

Clackmannanshire

# Opportunities for All

2016/17



Advice for young people thinking about leaving school





## Did you know?

My World of Work is here to help you through every stage of your working life, from school right up until you retire. It can give you a hand with every step of the way from researching careers to building your first CV. Check it out at [www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

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## What opportunities are out there when you leave school?

This guide outlines some of the pathways – and tells you where to get more information about the ones that interest you.

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# Foreword

When it comes to planning what you will do when you leave school you may already have it all figured out, or you might not have a clue. This booklet will hopefully help you to figure out the things you can do now to gain employment or to carry on learning and eventually get a job.

It might help to know a little bit about where you come from first...

Clackmannanshire is the smallest mainland council area but this 'Wee County' has great links to the surrounding areas of Stirling, Falkirk, Fife, Edinburgh and Glasgow.

In the past the main industries have been agriculture, brewing and coal mining, however there are many more job opportunities within Clackmannanshire now than ever before. Last year the four most popular destinations for young people entering employment within Clackmannanshire were:

- **Construction**
- **Admin & Management**
- **Hospitality & Catering/Travel & Tourism**
- **Retail & Sales**

That being said with evolving transport links, broadening your horizons to neighboring areas is more possible than ever before and may open up more possibilities for employment. Forth Valley wide the Health sector is the top employing sector in the region with Wholesale, Transport & Storage and Public Admin & Defence concentrated in the area.

When thinking about what to do next it may be useful to do so in a step-by-step way.

In this day and age it is highly unlikely that what you do when you leave school will be the job you are doing 30 years from now so building transferable skills and gaining work experience are both a great way of beginning your journey to employment.

This booklet will hopefully help to highlight the opportunities that are available to you through a variety of stages of skills building activities and development, better equipping you for employment.

# Information, Advice and Guidance

You can get information, advice and guidance on the options that you have, including staying on at school or moving to Further Education, Training or Employment.

## Online

Research hundreds of careers and match your interests and skills to them at:

### My World of Work

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

My World of Work also has a web chat facility so you can get help with using the interactive services in real time.

### PlanIT Plus

[www.planitplus.net//careerzone](http://www.planitplus.net//careerzone)

### Young Scot

[www.youngscot.org/info/jobs-careers](http://www.youngscot.org/info/jobs-careers)

## By phone

If you've had a look online and want some more expert advice, call Skills Development Scotland's Contact Centre on 0800 917 8000, free from landlines.

## Face to face

### In school

Teachers can help you think about what your strengths and skills are, and what you can do to develop your skills. Some teachers will be able to tell you about career areas related to their subject.

### Careers Adviser

Your school has a careers adviser who offers information and guidance on career planning and will support you to make the right choices for you. Ask your teacher or call Skills Development Scotland on 01259 215214 to find out how to contact them.

If you need some support after leaving school, the

Skills Development Scotland  
Careers Centre  
39-43 Bank Street,  
Alloa, FK10 1HP

is there to help you find work, training, college and university opportunities. They can also help you come up with alternative plans and ideas if things haven't quite gone as expected.

## Financial Advice

The Council's Advice Service, is free, confidential and impartial, with expert Debt Advisers on hand to explain the options available to help you manage your money.

Tel: 01259 450000

Email: [moneyadvice@clacks.gov.uk](mailto:moneyadvice@clacks.gov.uk)

## PVG

If you want to work or volunteer in a position which involves working with children and protected adults you will need a PVG (Protecting Vulnerable Groups Scheme), many companies and volunteer groups will assist you in this procedure however you can find more information below:

[www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm](http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm)

## Young Parents

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.

They 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.

Tel: 01259 450000

Email: [youngparents@clacks.gov.uk](mailto:youngparents@clacks.gov.uk)

## Identified Additional Support Needs

If you have an identified additional support need under the The Education (Additional Support for Learning) (Scotland) Act 2004 (as amended 2009) then the school will ensure that you have a transition planning meeting where you can discuss your future plans and the type of help and guidance that you may require to make these plans a reality. The ASL legislation states that transition planning meetings should take place at least 12 months prior to your school leaving date at age 16 years. If you opt to remain in school post-16 years, then a transition planning meeting will be held annually in S5 and S6 as appropriate.

Identified support needs might include: learning difficulties; complex physical and learning disabilities; autism spectrum disorders; young people in care; English as a second language. In addition to transition planning meetings in schools, young people who have been in care will continue to receive support from Throughcare Aftercare to help them live independently. Young people with ongoing disabilities will be referred to Adult Social Services to support them with their future plans into adulthood, while others with less complex difficulties will be signposted to appropriate services that can support them with their future life choices.

The aim of the transition planning process is to ensure that identified young people make a smooth transition from school into adulthood.

## Young Scot

Young Scot is the national youth information and citizenship charity. They provide all young people, aged 11 - 26, with a mixture of information, ideas and incentives to help you become confident, informed and active citizens. They do this in a variety of ways, including online, social, apps, magazines, and phone so you can access information in a way you are comfortable with.

Having a Young Scot card is not only your right as a young person but can offer you discounts off top named brands and even driving lessons in your local area, not to mention loads of rewards.

### How to get your Young Scot Card:

At School: Pop into your school office and they should be able to arrange a new or replacement card for you.

If you are no longer at school go to <http://young.scot/the-young-scot-card/> provide your details online to receive an application form and take it to your local validation point with relevant identification.

- Kilncraigs

Alternatively you can come to your local validation point on the last Wednesday of every month between 4-5:30pm. Make sure you bring your official ID with you and proof of address.

### TOP TIP

Make sure you have your Young Scot card to ensure you have access to many public services including concessionary travel.



### For all Public Transport Information contact:

- [www.traveline.info/](http://www.traveline.info/)  
or phone 0871 200 2233

### Bus Timetables and Enquiries

For information relating to bus timetables and bus operators in Clackmannanshire please see <http://www.clacksweb.org.uk/transport/bustimetables/>

### You can also refer to bustrackerSEStran

BustrackerSEStran offers real time information on bus services throughout South East Scotland. The free smart phone app is available to download from the site.

### Rail Timetable and Enquiries

- [www.nationalrail.co.uk](http://www.nationalrail.co.uk)  
or phone 08457 48 49 50
- [www.thetrainline.com](http://www.thetrainline.com)
- [www.scotrail.co.uk](http://www.scotrail.co.uk)

# Should I stay or should I go?

If you are not 100% sure of your next steps it won't hurt to sit down and weigh up the pros and cons of leaving school.

Leaving school without a transition plan in place, training or work opportunity to go on to certainly isn't a great idea and there are many people within school that can assist you in this.

## Staying

Staying on for 5th year, and possibly even 6th year, can allow you to hone and perfect basic skills such as team building, communication and time-management skills whilst gaining qualifications. This not only shows your understanding of communication, problem-solving skills and self-development but also shows potential employers that you are capable of sticking with a job until it is done.

## Something to think about...

As the job market becomes more competitive and technology continues to advance, completing your education is one of the most important things you can do for yourself when it comes to experiencing success throughout your life. Leaving school may affect your ability to get a job, your social standing and even your personal health.

## Have you thought about a Foundation Apprenticeship?

Ask at school or visit SDS  
[www.apprenticeships.scot](http://www.apprenticeships.scot)



## Leaving

You may decide to leave school because you feel you don't thrive in a formal learning environment. College or non-formal training may suit you better, or learning as you earn within a Modern Apprenticeship setting.

If you do decide to leave school please don't do it impulsively. Your teachers and the other professionals who care for your well-being will help you put a plan in place to support you on your journey towards sustainable employment.



# Further Education

## College

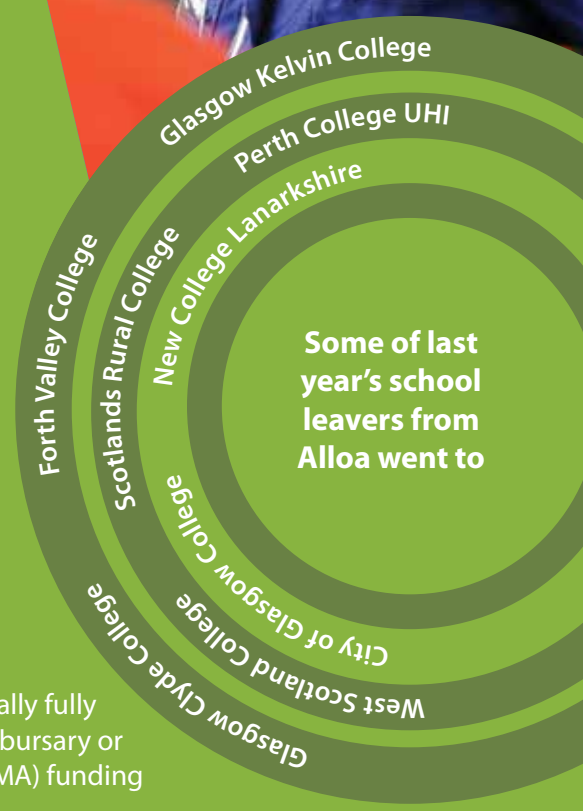
Further Education (sometimes referred to as FE) means courses taken at college, excluding degree level courses, HNCs and HNDs.

Further Education tends to be work-focused (vocational), with courses at NC or NQ level available in a wide range of subjects.

### TOP TIPS

- You will need Nationals or Intermediate 1 or 2 for some courses but others have no formal entry requirement
- Apply early! College interviews start in February and popular courses fill up fast
- Apply before January for an August start
- Make sure you attend all invited information days to aid your application
- Some courses start in January – apply in October / November for these
- Forth Valley College has campuses in Alloa, Stirling and Falkirk

Further Education course fees are usually fully funded. You may also be eligible for a bursary or Education Maintenance Allowance (EMA) funding – ask your chosen college for details.



# Higher Education

## College

Higher Education (sometimes referred to as HE) is degree-level education and can be taken at university or college. Higher education includes:

- Degrees
- Higher National Certificates (HNCs)
- Higher National Diplomas (HNDs)

Colleges offer a wide variety of subjects at HNC and HND level. These are work related (vocational) Higher Education qualifications. While Degrees tend to focus on gaining knowledge, HNCs and HNDs are designed to give you the skills to put that knowledge to effective use in a particular job. They are highly valued by employers, or they can be a stepping stone onto a degree course.

**HNCs can take one year to complete full time.**

**HNDs take two years full time.**

Forth Valley College offers HNCs, HNDs and Degrees in a range of subjects. There are other colleges, for example in Glasgow and Edinburgh, that you may wish to find out about.

Some HNCs/HNDs link directly to university courses. Check with the college how a HNC/D might affect your funding for other HE courses in future.

## University

Considering University?  
Find out more at [www.ucas.com](http://www.ucas.com)

### Applying:

You need to apply for university through UCAS – the school will provide information on how to do this.

The entry qualifications vary depending on the course you are applying for. This can be found on the Universities website.

### TOP TIP

Voluntary work experience can give you the edge over other candidates and can be vital for entry to some courses: the summer before you apply to university is a good time to do this. See page 9.

If you live in Scotland and go to a university in Scotland, you do not have to pay tuition fees. You do need to think about the cost of living, especially if you plan to live away from home. Find out about the funding available at [www.saas.gov.uk/student\\_support](http://www.saas.gov.uk/student_support)

Remember: colleges also offer Higher Education, including BA and BSc. degrees

# Volunteering

Volunteering is a great way to:

- Develop new skills and improve existing ones
- Build your confidence and motivation
- Show employers you've got drive and initiative

Employers are interested in your personal qualities and transferable skills such as time management and communication. You don't have to have learned those things in paid work - the skills and experience you'll develop in your volunteering role are just as relevant.

You can also gain accreditation for your volunteering such as Saltire Awards, Youth Achievement Awards, or Duke of Edinburgh's Awards.

## TOP TIP

Now more than ever higher education establishments are looking for experience such as Volunteering in support of applications but get ahead of your competitors and start sooner rather than later as one year+ experience will always look better than 3 months and highlights your commitment.

To find an opportunity visit:

### Clackmannanshire Third Sector Interface

01259 213840  
[www.ctsi.org.uk](http://www.ctsi.org.uk)

### Volunteer Scotland Information Centre

15 Friar Street, Stirling

Tel: 01786 479 593  
[www.volunteerscotland.net](http://www.volunteerscotland.net)  
email [volunteer@sventerprise.org.uk](mailto:volunteer@sventerprise.org.uk)

## Top Tip

Put your voluntary work on your CV just as you would a paid job – especially if it relates to the work or course that you are applying for.

# Skills Pipeline

Clackmannanshire Skills Pipeline is a step-by-step process that can help you towards further education, training and/or employment.

When you know where you sit on the pipeline you can look at services available for people at that stage. Programmes and providers change on a yearly basis. 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.

### Activity Agreement

An Activity Agreement is a programme for young people 16-19 years of age who are not engaged in school, higher education, further training or employment. It can help you build your skills, confidence and self-esteem.

On an Activity Agreement, you work with a key person to decide on a personal programme of activities to suit your needs to help you start thinking about how to become ready for more formal learning, training or employment.

Activity Agreements take place at the Bowmar, Alloa and Ben Cleuch Centres. You may also work towards an accredited Youth Achievement Award.



### How do I get involved?

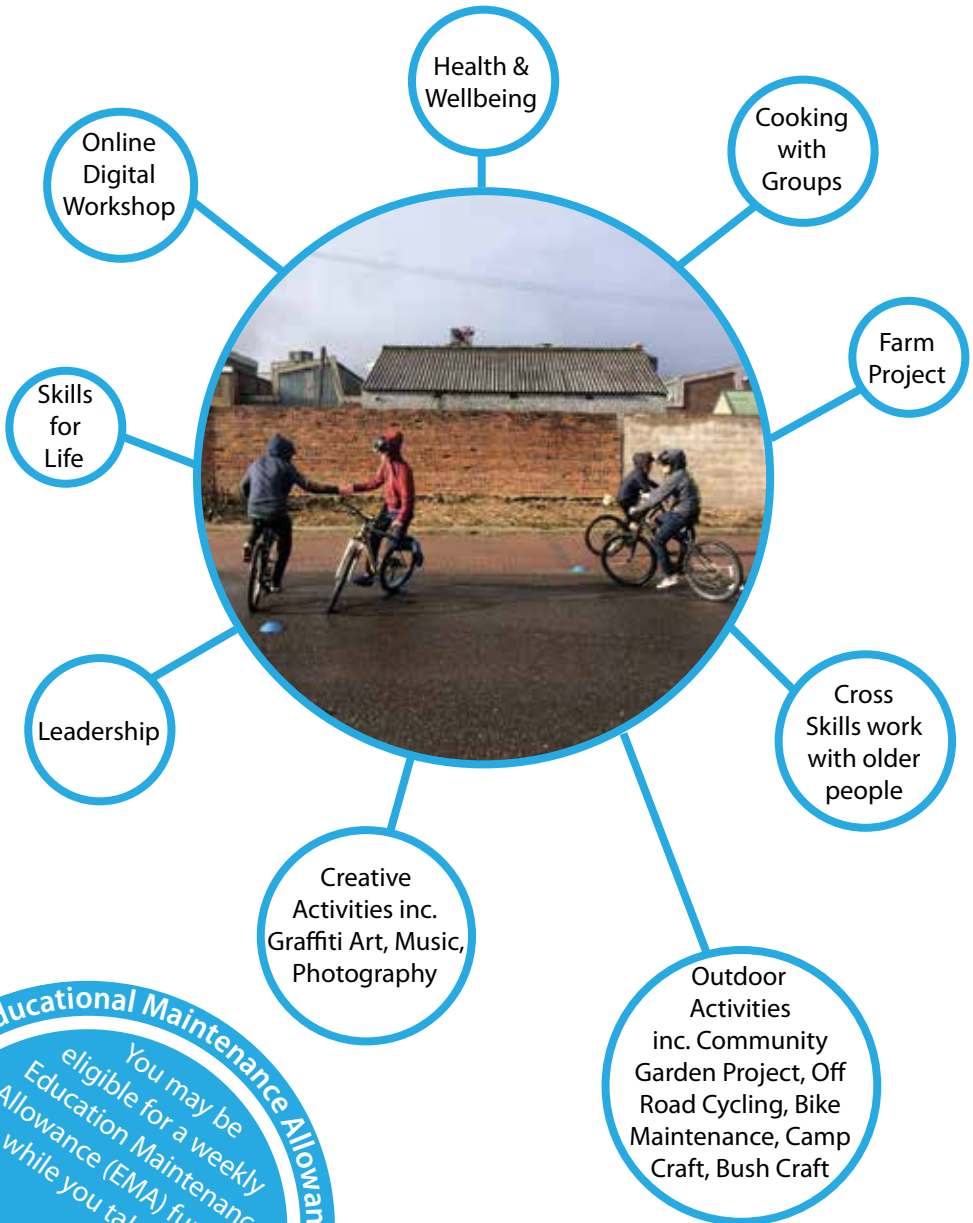
Speak to your teacher or ask your Careers Adviser to find out if an Activity Agreement could be for you.

*"I actually do like coming here, it gets me up in the morning coz I know I'm doing stuff. If I wasn't here I would probably be more lazy and unmotivated to do anything. Everything about my Activity Agreement so far has helped me to start thinking about my future. I find it easier to talk to people now, through doing this Activity Agreement I hope to get the confidence to do whatever I decide to do next"*

**Activity Agreement participant**



Activity Agreements engage young people in a range of social, physical and education activities programmes, examples of Activity Agreements that have run are:



**Educational Maintenance Allowance**  
You may be eligible for a weekly Education Maintenance Allowance (EMA) funding while you take part.

## Stage

# 2

Stage 2 is for people who have a lot of issues in their lives that make finding a job seem a long way off but are ready to work on dealing with these issues.

### Activity Agreement

At this stage an Activity Agreement can focus more on building your transferable skills, team building and personal skills whilst addressing and removing barriers you may face.

Again using a tailored approach based specifically on you an Activity Agreement programme will support you towards positive progression onto more formal learning, training or employment. With group support and one-to-one sessions you will become more confident, motivated and capable of looking towards progression.



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### Clackmannanshire Works Key Worker Support

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A Key Worker will support you on a one-to-one basis to help you access the support you need to deal with some of the issues that are preventing you from getting a job. This may include confidence building, basic life and coping skills, money advice, work tasters or relevant certificated training.

For more information,  
call 01259 226699 or  
email [cworks@clacks.gov.uk](mailto:cworks@clacks.gov.uk)

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### Clackmannanshire Adult Literacies

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Supports adult learners who wish to improve their reading, writing, spelling, number and basic budgeting skills. This provision is free to all adults living in Clackmannanshire.

Staff help adults to build up more confidence in these skills at a range of levels, from the beginner reader and writer to adults who wish to improve or brush up on existing skills.

Tel: 01259 450000  
email: [education@clacks.gov.uk](mailto:education@clacks.gov.uk)

## The Employability Fund (EF2)

Stage 2 programmes help you build the skills you need to get a job. This will involve developing your personal and core skills and gaining some form of work experience. You are likely to work towards achievement of a qualification in personal development, employability or core skills. There are a number of organisations which deliver EF Stage 2 programmes. Some providers that have delivered programmes in the past are:

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### Lifeskills Central Ltd

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For individuals aged 16-17 years old who require guidance and support to enhance their self-confidence, knowledge and experience in order to progress plus improve their employability skills and overcome barriers. Learners develop personal/core skills to progress towards advanced forms of learning and/or sustainable employment.

Information and guidance is provided on areas including social skills, teamwork, workplace conduct and expectations. Placements can be arranged for an insight into working life, gaining practical experience and developing skills.

#### Contact

James Montgomery  
james.montgomery@lifeskillscentres.com  
Tel: 01259 215077  
www.lifeskillscentres.com

You can be referred to a Stage 2, 3 or 4 programme by SDS, Jobcentre Plus or any of the providers mentioned.



**Allowance and Travel**  
You may be eligible for a training allowance of £55 plus travel costs.



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## Forth Valley College

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Programmes are available in **Lifestart** (Alloa), providing a link to adult and community services and **Workstart** (Stirling and Alloa), giving you a chance to develop interpersonal skills and follow individual study programmes based on your needs.

### Contact

Tel: 0845 634 4444  
[www.forthvalley.ac.uk](http://www.forthvalley.ac.uk)



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## Venture Trust

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### “Living Wild: Chance for a Change”

Designed for young men and women (16-30) who are subject to Community Payback Orders or other criminal justice Orders, seeking to make positive life changes. The programme can last up to 15 months and offers you 1-to-1 advice and support before and after a 10-day wilderness-based personal development journey.

### “Next Steps”

A personal development programme for women in Scotland who have been involved in offending but want to change their lives for the better. You will be supported by our outreach team before experiencing a five day wilderness journey, followed by ongoing community-based support from us and other partners.

Venture Trust helps you build confidence, motivation and core personal skills that will help you in all aspects of your life, learning and steps towards jobs and training. There are a limited number of places available, so please ask your social worker or keyworker to contact at Venture Trust- 0131 228 7700.

### For more information

[www.venturetrust.org.uk/programmes/](http://www.venturetrust.org.uk/programmes/)

# Stage 3

Stage 3 is for people who'd like to find work but need to get more qualifications, training or experience before they can get a job.

## The Employability Fund (EF3)

Stage 3 programmes support you to prepare for and sustain employment including entry to Modern Apprenticeships. Some providers that have delivered programmes in the past are:

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### Clackmannanshire Works

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This is a 13 week rolling programme which places you in a real work environment with a local employer in order to gain work experience and skills training. Placements are available in a wide range of occupational areas such as administration, childcare, hairdressing, construction and many more. Where appropriate, you may also work towards an employability or industry specific qualification. You will be paid a training allowance of £55 per week plus travel expenses over £3.

#### Contact

Tel: 01259 225191  
[www.clacksweb.org.uk/community/clacksworks/](http://www.clacksweb.org.uk/community/clacksworks/)

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### Forth Valley College

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**Workstart** gives you a chance to develop interpersonal skills and follow individual study programmes based on your needs. **Pathfinders** provides a continuation of this and helps you to explore what college has to offer, building skills that will help with progression to further training.

#### Contact

Tel: 0845 634 4444  
[www.forthvalley.ac.uk](http://www.forthvalley.ac.uk)

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### Job Centre Plus

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Jobcentre Plus provides resources to enable you to start thinking about finding work. They offer information about training opportunities in various ways:

- Work together
- Work experience
- Work clubs

#### Contact

Tel: 0345 6043719  
[www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)

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### WorkingRite

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This successful and sustainable solution to youth unemployment is borne from old-fashioned values, whereby young people aged 16-19 not in education or employment, experience a working rite of passage to help take them from adolescence to adulthood.

We believe that every young person deserves the opportunity to prove themselves in the workplace, regardless of their age, inexperience or qualifications.

#### Contact

Tel: 0131 476 1050|  
[www.workingrite.co.uk](http://www.workingrite.co.uk)

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## The Makers Gallery & Bistro Employability Training Programme

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The programme creates training and enterprise opportunities for unemployed adults aged 16+ experiencing mental ill health and/or barriers to employment helping them move closer to the labour market. The training programme has three main aims: Increase trainees' confidence, self-worth and motivation to access job seeking services, support trainees to overcome barriers to employment and become more job ready and to prepare trainees to access to employment opportunities or higher education. Traineeships can be provided in the Bistro, Front of House or Gallery & Enterprise and also provides access to 'Reach Out' support.

Tel: 01259 214951  
traineeordinator@makers-gallery.co.uk  
www.makers-gallery.co.uk  
www.reachoutwithartsinmind.org.uk

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## Enable

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The Stirling based programme is aimed at young people with additional support needs (ASN) who have the capacity to sustain extended work placement over 13 weeks. You will develop your employability skills with a mixture of informal workshops and hands on work placement experiences. In addition you will undertake SQA qualification in Personal Development.

### Contact

Tel: 01698 737000  
www.enable.org.uk

# Stage 4

**Stage 4 provides support with job searching, CVs, application forms and interviews. It also gives support to access employers with job vacancies including Modern Apprenticeships that match your skills.**

There are a number of organisations delivering the Employability Fund (EF) Stage 4 programmes which enable you to access employment through industry specific training. Some providers that have delivered programmes in the past are:

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## **Clackmannanshire Works**

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This is a rolling programme providing industry specific and/or tailored work experience which is linked to identified job opportunities for people who are aged 18+ and unemployed.

For more information, call Gail Fraser or Catriona Park on 01259 226681 or 226694 or email [gfraser@clacks.gov.uk](mailto:gfraser@clacks.gov.uk) or [cpark@clacks.gov.uk](mailto:cpark@clacks.gov.uk)

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## **Community Jobs Scotland**

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Community Jobs Scotland (CJS) is a programme aimed at helping long-term unemployed young people aged 16-29 into employment.

Opportunities consist of at least 16-25 hours per week for up to 12 months in third sector organisations across Scotland and are paid at the minimum wage, additional training and employability support. Vacancies are advertised with Jobcentre Plus and Skills Development Scotland.

### **Contact**

Tel: 0131 474 8000  
[www.scvo.org.uk](http://www.scvo.org.uk)



## Forth Valley College

Programmes across the stages of the pipeline are available to offer you greatly improved employability and transferable core skills that can be applied to any workplace or used to further progress within education.

### Contact

Tel: 0845 634 4444

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



## Job Centre Plus

Jobcentre Plus provides resources to enable you to find work, through Jobpoints (touch-screen computer terminals), Jobseeker Direct (telephone service) and the Jobcentre Plus website.

They offer information about training opportunities. They also administer claims for benefits such as Income Support, Incapacity.

- Workchoice
- Sector based Work Academy
- Disability Employment Advisor

**Contact** Tel: 0345 6043719 [www.gov.uk/jobsearch](http://www.gov.uk/jobsearch)



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## Self-Employment

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If you're serious about starting your own business, there are several organisations that can help you.

### PSYBT Prince's Scottish Youth Business Trust

If you are in Scotland, aged between 18 and 30 and want to run your own business, PSYBT can provide the following:

- loans of up to £7500 and grants of up to £1000
- advice on your business plan
- access to training, like free book-keeping courses
- information on events such as our business networking club
- opportunities to attend exhibitions
- information about how to increase the profile of your business

### Business Gateway

Provides practical information and help to entrepreneurs of all ages. Whether you are starting out or looking to grow your business, have a look at their website to find support, free local training and events and up to date information on regulation and tax.

### Shell LiveWIRE

Shell LiveWIRE is the UK's biggest online community for young entrepreneurs aged 16-30.

### YES Young Enterprise Scotland

YES sometimes runs courses for school leavers aspiring to start their own business or studying business, such as the INSPIRE course. Contact YES through the website and ask for details of any opportunities coming up.

### Self Employment Contacts

[www.gov.uk/starting-up-a-business/start-with-an-idea](http://www.gov.uk/starting-up-a-business/start-with-an-idea)

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

[www.bgateway.com](http://www.bgateway.com)

[www.shell-livewire.org](http://www.shell-livewire.org)

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

## Stage 5

Aftercare support to help you settle in to your new job or to get further skills and qualifications relevant to your job progression.

### Employer Recruitment Incentives

Employer Recruitment incentives may be available for employers who recruit a young person 16 -24 years old who has been unemployed for at least six months.

You can get further information from Jobcentre Plus or Skills Development Scotland.



### Did you know?

Whatever you do when you leave school, ILA funding is available for you to continue learning. ILA means Individual Learning Account and is £200 you are entitled to claim annually to pay for learning or training.

Anyone age 16 or over can apply, provided you earn less than £22,000 a year.

See [www.myworldofwork.co.uk/section/funding](http://www.myworldofwork.co.uk/section/funding) for details.

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## Modern Apprenticeship (MA)

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A Modern Apprenticeship is a real job, where you receive training while you work and get paid. In most cases, apprentices work towards SVQ Level 2 or above, studying part time for between one and four years to gain the qualification. Modern Apprenticeships are available in many industries. Apprentices progress through the levels of qualification available in their industry.

### Where can I find a Modern Apprenticeship?

- Vacancies are advertised directly by employers – see the EMPLOYMENT section for advice on where to look.
- Search for vacancies on [www.apprenticeships.scot](http://www.apprenticeships.scot)  
[www.mappit.org.uk](http://www.mappit.org.uk)  
[www.apprenticeshipsinscotland.com](http://www.apprenticeshipsinscotland.com)  
and the SDS Forth Valley Facebook page.
- Vacancies are also advertised by industry training providers – try an internet search for “training providers in [your chosen industry]”. They may know of employers with vacancies and some will help you find an employer.
- Use your local contacts (family, friends, neighbours) to find out about local companies who may be looking for an apprentice.





## Where can I find a job?

The job market is competitive but there are jobs out there. Not many companies advertise in the local paper these days, so try:

- Asking family and friends
- Recruitment agencies
- Speculative applications
- Work clubs
- Job search websites

Recruitment agencies can be helpful if you have a clear idea of the type of work you are interested in, and especially if you have some experience (paid or unpaid) in the relevant sector.

### Work clubs

Tullibody Health Living:  
Every Monday from 9:30 to 12:30pm

Hawkhill Community Centre:  
Mon - Friday from 9-3pm.

Skills Development Scotland can also help you with CVs, applications and preparing for interviews.

## Applying for jobs

### What do I put in my application?

Your application helps an employer decide whether to see you for an interview.

It's your chance to say who you are and show an employer that you're perfect for that job. You should always tailor your application to each job you are applying for – read the advert or job description carefully and explain how your experience matches what they want.

Once you have written your CV or application, get someone to read it over and suggest how it could be made even better.

## CVs and Interviews

Listed below are some links you may find helpful when preparing your CV and getting ready for an interview.

- For what to put in your CVs and applications, try [www.myworldofwork.co.uk/section/applying-for-a-job](http://www.myworldofwork.co.uk/section/applying-for-a-job)
- For a tool to help you produce a professional-looking CV, try [www.myworldofwork.co.uk/landing-mycv](http://www.myworldofwork.co.uk/landing-mycv)
- For how to make the best impression at an interview, try [www.myworldofwork.co.uk/section/interviews](http://www.myworldofwork.co.uk/section/interviews)

What do I  
put in my  
application?

Where can  
I get help

Where can I  
find a job?

How much  
will I earn?

## How much will I earn?

If you are 16 or over, you will earn at least the National Minimum Wage:

Current rates:

- £3.87 an hour for under 18 year olds
- £5.30 an hour for 18-20 year olds
- £6.70 for workers aged 21 and over
- £3.30 an hour for a Modern Apprentice under 19 years old or in the first year of the Apprenticeship.

Rates may change annually in October, full information can be found at [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)







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