include employer visits, work shadowing and short term work experience placements. There is an opportunity to complete qualifications (SQA Access 3, Sports Leader UK, Youth Achievement Award, REHIS) if required. There is also the unique opportunity to gain work experience in our on-site café ‘The Old School Café’. This will give young people the chance to gain employability skills required for working in Hospitality as well as transferable skills for other sectors. (The opportunity to gain experience in the café is also open to young people who are not on the EF programme, all enquiries about working in The Old School Café are welcomed by our Café Supervisor Donna – donna@canongateyouth.org.uk)

Programme start dates:
As above.

How to make a referral:
Email EC to ‘training@canongateyouth.org.uk’
CY will call/email young person to arrange a suitable interview time.

**Likely progression routes:**

Progression to CY 3 Steps Up or other Stage 3 provision, employment, MA or FE.
<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Enable Scotland: Employability Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 2</td>
<td>Barrier Removal and Development Activity Core Skills</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Vocational Skills and Work Focused Training</td>
</tr>
<tr>
<td><strong>Target Groups:</strong></td>
<td>16+ with learning disabilities/barriers to work.</td>
</tr>
<tr>
<td><strong>Delivery Locations:</strong></td>
<td>Dalkeith</td>
</tr>
<tr>
<td><strong>No. of places per year:</strong></td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Programme outline:</strong></td>
<td>13 week programme looking at CV, interview skills and job seeking. Involving employer visits, work placement and volunteering. Clients will be given the opportunity to achieve Personal Development Award at Level 3 and 4 and also Certificate of Work Readiness. Placements offered in whatever area of work the young person is interested in.</td>
</tr>
<tr>
<td><strong>Programme start dates:</strong></td>
<td>TBC</td>
</tr>
<tr>
<td><strong>How to make a referral:</strong></td>
<td>Through SDS or Job Centre.</td>
</tr>
<tr>
<td><strong>Likely progression routes:</strong></td>
<td>Next stage of Employability Fund, College or a Job.</td>
</tr>
<tr>
<td><strong>Name &amp; Address:</strong></td>
<td>Enable Scotland</td>
</tr>
<tr>
<td></td>
<td>1/3 St Colme Street</td>
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<tr>
<td></td>
<td>Edinburgh</td>
</tr>
<tr>
<td></td>
<td>EH3 6AA</td>
</tr>
<tr>
<td><strong>Contact:</strong></td>
<td>Claire Headridge</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>0131 220 8255</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:Claire.headridge@enable.org.uk">Claire.headridge@enable.org.uk</a></td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Name of Project:
GTG Limited

### Stage 4
Employer Engagement and Support – Job Matching/Broking

### Target Groups:
Stage 4 - 18+ with car driving licence.

### Delivery Locations:
GTG Training Ltd, 1A Queen Anne Drive, Lochend Industrial Estate, Edinburgh, EH28 8PL.

### No. of places per year:
6

### Programme outline:
Basic IT skills, Word Processing, Excel, Publisher, Use of Web – Admin – Use of telephones, photocopier and other office equipment, Volunteering opportunities, college/employment opportunities, funding/EMA eligibility.

### Programme start dates:
Ongoing from April 2016

### How to make a referral:
Referrals should be sent to: John Reynolds GTG Training LTD 1330 South Street, Glasgow G14 0BJ. In an effort to reduce our carbon footprint GTG Training Ltd ask that wherever possible, an email address is provided for the participant. [john.reynolds@gtg.co.uk](mailto:john.reynolds@gtg.co.uk)

### Likely progression routes:
Progression to full time positions within the logistics industry.

---

### Name & Address:
GTG Training
1A Queen Anne Drive
Lochend Industrial Estate
Edinburgh
EH28 8PL

### Contact:
John Reynolds

### Telephone:
0141 950 5600

### Email:
[john.reynolds@gtg.co.uk](mailto:john.reynolds@gtg.co.uk)

### Website:
[www.gtg.co.uk](http://www.gtg.co.uk)
**Name of Project:**
Lifelong Learning & Employability

**Name & Address:**
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

**Contact:** Gael Belton
**Telephone:** 0131 270 5775
**Email:** gael.belton@midlothian.gov.uk
**Website:** [www.midlothian.gov.uk](http://www.midlothian.gov.uk)

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**Learning Pathways: Admin/IT Skills**

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
</table>

**Target Groups:**
Young people 15+ at risk of negative destination.

**Delivery Locations:**
Woodburn Hub

**No. of places per year:**
Approximately 12 places.

**Programme outline:**
Basic IT skills, Word Processing, Excel, Publisher, Use of Web – Admin – Use of telephones, photocopier and other office equipment, Volunteering opportunities, college/employment opportunities, funding/EMA eligibility.

**Programme start dates:**
November 2016

**How to make a referral:**
Gael Belton
Email: gael.belton@midlothian.gov.uk

**Likely progression routes:**
College/Further Training/Employment.
### Learning Pathways: Child Care

<table>
<thead>
<tr>
<th>Stage 1</th>
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<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
</table>

### Target Groups:
To support young people in risk of entering a negative destination.

### Delivery Locations:
Lasswade High School. Tuesday

### No. of places per year:
Approximately 12 places.

### Programme outline:
Learn different aspects of childcare, child development, play, take part in relevant volunteering, CV writing, develop personal skills i.e. confidence building, interview skills and learn about opportunities available following the pathway i.e. college, employment.

### Programme start dates:
August 2016

### How to make a referral:
Contact Sharon Dalgleish.

### Likely progression routes:
Introductory College Course, full time or part time college course, employment.
**Name of Project:**
Learning Pathways: College

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
<tbody>
<tr>
<td>Referral/Engagement Activity</td>
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<tr>
<td>Life and Personal Skills</td>
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<tr>
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<tr>
<td>Employer Engagement and Support – Job Matching/Broking</td>
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</tbody>
</table>

| **Target Groups:** |
| Young people 15+ at risk of negative destination. |

| **Delivery Locations:** |
| Various across Midlothian. |

| **No. of places per year:** |
| Approximately 80 places. |

| **Programme outline:** |
| Support with applications to college, applying for funding/bursary/EMA, support with travel training, visit to college, 1-1 discussion/support services within college. |

| **Programme start dates:** |
| February 2017 |

| **How to make a referral:** |
| Lynne Tait |
| Email: lynne.tait@midlothian.gov.uk |

| **Likely progression routes:** |
| IntrEntry to college / further training. |

---

**Name & Address:**
Lifelong Learning & Employability
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Contact: Lynne Tait

Telephone: 0131 270 5695

Email: lynne.tait@midlothian.gov.uk

Website: www.midlothian.gov.uk
### Life Skills

#### Stage 1
Referral/Engagement Activity
Life and Personal Skills

#### Stage 2
Barrier Removal and Development Activity Core Skills

#### Stage 3
Vocational Skills and Work Focused Training

#### Stage 4
Employer Engagement and Support – Job Matching/Broking

### Target Groups:
Young people at risk of going into negative destination 15+.

### Delivery Locations:
Lasswade High School

### No. of places per year:
Approximately 12 places.

### Programme outline:
An opportunity for young people to enhance their life skills when moving on to the adult world of work. Develop cooking skills, household and domestic tasks, communication, decision making, form filling and building confidence. This Pathway will offer the opportunity to gain accredited certificates in Food & hygiene, Health & hygiene and Health & Safety.

### Programme start dates:
November 2016

### How to make a referral:
Contact Sharon Dalgleish.
Email: sharon.dalgleish@midlothian.gov.uk

### Likely progression routes:
Further Education, training and employment.

### Name & Address:
Lifelong Learning & Employability
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Contact: Sharon Dalgleish

Telephone: 0131 270 5696

Email: sharon.dalgleish@midlothian.gov.uk

Website: www.midlothian.gov.uk
Learning Pathways: Retail

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
</table>

Name of Project: Lifelong Learning & Employability
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Contact: Daniel Baigrie
Email: daniel.baigrie@midlothian.gov.uk
Website: www.midlothian.gov.uk

Target Groups:
Retail Pathway - This pathway has been developed to support young people into a positive destination. This Pathway is primarily for young people 15 – 25. It can support young people on an Activity Agreement, young people transitioning from school or on a part time timetable and can also be accessed by young people who have moved on from an Activity Agreement or training programme who may need some additional support.

Delivery Locations:
Croft Street, Dalkeith. Tuesday 2 – 3.30pm.

No. of places per year:
Maximum 15, minimum 5.

Programme outline:
This course will cover the basics of Retail – customer service, key skills and attributes of a retail employee, an understanding of Scotland’s retail environment. Maths, literacy and IT for retail.
The course will also enable participants to create a CV, undertake visits to retailers and apply for jobs.

Programme start dates:
August 2016

How to make a referral:
Contact Daniel Baigrie
Email: Daniel.baigrie@midlothian.gov.uk

Likely progression routes:
Edinburgh College, Employability Fund Programme, Work.
Name of Project: Lifelong Learning & Employability

Learning Pathways: Music

Target Groups:
Young people at risk of going into negative destination 15+.

Delivery Locations:
The Kabin Loanhead

No. of places per year:
Approximately 12 places.

Programme outline:
Create, record and mix original music at the Transmedia Studio (the Kabin). Participants have an opportunity to sit the SQA Level 3 award in personal development. Develop personal skills ie self confidence, college registration and funding, further education, training and employment opportunities, EMA eligibility.

Programme start dates:
August 2016

How to make a referral:
Contact Luke James
Email: luke.james@midlothian.gov.uk

Likely progression routes:
Further Education, training and employment.

Name & Address:
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Contact: Luke James
Telephone: 0131 271 3412
Email: luke.james@midlothian.gov.uk
Website: www.midlothian.gov.uk
| **Name of Project:** |
| Lifelong Learning & Employability |
| Midlothian Council |
| Fairfield House |
| 8 Lothian Road |
| Dalkeith |
| EH22 3ZG |
| **Contact:** Eric Le-Du |
| **Telephone:** 0131 270 5775 |
| **Email:** eric.ledu@midlothian.gov.uk |
| **Website:** www.midlothian.gov.uk |

### Learning Pathways : Pathfinders

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
<tbody>
<tr>
<td>Referral/Engagement Activity</td>
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<tr>
<td>Life and Personal Skills</td>
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<tr>
<td>Employer Engagement and Support – Job Matching/Broking</td>
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</tbody>
</table>

### Target Groups:
Young people at risk of going into negative destination 15+.

### Delivery Locations:
Various across Midlothian

### No. of places per year:
Approximately 12 places.

### Programme outline:
An opportunity for young people to meet and work towards a John Muir Award. The majority of these sessions will be outdoors regardless of the weather conditions so young people will require suitable clothing. Transport will be provided and lunch will be available. This project is suitable for those that may wish to pursue a rural skills course. Develop personal skills ie self confidence, EMA eligibility.

### Programme start dates:
August 2016

### How to make a referral:
Contact Eric Le-Du
Email: eric.ledu@midlothian.gov.uk

### Likely progression routes:
Further Education, training and employment.
### Learning Pathways: Green

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
</tr>
</thead>
</table>

#### Target Groups:
Young people at risk of going into negative destination 15+.

#### Delivery Locations:
Various across Midlothian

#### No. of places per year:
Approximately 12 places.

#### Programme outline:
Young People have the opportunity to complete rural activities in surrounding woodland to complete accredited modules in outdoor work. This project is suitable for those that may wish to pursue a rural skills course. Develop personal skills ie self confidence, EMA eligibility.

#### Programme start dates:
August 2016

#### How to make a referral:
Contact Eric Le-Du
Email: eric.ledu@midlothian.gov.uk

#### Likely progression routes:
Further Education, training and employment. Progression opportunity on to National Certificate course.
### Name of Project:
Lifelong Learning & Employability
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

**Contact:**
Jason Ferry
Telephone: 0131 270 5775
Email: jason.ferry@midlothian.gov.uk
Website: [www.midlothian.gov.uk](http://www.midlothian.gov.uk)

### Learning Pathways: Army

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
</table>

### Target Groups:
Young people at risk of going into negative destination 15+.

### Delivery Locations:
Various venues

### No. of places per year:
Approximately 12 places.

### Programme outline:
Introduction for young people who may wish to go on to do Army Preparation Course at Edinburgh College. Young people will work towards a Bronze Youth Achievement award. Develop personal skills ie self confidence, EMA eligibility.

### Programme start dates:
November 2016

### How to make a referral:
Contact Jason Ferry
Email: jason.ferry@midlothian.gov.uk

### Likely progression routes:
Further Education, training and employment.
### Learning Pathways: PX2

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
</tr>
</thead>
</table>
| Referral/Engagement Activity
  Life and Personal Skills | Barrier Removal and Development Activity Core Skills |

### Target Groups:
Young people at risk of going into negative destination 15+.

### Delivery Locations:
Newbattle Community Centre.

### No. of places per year:
Approximately 12 places.

### Programme outline:
PX2 is a course consisting of 12 steps. These steps will provide you with the tools and techniques that will let you reach your potential and give you the confidence to take control of your life. This course will empower you, show you the power of positive thinking and encourage goal setting.

### Programme start dates:
January 2017

### How to make a referral:
Contact Lynne Tait
Email: lynne.tait@midlothian.gov.uk

### Likely progression routes:
Further Education, training and employment.

---

### Name & Address:
Lifelong Learning & Employability
Midlothian Council
Fairfield House
8 Lothian Road
Dalkeith
EH22 3ZG

Contact: Lynne Tait
Telephone: 0131 270 5695
Email: lynne.tait@midlothian.gov.uk
Website: [www.midlothian.gov.uk](http://www.midlothian.gov.uk)
## Learning Pathways: Independent Life Skills

- **Stage 1**: Referral/Engagement Activity  
  Life and Personal Skills
- **Stage 2**: Barrier Removal and Development Activity  
  Core Skills

### Target Groups:
Young people at risk of going into negative destination 15+.

### Delivery Locations:
Lasswade Centre

### No. of places per year:
Approximately 12 places.

### Programme outline:
Develop Cooking, household and domestic tasks, communication, decision making, form filling. Gain accreditation in Food & hygiene, Health & Safety and Tenancy Award

### Programme start dates:
November 2017

### How to make a referral:
Contact Sharon Dalgleish  
Email: sharon.dalgleish@midlothian.gov.uk

### Likely progression routes:
Further Education, training and employment.
**Name of Project:**

Learning Pathways: Sports and Wellbeing

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
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</thead>
<tbody>
<tr>
<td>Referral/Engagement Activity Life and Personal Skills</td>
<td>Barrier Removal and Development Activity Core Skills</td>
</tr>
</tbody>
</table>

**Target Groups:**
Young people at risk of going into negative destination 15+

**Delivery Locations:**
Newbattle Community Centre and various locations

**No. of places per year:**
Approximately 12 places.

**Programme outline:**
An opportunity for young people to improve their confidence, learn new skills and discover talents whilst having fun and keeping fit. Includes Boxing fitness, Golf, Football & Skiing

**Programme start dates:**
August 2016

**How to make a referral:**
Contact Lynne Tait
Email: lynne.tait@midlothian.gov.uk

**Likely progression routes:**
Further Education, training and employment.
<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Maximyze</th>
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<tbody>
<tr>
<td><strong>Stage 3</strong></td>
<td>Vocational Skills and Work Focused Training</td>
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<tr>
<td><strong>Stage 4</strong></td>
<td>Employer Engagement and Support – Job Matching/Broking</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Address:</th>
<th>Maximyze</th>
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<tbody>
<tr>
<td>Hays Business Centre</td>
<td></td>
</tr>
<tr>
<td>Hay Avenue</td>
<td></td>
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<tr>
<td>Edinburgh</td>
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<tr>
<td>EH16 4AQ</td>
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<table>
<thead>
<tr>
<th>Contact:</th>
<th>Emma Salisbury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone:</td>
<td>0131 657 5099</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:emma.@maximyze.co.uk">emma.@maximyze.co.uk</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.maximyze.co.uk">www.maximyze.co.uk</a></td>
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<table>
<thead>
<tr>
<th>Target Groups:</th>
<th>16-24</th>
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</table>

<table>
<thead>
<tr>
<th>Delivery Locations:</th>
<th>Various</th>
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<table>
<thead>
<tr>
<th>No. of places per year:</th>
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<tr>
<th>Programme outline:</th>
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<tbody>
<tr>
<td>Initial start 2 days per week rising to 3 days during in house training. Our aim is to equip participants with office skills expected by employers at junior level to provide a period of consolidation through work placement to secure sustainable employment or modern apprenticeship in their chosen career. Also to develop competent skills, interview skills and work placement opportunities. Opportunity to achieve Certificate of Work Readiness when able/suitable.</td>
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<table>
<thead>
<tr>
<th>Programme start dates:</th>
<th>Ongoing</th>
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<table>
<thead>
<tr>
<th>How to make a referral:</th>
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<tbody>
<tr>
<td>Email and also phone enquiries.</td>
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<table>
<thead>
<tr>
<th>Likely progression routes:</th>
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</thead>
<tbody>
<tr>
<td>Develop office skills;</td>
</tr>
<tr>
<td>Achieve CWR where suitable;</td>
</tr>
<tr>
<td>Employment;</td>
</tr>
<tr>
<td>Modern Apprenticeship.</td>
</tr>
</tbody>
</table>
**Name of Project:**  
Princes Trust (Fairbridge)

**Target Groups:**  
13-15 year olds.

**Delivery Locations:**  
73 Ferry Road, Edinburgh, however the local authority is exploring venues for Midlothian-based delivery

**No. of places per year:**  
12

**Programme outline:**  
Fairbridge is an individually-tailored personal development programme combining one-to-one support and group activities, delivered by a dedicated team in Princes Trust centres.

**Programme start dates:**  
Ongoing / Rolling year round.

**How to make a referral:**  
Referral to Eve Davidsons.

**Likely progression routes:**  
Young people complete a ‘Progression Plan’ and these are reviewed and updated regularly to ensure that each young person is working towards an agreed exit and relevant and sustainable positive outcome.
## Stage 3 Vocational Skills and Work Focused Training

### Name of Project:
Rathbone

### Target Groups:
16-24

### Delivery Locations:
Various

### No. of places per year:

### Programme outline:

#### Stage 3 programme:

- A 12-16 week vocational programme to help with employability skills and provide work placement(s) – training based in Edinburgh.

- An initial 2-day induction which covers the Rathbone Code of Conduct and Health and Safety.

- Followed by a work placement in an area of work agreed between the trainee and Rathbone with an employer. Attend 3 days per week work placement with 1-2 days per week in the centre working on employability skills including job search.

- Qualifications achieved is the SCQF level 4 Employability Award, Preparing for Work, Work Experience, Skills for Customer Care

### Conditions:

- Training Allowance £55 per week is paid to trainees aged 16 and 17 and to those aged 18 who are not in receipt of benefits. Travel expenses over £3 per week paid along with the training allowance.
<table>
<thead>
<tr>
<th><strong>Programme start dates:</strong></th>
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<tbody>
<tr>
<td>August 2016</td>
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<thead>
<tr>
<th><strong>How to make a referral:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Stewart Paterson on 0131 228 8464 to arrange a suitable interview time then send a referral to <a href="mailto:stewart.paterson@rathboneuk.org">stewart.paterson@rathboneuk.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Likely progression routes:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Young people would be encouraged and supported to achieve employment, modern apprenticeships, college places or engagement with a partner provider.</td>
</tr>
</tbody>
</table>
Name of Project: Right Track

Stage 3 Vocational Skills and Work Focused Training

Target Groups: 

Delivery Locations: 

No. of places per year: 

Programme outline: 
To sustain engagement on to the programme and develop positive attendance and timekeeping patterns. To develop personal and vocational skills and provide opportunity and training to achieve qualifications that will enhance self-esteem and confidence and advance participants to a more advanced stage of learning and/or employment opportunities.

The tailored training programmes can include literacy/numeracy support, confidence building, team building, personal presentation and budgeting skills. It will also provide the development of workplace skills that employers expect e.g. timekeeping/attendance, use of initiative, good attitude and a positive work ethos.

Identification of participants’ career goals and attending work tasters with local employers will be a key aspect of the programme to provide basic awareness of the practical skills and knowledge required to work in their chosen sector. Also, to enhance their employment opportunities, qualifications will be delivered that progress participants’ skills and knowledge to a higher level than previously attained.

Programme start dates: Rolling programme

How to make a referral: Via email to annen@rtscot.co.uk or by telephone

Name & Address: Right Track Scotland Ltd Playfair House 6 Broughton St Lane Edinburgh EH1 3LY

Contact: Ann Neary
Telephone: 0131 557 8584
Email: annen@rtscot.co.uk
<table>
<thead>
<tr>
<th>Likely progression routes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive outcomes from the Stage 2 programme will be to a more advanced stage of the Employability Fund programme, a place on a Further Education course at a more advanced level, or to move into employment</td>
</tr>
<tr>
<td>Name of Project:</td>
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</tr>
<tr>
<td>Stage 1</td>
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<tr>
<td>Stage 2</td>
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<tr>
<td>Stage 3</td>
</tr>
</tbody>
</table>

**Target Groups:**
14-19 year old Midlothian Residents

**Delivery Locations:**
Former Central Workshops, Lady Victoria Colliery, Newtongrange, EH22 4QN

**No. of places per year:**
40

**Programme outline:**
This accredited course provides young people with a SCQF Level 5 qualification. It looks at bicycle maintenance and leadership. As part of the course young people have to design, deliver and evaluate a bicycle-related activity.

**Programme start dates:**
Please contact RUTS direct for start dates.

**How to make a referral:**
Email iainb@ruts.org.uk

**Likely progression routes:**
Young people may progress to college for courses such as Sport Activity Leadership and Engineering Craft Skills.

**Name & Address:**
RUTS
Former Central Workshop
Lady Victoria Colliery
Newtongrange
EH22 4QN

**Contact:** Iain Bell

**Telephone:** 0131 663 5736

**Email:** iainb@ruts.org.uk

**Website:** [www.ruts.org.uk](http://www.ruts.org.uk)
**Name of Project:**
Skills Development Scotland

<table>
<thead>
<tr>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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</thead>
<tbody>
<tr>
<td>Barrier Removal and Development Activity Core Skills</td>
<td>Vocational Skills and Work Focused Training</td>
<td>Employer Engagement and Support – Job Matching/Broking</td>
</tr>
</tbody>
</table>

**Target Groups:**
16-19 year olds

**Delivery Locations:**
- Musselburgh
- Dalkeith
- Penicuik

**No. of places per year:**

**Programme outline:**
My World of Work – Skills Development Scotland can assist unemployed young people into employment, education and training. The website [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk) will assist young people with career information, understanding their strengths, help with developing CVs etc.

In School Support – SDS engagement starts in school with pupils from S1 onwards. Pupils have access to careers information, advice and guidance through both group work and one to one interviews, with Careers Advisers/Work Coaches working intensively with those pupils who need assistance most.

Post School Support – Post school, young people who are not in education, employment or training will continue to work with SDS Advisers/Work Coaches until they have progressed into a positive destination. Partners organizations may refer young people for Work Coach support when they reach the stage where they are ready for employment, further education or training. Assistance includes employability coaching covering a range of topics eg sources of opportunities, CVs, interview technique etc.

SDS funding includes:
- Employability Fund programmes at Stages 2, 3 and 4
- Modern Apprenticeships

**Name & Address:**
Skills Development Scotland
22 Eskbank Road
Dalkeith
EH22 1HJ

Adam Ferguson House
Station Road
Musselburgh
EH21 7PQ

**Contact:**
Peter Douglass or Fiona Nicholson
peter.douglass@sds.co.uk
fiona.nicholson@sds.co.uk

**Telephone:** 0131 665 3120

**Website:**
[www.skillsdevelopmentscotland.gov.uk](http://www.skillsdevelopmentscotland.gov.uk)
### Name of Project:
The STEM Challenge

<table>
<thead>
<tr>
<th>Stage 3</th>
<th>Stage 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Skills and Work Focused Training</td>
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</table>

### Target Groups:
School Pupils in S1 and S2

### Delivery Locations:
Midlothian Secondary Schools

### No. of places per year:
12 workshops available until March 2017

### Programme outline:
Events consisting of 4 x 45 minute STEAM taster workshops for S1 or S2 Students in all Secondary Schools. This can also be adapted to include ASN Students not in mainstream education.

### Quotes from participants:
- “The experience was so different from others, it was very well organised and set up. I learned many new things about renewable energy, engineering and STEM activities in a fun way.” – Student
- “I really enjoyed the whole day, and liked all the hands-on activities. I also learned what I would need to get into civil engineering.” – Student

### Programme start dates:
Flexible – to be agreed with schools

### How to make a referral:
Provision available through Midlothian Schools' Vocational Directory – referral through Guidance Staff

### Likely progression routes:
Pupils at end of workshop will have an increased knowledge of how STEM subjects are applicable to emerging industries. Will assist with subject choices.
**Name of Project:**
Step Into Adult Care/Childcare – Employability Fund Stage 3

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<tr>
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<td>Vocational Skills and Work Focused Training</td>
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</table>

**Target Groups:**
Aged 16+

**Delivery Locations:**
Edinburgh, placements will be found as close to the participants home as possible

**No. of places per year:**
3-5

**Programme outline:**
The aim of our provision is to prepare attendees for employment in the adult care or childcare sectors and, where appropriate, to provide a progression route to the relevant Modern Apprenticeship.

Participants will receive a 2-week induction, with daily attendance at TfC, covering preparation for work experience in the care sector, general employability skills and certificated training in Moving and Handling and First Aid.

This is followed by weekly attendance at TfC for tutorials in confidence building, health and safety, equal opportunities and employability skills leading towards achievement of 3 units from SQA’s Certificate of Work Readiness as well as sector-specific inputs covering child development and play and caring skills for working with older people or people with additional needs. Participants will attend placement for the other 4 days of the week.

**Programme start dates:**
16\(^{th}\) June 2016
22\(^{nd}\) September 2016
17\(^{th}\) November 2016
16\(^{th}\) February 2017

**How to make a referral:**
Please email referrals to Caroline McKay – carolinemckay@tfcscotland.org.uk

**Likely progression routes:**
Successful participants will progress into employment and can then begin an SVQ Level 2 or 3 in their chosen sector.
<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Street League</th>
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<tbody>
<tr>
<td><strong>Stage 2</strong></td>
<td>Barrier Removal and Development Activity Core Skills</td>
</tr>
<tr>
<td><strong>Stage 3</strong></td>
<td>Vocational Skills and Work Focused Training</td>
</tr>
</tbody>
</table>

| Target Groups: | 16-24 age range |
| Delivery Locations: | Mayfield Leisure Centre |
| No. of places per year: | 28 |

| Programme outline: |
| Stage 2 – SQA Personal Development (Level 3), 15 hours per week for 10 weeks, football & group work sessions every day, work taster where appropriate. |
| Stage 3 – SQA Employability Award (Level 4), SQA Steps to Work (Level 4), 20 hours per week for 12 weeks, 8 weeks in centre & 4 weeks on placement, football & group work every day. |

| Programme start dates: |
| Stage 3 – Monday 6th June 16 |
| Stage 2 – Monday 1st August 16 |

| How to make a referral: |
| Eligibility confirmation to be completed and emailed to rebecca.hughes@streetleague.co.uk |

| Likely progression routes: |
| External Employability Fund/YEAP training provision |
| Employment outcomes |
| Modern Apprenticeship |
| Further Education |
| Any young person who does not progress into positive destination following programme completion, will begin 1-2-1 support with our Senior Progressions Coordinator as part of our Aftercare commitment. |
**Name of Project:**
*Street Work*

<table>
<thead>
<tr>
<th>Stage 1</th>
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<th>Stage 3</th>
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<tbody>
<tr>
<td>Referral/Engagement Activity</td>
<td>Barrier Removal and Development Activity Core Skills</td>
<td>Vocational Skills and Work Focused Training</td>
</tr>
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</table>

**Target Groups:**
Both Universal & Targeted

**Delivery Locations:**
Various Locations in Midlothian

**No. of places per year:**
N/A

**Programme outline:**
Engaging with young people and having informal discussions regarding employability opportunities and supporting them to pursue employability and further education opportunities.

**Programme start dates:**
On-going

**How to make a referral:**
Self Referral

**Likely progression routes:**
Referral to Education, Training or Support Opportunities.
Name of Project:
Volunteer Midlothian

Stage 2
Barrier Removal and Development Activity Core Skills

Stage 3
Vocational Skills and Work Focused Training

Target Groups:
Young People 14-20, Learning Disability, Physical Disability, ASD

Delivery Locations:
Midlothian Wide

No. of places per year:
Flexible

Programme outline:
Our main goal is to break down the barriers faced by young people wanting to volunteer

Transform
Transform is a supported volunteering project for young people aged 14-20. It is designed to give young people a taste of volunteering without a long application process. It can also fit in to a school timetable or be undertaken outside of school. The opportunity is fully supervised and supported. There are currently two opportunities within Transform: Intergenerational Befriending, and Gardening. More information can be found on our website.

Individual Support
We can attend the school to meet with pupils individually by appointment if suitable for the school. Pupils will be given the chance to explore volunteering opportunities available and will be linked to volunteering opportunities if they feel ready. Where necessary, we can provide additional support to help young people into volunteering. The support is tailored to the individual’s needs.

Saltire Awards
Saltire Awards is a Scottish Government backed award scheme that recognizes and rewards young people for their volunteering contribution. This is a great way of demonstrating their volunteering commitment to those pupils not wanting to use the online system.
Training
Get Ready for Volunteering Course – short course to ready individuals who lack the knowledge or confidence to volunteer.
Make your Volunteering Count – short course to allow volunteers to be able to effectively use their volunteering to get a job or get into college/university.

SQA Volunteering Skills – We are currently developing a SQA SCQF Level 3 Volunteering Skills course to be delivered to young people.

Programme start dates:
Ongoing

How to make a referral:
Contact Transform Team to arrange meeting with young person.

Likely progression routes:
On to further volunteering, can be assisted into employment, college courses where available.
Name of Project:
Working in Adult Care/Childcare – Employability Fund Stage 4

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</table>

Target Groups:
Aged 18+

Delivery Locations:
Edinburgh, placements will be found as close to the participants home as possible

No. of places per year:
4-8

Programme outline:
The aim of our provision is to prepare attendees for employment in the adult care or childcare sectors and to provide a progression route to gaining the qualification required for SSSC registration which is required for work in these sectors. Participants can progress to our Modern Apprenticeship programme (MA funding is subject to eligibility requirements so may not be available to all participants who go into employment).

Participants will receive an initial induction covering completion of the participants Individual Training Plan and preparation for work experience in the care sector including human rights, communication, equalities, health and safety.

This is followed by weekly attendance at TfC for tutorials to complete certificated short courses; receive tailored 1:1 tutor support and individual training plan, work on sector-specific projects with support from the course tutor, and receive group-based training inputs according to their chosen sector. Participants will attend placement for the other 4 days of the week.

Programme start dates:
Start at any time

How to make a referral:
Please email referrals to Caroline McKay – carolinemckay@tfscotland.org.uk

Likely progression routes:
Successful participants will progress into employment and can then begin an SVQ Level 2 or 3 in their chosen sector.