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 Moray Training

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 5 Age 18-24 2 Age 25+ 0

EF provider name Moray Training

Address and postcode Ashgrove Depot, Ashgrove Road
Elgin IV30 1UU

EF provider contact name Alan Weaver tel no. 01343 563866 email alan.weaver@moray.gov.uk

Website (if applicable)

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

Contact name Doug Taylor

Address Moray Training, Ashgrove Depot, Ashgrove Road, Elgin IV30 1UU

Tel no. 01343 557337 email doug.taylor@moray.gov.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)*

Flexible delivery with sometime in training centre and sometime in work placement dependent upon individual as provision is needs led.

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)*

Dependent upon type of provision can vary from 1-5 days per week spread over a 7 day period with a maximum of 40 hours per week and a minimum of 4 hours. If starting on the minimum number of hours per week, this could be increased dependent on the participants agreement and progression on the program. Duration can vary and can be a mixture of vocational and/or core skills/employability skills. Average program length is normally up to 12 weeks, determined by the needs of the individual.

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

Starts dates will be agreed on a roll on roll off basis.

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

Initial telephone call or e-mail is advised to check on availability of provision at the relevant stage, This should be followed by a fully completed Eligibility Confirmation signed by both parties prior to any start being considered. Applications should be posted or emailed to the Local Provider contact, Doug Taylor contact details shown above.

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")*

The provision will be provide on a one to one basis for each participant with an emphasis being placed on a person centered approach that supports development and barrier removal. To provide applicants with the personal, life and work skills necessary to prepare them for employment in a sector of their choice, using a personal training plan driven by their individual needs. For those that require it, specialist support can be arranged with a dedicated key worker assisting them to achieve the outcomes

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)*

Each person referred will be interviewed by an experienced member of the team who will carry out assessments and agree an Individual Training Plan documenting the steps to be taken to support barrier removal and promote progressions and achievement. The personal training plan for each individual can comprise a mix of pre-employment, vocational/work experience placements or projects and core skills at the relevant level. All Participants will be encouraged and supported to make full use of digital media allowing them to access 'My world of work' provided by Skills Development Scotland, 'Universal Job Match' provided by the DWP and to search for job vacancies from appropriate recruitment sites. Not all Stage 2 clients will undertake this formal certification as it may be more appropriate to deliver more work based skills such as Health and Safety at Work; Moving and Handling; First Aid. One on one support can be given where necessary. Some of the vocational areas we offer are Rural skills, Lands & parks maintenance, Retail, Administration, Social Services & Health Care, however, we will look at and consider all requests.

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
Employability Award	3	6
Employability Award	4	6
Emergency First Aid at Work (1 day)	5	5
Certificate of Work Readiness (dependent on participant)	4	34
Practical Work Place Skills H188 04 - SDS Customised Unit (dependent on participant)	4	19
Core Skill at Levels 3, 4, 5, 6	3/4/5/6	Dependant on leve
	Overall level 4	Total credit points Dependant on leve

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

The emphasis will be placed on Barrier Removal, Development activities; Personal Development and Up skilling to ensure Core Skills are at a level commensurate with their vocational skills. Participants will be closely monitored with formal reviews undertaken on a regular basis with both client and employer placement during work experience, this will also assist in identifying any personal barriers to progression and identifying the means by which these barriers may be overcome. support will also be provided for the employer to ensure that the placement has a satisfactory outcome for both parties. On successful completion of their personal training plan, progression to Stage 3, employment or Modern Apprenticeship using local contacts

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

All starts must be arranged and agreed within 28 days of the Eligibility Confirmation date, if a start cannot be arranged within this period then a new Eligibility Confirmation will be required to ensure the referrals circumstances have not changed before any applicant will be considered for a start.

SDS Contract Manager Name Helena Bryce

Tel no. 0300 013 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 Doug Taylor Date 1 Apr 2015