Skills Development Scotland

Employability Fund
EF provider fact sheet

An EF fact sheet must be completed by the EF Provider for all contracted EF provision in each Local Employability Partnership Area in line with their contract allocation. A separate fact sheet must be completed for each Stage offered by the EF Provider. The EF Provider must submit the completed EF fact sheets to the named SDS Contract Manager for approval in advance of any start dates. Once approved the EF Provider must circulate to all EF referral organisations in the LEP area.

Title of EF Provision Barnardos Works

Local Employability Partnership (LEP) Area Moray

EF Stage *(Tick appropriate stage. Please note that a separate fact sheet is required for each stage)*

Stage 2 Stage 3 ✔ Stage 4

Number of EF places available *(Insert number of contracted places for the selected stage)*

Age 16-17 3 Age 18-24 3 Age 25+

EF provider name Barnardos Works

Address and postcode Ross House, 14 Ardross Street, Inverness IV3 5NS

EF provider contact name Peter Mulvey tel no. 01463 715178 email peter.mulvey@barnardos.org.uk

Website (if applicable) www.barnardos.org.uk

Local provider contact details *(This should be the local contact for the day to day enquiries from EF referral organisations)*

Contact name Saran Cleary

Address Alexander Fleming House, 8 Southfield Drive, Elgin, IV30 6GR

Tel no. 07917425091 email saran.cleary@barnardos.org.uk

Location of EF provision *(If different from above. If multiple locations are used please detail e.g. 4 weeks in training centre and 2 weeks work placement)*

Training and group work sessions will be delivered in our own training rooms in Elgin allowing access to young people within a daily travel distance
Work placements will in the main be organised at various locations throughout the Moray area and whenever possible arranged to match the aspirations and geographical location of each young person

Days and hours per week and anticipated duration of EF provision *(Number of hours, days and mode of attendance indicating start and finish times, length of the course and whether it is continuous or flexible e.g. 6 weeks continuous or 8-12 weeks depending on progress)*

2 weeks of 5 days per week classroom based induction, activity/learning - 5 days per week, 6 hours per day, normally 0900 - 1500
11 weeks work placement - 5 days per week, 8 hours per day, 0900 - 1700 or other FTE to meet employer need
Extension to the 13 week programme can be arranged and based on evidenced need and discussion between the provide and SDS

Start dates *(Including number of places for each start date or timescales if a rolling programme)*

Start dates will spread over the contract year with start numbers based on and reflecting the previous two contracts. At present we propose the following starts but these can be open to discussion and relate to demand as we progress through each Start Period
Period 3, June15 - 3
Period 8 Nov 15 - 3

Referral arrangements and requirements *(How EF provider wishes to be notified by referral organisation)*

We will continue to operate an "open discussion" approach with our referring agencies. we will work with SDS at local levels to ensure we receiving referrals that are appropriate to our programmes and delivery
Referrals can be accepted for individuals or groups and can be discussed prior to referral.
Initial contact should be through Peter Mulvey, Business Manager

Employability Fund
EF provider fact sheet

Aim of provision *(e.g. "To prepare attendees for employment by providing underpining knowledge of a particular sector and to provide the basic skills for that sector")*

Engage - Our aim is to engage with young people and assist them in deciding if the programme is right for them and supports their own aims and aspirations
Train - help young people understand the rules of the workplace and develop good routines that will assist them to make the most of their placement opportunity
Qualify - Support young people to gain the Steps To Work award
Employ - Support young people to move into and sustain employment
As Stage 3 is targeted at young people with some work place skills or experience, we have shortened our in-house training period to move them into Work Experience swiftly.

Content of EF provision *(e.g. pre recruitment training for a specific sector, job focussed training, employability provision, core skills, summary of support for personal development and info on work experience element)*

Undertake Certificate of Work Readiness

Induction phase will support personal development and underpin their knowledge of the workplace and employers requirements.
Work placement with 1:1 support and continued group sessions looking at employability skills and completion of their portfolios. there will be sessions both group and 1:1 to do reflective practice with the young people.
Young people will be supported to begin their SCQF Level 4 in the Certificate of Work Readiness throughout this period, also building soft skills through team work, communication and motivation. This stage is important for building a positive support relationship between a Project Worker and a young person, and identifying peer support networks, which will continue throughout Work Experience.

Qualifications *(Detail all qualifications that are available as part of the EF provision. If EF provision contains units/modules at different SCQF levels, the overall level should equate to the majority of provision (50%+)*

Name/Code (if appropriate) of Unit/Module/SCQF rate qualification (where the qualification is not SCQF credit rates please include a brief description)	SCQF level	SCQF credit points
Certificate of Work Readiness	4	34
	Overall level 4	Total credit points 34

Proposed outcomes and potential progression routes on successful completion *(Detail linkages to other local opportunities and progression towards FE, MA, employment)*

Young people will be supported towards employment, FE or MA opportunities
Job search support and activity will be encouraged and undertaken
Young people will be supported to specifically prepare for the job market and identity real vacancies with employers.

Additional information *(Any extra information or notes regarding the EF provision e.g. application and administration requirements, minimum number of referrals required)*

We will whenever possible be as flexible as we can in order to enable full access to our programmes to young people in our area and will consider all referral on an individual basis to ensure we can meet their support needs. We will when appropriate make application for support to accommodate any additional support need the young person may have.

SDS Contract Manager Name Helena Bryce

Tel no. 0300 130 3800 email helena.bryce@sds.co.uk

EF Provider Declaration

I ensure that the information in this EF fact sheet is accurate and supported by a SDS contract for the EF. I agree to make this fact sheet available to all EF referral organisations in the relevant LEP area.

Name Peter Mulvey Date 30 Mar 2015