

PATHWAYS



**PREPARING PEOPLE FOR JOBS
FINDING JOBS FOR PEOPLE**



EMPLOYABILITY SERVICE

Preparing people for jobs Finding jobs for people

Fife Council Employability Service Information Booklet for staff

Fife Council's Employability Services help people of all ages who experience challenges or disadvantages in finding or sustaining employment by providing employability pathways and individual support to help people realise their work ambitions.

We work with Fife based employers to tailor employability solutions that helps them recruit and develop a diverse and productive workforce to achieve business success.

We have strong partnerships with employers and employability & training providers in the public, private and third sector, and organisations involved in Opportunities Fife Partnership, to share learning, practice, standards and performance excellence within the employability sector.



Kirsty Martin, Employability Service Manager:

"Fife Council's Employability Services are a key provision for people experiencing barriers to engaging with the world of work. We do this by providing a wide range of programs and individual support to assist people on their journey into employment. The first step on a journey to a new life story, is to inspire people and encourage them to believe they can achieve their goals."

This booklet provides an overview of the employability programmes delivered by Fife Council Employability Service and is for our staff only.

Teams within the service are responsible for promoting their programme(s) to clients, partners and stakeholders as required.





Helping People on their Journey to Work

Our employability and skills programmes are designed to meet individuals' work goals and are accessible for people of all ages and backgrounds including:

- ▲ Young people
- ▲ Adults
- ▲ People with disabilities, health conditions and mental health issues

We work with people on a one to one basis, getting to know them, their skills, abilities and work preferences. This helps people design a plan for work that might include:

- ▲ Individual assessment of challenges or barriers holding people back from seeking work and finding solutions to help people progress on their employability journey.
- ▲ Participation in an employability programme, training or sectoral skills academy.
- ▲ Identifying learning or training needs to achieve accredited qualifications.
- ▲ Work placements and Work trials.
- ▲ Identifying employers who are willing to tailor opportunities for our clients.
- ▲ In-work support such as negotiating flexible working or helping employers provide adjustments or accommodations for people who need additional support in the workplace.

Our staff teams provide programmes to support people at every step on their journey to paid employment. Details of these are outlined in this booklet.

Support For Employers

We help employers to recruit, select, train and keep the right people for the job.

Employer Recruitment Incentives

The Fife Job Contract (FJC) team are responsible for our Employer Recruitment Incentive (ERIs) that helps Fife based businesses create meaningful jobs, apprenticeships and upskilling opportunities for unemployed people living in Fife. FJC ERIs help employers with training and wage costs that can be used to create paid jobs supernumerary to the existing workforce, tailored to meet the needs of the business or the individual looking for work.

ERIs can be used to invest in emerging or challenged business sectors, for harder to fill or entry level opportunities. The creation of jobs through ERIs helps individuals build employability skills and confidence whilst in paid work to enhance their future job prospects and progression towards to sustainable employment.

Employers can apply for FJC ERI investment by contacting fjc@fife.gov.uk



Matrix Fife

What is Matrix Fife?

Matrix Fife is a Fife Council supported business with a commitment to provide sustainable paid employment and short-term work experience that involves training, skill building and personal development opportunities for individuals experiencing multiple disadvantages, disabilities and long-term health conditions. Their workforce ethos is to focus on ability by providing tailored opportunities that fit the capabilities of their employees and individuals participating in work experience and skills development programmes.

What do Matrix Fife provide?

Matrix Fife provide high quality traditional and contemporary furniture and a variety of services to contract and retail customers.

This includes furniture, soft furnishings, recover & upholstery of furnishings and fittings, cleaning of occupational health equipment, sewing and installation services.

Find out more at

www.matrixfife.org.uk



Skills Development & Conference Centre

The Skills Development & Conference Centre is a hub for the delivery of training and learning options for people looking for work and helps employers' meet their existing and future staff training needs.

Accredited vocational qualifications and non-accredited training programmes are available.

Standard training options include:

- ▲ Construction Skills Certification Scheme
- ▲ PASMA
- ▲ IPAF
- ▲ Abrasive Wheels
- ▲ Asbestos Awareness
- ▲ Manual handling



Tailored training options and skills academies can be designed for sectors such as:

- ▲ Construction
- ▲ Administration
- ▲ Hospitality
- ▲ Care
- ▲ Horticulture, Landscaping and Rural Skills

Sectoral Skills Academies

We design sectoral skills academies in collaboration with employers to help them meet immediate and future recruitment needs.

A sector-based work academy typically lasts up to 6 weeks and has 3 main components:

- ▲ Pre-employment training relevant to the needs of the business that can include accredited qualifications and may be delivered on the business premises or other suitable locations across Fife.
- ▲ Work experience placement within the business.
- ▲ Guaranteed job interview for participants who successfully complete the training.



We can support employers by advertising, sifting and selecting academy trainees. We provide trainees with one to one support and continue to support them as they progress towards paid employment. We can offer employer recruitment incentives that allows the business to offer temporary paid jobs for suitable trainees and increases individuals' chances of sustaining longer term paid jobs.

Foundation Apprenticeships

Who are they for?

Foundation Apprenticeship frameworks are for S5/S6 pupils with some frameworks suitable for S4 pupils. Frameworks can last up to 2 years.

What is a Foundation Apprenticeship?

Foundation Apprenticeships provide young people at school early exposure to the world of work, helping them develop the skills, experience and knowledge they will need when they leave school.

Foundation apprenticeships give young people the chance to gain a head start on a career by gaining industry-recognised qualifications that broadens their career options.

Fife Council and Fife College are working in partnership to ensure that Fife Secondary school pupils benefit from a full range of Foundation Apprenticeships.



Foundation Apprenticeships are SCQF level 6 and are now recognised by all Colleges and Universities. They can be used, along with other SQA National 5/Higher qualifications, to gain access to a Modern Apprenticeship or Higher Education including degree pathways. Young people may be able to access Higher National Certificate (HNC) study routes at Fife College with their FA qualification.

Modern Apprenticeships

What is a Modern Apprenticeship?

A Modern Apprenticeship is a job that lets people earn a wage and gain an industry-recognised qualification. Modern apprenticeships help employers develop their workforce by training new staff and upskilling existing employees; and help those undertaking an apprenticeship to develop skills and expertise for their current and future jobs. MAs are available at four levels, with some apprenticeships available up to degree level.

Modern Apprenticeship Frameworks

There are over 80 modern apprenticeship frameworks in numerous industry sectors such as health and social care, financial services, construction and IT. These are developed by sector skills councils in consultation with specific industries. They help people build valuable work experience from day one whilst gaining an accredited qualification recognised by the industry.

What are the benefits of an MA framework for the business?

Most employers who put in place MAs indicate this improves peoples' performance in the job and increases productivity, staff morale, service and product quality.



Supported Employment Service

Who is it for?

The Supported Employment Service provides employability programmes for people of all ages who experience disabilities, health conditions and mental health issues who are interested in finding paid work of eight hours or more. We also provide a service for people who are struggling to stay at work or are off sick due to disability, health conditions and mental health issues by supporting them and their employer to consider accommodations or adjustments that help people stay in work.



What does the service provide?

The service adheres to a recognised Scottish Government Supported Employment Framework and employs specialist staff qualified to deliver employment programmes that support people with disabilities, health conditions and mental health issues to find and keep a job.

The service also provides employer and staff training in Equality Legislation, Disability Awareness, Disability Confidence and Good Recruitment, Selection and Retention Practices to increase workforce diversity.

The service leads Fife's Just Ask Listen Talk campaign to encourage Fife based employers to create and sustain mentally healthy workplaces and works collaboratively with DWP to promote Disability Confidence.

Supported Employment Training

What is Supported Employment Training (SET)?

SET is a pathway to work programme delivered by Supported Employment Training units at Skills Development and Conference Centre (SDCC) and Matrix Fife, Dalgety Bay.

Who is it for?

SET is for people at the early stages of their employability journey who are not ready to access mainstream training. It is tailored to support people who experience multiple disadvantages and gives individuals confidence to participate in group activities that increase transferable employability and meta skills such as:

- ▲ Organisation, prioritising, problem solving and creative thinking.
- ▲ Attendance, timekeeping, team working, communication and digital skills.
- ▲ Codes of conduct, employer's expectations, workplace health and safety.

What is provided?

SDCC and Matrix Fife provide an on-site eight-week programme that includes class-based training, skills development and work experience in:

- ▲ Ceramics, crafts, horticulture, landscaping, gardening, general maintenance and use of power tools.
- ▲ Woodwork, upholstery, refurbishment, sewing and administration.

Individuals can access life coaching and practical support to help them progress towards mainstream training and employment.

Get SET Go!

Employability Access Support for Young people (EASYP)

Who is this for?

EASYP is for young people at risk of leaving education and not achieving a positive outcome or who require additional support to progress towards and sustain a positive destination; and young people 16 to under the age of 19 who are not in education, training or employment.

How are young people supported?

EASYP provides one to one keyworker support to help young people cope with personal, family, financial and health challenges that may be holding them back from taking part in training, employability programmes, work placements or paid work. Depending on young peoples' circumstances, they may be able to access funding to pay for clothing, resources and provisions that increase their chances of realising their potential.

What is on offer?

EASYP provides:

- ▲ Personal development and employability skills training.
- ▲ Advice and support related to mental wellbeing, health conditions and disability.
- ▲ Structured learning in all of Fife's local community areas.
- ▲ Access to work placements and accredited qualifications.
- ▲ Opportunities to secure paid placements that can be tailored to suit individual abilities and circumstances.

EASYP is a Fife Council partnership between Supported Employment Service, Communities and Neighbourhood services and Education.



Works Better

Who is this for?

Works Better provides tailored employability support packages for young people age 19 to under 25 years of age experiencing disabilities, health conditions and mental health issues.

What does Works Better offer?

Works Better connects with young people who need support with their life and work planning, to help them engage on an employability pathway.

Works Better encourages young people to design a personal development and employment plan that takes account of their circumstances, challenges and barriers that might be holding them back from fulfilling their potential in the world of work.

Works Better supports young people throughout their journey to work and provides on-going support in work.



“ The first step towards getting somewhere is to decide that you are not going to stay where you are. ”

Positive Pathways for Adults

Who is it for?

Positive Pathways is for people age 25+ who are experiencing disabilities, health conditions or mental health issues and finding it difficult to progress on their employability journey.

What is on offer?

We help people to:

- ▲ Assess and address personal, family, financial and other challenges that may be holding people back from entering employment.
- ▲ Improve use of digital technology to engage in training, job searching and applying for jobs.
- ▲ Negotiate suitable work experience placements and paid jobs that provide accommodations or adjustments suited to individual circumstances.
- ▲ Sustain paid employment through on-going engagement with the employer and review of individual success in the workplace.

We work closely with suitable employers to provide advice on inclusive workplaces that provide equal opportunities for future and existing employees.

“ **However difficult life may seem,
there is always something you can
do and succeed at.**

STEPHEN HAWKING

Prescription to Work

Who is it for?

Prescription to work is for people who are struggling to stay at work or are off sick due to disability, health conditions or mental health issues. This can be accessed by employers for staff who meet this criterion and subject to staff agreeing to collaborate with the service.

How does this work?

Through discussion with the employer and the individual, we assess the person's disability, health condition or mental health issue and the stressors, triggers, environmental or other considerations that are having a negative impact in the workplace. This helps find solutions such as accommodations, adjustments, work retention passports or wellness plans that help people return to, or stay, in work. We then provide on-going review and guidance to support in work sustainment.

Helping people return to, or stay in, work may also involve discussion with HR advisors, occupational health consultants and union colleagues. Prescription to work adheres to the principles of practice advocated by the Scottish Government Supported Employment Framework and the National Institute of Disability Management and Research (NIDMAR) accreditation.



Breaking The Cycle

Who is it for?

Breaking the Cycle is for unemployed parents of all ages living in Kirkcaldy who are experiencing multiple disadvantages holding them back from preparing for, finding, and staying in work.

What is on offer?

The programme helps parents and their family plan for a better future by improving their confidence, health and wellbeing. This is achieved by providing:

- ▲ Early-engagement group sessions delivered in local, family friendly venues.
- ▲ Ad hoc 121 appointments with employability staff to discuss options available to help people progress toward work.
- ▲ Support to access and engage with an employability pathway suited to individual circumstances. These pathways may lead to qualifications, certificates, voluntary or paid employment.

Parents who enter an employability pathway, can access a Bike Package and learn more about Kirkcaldy's extensive cycle pathways. The package provides bikes, safety equipment and bike training for the family.



Breaking the Cycle is a partnership between Supported Employment Service, YMCA Kirkcaldy, Gallatown Bike Hub and The Cottage Family Centres.

Developing the Young Workforce: Special Schools Project

Who is it for?

The project is delivered by the Supported Employment Service within Fife's Special Schools during school term time to senior pupils with additional support needs.

What is on offer?

Weekly employability sessions cover topics such as:

- ▲ Work sectors, work aspirations, teamwork, interview skills and job searching.
- ▲ Practical and sensory based tasks that play to the strengths of students and their learning style such as working with plumbing pipes, creating electrical circuits and exploring coding on computers.

The project has built relationships with local employers who visit students in school and in turn provide site visits within their premises.

What happens after school?

Students transitioning from school to adulthood are encouraged to continue their employability journey with the Supported Employment Service and other positive destinations such as Fife College Adult learning programmes.

The Special Schools Project is funded by DYW and Fife Council Supported Employment Service.



Fife Business Diversity Awards

Fife Business Diversity awards celebrates the journey and success of people who overcome significant disadvantages in pursuit of their work aspirations, employers who create and sustain diverse workforces and innovation in employability practice.

Individuals who experience personal, social, financial and family challenges, disability or health issues, develop a skills set of resourcefulness, perseverance, determination and problem solving that should be welcome in any workforce. The Opportunities Fife Partnership Employability Provision harnesses these skills and guides individuals along a pathway to meaningful employment and fair pay.

The Awards are hosted annually by Fife Council's Supported Employment Service. Each year the nomination process opens in June and the event is hosted in December.

Find out more about FBDA by contacting Shirley.reise@fife.gov.uk



Leading & Driving Employability Provision

Fife Council Employability Service is ambitious in its commitment to sustain the drive, enthusiasm and courage needed to address inequalities in employment that exist across Fife. We do this by implementing innovative and exceptional employability services and programmes that are:

Client led

Fife Council Employability Service provides strength based, person centred employability solutions to empower people from all backgrounds who experience disadvantages, disabilities and health conditions to achieve success in the world of work.

Employer driven

Fife Council Employability Service design employer packages embedded with flexibilities, adjustments or accommodations. This allows people from diverse backgrounds to participate in training that helps Fife based businesses meet their recruitment needs, bridge skills gaps and build their capacity to develop inclusive and productive workforces.

We access funding from Fife Council, Scottish Government and other commissioning bodies to deliver our range of programmes.



FIFE
Developing the
Young Workforce

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