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 Employability Fund - Stage 3

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 Age 18-24 10 Age 25+ 5

EF provider name Moray College

Address and postcode Moray Street, Elgin, Moray IV30 1JJ

EF provider contact name Liz Robertson tel no. 01343 576428 email liz.robertson.moray@uhi.ac.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 Liz Robertson

Address Moray Street, Elgin, Moray IV30 1JJ

Tel no. 01343 576428 email liz.robertson.moray@uhi.ac.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 will be in Moray College, with work experience at employer premises

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)*

Monday - Friday 16 - 30hrs - when attending college time will be 9.00am - 3.30pm approx depending on what part of curriculum is being covered. Length of training 13wks - 6wks initially at College to cover modules, 6 wks in placement and 1wk back at college to finalise qualification but could be flexible to meet training needs

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

Block start dates made flexible to meet demand

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

Initially by telephone then Eligibility Confirmation to be sent

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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")*

To prepare participants to progress to employment, further education or a MA. Participant should be ideally close to work ready but still require some help with skills/confidence to enable them to sustain work.

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)*

pre employment training
Certificate of Work Readiness if appropriate
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
Responsibilites of Employment	4	1.5
Dealing with work situations	4	1.5
Skills for Customer Care	4	6
Practical work place skills	4	19
F37X10 Self and work	4	6
H18P 44 Self and Work	4	6
	Overall level 4	Total credit points 40

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

CWR certification, Progression to employment, College

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

Minimum referrals 8 referrals to start block

SDS Contract Manager Name Helena Bryce

Tel no. 03000133800/07825454718 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 Liz Robertson Date 1 Apr 2015