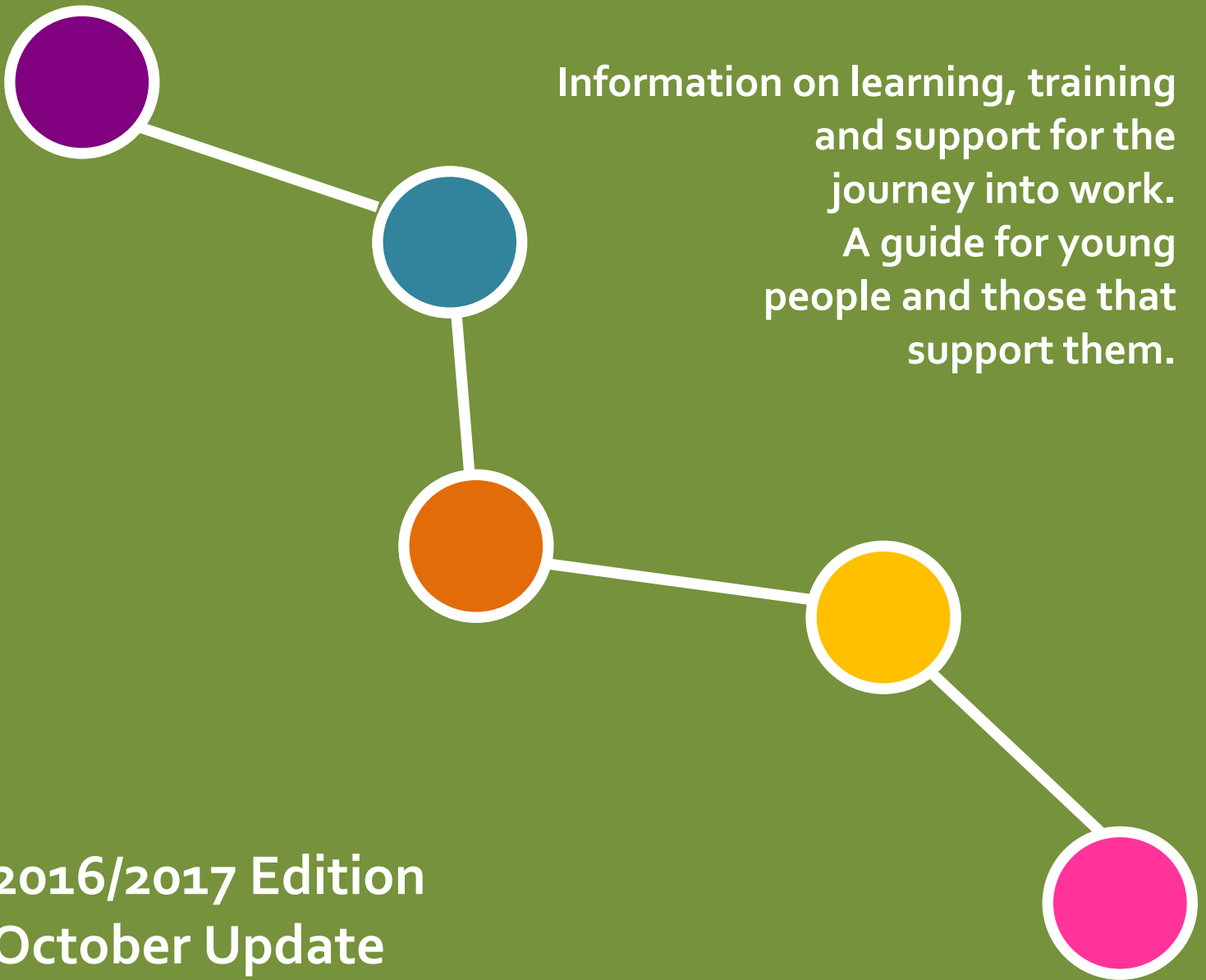


Clackmannanshire

Skillsmap



2016/2017 Edition
October Update

04A

Opportunities
for All

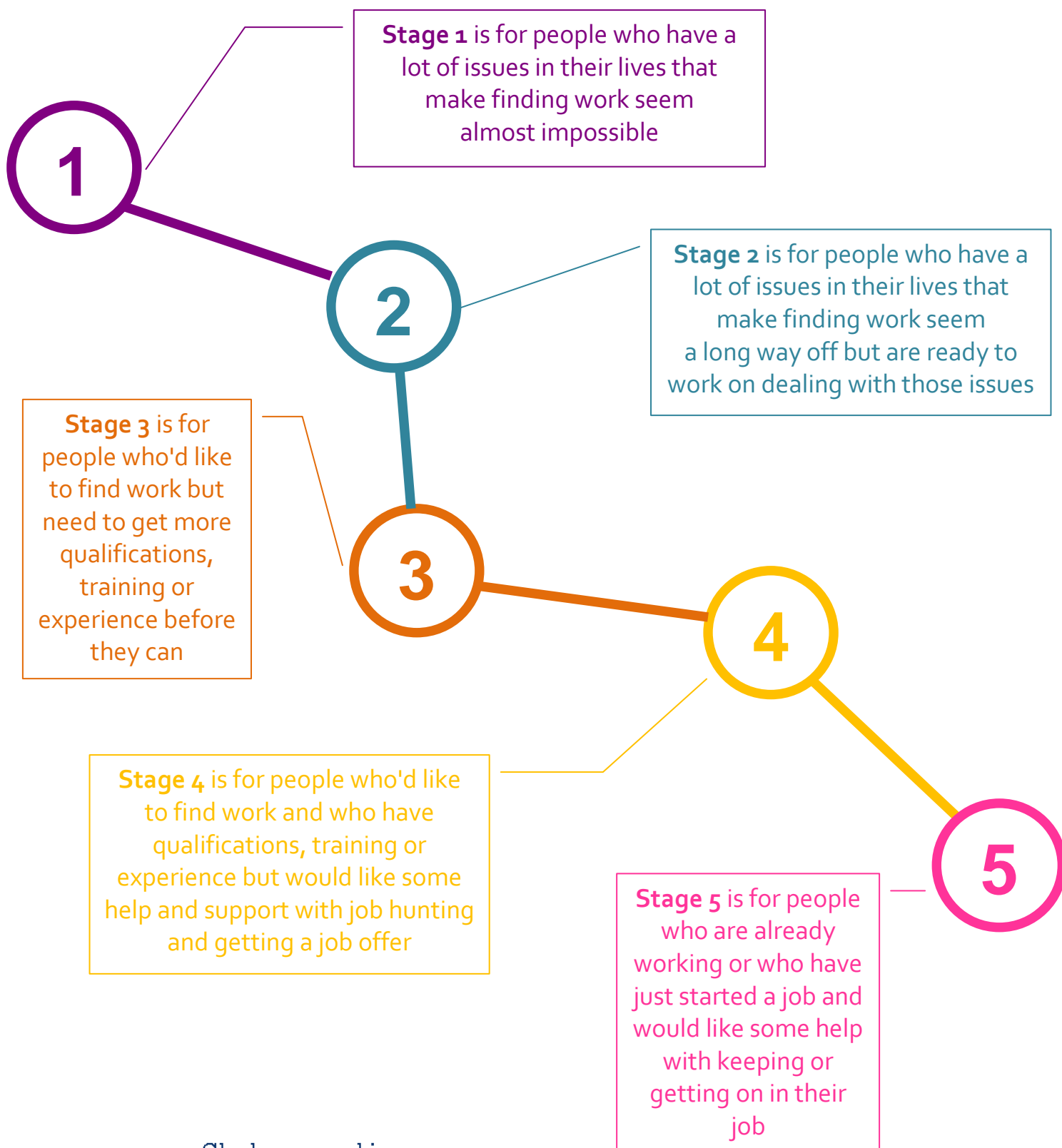
Young people making the journey from full-time education to work face many challenges. There are more and more services and projects that aim to help young people with these challenges.

The Clackmannanshire Skillsmap aims to help young people aged 16-24 and those supporting them to choose which might be the best services to help them and show them how to get in touch.

The Skillsmap has been created by the Clackmannanshire Opportunities for All Partnership, a group of agencies and services working together to support young people into work.

Knowing Where to Start

Services on the Skillsmap have been grouped into stages. The first step is choosing which step is right for you. Use the descriptions below to see which matches you.



Who Can Help

Now you know what stage you are at you can look at services available for people at that stage. All services in the guide are grouped by stage and are colour coded as shown below.

Stage 1		Support from someone who can help you manage some of the issues in your life and can refer you on to others who can help.	Stage 1
1			
Stage 2		Support with managing some of the issues in your life. Building confidence and getting ready to build qualifications and work experience.	Stage 2
2			
Stage 3		Training and support to get qualifications or build your work experience.	Stage 3
3			
Stage 4		Support with job searching, CVs, application forms and interviews. Also support to access employers with vacancies that match your skills.	Stage 4
4			
Stage 5		Support to help you settle in to your new job or to get more skills and qualifications.	Stage 5
5			

Stage 1

Support from someone who can help you manage some of the issues in your life and can refer you on to others who can help.

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Activity Agreements

What is it?

An Activity Agreement is a written arrangement between a young person and their Activity Agreement key worker where they agree to take part in a programme of learning and activities to help support them to become ready for formal learning or employment. Activity Agreements are not time limited and are based on an individual's needs.

We offer a wide range of activities including garden & farm projects, work experience, numeracy and literacy, sound & recording studio sessions, work clubs, first aid training, health and fitness, cooking with groups and various creative & outdoor activities. We always try to provide activities according to the needs of each individual attending an Activity Agreement.

Who is it for?

Anyone can access an Activity Agreement, however, predominantly they are for young people who have left school and who don't have a suitable option to move on to due to barriers they may face. They are also for young people who left school and whose first option didn't work out for them.

Who do I contact?

Clackmannanshire Council
 Opportunities for All
 Kilncraigs
 Alloa
 01259 458461
 opps4all@clacks.gov.uk
www.clacksweb.org.uk



**Clackmannanshire
 Council**



CLACKMANNANSHIRE YOUNG PARENTS' PROJECT

What is it?

We aim to improve the life chances of the parent and their child/children by helping ensure that their immediate needs are addressed and that appropriate services are accessed to maintain stability at a very vulnerable time in their lives. We offer friendly and practical support to help young parents plan towards the future they want, at a pace the individual is comfortable with and when the time is right for them.

Who is it for?

Clackmannanshire Young Parents' Project is for parents or parents-to-be aged 16 to 24, who may be thinking about their future and looking to move on with their life.

Who do I contact?

Craig Baird
Clackmannanshire Council
01259 226684/07815 54 2036
youngparents@clacks.gov.uk



European Union



The Scottish Government
Riaghaltas na h-Alba

EUROPE & SCOTLAND
European Social Fund

Investing in a Smart, Sustainable and Inclusive Future



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Council



C-Mee

What is it?

Employment Training

To build capacity, skills, work ethic and a work history to aid future employment prospects. Volunteering opportunities may also be to ease people into a workplace environment either due to gaps in employment or who have no employment history at all.

Who is it for?

All ages, all types of barriers however suitability will be assessed on an individual basis.

Who do I contact?

Jane McTaggart

01259726685

Jane@c-mee.co.uk

c-mee.co.uk



C-Cat

What is it?

C-CAT {Clacks Consortia Action Training} is a Lottery funded project which straddles 2 local social enterprises namely C-MEE and Simply Wee County Catering. We offer tailored and specific short term opportunities in gardening, decorating, small repairs, catering & hospitality as well as placements in the office.

Who is it for?

This programme helps those with specific barriers: homeless, potentially homeless - in supported accommodation - leaving or having just left the care system - having caring responsibilities for someone else - being disabled or having a learning disability or mental health condition.

Who do I contact?

Jane McTaggart or Marion Levett
01259726685
Jane@c-mee.co.uk
c-mee.co.uk



SWCC

What is it?

Life Skills Training

This is delivered by Simply Wee County Catering. It is aimed at those who may never achieve the capacity to go into a regular workplace environment but the skills they gather from working with us in our catering outlet, offers them additional independence, increased dignity and reduced isolation. This is usually offered one or two days a week per participant depending on our capacity at any given time.

Who is it for?

Any age - any health condition - as long as it is safe for them to do so.

Who do I contact?

Jane McTaggart

01259726685

Jane@c-mee.co.uk

c-mee.co.uk

Duncan Cairns

01259726684

simplyweecountycatering.co.uk



Stage 2

Support with managing some of the issues in your life. Building confidence and getting ready to build qualifications and work experience.

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CLACKMANNANSHIRE WORKS KEY WORKER SUPPORT

What is it?

This support is designed to help young people deal with some of the issues that are preventing them from getting a job. A Key Worker will work with a young person on a one-to-one basis to help them access the support they need. This may include confidence building, basic life & coping skills, literacy & numeracy, personal & motivational programmes, money advice, assistance with childcare and dependant care, work tasters, or certificated training. Key Workers have access to a Barrier Free Support Fund to purchase the appropriate support/services where required.

Who is it for?

16 - 24 year olds who are vulnerable and who have barriers to employment and meet ESF eligibility criteria (which can be checked by contacting the service).

Who do I contact?

Clackmannanshire Works

Tel: 01259 226699

cworks@clacks.gov.uk

Clackmannanshire Works is part of Clackmannanshire Council's Economic Development Team and is supported by European Structural Funds



European Union



The Scottish Government
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European Social Fund

Investing in a Smart, Sustainable and Inclusive Future

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Clackmannanshire
Alliance

EMPLOYABILITY FUND STAGE 2

Lifeskills Central Ltd

What is it?

LifeSKILLS Employability Fund – Funded by Skills Development Scotland and targeted at 16-17 year olds, 18-24 year olds and 25+age group. An employment focussed employability provision enabling unemployed adults to improve their employability skills sufficiently to move, in the short and medium term, into suitable employment. Provision includes focussed job search and job retention skills. The service will also offer work experience placements for those participants that this would be a valuable and appropriate option. The LifeSKILLS provision will incorporate sector specific skills in, for example, retail, social care, administration and hospitality and may offer a range of short, sharp interventions, and including employer recognised courses.

LifeSKILLS covers Stage 2, 3 & 4.

Who is it for?

The Lifeskills Employability Fund programme is targeted at individuals aged 16+ who are relatively close to the labour market and who require support to enhance their vocational, jobsearch and retention skills training and for whom employability skills, work experience and sector related skills may enhance their employability levels.

Who do I contact?

James Montgomery

01259 215077

James.montgomery@lifeskillscentres.com

www.lifeskillscentres.com





ICT

What is it?

ICT Basic Course offered to improve employability & volunteering chances, keeping skills updated and for personal use.

Ask the IT Tutor - Bookable Q&A sessions held in libraries throughout year.

IT Tutor On Call - to assist with any IT queries.

Most Thursday mornings in Speirs Centre.

Who is it for?

People who want to improve their ICT skills aged 16+, resident in Clackmannanshire.

Who do I contact?

Brian Weaver

Clackmannanshire Council

01259 452260

bweaver@clacks.gov.uk

www.clacksweb.org.uk/learning/learningatthelibrary/



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www.clacksweb.org.uk



IT & Me

What is it?

IT & Me is a new project that helps people to get the most from their iPads and Android tablets. Sessions will run weekly based in Clackmannanshire libraries and supported by volunteers. A menu of activities for customers to choose from is being developed and will include themes such as iPad and Android basics, opportunities to test drive tablets if they are tablet shopping, Online Safety, the internet and apps.

The sessions will include both workshops that cover a specific theme and drop in sessions where customers can get support with individual enquiries. The project actively recruits volunteers who wish to assist with IT tuition.

Who is it for?

People wanting to improve their ICT skills aged 16+ who are residing in Clackmannanshire.

Who do I contact?

Gill Ross

Clackmannanshire Council

01259 225092 07818 520839

gross@clacks.gov.uk

<http://www.clacksweb.org.uk/culture/itandme/>



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LIFESTART

What is it?

This course can provide a link into adult and community services. Learners will study a range of subjects and will get the opportunity to develop and practice their skills within a supportive adult environment. There will be an emphasis on extending social and life skills and encouraging independence. Full-time 1 year. Part-time routes may be discussed at interview.

Who is it for?

For young people who have significant support needs.

Who do I contact?

Forth Valley College
0845 634 4444
info@forthvalley.ac.uk
www.forthvalley.ac.uk



LITERACY & NUMERACY

What is it?

Supporting adult learners who wish to improve their reading, writing, spelling and number skills.

Who is it for?

Adults who have left school and reside in Clackmannanshire.

Who do I contact?

Clark Whyte

Clackmannanshire Council

01259 452264

cwhyte@clacks.gov.uk

<http://www.clacksweb.org.uk/learning/literaciesprovision/>



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WORKSTART

What is it?

Learners can further develop their core and interpersonal skills by taking part in a range of subjects in the College, following individual programmes of study appropriate to their needs. Full-time 1 year. Part-time routes may be discussed at interview. Progression from this course can be to Supported Employment Opportunities, Employability courses or Vocational courses.

Who is it for?

For young people who have additional learning support needs and who require support to access the world of work.

Who do I contact?

Forth Valley College
0845 634 4444
info@forthvalley.ac.uk
www.forthvalley.ac.uk



EMPLOYABILITY

What is it?

Forth Valley College offer Employability courses in Retail and Construction. These 14-week full-time courses include studying SQA Employability units in college followed by a work placement. You will be eligible to apply for funding.

Who is it for?

Those who have been out of education or employment, who require further experience to become job ready, or who may have additional learning support needs.

Who do I contact?

Jean Allan

Jean.allan@forthvalley.ac.uk

01324 403093

www.forthvalley.ac.uk



Stage 3

Training and support to get qualifications or build your work experience.

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CTSi Volunteering

What is it?

CTSi work with over 200 non for profit organisations in the local area. Many of these organisations advertise volunteering opportunities through CTSi. We can help to link you with a volunteering opportunity that matches your interests and assists you in achieving what you want to from volunteering - from increasing confidence to gaining new skills to using existing skills to gain experience.

At CTSi we also occasionally run courses on subjects such as stroke awareness, first aid, disability awareness, risk assessment and blood pressure surgeries.

If volunteering and aged between 12 to 25 you can sign up to Saltire, and receive certificates of recognition for the hours you have committed to volunteering.

Who is it for?

Anyone interested in volunteering who either lives in Clackmannanshire or would like to volunteer in Clackmannanshire.

Who do I contact?

Louise Orr

01259 213 840

louise.orr@ctsi.org.uk

www.ctsi.org.uk



EMPLOYABILITY FUND STAGE 3

Clackmannanshire Works

What is it?

This is a 10 - 12 week rolling programme which places young people in a real work environment with a local employer where they will gain work experience and training. Placements are available in a wide range of occupational areas such as administration, childcare, hairdressing, construction and many more. During the programme, young people may also work towards achievement of an employability award or an industry specific qualification.

Who is it for?

16 to 18 year olds who are not in employment, education or training.

Who do I contact?

Kate Smith
 Clackmannanshire Works
 Tel: 01259 225191
 Ksmith3@clacks.gov.uk

Clackmannanshire
WORKS

Skills
 Development
 Scotland

EMPLOYABILITY FUND STAGE 2

Lifeskills Central Ltd

What is it?

LifeSKILLS Employability Fund – Funded by Skills Development Scotland and targeted at 16-17 year olds, 18-24 year olds and 25+ age group. An employment focussed employability provision enabling unemployed adults to improve their employability skills sufficiently to move, in the short and medium term, into suitable employment. Provision includes focussed job search and job retention skills. The service will also offer work experience placements for those participants that this would be a valuable and appropriate option. The LifeSKILLS provision will incorporate sector specific skills in, for example, retail, social care, administration and hospitality and may offer a range of short, sharp interventions, and including employer recognised courses.

LifeSKILLS covers Stage 2, 3 & 4.

Who is it for?

The Lifeskills Employability Fund programme is targeted at individuals aged 16+ who are relatively close to the labour market and who require support to enhance their vocational, jobsearch and retention skills training and for whom employability skills, work experience and sector related skills may enhance their employability levels.

Who do I contact?

James Montgomery

01259 215077

James.montgomery@lifeskillscentres.com

www.lifeskillscentres.com

EMPLOYABILITY FUND STAGE 3 WorkingRite

What is it?

WorkingRite is a successful and sustainable solution to youth unemployment. It is borne from old-fashioned values, whereby young people experience a working rite of passage to help take them from adolescence to adulthood.

We run group starts as well as a rolling programme. The group starts do 3 days a week for 4-5 weeks working on their employability skills and certificate of work readiness at the hub. For the second part of the group programme trainees are placed with a local employer for 8 weeks 4 days a week. On the rolling programme the induction training is approximately 3 days, trainees are then placed with an employer again for the 8 weeks - 4 days a week.

Who is it for?

Young people aged 16-19 not in education or employment.

Who do I contact?

Scott Christie
0131 476 1050
scott@workingrite.co.uk
www.workingrite.co.uk



Sports Development Team

Volunteers – Fitness Instructors – Sports Coaches – Young Ambassadors – Sports Leaders

ENGAGE – EDUCATE - INSPIRE

SPORTS DEVELOPMENT

What is it?

Clackmannanshire Council's Sports Development department work in close partnership with a range of external organisations to ensure they are able to support and develop coaches at all levels.

The benefits of attending a Sports Training course could be:

- Gain confidence
- Updating and obtaining new skills
- Increasing knowledge
- Continued Personal Development (CPD)
- Improve existing qualifications
- Encourage positive behaviour
- Understanding your role as a coach
- Potential employment

Who is it for?

The majority of Sports Training is available in the evenings, weekends and school holidays to make it accessible to school pupils however anyone can buy into the Sports Development Coach Education at any time; the minimum ages are 14 years and 16 years depending on the qualification.

Who do I contact?

Marjorie Macfarlane
 Sports Development Manager
 01259 452350
mdmacfarlane@clacks.gov.uk
<http://www.clacksweb.org.uk/learning/sdcourses/>



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INTRODUCTION TO BUSINESS & ADMINISTRATION

What is it?

This introductory course will develop a broad range of skills and understanding in the business, administration and finance areas which will equip learners with the necessary skills to undertake employment in a variety of organisations or to make informed decisions about the next steps for further study.

Who is it for?

Applicants are required to have 3 passes at National 3/4 level or equivalent.

The course is for those who wish to further develop their qualifications to progress into further study or employment in administration or office related areas.

Who do I contact?

Forth Valley College
0845 634 4444
info@forthvalley.ac.uk
www.forthvalley.ac.uk



PASSPORT TO LEARNING

What is it?

This course could be a progression route for students on Pathfinders or winter school leavers who are mature and prepared to study at National 5 level in a college environment. You will be introduced to new subjects across the college departments and build upon your study skills in preparation for further study within college.

Content may include: Core Skills, Introduction to Business, Introduction to Creative Industries, Introduction to Social Sciences, Health and Wellbeing or Local Investigations.

Who is it for?

For school leavers and returning to education after a break.

Who do I contact?

Forth Valley College
0845 634 4444
info@forthvalley.ac.uk
www.forthvalley.ac.uk



PATHFINDER

What is it?

The course is ideal for young people who have not achieved at school or who feel they have outgrown the school environment. This access to further education programme provides learners with the opportunity to find out what the College has to offer and to build self-confidence with ongoing support and guidance. Learners will be supported throughout the duration of the course within a positive and respectful college environment. Content may include:

Core Skills, Art, Catering, First Aid, Workshop Skills, Leisure & Recreation or Enterprise. References and a second group interview will be required.

Who is it for?

This course is ideal for young people who did not achieve at school or who feel they have outgrown the school environment.

Who do I contact?

Forth Valley College
0845 634 4444
info@forthvalley.ac.uk
www.forthvalley.ac.uk

WORK EXPERIENCE

What is it?

The opportunity to overcome barriers through a Work Experience placement lasting two to eight weeks. Young people undertaking a Work Experience placement will continue to receive their benefit and continue to look for permanent work. JCP will cover the costs of travel and childcare if required.

Who is it for?

For 18 to 24 year old job seekers.

Who do I contact?

David Weston
Alloa Jobcentre
Mar Street, Alloa
01259 294081
nicolle.begbie@dwp.gsi.gov.uk



WORK TOGETHER

What is it?

Work Together aims to help unemployed claimants improve their chance of securing work by encouraging and promoting the take-up of voluntary work. Voluntary work will support claimants to preserve or enhance their skills and motivation.

Who is it for?

Work Together could benefit any unemployed person, including claimants on any out of work benefits i.e. Jobseekers Allowance (JSA), Income Support (IS) and Employment and Support Allowance (ESA) at any point in their claim until they are required to participate in mandatory provision.

Who do I contact?

Alloa Jobcentre
Mar Street, Alloa
0845 604 3719
contactus@dwp.gsi.gov.uk





The Makers Gallery

What is it?

The Makers Gallery & Bistro creates training and enterprise opportunities for people experiencing barriers to employment and helps them move closer to the labour market. This includes structured skill development, real on the job training and activities, work placements and individual support. Trainees are offered placements in three areas – Bistro, Front of House or Gallery & Enterprise. In addition to the work experience and qualifications, trainees can also work with parent company Reachout accessing mental health awareness, wellbeing workshops and member-led practical and emotional support.

Who is it for?

Unemployed adults aged 16+ experiencing mental ill health and/or barriers to employment helping them move closer to the labour market.

Who do I contact?

Rosa McPhearson

Tel: 01259 214951

trainee coordinator@makers-gallery.co.uk

www.makers-gallery.co.uk

www.reachoutwithartsinmind.org.uk

Stage 4

Support with job searching, CV's, application forms and interviews. Also support to access employers with vacancies that match your skills.

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COMMUNITY JOBS SCOTLAND

What is it?

Offers employment with training for up to 12 months in third sector organisations across Scotland.

The focus for phase 6 is to create 600 supported places for vulnerable groups and those identified as being under-represented in terms of attainment of positive outcomes.

Employers receive a subsidy to cover wages, NI and provide support and training. SCVO who are the lead organisation for CJS also offer support and additional training to participants. Opportunities are available in Clackmannanshire.

Who is it for?

Unemployed 16 - 29 year olds.

Who do I contact?

Young people can only be referred for this programme by Skills Development Scotland or Jobcentre Plus.

To find out what jobs are available locally please visit the SCVO web site at: , <http://www.scvo.net/Home/findyourjob.aspx> . You can also access the link via the Good moves site (click on the CJS button on right hand side).

To be referred by SDS if you are aged 16-19 please contact the Alloa SDS Centre. Skills Development Scotland, 39-43 Bank Street, Alloa, FK10 1HP, Telephone: 01259 215 214



DISABILITY EMPLOYMENT ADVISER

What is it?

To provide support and guidance to claimants with a disability or health condition to help them move back into employment.

Who is it for?

People with disabilities or health conditions.

Who do I contact?

Lynne Beveridge
Alloa Jobcentre
Mar Street, Alloa
01259 294083
Lynne.Beveridge@dwp.gsi.gov.uk





EMPLOYABILITY FUND STAGE 4

Clackmannanshire Works

What is it?

This is a rolling programme that provides industry specific training and/or tailored work experience which is linked to identify employment opportunities. The types of certificated training provided include Forklift Truck Counterbalance & Reach, NEBOSH, Road & Street Works Act Qualification, Intro to Manual & Sage Bookkeeping.

Who is it for?

Unemployed people aged 18 plus who are job ready but lack a specific qualification and/or work experience to gain employment. In particular, we are keen to support individuals who have been made redundant and provide them with the specific training they need to take up an employment opportunity.

Who do I contact?

Gail Fraser or Catriona Park
 Clackmannanshire Works
 Tel: 01259 226681 or 226694
 Email: gfraser@clacks.gov.uk or cpark@clacks.gov.uk

Clackmannanshire
WORKS



WORK CLUBS

What is it?

Provide unemployed people with a place to meet, exchange skills, share experiences, find opportunities, make contacts and get support to help them in their return to work.

No two Work Clubs will be the same as they should reflect the needs of the members and their community.

Who is it for?

Unemployed people.

Tullibody Health Living:
Every Monday from 9:30 to 12:30pm
Hawkhill Community Centre:
Mon - Friday from 9-3pm.

Who do I contact?

Your Work Coach
Alloa Jobcentre
Mar Street, Alloa
0845 604 3719
contactus@dwp.gsi.gov.uk



Sector Based Work Academy

What is it?

To provide support to unemployed people looking to enter a new field. Many local employers run these schemes, designed to give people with no experience a route of entry into a new job.

Young people undertaking a Sector Based Work Academy will continue to receive their benefit and continue to look for permanent work. JCP will cover the costs of travel and childcare if required.

Who is it for?

Any 18-24 year old claiming benefits.

Who do I contact?

David Weston
Alloa Jobcentre
Mar Street, Alloa
01259 294081
nicolle.begbie@dwp.gsi.gov.uk



WORK CHOICE

What is it?

Work Choice helps disabled people with the highest support needs, consider and move into employment and takes forward improvements to the suite of specialist disability employment provision by replacing the existing Work.

Who is it for?

People with disabilities whose needs cannot be met through other work programmes.

Who do I contact?

Lynne Beveridge
Alloa Jobcentre
Mar Street, Alloa
01259 294083
Lynne.Beveridge@dwp.gsi.gov.uk



Stage 5

Support to help you settle in to your new job or to get more skills and qualifications.

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MODERN APPRENTICESHIPS

What is it?

Modern Apprenticeships provide the opportunity to work in a paid job while undertaking workplace training and occasionally part-time study in order to gain new and enhanced skills and recognised qualifications.

Who is it for?

Anyone over the age of 16

Who do I contact?

Skills Development Scotland

Bank Street

Alloa

01259 215214

fred.smith@sds.co.uk

www.skillsdevelopmentscotland.co.uk

www.myworldofwork.co.uk

www.ourskillsforce.co.uk

You can also look at these web sites to check out current vacancies;

www.apprenticeshipsinscotland.com

www.mappit.org.uk





SCOTLAND'S EMPLOYER RECRUITMENT INCENTIVE (SERI)

What is it?

The Incentive is intended for use as a contribution to the additional costs of recruiting and sustaining a young person in employment for up to 52 weeks. It can be utilised in a number of ways such as for additional supervisory costs, training, initial travel to work costs or wages. Up to £4,000 is available plus an additional £500 for employers who are paying the Living Wage. SERI is funded by Scottish Government and managed and administered by SDS and Clackmannanshire Council.

Who is it for?

16 - 29 year olds who face the greatest barriers to employment. See weblink below for eligibility criteria.

Who do I contact?

Heather Stevenson or Jane Adamson

Clackmannanshire Council

01259 226688 or 01259 452196

hstevenson@clacks.gov.uk or jadamson@clacks.gov.uk

www.ourskillsforce.co.uk/funding-for-skills/employer-recruitment-incentive/

ALL PLACES FILLED 2016/17



**Clackmannanshire
Council**

**Skills
Development
Scotland**

The Clackmannanshire Skillsmap was produced by the
Clackmannanshire Opportunities for All Partnership.

Clackmannanshire Council
Clackmannanshire Third Sector Interface
Department for Work & Pensions
Forth Valley College
Skills Development Scotland

If you would like information about the guide or your organisation to be added
please contact;

Kelly Knox
Skills Development Scotland
39 - 43 Bank Street, Alloa
FK10 1HP

E-mail: k.knox@sds.co.uk
Tel: 01259 226714 or 0300 013 2461