

# East Lothian's Youth Employment 2018 - 2019

## Activity Plan

Opportunities  
for young  
people  
aged 16+



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

## Youth Employment Activity Plan 2018/19 – East Lothian

### Introduction

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

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

### Youth Employment Strategy

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

### Developing Scotland's Young Workforce (DSYW)

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

### The East Lothian Youth Employment Activity Plan (YEAP)

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

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

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

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

### Performance Indicators

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

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

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

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

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

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

### **East Lothian Employability Pipeline**

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

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

#### **The Pipeline Stages**

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

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

- **Stage 2 – Barrier Removal**

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

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

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

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

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

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

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

East Lothian Strategic Skills Pipeline – Young People 16 – 24 yrs (post school)				
1 Referral/Engagement Activity Life and Personal Skills	2 Barrier Removal and Development Activity Core Skills	3 Vocational Skills and Work Focussed Training	4 Employer Engagement and Support – Job Matching/Broking	5 In-Work/Skills Development Aftercare
<p><b>Bridges Project</b>  <a href="#">Engagement Programmes</a>  <a href="#">Transitions Service</a>  <a href="#">Homemaker</a>  <a href="#">Young Carers Service</a>  <a href="#">Development Worker</a></p> <p><b>East Lothian Council (ELC)</b>  <a href="#">Activity Agreements Phase 1-3</a>  <b>(1:1 Support)</b>  <a href="#">Literacy &amp; Numeracy</a></p> <p><a href="#">North Berwick Youth Project</a></p> <p><a href="#">Street League</a></p> <p><a href="#">Right Track</a></p>	<p><b>Bridges Project</b>  <a href="#">Engagement Programmes</a>  <a href="#">Transitions Service</a>  <a href="#">Homemaker</a>  <a href="#">Literacy/Numeracy Services</a>  <a href="#">Development Worker</a>  <a href="#">Young Carers Service</a></p> <p><b>East Lothian Council</b>  <a href="#">Learn2Work</a>  <a href="#">Activity Agreements Phase 1-3</a>  <a href="#">Literacy &amp; Numeracy</a></p> <p><b>Edinburgh College</b>  <a href="#">Just Do It / Roots</a></p> <p><b>Skills Development Scotland (SDS)</b>  <a href="#">Skills Development Scotland</a>  <a href="#">My World of Work</a></p> <p><a href="#">Action for Children (Employability Fund Programme – EF)</a></p> <p><a href="#">Rathbone (EF)</a></p> <p><a href="#">Street League (EF)</a></p> <p><a href="#">The Ridge (EF)</a></p> <p><a href="#">No 6 (Autism Initiatives)</a>  <a href="#">North Berwick Youth Project</a></p>	<p><a href="#">Skills Development Scotland</a>  <a href="#">My World of Work</a></p> <p><b>Bridges Project</b>  <a href="#">Employability Support Worker</a></p> <p><b>East Lothian Council</b>  <a href="#">Activity Agreements Phase 1-3</a>  <a href="#">Paid Work Experience</a>  <a href="#">New Opportunities East Lothian (NOEL)</a>  <a href="#">Literacy &amp; Numeracy</a>  <a href="#">English for Speakers of Other Languages (ESOL)</a>  <a href="#">Skills for Work Early Education and Childcare/Introduction to Health &amp; Social Care</a></p> <p><b>Edinburgh College</b>  <a href="#">Just Do It / Roots</a></p> <p><a href="#">Barnardos Works (EF)</a></p> <p><a href="#">Rathbone (EF)</a></p> <p><a href="#">The Ridge (EF)</a></p> <p><a href="#">Street League (EF)</a>  <a href="#">Street League Academy</a></p> <p><a href="#">Training for Care (EF)</a></p> <p><a href="#">Workingrite</a></p> <p><a href="#">No 6 (Autism Initiatives)</a>  <a href="#">Routes to Work</a></p>	<p><a href="#">Skills Development Scotland</a></p> <p><b>Bridges Project</b>  <a href="#">Employability Support Worker</a></p> <p><b>East Lothian Council (ELC)</b>  <a href="#">Literacy &amp; Numeracy</a></p> <p><a href="#">Bright Green Business</a>  <a href="#">Environmental Placement Programme (EPP) &amp; Step Programmes</a></p> <p><a href="#">Routes to Work</a></p> <p><a href="#">Workingrite (EF)</a></p> <p><a href="#">North Berwick Youth Project</a></p> <p><a href="#">Routes to Work</a></p> <p><a href="#">Community Jobs Scotland</a></p>	<p><b>Bridges Project</b>  <a href="#">Employability Support Workers</a></p> <p><b>East Lothian Council (ELC)</b>  <a href="#">Literacy &amp; Numeracy</a></p> <p><a href="#">Bright Green Business</a>  <a href="#">Environmental Placement Programme (EPP) &amp; Step Programmes</a></p> <p><a href="#">Routes to Work</a></p>

**Stage 1**

<b>Name of Project:</b>
Launchpad
<b>Target Groups:</b>
Stage 1 young people aged 16-24
<b>Delivery Locations:</b>
Pilmeny Youth Centre, 44 Buchanan Street, Edinburgh, EH6 8RF or local venue to be arranged following discussions with East Lothian referral sources and LEP
<b>No. of places per year:</b>
12
<b>Programme outline:</b>
6 – 8 week programme of activities to encourage engagement and sustained attendance. Activities include outward bound events such as snowboarding, hillwalking, mountain biking, kayaking, gorge walking and also arts and crafts activities and health eating training
<b>Programme start dates:</b>
First programme will be delivered at the end of February 2017
<b>How to make a referral:</b>
Referrals should be sent to <a href="mailto:louisem@rtscot.co.uk">louisem@rtscot.co.uk</a> or <a href="mailto:chloem@rtscot.co.uk">chloem@rtscot.co.uk</a> interviews can be arranged by calling 0131 557 8584
<b>Likely progression routes:</b>
Employability Fund Stage 2 or Further Education at College

**Name & Address:**

Right Track  
Pilmeny Youth Centre  
44 Buchanan Street  
Edinburgh  
EH6 8RF

**Contact:**

Jim Duffy

**Telephone:**

0141 556 1991

**Email:**

[jimd@rtscot.co.uk](mailto:jimd@rtscot.co.uk)

**Website:**

[www.rtscot.org](http://www.rtscot.org)

Stage 1

Stage 2

<b>Name of Project:</b>
Bridges Project – Senior Youth Development Worker
<b>Target Groups:</b>
Young people aged 15-22 in East Lothian and Midlothian who wish to take part in informal learning opportunities in small groups.
<b>Delivery Locations:</b>
Mainly in Bridges Project's premises with external visits arranged as appropriate to, for example, libraries, museums, theatres, sports venues etc.
<b>No. of places per year:</b>
Approx 60 per annum
<b>Programme outline:</b>
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.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
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 Practice Manager, who allocates them and supervises the work of the SYDW.
<b>Likely progression routes:</b>
Effective socialisation and acquisition of a range of life and core skills.

**Name & Address:**

Bridges Project  
Bogpark Road  
Musselburgh  
EH21 6RT

**Contact:**

Emma Scarcliffe, Practice Manager

**Telephone:**

0131 665 1621

**Email:**

[escarcliffe@bridgesproject.org.uk](mailto:escarcliffe@bridgesproject.org.uk)

**Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)

Stage 1

Stage 2

<b>Name of Project:</b>
Bridges Project – Homemaker
<b>Target Groups:</b>
Young people in East Lothian aged 15-25 who have housing needs, including young parents.
<b>Delivery Locations:</b>
Mainly in Bridges Project's premises but also in young people's own homes.
<b>No. of places per year:</b>
Approximately 40 per annum
<b>Programme outline:</b>
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 or 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.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
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 Practice Manager, who allocates them and supervises the work of the Homemaker.
<b>Likely progression routes:</b>
Own tenancy being sustained.

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Bogpark Road  
Musselburgh  
EH21 6RT

**Contact:**

Emma Scarcliffe, Practice Manager

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**Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)



Stage 1

Stage 2

<b>Name of Project:</b>
Bridges Project – Transitions Worker – Young Carers
<b>Target Groups:</b>
Young people in their senior phase (aged 14 – 18) who also have caring responsibilities at home.
<b>Delivery Locations:</b>
In school and in Bridges Project's premises.
<b>No. of places per year:</b>
Approximately 20 per annum
<b>Programme outline:</b>
The Transition Worker – Young Carers supports young people in their senior phase at school so that they can maximise their chances of obtaining and sustaining a positive destination. She also acts as a helpful interface between school and the young person so that caring responsibilities are taken into consideration for a successful school career.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
Referrals to be made through the Practice Manager at Bridges Project.
<b>Likely progression routes:</b>
Employment, further education, training, modern apprenticeships, Activity Agreements which taken into account the caring responsibilities at home.

**Name & Address:**

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**Contact:**

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**Telephone:**

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[escarcliffe@bridgesproject.org.uk](mailto:escarcliffe@bridgesproject.org.uk)

**Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)

Stage 1

Stage 2

<b>Name of Project:</b>
Bridges Project – Personal Development Worker – Transitions Service
<b>Target Groups:</b>
Young people aged 13-18 who require emotional support to help them move forward in their lives.
<b>Delivery Locations:</b>
In school and in Bridges Project's premises.
<b>No. of places per year:</b>
Approximately 40 per annum
<b>Programme outline:</b>
The Personal Development Worker works with individuals and small groups in schools and in Bridges Project's premises. Her role is to support young people to acquire the personal skills and emotional stability needed for them to make positive progress in their lives.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
Referrals to be made through the Practice Manager at Bridges Project.
<b>Likely progression routes:</b>
Improvement in confidence, self-esteem, management of emotions and mental health.

**Name & Address:**

Bridges Project  
Bogpark Road  
Musselburgh  
EH21 6RT

**Contact:**

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**Email:**

[escarcliffe@bridgesproject.org.uk](mailto:escarcliffe@bridgesproject.org.uk)

**Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)

Stage 1

Stage 2

<b>Name of Project:</b>
Bridges Project – Transitions Service Co-ordinator
<b>Target Groups:</b>
Young people in their senior phase (aged 14 – 18) who are at risk of not achieving a positive destination post school.
<b>Delivery Locations:</b>
In school and in Bridges Project's premises.
<b>No. of places per year:</b>
Approximately 60 per annum
<b>Programme outline:</b>
The Transitions Service Co-ordinator liaises with school and Skills Development Scotland staff to put in place a plan for young people to maximise their chances of obtaining and sustaining a positive destination. Links are made with Activity Agreement providers, training providers and colleges to ensure a smooth transition from school into an appropriate and manageable destination.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
Referrals come mainly from school hub meetings.
<b>Likely progression routes:</b>
Employment, further education, modern apprenticeships, training programme and Activity Agreements.

**Name & Address:**

Bridges Project  
Bogpark Road  
Musselburgh  
EH21 6RT

**Contact:**

Emma Scarcliffe, Practice Manager

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0131 665 1621

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[escarcliffe@bridgesproject.org.uk](mailto:escarcliffe@bridgesproject.org.uk)

**Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)

Stage 1

Stage 2

<b>Name of Project:</b>
Street League – NTSF Stage 1 & 2
<b>Target Groups:</b>
Aged 16-30 (who are furthest away from the labour market)
<b>Delivery Locations:</b>
J&L Boxing Club, 1 Hawthorn Road, Prestonpans, EH32 9QW
<b>No. of places per year:</b>
Aged 16-30      10
<b>Programme outline:</b>
<p>These sessions are delivered over 20 weeks, 6 hours per week: Tuesday &amp; Thursday 1pm-4pm</p> <p>The aim of our NTSF provision is to build confidence, structure and routine with participants through the medium of sport. We do this via an accredited programme of learning and development which promotes barrier removal, behaviour change and independence and which encourages individuals to make informed choices about their progression along the strategic skills pipeline.</p> <p>Our approach is based on physical activity, which encourages participants to engage in fitness classes in small groups. The skills development activities take place in the form of group work sessions and individuals have the opportunity to put these skills into practice as a form of volunteering experiences and 'work tasters'. The skills development and learning activities include communication, agreeing responsibilities, setting action plans and undertaking ongoing review. The young people engage in 'light touch' employability. They are introduced to 'My World of Work' and encouraged to register and utilise the range of supports available through this website. Every session will also include a minimum of 60 minutes physical activity (ranging from circuits, fitness classes, gym sessions, multi-sports), in which each individual is expected to participate fully.</p>
<b>Programme start dates:</b>
Rolling through-out 2018/19 - 10 x 16-30
<b>How to make a referral:</b>
<p>Please email all referrals to <a href="mailto:clair.duncan@streetleague.co.uk">clair.duncan@streetleague.co.uk</a>.</p> <p>Referral agencies include DWP, SDS, other EF providers, colleges and named local authority employees.</p> <p>Free taster sessions will be run every week on;</p> <p>Tuesday &amp; Thursday – J&amp;L Boxing Club @ 1.30pm</p> <p>For further information contact Clair Duncan.</p>
<b>Likely progression routes:</b>
Strong links created and nurtured with Edinburgh College for FE progressions, MA providers, the wider YEAP in the LEP area for progression up the pipeline and a range of employers covering various sectors (Hospitality, Retail, Environmental, Construction)

**Name & Address:**

Street League  
Unit 1C  
Slateford Gait  
Edinburgh  
EH11 1GT

**Contact:**

Clair Duncan

**Telephone:**

07824112470

**Email:**

[clair.duncan@streetleague.co.uk](mailto:clair.duncan@streetleague.co.uk)

**Website:**

[www.streetleague.co.uk](http://www.streetleague.co.uk)

Stage 1

Stage 2

Stage 3

Name of Project:
Activity Agreements – Phase 1 – 3
Target Groups:
<p>Young people who want to make a positive change</p> <p>Young people who are committed to participate with 1-1 worker.</p> <p>Young people willing to engage with opportunities and training ( with support)</p> <p>If young people fit the essential criteria above, they could be from any of the groups below</p> <p>Young people unable to sustain full time training or employment</p> <p>Young people who are looked after, or care leavers</p> <p>young parents</p> <p>young people with ASN</p> <p>young people with disabilities</p> <p>young carers</p> <p>young people with poor mental health</p> <p>young offenders</p>
Delivery Locations:
Various
No. of places per year:
Flexible: rolling programme
Programme outline:
<p>Programmes ranging from sector specific workshops; confidence building; aromatherapy; media and film; art/craft/ photography; land art; work experience; motorcycle project; boxing, outdoor learning; green woodworking and bush craft; music; specialist literacy and numeracy support; counselling and therapeutic services; (availability according to budget and need)</p> <p>one to one support available throughout. Target Setting and Personal Action Plan completed to measure progress from baseline and facilitate learning. CV's; work experience and interview skills all included in the programme. Programmes flexible to meet needs</p>
Programme start dates:
Continuous
How to make a referral:
<p>Referral form available from EL Works. Electronic referrals preferred but should be encrypted (password available from Karen Brown) Referring agencies should share privacy notice with young person or share the referral document. Young person should give permission to share the information contained within.</p> <p>Referrals generally come from;</p> <p>Schools</p> <p>SDS</p> <p>Social work</p> <p>Voluntary groups</p> <p>Self-referral</p> <p>Youth workers</p> <p>NHS</p> <p>Other partners</p>
Likely progression routes:
Employability fund provision or similar paid training; employment; college; volunteering, MA, CJS

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

Contact:  
Karen Brown

Telephone:  
01620 827262

Email:  
[elworks@eastlothian.gov.uk](mailto:elworks@eastlothian.gov.uk)

Website:  
[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

Stage 1

Stage 2

Stage 4

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

**Name & Address:**

North Berwick Youth Project  
Hope Rooms  
North Berwick  
EH39 4JD

**Contact:**

Lauren Cowie

**Telephone:**

01620 893939

**Email:**

[Lauren.cowie@northberwickyouthproject.org.uk](mailto:Lauren.cowie@northberwickyouthproject.org.uk)

**Website:**

[www.northberwickyouthproject.org.uk](http://www.northberwickyouthproject.org.uk)



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

<b>Name &amp; Address:</b> East Lothian Works 9-11 Lodge Street Haddington EH41 3DX
<b>Contact:</b> East Lothian Works
<b>Telephone:</b> 01620 827262
<b>Email:</b> <a href="mailto:elworks@eastlothian.gov.uk">elworks@eastlothian.gov.uk</a>
<b>Website:</b> <a href="http://www.eastlothian.gov.uk">www.eastlothian.gov.uk</a>

## Stage 2

<b>Name of Project:</b>
Action For Children – Lay Your Foundations
<b>Target Groups:</b>
Aged 16 – 17 & 18+
<b>Delivery Locations:</b>
A work taster will be included in the programme where appropriate however the employer is not yet known and will be identified nearer the time. The work taster will be in East Lothian or surrounding areas. Delivery area to be confirmed nearer the time.
<b>No. of places per year:</b>
10 in total: 5x 16-17 year olds; 5x 18+ year olds
<b>Programme outline:</b>
Training will take place over 12 weeks. Days and hours will be Monday – Thursday 10am-3pm. Participants may also complete short work tasters (where possible), days and hours will be agreed by the employer. Hours will not exceed 30 per week.
Aim of provision: Pre employment Provision Stage 2 of the Strategic Skills Pipeline aims to lay employability foundations, focusing on personal development, essential/core skills and introductory to work experience. Provision will focus on client needs and chosen sector such as Construction. As well as completing the SQA qualification participants may take part in various training sessions to support personal development and employability skills: Practical sessions in the workshop, health & safety in the workplace, independent travel, CV and interview skills workshops, team work sessions, short work tasters, personal development workshops including sexual health & substance misuse, visits to external partners such as college or other training providers. Work tasters are offered to participants once they have the confidence and skills to manage this. Work tasters are sourced by AFC staff to match the needs of the participant. AFC staff will provide adequate support to participants to attend work tasters and this will be reviewed upon completion.
Content: Stage 2 provision has three key elements: 1) INDUCTION & PASTORAL SUPPORT – each participant will have a dedicated key worker, promoting engagement/participation and progression. They will assess individual needs and jointly agree personal support/training plans, reviewed monthly to resolve barriers, build confidence/motivation and develop pro-work attitudes/skills. 2) ACCREDITED PERSONAL DEVELOPMENT & EMPLOYABILITY SKILLS AT SCQF LEVEL 3 (Minimum 18 SCQF Credits) 3) WORK EXPERIENCE – introductory work experience, averaging one week, will enable participants to learn about the world-of-work through: Work Shadowing – observing the day-to-day activities of an experienced worker: OR Work Taster – gaining insight about a specific vocational sector of interest. Participants may choose to experience more than one sector, helping to inform their job goals.
<b>Programme start dates:</b>
7 <sup>th</sup> August 2017
<b>How to make a referral:</b>
E-mail referrals to <a href="mailto:lauren.cargill@actionforchildren.org.uk">lauren.cargill@actionforchildren.org.uk</a> once referrer has pre-checked client eligibility for EF Funding and completed 2017/18 Eligibility Confirmation form. Referral agencies will include DWP, SDS, other EF providers, colleagues and named local authority employees. Interviews will be held by appointment at units 17/18 Castlebrae Business Centre, Edinburgh, EH16 4BB. Assessments will be arranged after interview and held at the same address. Recruitment and referral information including timeline, interview dates and programme information will be distributed to SDS and DWP to accommodate 28 day referral period.
<b>Likely progression routes:</b>
Progression to Employability Fund Stage 3 provision, other training provision and education. In some cases employment may be a possible outcome including modern apprenticeship. AFC employability service has excellent working links with other Employability Fund providers, other training providers, SDS and DWP in East Lothian & Edinburgh. Participants will complete visits to such organisations when reviewing their progression routes. This will be included in group sessions and also during reviews.

### Name & Address:

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

### Contact:

Lauren Cargill

### Telephone:

0131 661 1354

### Email:

[lauren.cargill@actionforchildren.org.uk](mailto:lauren.cargill@actionforchildren.org.uk)

### Website:



## Stage 2

<b>Name of Project:</b>
Bridges Project – Literacy & Numeracy service
<b>Target Groups:</b>
This service focuses on supporting young people aged 15-22 who need to improve their literacy and numeracy for school, life and/or employment.
<b>Delivery Locations:</b>
Mainly in Bridges Project's premises but also in other venues that meet the needs of the young person.
<b>No. of places per year:</b>
Approximately 30 per annum
<b>Programme outline:</b>
Support for individuals and small groups to ensure that young people have the skills they need to participate fully in life and in the world of work. This may include work around money, telling the time, preparation for driver theory test etc.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
Referrals are made, in the first instance, to Bridges Project's Practice Manager who will allocate to the appropriate worker.
<b>Likely progression routes:</b>
Improvements in literacy, numeracy, confidence and employability.

### **Name & Address:**

Bridges Project  
Bogpark Road  
Musselburgh  
EH21 6RT

### **Contact:**

Emma Scarcliffe, Practice Manager

### **Telephone:**

0131 665 1621

### **Email:**

[escarcliffe@bridgesproject.org.uk](mailto:escarcliffe@bridgesproject.org.uk)

### **Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)

**Stage 2**

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

**Name & Address:**

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

**Contact:**

Connie McLaren

**Telephone:**

01620 827262

**Email:**

[cmclaren@eastlothian.gov.uk](mailto:cmclaren@eastlothian.gov.uk)

**Website:**

[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

## Stage 2

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

### Name & Address:

Rathbone  
15 Blair Street  
Edinburgh  
EH1 1QR

### Contact:

Stewart Patterson

### Telephone:

0131 288 464

### Email:

[Stewart.paterson@rathboneuk.org](mailto:Stewart.paterson@rathboneuk.org)

### Website:

[www.rathboneuk.org](http://www.rathboneuk.org)

## Stage 2

<b>Name of Project:</b>
Street League – Employability Fund Stage 2
<b>Target Groups:</b>
Aged 16/17 (who are furthest away from the labour market)
<b>Delivery Locations:</b>
J&L Boxing Club, 1 Hawthorn Road, Prestonpans, EH32 9QW
<b>No. of places per year:</b>
Aged 16-17      6
<b>Programme outline:</b>
<p>The course is delivered over 10 weeks, 15 hours per week: Monday to Wednesday 10.00am to 1.30pm, Thursday 10.00am to 11.30am.</p> <p>The aim of our Stage 2 provision is to build personal development, employability and core skills with participants through the medium of sport. We do this via an accredited programme of learning and development which promotes barrier removal, behaviour change and independence and which encourages individuals to make informed choices about their progression along the strategic skills pipeline.</p> <p>Our approach is based on enquiry based learning where individuals research and deliver a multimedia project. The skills development activities take place in the form of group work sessions and individuals have the opportunity to put these skills into practice as a form of 'work related learning' in the delivery of their final project presentation, and through volunteering experiences and 'work tasters'. The skills development and learning activities include communication, agreeing responsibilities, setting action plans and undertaking ongoing review. The young people engage in 'light touch' employability. During weeks 7-10 participants will take part in volunteering experiences and 'work tasters' to broaden their knowledge and aspirations for progression. They are introduced to 'My World of Work' and encouraged to register and utilise the range of supports available through this website. Every day will also include a minimum of 60 minutes physical activity (ranging from circuits, fitness classes, gym sessions, football, multi-sports), in which each individual is expected to participate fully. Some of the certificated learning is monitored and assessed via sports activity.</p>
<b>Programme start dates:</b>
Monday 21st January 2019 - 6 x 16/17
Our objective is to deliver our EF2 provision on the above date, but are flexible to a roll on roll off approach should this be of preference.
<b>How to make a referral:</b>
<p>Please email all referrals to <a href="mailto:clair.duncan@streetleague.co.uk">clair.duncan@streetleague.co.uk</a>, once referrer has checked eligibility for EF funding and with completed 2018/19 Eligibility Confirmation form.</p> <p>Referral agencies include DWP, SDS, other EF providers, colleges and named local authority employees.</p> <p>Free taster sessions will be run every week on;</p> <p>Tuesday &amp; Thursday – J&amp;L Boxing Club @ 1.30pm</p> <p>For further information contact Clair Duncan.</p>
<b>Likely progression routes:</b>
Strong links created and nurtured with Edinburgh College for FE progressions, MA providers, the wider YEAP in the LEP area for progression up the pipeline and a range of employers covering various sectors (Hospitality, Retail, Environmental, Construction)

### Name & Address:

Street League  
Unit 1C  
Slateford Gait  
Edinburgh  
EH11 1GT

### Contact:

Clair Duncan

### Telephone:

07824112470

### Email:

[clair.duncan@streetleague.co.uk](mailto:clair.duncan@streetleague.co.uk)

### Website:

[www.streetleague.co.uk](http://www.streetleague.co.uk)

## Stage 2

<b>Name of Project:</b>
The Ridge
<b>Target Groups:</b>
Ages 16-17
<b>Delivery Locations:</b>
Bleachingfield Community Centre, Countess Crescent, Dunbar
<b>No. of places per year:</b>
<b>Programme outline:</b>
<p>The aim of our stage 2 provision is to prepare attendees for employment by providing an understanding of the basic requirements of employers for their staff; to learn more about their aptitudes, strengths and challenges in relation to employment. To help them consider the particular requirements of their employment sector of choice (likely to be Hospitality), and to reflect on how they can both contribute most to and benefit most from pursuing a career within it.</p> <p>This programme may include:</p> <ul style="list-style-type: none"> <li>• 'Study' sessions will be interspersed with work experience, to allow the trainee to reflect on how and to what extent their learning is mirrored.</li> <li>• 1:1 coaching</li> <li>• Interview</li> <li>• Work experience</li> <li>• Two mandatory courses, Preparing for Employment – First Steps and Building Own Employability Skills</li> <li>• One optional course – either Responsibilities of Employment or Dealing with Work Situations</li> </ul>
<b>Programme start dates:</b>
To be advised.
<b>How to make a referral:</b>
Referring organisations should contact us directly if possible, to confirm start date of upcoming course and to discuss the suitability of any referral. Referral forms should be submitted by email.
<b>Likely progression routes:</b>
Taster courses delivered at Musselburgh East Community Centre, follow-ups, making referrals with Edinburgh College, arrange for Edinburgh College staff to visit trainees in Dunbar to inform them about opportunities, and if appropriate we will liaise with ELWorks and refer onwards to them for further general Employability skills at Stage 3 Support if appropriate.

### Name & Address:

The Ridge  
40A High Street  
Dunbar  
EH42 1JH

### Contact:

Gill Last

### Telephone:

07812 642 447

### Email:

[gill@the-ridge.org.uk](mailto:gill@the-ridge.org.uk)

### Website:

[www.the-ridge.org.uk](http://www.the-ridge.org.uk)

Stage 2

Stage 3

<b>Name of Project:</b>
Just Do It - Future Steps (Edinburgh College)
<b>Target Groups:</b>
Aged 16 – 25 currently not in education, training or full time employment including school leavers.
<b>Delivery Locations:</b>
Delivered locally in East Lothian and throughout Edinburgh and Lothian's.
<b>No. of places per year:</b>
Approximately 20 per annum in East Lothian
<b>Programme outline:</b>
<p>Future Steps is a new college provision for young people who aren't ready to go to college in a mainstream college campus. It is a new and exciting programme which will give young people the chance to take a fun and flexible approach to learning, looking at what they are doing now and where they want to go. There are a variety of options within the Future Steps programme and students will be given support and advice about which course is right for them, dependent on current qualifications, experience and what they hope to achieve.</p> <p><b>JUST DO IT will be delivered locally in East Lothian</b></p> <p>Just Do It is a 12 week course, delivered 3 days a week for 16 – 25 years old's. The course aims to equip young people with the skills to help them decide their next steps. The course will help young people gain skills and confidence, find out what employers are looking for, learn how to job search and how to prepare themselves for an interview. They will also gain an SQA Steps to Work Award qualification and also complete a John Muir Award.</p>
<b>Programme start dates:</b>
Prestonpans Just Do It course for school, start date tbc
Second Just Do It course will be delivered in early 2017 –locality and date to be confirmed
<b>How to make a referral:</b>
Email all referrals to <a href="mailto:futuresteps@edinburghcollege.ac.uk">futuresteps@edinburghcollege.ac.uk</a>
<b>Likely progression routes:</b>
Employment, further education, modern apprenticeships and various training programme

**Name & Address:**

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

**Contact:**

Emma Vance, Outreach Development Manager

**Telephone:**

0131 466 4907/ 07733 001050

**Email:**

[futuresteps@edinburghcollege.ac.uk](mailto:futuresteps@edinburghcollege.ac.uk)

**Website:**

[www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk)

Stage 2

Stage 3

<b>Name of Project:</b>
ROOTS - Future Steps (Edinburgh College)
<b>Target Groups:</b>
Aged 16 – 25 currently not in education, training or full time employment including school leavers.
<b>Delivery Locations:</b>
Delivered locally in East Lothian and throughout Edinburgh and the Lothian's.
<b>No. of places per year:</b>
Between 10 – 20
<b>Programme outline:</b>
<p>Future Steps is a new college provision for young people who aren't ready to go to college in a mainstream college campus. It is a new and exciting programme which will give young people the chance to take a fun and flexible approach to learning, looking at what they are doing now and where they want to go. There are a variety of options within the Future Steps programme and students will be given support and advice about which course is right for them, dependent on current qualifications, experience and what they hope to achieve.</p> <p><b>ROOTS will be delivered locally in East Lothian</b></p> <p>Roots is a 14 weeks programme, delivered 2 days a week. The course explores the environmental/ conservation sector. Students will take part in practical work on current conservation areas throughout Edinburgh and the Lothian's. Working alongside professionals in the field, students will also learn about health and safety, policies and best practice which will help them to progress their career in the industry. They will gain qualification in Rural Skills and gain the following experience; path building and maintenance, tree planting, establishing and managing habitats, and other exciting conservation projects.</p>
<b>Programme start dates:</b>
Early 2017
<b>How to make a referral:</b>
Email all referrals to <a href="mailto:futuresteps@edinburghcollege.ac.uk">futuresteps@edinburghcollege.ac.uk</a>
<b>Likely progression routes:</b>
Employment, further education, modern apprenticeships and various training programmes

**Name & Address:**

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

**Contact:**

Emma Vance, Outreach Development Manager

**Telephone:**

0131 466 4907/ 07733 001050

**Email:**

[futuresteps@edinburghcollege.ac.uk](mailto:futuresteps@edinburghcollege.ac.uk)

**Website:**

[www.edinburghcollege.ac.uk](http://www.edinburghcollege.ac.uk)

Stage 2

Stage 3

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

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

**Contact:**  
Matthew Day

**Telephone:**  
0131 220 1075

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

**Website:**  
[www.number6.org.uk](http://www.number6.org.uk)



Stage 2

Stage 3

Stage 4

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

**Name & Address:**

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

**Contact:**

Andrea Hall  
Fiona Nicholson  
Euan Kelman  
Gordon Craig

**Telephone:**

0131 665 3120

**Email:**

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

**Website:**

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

### Stage 3

<b>Name of Project:</b>
Skills for Work – Early Education & Childcare/Introduction to Health & Social Care
<b>Target Groups:</b>
16yrs + Adult Learners
<b>Delivery Locations:</b>
Musselburgh East Community Learning Centre, Haddington Road, Musselburgh
<b>No. of places per year:</b>
20 places
<b>Programme outline:</b>
<p>The project content was designed to support and encourage participants to access and sustain learning within their local community and in so doing where provided opportunities to enter further training/education/employment.</p> <p>The contents of the project are:</p> <ul style="list-style-type: none"> <li>• Introductory SQA units specific to the sector Offering a basic entry level both for those who have identified the specific employment sector as their possible career path, (Duration: 40 hrs per unit at SCQF level 4)</li> <li>• Emergency First Aid (St Andrew's certificate)</li> <li>• Elementary Food Hygiene (HSE certificate)</li> <li>• Child Protection Awareness Raising (Community Learning Development certificated)</li> <li>• Adult Protection Awareness Raising (Community Learning Development certificated)</li> <li>• Introduction to Crèche Work sessions (Community Learning Development certificated)</li> </ul>
<b>Programme start dates:</b>
Monday 28 <sup>th</sup> August 2017
<b>How to make a referral:</b>
Contact East Lothian Works
<b>Likely progression routes:</b>
Further Education – National Progression Award, National Certificate, Higher National Certificate

#### **Name & Address:**

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

#### **Contact:**

#### **Telephone:**

01620 827262

#### **Email:**

[elworks@eastlothian.gov.uk](mailto:elworks@eastlothian.gov.uk)

#### **Website:**

[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

### Stage 3

<b>Name of Project:</b>
ESOL (English Speakers of Other Languages)
<b>Target Groups:</b>
Individuals with English as a second language
<b>Delivery Locations:</b>
Musselburgh and Haddington
<b>No. of places per year:</b>
12-14 max per class
<b>Programme outline:</b>
General English plus preparation for SQA ESOL National Units
<b>Programme start dates:</b>
Monday 24 <sup>th</sup> September
<b>How to make a referral:</b>
Contact the ESOL Co-ordinator, Andy Stuckey
<b>Likely progression routes:</b>
Through the levels we offer (National 2 to National 5); employment, college courses

**Name & Address:**

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

**Contact:**

Andy Stuckey

**Telephone:**

01620 827221

**Email:**

[astuckey@eastlothian.gov.uk](mailto:astuckey@eastlothian.gov.uk)

**Website:**

<https://www.esolwithus.com/>

### Stage 3

<b>Name of Project:</b>
Barnardos Works
<b>Target Groups:</b>
Aged 16-18+
<b>Delivery Locations:</b>
4 Weeks in Training Centre are based at Fisherrow Community Centre, South Street, Musselburgh EH21 6AT. 9 Weeks placement with employer with 1 day per week at the training centre.
<b>No. of places per year:</b>
Age 16-17 10, Age 18+ 5
<b>Programme outline:</b>
Engage: Our aim is to engage with young people and assist them in deciding if the programme is right for them. Train: To help young people to understand the rules of the workplace and develop good routines that will assist them to make the most of their placement opportunity. Qualify: To support young people to gain a Certificate of Work Readiness Award. Employ: To support young people to move into work or further training.  All trainees will undertake COWR during the induction stage to assist with their personal development and build their knowledge and skills including job search and applications, group work, 1:1's, mock interviews, presentations and employer expectations. A full time work placement will be put in place in order to gain Practical Workplace skills in a real environment.  Qualifications: Undertake Certificate of Work Readiness
<b>Programme start dates:</b>
Monday 4 <sup>th</sup> July – 8 starts Monday 3 <sup>rd</sup> October – 7 starts
<b>How to make a referral:</b>
Email <a href="mailto:hugh.neill@barnardos.org.uk">hugh.neill@barnardos.org.uk</a>
<b>Likely progression routes:</b>
Prepare young people for employment or a modern apprenticeship. Barnardo's has well established links with employers across a wide range of sectors in the area that has lead to a good proportion of young people progressing in to work or MA's.

#### **Name & Address:**

Barnardos Works  
17 Claremont Crescent  
Edinburgh  
EH7 4HX

#### **Contact:**

Hugh Neill

#### **Telephone:**

07738 980726

#### **Email:**

[Hugh.neill@barnardos.org.uk](mailto:Hugh.neill@barnardos.org.uk)

#### **Website:**

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

### Stage 3

<b>Name of Project:</b>
WorkingRite – East Lothian
<b>Target Groups:</b>
16 – 19 young people in East Lothian. This programme is ideally suited to Stage 3 young people who need a longer flexible programme to meet their individual needs, with a longer period of work experience than the Employability Fund is able to offer.
<b>Delivery Locations:</b>
Interviews will be held, and induction training will be delivered, in hired rooms in Musselburgh, Haddington or Prestonpans. The mentored work placement period will be delivered with a matched employer for up to 16 weeks.
<b>No. of places per year:</b>
Initially 20 – but could be more, dependent on achieving further funding.
<b>Programme outline:</b>
Work-based mentored work placements lasting up to 3 months (dependant on need) in local SME employers (all industries) preceded by an induction of between 1 and 4 weeks. Each trainee received £90 weekly training allowance during their work placement period. All trainees also study for Certificate of Work Readiness (SQA). Other training may be supplied to enable progression to a specific job offer.
<b>Programme start dates:</b>
Dates for 2017/18 Seeking referrals from April. First batch of 5/6 trainees commencing May, with rolling recruitment until December 2017
<b>How to make a referral:</b>
Contact Luke Dunn <a href="mailto:luke@workingrite.co.uk">luke@workingrite.co.uk</a> Tel. No. 0131 476 1050 / 07388 990234
<b>Likely progression routes:</b>
Full-time employment and/or Modern Apprenticeships are the priority progressions. On average less than 10% progress to a college course instead.

#### **Name & Address:**

WorkingRite  
1 Constitution Street  
Edinburgh  
EH6 7BT

#### **Contact:**

Luke Dunn  
Project Coordinator

#### **Telephone:**

0131 476 1050  
07388 990234

#### **Email:**

<mailto:luke@workingrite.co.uk>

#### **Website:**

[www.workingrite.co.uk](http://www.workingrite.co.uk)

**Stage 3**

<b>Name of Project:</b>
East Lothian Council – Paid Work Experience Programme
<b>Target Groups:</b>
Aged 16-24 (East Lothian residents currently not in education, training or full time employment)
<b>Delivery Locations:</b>
Various within East Lothian
<b>No. of places per year:</b>
10 places
<b>Programme outline:</b>
Eligible candidates will be matched with a suitable paid work experience position through a selection and interview process. Each position will incorporate a mandatory employability skills programme and specific work placement training, which candidates will be expected to fully participate in.
<b>Programme start dates:</b>
ongoing
<b>How to make a referral:</b>
Referrals can be made by email, directly to Connie via a referral form.
<b>Likely progression routes:</b>
Employment, modern apprenticeship, training, further education.

**Name & Address:**

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

**Contact:**

Connie McLaren

**Telephone:**

01620 827262

**Email:**

[cmclaren@eastlothian.gov.uk](mailto:cmclaren@eastlothian.gov.uk)

**Website:**

[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

**Stage 3**

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

**Name & Address:**

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

**Contact:**

East Lothian Works

**Telephone:**

01620 827262

**Email:**

[elworks@eastlothian.gov.uk](mailto:elworks@eastlothian.gov.uk)

**Website:**

[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

### Stage 3

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

#### Name & Address:

Rathbone  
15 Blair Street  
Edinburgh  
EH1 1QR

#### Contact:

Stewart Paterson

#### Telephone:

0131 228 8464

#### Email:

[Stewart.paterson@rathboneuk.org](mailto:Stewart.paterson@rathboneuk.org)

#### Website:

[www.rathbone.org](http://www.rathbone.org)



### Stage 3

<b>Name of Project:</b>
Street League – Employability Fund Stage 3
<b>Target Groups:</b>
Aged 16-30 (who are almost ready for employment)
<b>Delivery Locations:</b>
J&L Boxing Club, 1 Hawthorn Road, Prestonpans, EH32 9QW
<b>No. of places per year:</b>
Aged 16-17      8
Aged 18-30     2
<b>Programme outline:</b>
<p>This Stage 3 offer is 10 weeks in duration. The activity is full time 20 hours per week (Monday – Thursday). A minimum of 6 weeks in centre, with a maximum of 4 weeks (minimum of 2 weeks) on work placement. Only placements with realistic opportunities of paid employment are used and will be tailored to individual career aspirations and goals. The aim of this provision is to provide young people with the skills, knowledge and experience to move into full time, sustainable employment in a sector they have chosen.</p> <p>Young people will take part in multiple volunteering opportunities. In addition to structured qualifications, they will take part in employability group work sessions including; barriers, interview skills, CV building, job search, application forms and sustainability. There will be a weekly session aimed at job search and an expectation that the young people actively seek employment. Young people will be action planned, set goals and work towards the development and improvement of the skills and knowledge to be sustainable in employment. Every day will also include a minimum of 60 minutes physical activity (ranging from circuits, fitness classes, gym sessions, football, multi-sports), in which each individual is expected to participate fully. Some of the certificated learning is monitored and assessed via sports activity.</p>
<b>Programme start dates:</b>
Monday 21 <sup>st</sup> January 2019 – 8 x 16/17 & 2 x 18-30
<b>How to make a referral:</b>
<p>Please email all referrals to <a href="mailto:clair.duncan@streetleague.co.uk">clair.duncan@streetleague.co.uk</a></p> <p>Referral agencies include DWP, SDS, other EF providers, colleges and named local authority employees.</p> <p>Free taster sessions will be run every week on;</p> <p>Tuesday &amp; Thursday – J&amp;L Boxing Club @ 1.30pm</p> <p>For further information contact Clair Duncan.</p>
<b>Likely progression routes:</b>
Strong links created and nurtured with Edinburgh College for FE progressions, MA providers, the wider YEAP in the LEP area for progression up the pipeline and a range of employers covering various sectors (Hospitality, Retail, Environmental, Construction)

### Name & Address:

Street League  
Unit 1C  
Slateford Gait  
Edinburgh  
EH11 1GT

### Contact:

Clair Duncan

### Telephone:

07824112470

### Email:

[clair.duncan@streetleague.co.uk](mailto:clair.duncan@streetleague.co.uk)

### Website:

[www.streetleague.co.uk](http://www.streetleague.co.uk)

**Stage 3**

<b>Name of Project:</b>
Street League – Academy
<b>Target Groups:</b>
16-25 not in education, training or employment
<b>Delivery Locations:</b>
Pennypit Community Centre, Rope Walk, Prestonpans
<b>No. of places per year:</b>
32
<b>Programme outline:</b>
8 weeks in centre (Mon-Thurs, 15 hours per week) with the focus on employability. Identifying strengths/weaknesses, setting goals, tailoring/creating CVs, completing applications, mock interview sessions both internal & external – all supported with physical activity, fitness and football sessions daily
<b>Programme start dates:</b>
Monday 23 <sup>rd</sup> September & Monday 16 <sup>th</sup> January
<b>How to make a referral:</b>
Phone call Stacey Gordon (07813 369030) or email <a href="mailto:stacey.gordon@streetleague.co.uk">stacey.gordon@streetleague.co.uk</a>
<b>Likely progression routes:</b>
Employment, further education or external training

**Name & Address:**

Street League  
Harvesters Business Centre  
Wester Hailes  
Edinburgh EH14 3JH

**Contact:**

Stacey Gordon

**Telephone:**

07813 369030

**Email:**

[stacey.gordon@streetleague.co.uk](mailto:stacey.gordon@streetleague.co.uk)

**Website:**

[www.streetleague.co.uk](http://www.streetleague.co.uk)

### Stage 3

<b>Name of Project:</b>
The Ridge
<b>Target Groups:</b>
Aged 16 – 18+
<b>Delivery Locations:</b>
Bleachingfield Community Centre
<b>No. of places per year:</b>
5 places
<b>Programme outline:</b>
<p>The aim of our stage 3 provision is to prepare attendees for employment by providing an understanding of the basic requirements of employers for their staff; to learn more about their aptitudes, strengths and challenges in relation to employment. To help them consider the particular requirements of their employment sector of choice, and to reflect on how they can both contribute most to and benefit most from pursuing a career within it. We aim to support trainees to undertake the search for employment – CV preparation, identifying and using sources of job information, applying for work, interview skills to maximise their chances of long term success.</p> <p>Stage 3 Provision content includes:</p> <ul style="list-style-type: none"> <li>• Study units on Responsibilities of Employment, Dealing with Work Situations, Skills for Customer Care, Personal Development: Self and Work and Practical Workplace skills.</li> <li>• Course personalisation for tailoring to the needs of the individual and the sector they wish to enter</li> <li>• Additional support can be arranged for those with addiction or other mental health issues</li> </ul> <p>CWR SVQ4 – adaptable to any work sector, this is a broad employability qualification, consisting of classroom based learning (very informal) and an extended work placement. ASL provision where required is accessed via East Lothian Council's Adult Education provision.</p>
<b>Programme start dates:</b>
April/Early May, remaining places offered in August
<b>How to make a referral:</b>
Eligibility form to be submitted by post, email or in person. All enquiries in advance are welcome.
<b>Likely progression routes:</b>
<ul style="list-style-type: none"> <li>• Advanced stage of Employability Fund programme</li> <li>• Further education</li> <li>• Employment</li> <li>• Modern Apprenticeship</li> <li>• Self-employment</li> </ul>

#### **Name & Address:**

The Ridge  
Meiklerig Farmhouse  
Stenton  
Dunbar  
EH42 1TF

#### **Contact:**

Kate Darrah

#### **Telephone:**

01368 850626

#### **Email:**

[kate@the-ridge.org.uk](mailto:kate@the-ridge.org.uk)

#### **Website:**

[www.the-ridge.org.uk](http://www.the-ridge.org.uk)

### Stage 3

<b>Name of Project:</b>
Training for Care
<b>Target Groups:</b>
Aged 16-17 (10 Places) 18+ (2 Places)
<b>Delivery Locations:</b>
Various
<b>No. of places per year:</b>
12 places
<b>Programme outline:</b>
<p>The aim is to prepare attendees for employment in the social care sector or childcare sectors and where appropriate to provide a progression to the relevant modern apprenticeship or EF stage 4.</p> <p>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.</p> <p>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 CWR 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.</p>
<b>Programme start dates:</b>
15 <sup>th</sup> June 2017 (3 Places Available) 14 <sup>th</sup> September 2017 (3 Places Available) 28 <sup>th</sup> November 2018 (3 Places Available) 22 <sup>nd</sup> February 2018 (3 Places Available)
<b>How to make a referral:</b>
Referrals to be emailed to Caroline McKay or send via named address.
<b>Likely progression routes:</b>
<ul style="list-style-type: none"> <li>• Stage 4 programme</li> <li>• Modern Apprenticeship</li> <li>• Employability training</li> </ul>

#### **Name & Address:**

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

#### **Contact:**

Caroline McKay

#### **Telephone:**

0131 556 7773

#### **Email:**

[carolinemckay@tfcscotland.org.uk](mailto:carolinemckay@tfcscotland.org.uk)

#### **Website:**

[www.tfcscotland.org.uk](http://www.tfcscotland.org.uk)

Check dates with Catriona

Stage 3

Stage 4

Stage 5

Name of Project:
Routes to Work
Target Groups:
Adults 16+
Delivery Locations:
Various across East Lothian
No. of places per year:
Variable
Programme outline:
Routes to Work is designed for learners who are looking for support to enhance their employability skills. Learners may be in work and looking for a change of career, or out of work but ready to progress into employment. Support includes: job searching, creating a CV, application forms and interview skills, confidence building.
Programme start dates:
Continuous throughout the year (term time only)
How to make a referral:
Referrals can be made by individual or partner agencies Contact <a href="mailto:elworks@eastlothian.gov.uk">elworks@eastlothian.gov.uk</a> or 01620 827262 We arrange to meet individually with potential learners for an informal chat before they join a group or receive 1:1 support
Likely progression routes:
Employment; volunteering; further learning

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

Contact:  
East Lothian Works

Telephone:  
01620 827262

Email:  
[elworks@eastlothian.gov.uk](mailto:elworks@eastlothian.gov.uk)

Website:  
[www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)

Stage 3

Stage 4

Stage 5

<b>Name of Project:</b>
Bridges Project Way2Work – Employability Support Worker (Big Lottery Fund/East Lothian Partnership Fund)
<b>Target Groups:</b>
Disadvantaged and vulnerable young people aged 15-22 years. These posts have a focus on increasing skills and reducing poverty by supporting young people towards a positive destination and helping them to become economically independent.
<b>Delivery Locations:</b>
Mainly in Bridges Project's premises but also in other venues that meets the needs of the young person.
<b>No. of places per year:</b>
Approximately 40 per annum
<b>Programme outline:</b>
Intensive and customised support to address any barriers facing the young person and preparation for work practice placements. This can also involve familiarisation visits to college campuses, development of employability skills through informal learning activities, social interaction etc. The work is mainly carried out on a one to one basis but the W2W team also undertake small group work, sometimes in partnership. Groups can be held in Bridges Project's own premises during the day (i.e. between 9am and 5pm) or on a twilight (5pm to 7pm) basis. Groups can also be held in any other appropriate venue. The W2W team 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. The W2W team also offers access to focused, certified training opportunities such as First Aid, REHIS, Epilepsy Awareness, CSCS, Moving and Handling etc.
<b>Programme start dates:</b>
Continuous
<b>How to make a referral:</b>
Referrals are received by Bridges Project's Practice Manager, who allocates them and supervises the work of the W2W Co-ordinator.
<b>Likely progression routes:</b>
Further Education College, Employability Fund Programmes, training provider, employment, activity agreements and volunteering.

**Name & Address:**

Bridges Project  
Bogpark Road  
Musselburgh  
EH21 6RT

**Contact:**

Emma Scarcliffe, Practice Manager

**Telephone:**

0131 665 1621

**Email:**

[escarcliffe@bridgesproject.org.uk](mailto:escarcliffe@bridgesproject.org.uk)

**Website:**

[www.bridgesproject.org.uk](http://www.bridgesproject.org.uk)

## Stage 4

<b>Name of Project:</b>
Action for Children- Pave Your Way
<b>Target Groups:</b>
6x Aged 18+
<b>Delivery Locations:</b>
Edinburgh
<b>No. of places per year:</b>
6x 18+ years
<b>Programme outline:</b>
Our intensive 4 week sectoral programme meets the requirements of the construction sector and land based industries. Participants may take part in various training sessions to support personal development and employability skills. Health and Safety in the workplace, CV and interview skills, mock interviews, work experience, personal development workshops including sexual health & substance misuse and employer site visits. Work placements are offered to participants once they have the confidence and skills to manage this.
Industry led training/certification – achievement of accreditation required to enter employment in the construction centre.
Work Placement or Trial – to enable participants to gain industry experience and demonstrate their abilities/competencies to employers.
Employer Interview – providing valuable experience with employer feedback on strengths/improvement areas to inform targeted support.
Intensive Jobsearch – increasing skills through sessions in CV's, applications and interviews.
Aftercare – supporting both participants and employers to promote transition into work and sustained employment.
<b>Programme start dates:</b>
11 <sup>th</sup> September 2017
<b>How to make a referral:</b>
Email referrals to <a href="mailto:lauren.cargill@actionforchildren.org.uk">lauren.cargill@actionforchildren.org.uk</a>
<b>Likely progression routes:</b>
Employment. Participants will complete visits to organisations when reviewing their progression routes.

### Name & Address:

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

### Contact

Lauren Cargill

### Telephone:

0131 661 1354

### Email:

[lauren.cargill@actionforchildren.org.uk](mailto:lauren.cargill@actionforchildren.org.uk)

### Website:

**Stage 4**

<b>Name of Project:</b>
GTG Training Ltd
<b>Target Groups:</b>
Age 18+
<b>Delivery Locations:</b>
Not specified
<b>No. of places per year:</b>
6 Places
<b>Programme outline:</b>
<p>The aim of this provision is to prepare the participant for logistics or passenger transport industries, by providing the opportunity to obtain the relevant vocational license required for the sector.</p> <p>The LGV &amp; PCV Driver training courses are designed to train participants to drive Large Goods vehicles (LGV) or Passenger Carrying Vehicles (PCV) in the following categories, category C – Rigid or category D – Bus. DCPC training is also incorporated, allowing the participant to obtain their drivers card. The length of training usually consists of a five or six day intensive training course depending on a driving assessment.</p> <p>A work placement lasting approximately 8 weeks. Job search and CV preparation are also an integral part of the programme.</p>
<b>Programme start dates:</b>
Ongoing weekly from April 2017
<b>How to make a referral:</b>
Email all referrals to John Reynolds.
<b>Likely progression routes:</b>
Employment. Participants will complete visits to organisations when reviewing their progression routes.

**Name & Address:**

GTG Training LTD  
1330 South Street  
Glasgow  
G14 0BJ

**Contact:**

John Reynolds

**Telephone:**

01419 505 600

**Email:**

[John.reynolds@gtg.co.uk](mailto:John.reynolds@gtg.co.uk)

**Website:**

[www.gtg.co.uk](http://www.gtg.co.uk)



## Stage 4

<b>Name of Project:</b>
Community Jobs Scotland (CJS)
<b>Target Groups:</b>
<p>CJS jobs are created for vulnerable young people aged 16-29 who are unemployed and not on the Work Programme, Work Choice, Specialist Employment Support, Work Able Scotland, Work First Scotland and have not previously been on Community Jobs Scotland. The main target groups are:</p> <ul style="list-style-type: none"> <li>• Young person with a disability or health condition</li> <li>• Young Carer</li> <li>• Care Experienced</li> <li>• Young Person with Convictions</li> <li>• Early service leaver from Armed Forces (having served less than 6 years)</li> </ul> <p>Other groups of disadvantaged young people are also able to access the job opportunities including, Work Programme completers who remain unemployed, Young person affected by Substance Misuse, Lone Parents etc.</p>
<b>Delivery Locations:</b>
With third sector employer organisations across Scotland
<b>No. of places per year:</b>
700
<b>Programme outline:</b>
<p>The key purpose of Community Jobs Scotland is to support young people into sustainable employment through providing meaningful paid work experience in the third sector. However, it also has the dual purpose of increasing the capacity of third sector organisations at a time of increasing demand for support services.</p> <p>What is on Offer?</p> <ul style="list-style-type: none"> <li>• All job opportunities offer a minimum of 25 hours of paid work each week, pay at least £5.60 per hour, although offering more hours and/or a higher wage rate is encouraged. Employers are encouraged to pay the Living Wage where possible.</li> <li>• Opportunities must last a minimum of 52 weeks (part time jobs for disabled people will last for 78 weeks) and are created in all 32 Scottish Local Authority areas.</li> </ul> <p>CJS employers commit to providing a high quality package of support to the young person. This includes the provision of an induction, on-the job training, support and supervision, job search support, and an ongoing focus on assisting the individual into lasting employment.</p>
<b>Programme start dates:</b>
Jobs are available on an ongoing basis with all jobs being recruited by 31March2018
<b>How to make a referral:</b>
Any individuals wishing to apply for a CJS opportunity must first be referred by a Jobcentre Plus or Skills Development Scotland Advisor. To view all current local Community Jobs Scotland vacancies in East Lothian please visit <a href="http://jobs.scvo.org.uk">http://jobs.scvo.org.uk</a>
<b>Likely progression routes:</b>
Progression routes can include; retention by employer, other employment, Modern Apprenticeship, Further or Higher Education

### Name & Address:

Community Jobs Scotland  
Brunswick House  
51 Wilson Street  
Glasgow  
G1 1UZ

### Contact:

Moira Cuthbertson

### Telephone:

01414 559 5034

### Email:

[moira.cuthbertson@scvo.org.uk](mailto:moira.cuthbertson@scvo.org.uk)

### Website:

[www.scvo.org.uk/cjs](http://www.scvo.org.uk/cjs)  
<https://jobs.scvo.org.uk>

**Stage 4**

<b>Name of Project:</b>
Workingrite
<b>Target Groups:</b>
18+ who are not receiving benefits
<b>Delivery Locations:</b>
Fisherrow Centre or Pennypit Centre for induction
<b>No. of places per year:</b>
5
<b>Programme outline:</b>
<p>This is an eight week programme which will be job focussed, with very little training centre contact. Mentored work experience placements will be sourced in the community local to each individual young person. It is anticipated there will be one day of induction preparation, which will take place in either at Fisherrow Centre in Musselburgh or the Pennypit in Prestonpans, and then a maximum of 8 weeks on placement, although we expect most stage 4 trainees will not require the full 8 weeks before processing.</p> <p>The provision for Stage 4 is roll on roll off, as we individually match each young person to each placement employer. This allows us to be flexible, to start young people on the programme when they most need our help, and engage with placement employers at times which best suit their businesses. For stage 4 trainees we will target certain industries three or four months before they are likely to be recruiting apprentices so that our trainees have a better chance of progressing when they complete the programme.</p> <p>The programme will run 4 days per week, Monday to Thursday, depending on the placement employer. 30 hours maximum per week. Typical placements have included construction, mechanics, retail and hospitality and childcare.</p>
<b>Programme start dates:</b>
Receive referrals between the 01/06/17 – 01/11/17
<b>How to make a referral:</b>
Once referrer has pre-checked his/her suitability and eligibility with the completed EF eligibility confirmation form, send by email to named email.
<b>Likely progression routes:</b>
<ul style="list-style-type: none"><li>• Full employment</li><li>• Modern Apprenticeship</li></ul>

**Name & Address:**

Luke Dunn  
Workingrite  
1 Constitution Street  
Edinburgh  
EH6 7BS

**Contact:**

Luke Dunn

**Telephone:**

07388 990234

**Email:**

<mailto:luke@workingrite.co.uk>

**Website:**

[www.workingrite.co.uk](http://www.workingrite.co.uk)

**Stage 5**

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

**Name & Address:**

Bright Green Business  
The Business Partnership  
Moulsdale House  
24D Milton Road East  
EH15 2PP

**Contact:**

Elaine Brown, Business Development Manager

**Telephone:**

0131 603 5040

**Email:**

[elaine@thebusinesspartnership.org.uk](mailto:elaine@thebusinesspartnership.org.uk)

**Website:**

[www.brightgreenplacements.org.uk](http://www.brightgreenplacements.org.uk)