



2018

Employability Services Directory



Welcome to the 2018 refresh of the Opportunities Fife Partnership Directory of Employability Services.



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Opportunities Fife
Partnership Chair

*Head of Operations
of Skills Development
Scotland - North East
(Grampian, Tayside and Fife)*

I am delighted to welcome you to the employability services directory which contains information on over 70 different employability projects and services that are running in Fife. For the 2018 refresh we have added in a new section on employer engagement services which we hope you find useful. All of the projects and services are dedicated to helping you or the people you work with to gain healthy and sustainable employment.

Fife Council and the Opportunities Fife Partnership are committed to ensuring that employment opportunities and support are available to all. In line with The Plan 4 Fife, key priorities for the next ten years will be Inclusive Growth and Jobs and Opportunities for All. This emphasises our dedication to ensuring that no-one is left behind.







We hope that you will find the directory useful.

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How to use the OFP Employability Services Directory

The OFP Employability Directory contains information on over 70 different services and projects active in Fife. These have been grouped into 6 sections as follows:

-  General Employability Services
-  Employability Services for Young People
-  Employability Services for People with Health Problems or Disabilities
-  Sector Skills Support
-  Specialist Employability and Other Services
-  Employer Engagement Services

Each section is colour coded and has a contents page which gives a brief overview of the relevant services, the geographical area the service covers and a page reference.

Services are ordered alphabetically within each section by project name, not by organisation.

Service information includes an overview of the project, essential referral criteria and contact details.

A map of Fife is used to indicate generally where provision is available to people from any part of the region or if it is limited to a specific geographical area.



Where relevant, service information shows which stages of the employability pathway the project works at. The stages can be summarised as follows.

- ❶ Early engagement and identification of needs
- ❷ Support to overcome life skills barriers
- ❸ Vocational activity including job-search skills
- ❹ Job brokerage and job matching
- ❺ In-work aftercare

At the back of the directory you will find information on Employer Recruitment Incentives available in Fife and also strategic support for employability services in the area.

Finally . . .

Staff (and services) can change. For this reason we give websites for services listed, and an online version of this directory can be found at **www.opportunitiesfife.org** and **www.fifevoluntaryaction.org.uk**

In addition we have provided blank pages at the end of each section for you to use to make personal notes on any changes or additional services.

If you have any feedback on this directory please let us know at **info@fifevoluntaryaction.org.uk**. We will look forward to taking on board your comments when we prepare for future editions.



General Employability Services

**Brag Delivery - BRAG Enterprises Ltd****8**

Employment support for long-term unemployed or people with multiple barriers

**Community Based Adult Learning - Fife College****8**

Community learning opportunities for adults

**Community Job Clubs - Fife Council****9**

Weekly drop-in sessions throughout Fife for job search support

**Employability Fund - IDTC Limited****9**

Supporting and sourcing work experience opportunities for unemployed adults and young people

**Employability Fund Stage 4 - DEAP Limited****10**

Stage 4 employability support and training

**Employability Fund Stages 2 and 3 - Rathbone Training****10**

Support to gain qualifications and develop skills

**Fair Start Scotland - Start Scotland****11**

A local, flexible employment support service

**Fife Employment and Training Consortium - Partnership****11**

Partnership provision for long-term unemployed or those with multiple barriers

**General Provision - Skills Development Scotland****12**

Support for people and businesses to develop and apply their skills

**Jobcentre Plus - Department of Work and Pensions****13**

Government benefits and employment support agency

**Keyworker and Job Brokerage - Fife Council****14**

Support to adults with multiple barriers to employment

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Supporting people into sustainable employment and training opportunities

**Recruitment and Outreach Project - DEAP Limited****15**

Employability skills and support to unemployed individuals

**Steps - Apex Scotland****15**

Assisting people with multiple barriers or who are long term unemployed

**The Ecology Centre - The Ecology Centre****16**

Environmental education, volunteering and training opportunities

**Volunteering into Work - Fife Voluntary Action****16**

Supported volunteering as a stepping stone into employment

BRAG Enterprises Ltd**Brag Delivery***Crosshill Business Centre, Main Street, Crosshill KY5 8BJ*

PATHWAY STAGES:

2 3 4

ELIGIBILITY CRITERIA:

Long term
unemployed/
multiple barriers

AREA COVERED:

Cowdenbeath
Dunfermline
Glenrothes
Kirkcaldy
Levenmouth



Delivering employability courses at stage three of the pathway, focussing on those with long term unemployment or multiple barriers. Covering mid Fife with a focus on the Levenmouth and Kirkcaldy areas. Also providing keyworker one to one support to those with more long term barriers.

MAX PLACES PER YEAR: 200

CONTACT:

Lesley Mcilroy
e: lmcilroy@brag.co.uk
t: 01592 862 310
www.brag.co.uk



Fife-ETC

Fife College**Community Based Adult Learning***Halbeath Campus, Pittsburgh Road, Dunfermline KY11 8DY*

PATHWAY STAGES:

2 3 4

ELIGIBILITY CRITERIA:

Adults looking
to increase
qualifications and
gain new skills

AREA COVERED:

Fife-wide



Many community learning courses are offered in local, community based venues throughout Fife, in partnership with Fife Council and other partners. Local learning centres offer a wide range of courses, including Key to Work, Step Up and Flexible Computing. Community courses give the opportunity to study close to home. In some instances individuals may be eligible for assistance with travel costs and childcare. Most courses offer progression into further study opportunities. Employability Support and advice are also available in College.

MAX PLACES PER YEAR: N/a

CONTACT:

Jane Barclay
e: info@fife.ac.uk or
janebarclay@fife.ac.uk
t: 0344 248 0115 or 01592 223 282
www.fife.ac.uk

Fife Council
Community Job Clubs
Various locations throughout Fife



PATHWAY STAGES: **1 2 3**

ELIGIBILITY CRITERIA: **All unemployed**

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: **N/a**

CONTACT:

Tessa Ramsay or Amanda Hunter
e: Tessa.ramsay@fife.gov.uk or
e: Amanda.hunter@fife.gov.uk
t: 01592 583 659
www.fifedirect.org/jobclubs

Community Job Clubs are run weekly throughout Fife and are open to anyone looking to get back into work or learning. They are run by trained advisors who can tell you what employers are looking for, how to complete application forms and signpost you to other support. The times and locations of your local Job Club can be found via the website or telephone number provided.

IDTC Limited
Employability Fund Stages 2 and 3
Tinto Cottage, 1 Hunter Street, Kirkcaldy KY1 1ED



PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: **Clients aged 16+ who are unemployed and clients aged 18+***

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: **150**

CONTACT:

Evelyn Duncan
e: Evelynd.idtc@btconnect.com
t: 01592 269 308
www.idtcltd.co.uk

This project supports unemployed young people and adults in their search for sustained employment. Much of the project concentrates on sourcing work experience opportunities relating to the preferred occupational objectives of the individual. There is an opportunity to try several sectors for those who are unsure about their choice at the time of joining the project.

**Eligibility must be confirmed and referral made through Skills Development Scotland or Jobcentre Plus.*

DEAP Limited**Employability Fund Stage 4**

Ore Valley Business Centre, 93 Main Street, Lochgelly KY59AF



PATHWAY STAGES: **3 4**

ELIGIBILITY CRITERIA: Individuals aged 16+, who are unemployed or economically inactive*

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 20

CONTACT:

Kay Henderson

e: khenderson@deap.co.uk

t: 01592 786 724

www.deap.co.uk

The programme supports individuals by giving them employability skills to help them to progress into a positive destination, such as Further Education, Modern Apprenticeship or employment. Group sessions and 1:1 support are available. In addition, all individuals will have the opportunity to gain work experience in a vocational sector of their choice.

**Eligibility must be confirmed and referral made through Skills Development Scotland or Jobcentre Plus.*

Rathbone Training**Employability Fund Stages 2 and 3**

Unit D, Newark House, Newark Road South, Eastfield Business Park, Glenrothes KY7 4NS



PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: Young people aged 16 - 19 years old*

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 109

CONTACT:

Fraser Ross

e: fraser.ross@rathboneuk.org

t: 01592 623 950

www.rathboneuk.org

Up to 13 week programmes, 15 hours per week, max 240 for programme. Employability Fund (EF) Stage 2 learners have the opportunity to work on core skills and personal development as well as removing any barriers they may face to training. EF Stage 3 learners gain valuable work experience from work placement opportunities and employers.

**Eligibility must be confirmed and referral made through Skills Development Scotland or Jobcentre Plus.*

Start Scotland

Fair Start Scotland

3 - 5 New Row, Dunfermline KY12 7EA



PATHWAY STAGES: N/a

ELIGIBILITY CRITERIA: Multiple client groups*

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: Unlimited

CONTACT:

Connie Pilkington or Claire McFarlane
e: Connie.pilkington@workinglinks.co.uk
e: Claire.mcfarlane@workinglinks.co.uk
t: 0754 8722 857 or 0754 8722 861
www.startscotland.scot

Fair Start Scotland is a local employment support service providing a flexible and personal approach to removing barriers to employment. They offer pre-work and in-work support to meet individual needs, ensuring people have the best chance at finding work.

**Services are available to clients who are: disabled/have health issue, 2+ years unemployed, have a criminal background, are care leavers, lone parents, refugees/ethnic minorities or reside in 15% most deprived areas.*

Partnership

Fife Employment and Training Consortium

Levenmouth Community Enterprise Centre, Thomson House, Harbour View, Methil KY8 3RW



PATHWAY STAGES: 1 2 3 4 5

ELIGIBILITY CRITERIA: Long term unemployed or having multiple barriers

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 1,000

CONTACT:

Gayle Penman
e: gpenman@brag.co.uk
t: 0333 320 2258
www.fife-etc.org.uk

Working together to make it easier for unemployed people to access full time education, training and jobs across Fife. Our work provides training, 1:1 support, accreditation, job brokerage, and help for a variety of issues. Enhancing and increasing skills to enable all to compete in a tough job market.

General Provision

43-45 Whytescausway, Kirkcaldy KY1 1XF & 29 East Port, Dunfermline KY12 7JG

PATHWAY STAGES: N/a

ELIGIBILITY CRITERIA: All age service

AREA COVERED:

Fife-wide*



MAX PLACES PER YEAR: N/a

CONTACT:

Gavin Rennie

e: gavin.rennie@sds.co.uk

t: 01592 645 180 or 01383 745 610

www.skillsdevelopmentscotland.co.uk

www.myworldofwork.co.uk

As the national skills body for Scotland, SDS help people build the skills to manage their career throughout their lifetime. Support includes:

- choosing a career, preparing for employment and progressing in the workplace
- up-skilling - being able to use new technology
- adapting to change - redundancy or transferring skills to something new.

SDS deliver face-to-face career information, advice and guidance in our centres, as well as online.

**Centres in Dunfermline and Kirkcaldy,
part-time outreach in Cowdenbeath,
Glenrothes and Levenmouth.*

Your Notes

[illegible]

Department of Work and Pensions

Jobcentre Plus

Various locations throughout Fife

jobcentreplus

Department for
Work and Pensions

General

PATHWAY STAGES: 2 3 4 5

ELIGIBILITY CRITERIA: No criteria

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: N/a

WEBSITE:

www.gov.uk

Jobcentre Plus supports claimants to access relevant benefits and in looking and preparing for work where they are able. They work with claimants and partners offering support and training to help to fill skills gaps, agree a work search plan through the Claimant Commitment and supporting them in their job search.

Jobcentre Plus also supports employers by advertising and promoting vacancies.

CONTACT:

Cowdenbeath

Donne Joyce

e: donne.joyce@dwp.gsi.gov.uk

t: 01383 315 443

CONTACT:

Kirkcaldy

Elaine Eason

t: elaine.eason@dwp.gsi.gov.uk

e: 01592 253 292

CONTACT:

Cupar

Carolyn Murray

e: carolyn.murray@dwp.gsi.gov.uk

t: 01334 413 704

CONTACT:

Leven

Penny Ireland

e: penny.ireland@dwp.gsi.gov.uk

t: 01333 593 512

CONTACT:

Dunfermline

Paul Millar

e: paul.j.millar@dwp.gsi.gov.uk

t: 01383 813 971

CONTACT:

St Andrews

Carolyn Murray

e: carolyn.murray@dwp.gsi.gov.uk

t: 01334 413 704

CONTACT:

Glenrothes

Irene Henderson

e: irene.henderson@dwp.gsi.gov.uk

t: 01592 253 650

Fife Council**Keyworker and Job Brokerage***Kingdom House, Kingdom Avenue, Glenrothes KY7 5LZ*PATHWAY STAGES: **1 2 3 4 5**ELIGIBILITY CRITERIA: **Multiple barriers
or long-term
unemployed**AREA COVERED:
Fife-wideMAX PLACES PER YEAR: **350**

CONTACT:

Stuart Don**e: Stuart.don@fife.gov.uk****t: 01592 583 142****www.opportunitiesfife.org.uk**

Helping people of all ages and backgrounds to overcome challenges holding them back from employment. The project works with long-term unemployed, individuals with no work experience, lone parents, migrants, veterans, ex-offenders, care experienced young people and adults 50+.

They provide “Key Working” 1:1 support throughout the employability journey and “Job Brokerage” helping individuals search, apply for and connect with local employers to find paid work and sustain employment.

Kingdom Works**Kingdom Works***Unit 4 Crosshill Business Centre, Lochgelly KY5 8BJ*PATHWAY STAGES: **3 4 5**ELIGIBILITY CRITERIA: **Unemployed with
multiple barriers
to employment**AREA COVERED:
Fife-wideMAX PLACES PER YEAR: **300**

CONTACT:

Lynne Dunn**e: l.dunn@kingdomhousing.org.uk****t: 07769 742 663**

Kingdom Works supports individuals that are job ready with practical skills and access to certified training courses. Kingdom Works provides job brokerage, work experience, advice on starting and keeping a job. The Kingdom Works team engages with local employers and supports them to deliver community benefits in employment and skills areas. Kingdom Works cover most occupational sectors but specialises in Construction.

PATHWAY STAGES: **1 2 3 4 5**

ELIGIBILITY CRITERIA: Individuals aged 16+ requiring support to overcome barriers to progressing to positive destination or job

AREA COVERED:
Fife-wide



The project supports unemployed and economically inactive individuals to gain employability skills, accredited training and employment. Services are delivered through 1:1 and group support, to include employability skills (CV writing, job application, job search, and online digital support) job brokering and accredited training. Community outreach services are delivered in various community venues throughout Fife.

MAX PLACES PER YEAR: 155

CONTACT:

Kay Henderson

e: khenderson@deap.co.uk

t: 01592 786 724

www.deap.co.uk

Apex Scotland

Steps

9 Great Stuart Street, Edinburgh EH3 7TP



PATHWAY STAGES: **1 2**

ELIGIBILITY CRITERIA: Must have 2 recognised ESF barriers to employment

AREA COVERED:
Fife-wide



This employability service assists those who have multiple barriers to employment or who are long term unemployed. The objective is for each individual to complete their action plan by moving into employment, training, more advanced qualifications or progression to Stage 3 providers on the Employability Pipeline.

MAX PLACES PER YEAR: 100

CONTACT:

Helen Tripp

e: helent@apexscotland.org.uk

t: 01259 725 640

www.apexscotland.org.uk

The Ecology Centre

The Ecology Centre

Kinghorn Loch, Kinghorn KY3 9YG



PATHWAY STAGES: 1 2 3 4

ELIGIBILITY CRITERIA: Unemployed with multiple barriers to employment

AREA COVERED:
Kirkcaldy



The Ecology Centre in Fife offers environmental education, volunteering and training opportunities to people of all ages and abilities. The Centre has a strong commitment to helping people pick up skills, knowledge and experience whilst connecting them with nature, for the benefit of both.

MAX PLACES PER YEAR: 5

CONTACT:

David Stockwell

e: david@theecologycentre.org

t: 01592 891 567

www.theecologycentre.org

Fife Voluntary Action

Volunteering into Work

FVA, Craig Mitchell House, Flemington Road, Glenrothes KY7 5QF



PATHWAY STAGES: 2 3

ELIGIBILITY CRITERIA: Unemployed 16 - 64 year olds with 2 barriers to employment

AREA COVERED:
Fife-wide



We support individuals wishing to volunteer as a stepping stone into employment. We tap into the wrap-around support provided by Fife-ETC partners to maximise the chances of customers gaining employment.

MAX PLACES PER YEAR: 120

CONTACT:

Stephen Adamson

e: stephen@fifevoluntaryaction.org.uk

t: 01592 751 749

www.fifevoluntaryaction.org.uk

Your Notes

Your Notes



Employability Services for Young People



Activity Agreement - Rathbone Training

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Support to gain qualifications and develop skills



Activity Agreements - Fife Council

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Helping young people become ready for formal learning or employment



Apprenticeships - Skills Development Scotland

24

Enabling people to earn and gain industry recognised qualifications



AYE - Apex Scotland

24

Support and guidance for young care leavers



Clued Up Excel - Clued Up Project

25

Specialist young person's substance use and employability service



Employability Fund Stages 2 and 3 - Momentum Skills

25

Provides employability support and skills while working towards SQA qualification



Employability Fund Stages 3 and 4 - Fife Council

26

Provides employability training to help people move into sustained employment



Employ Young Minds - Fife Employment Access Trust

26

Self-management, pre-employability service for young people with severe mental health issues



**Hand Picked Employability Programme
- Hand Picked at CR Smith**

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Offering unemployed 16-24 year olds employability training courses



Opportunities for All Programme - Fife Council

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Supporting young people at risk of not achieving
a positive destination



Our Bright Futures - Fife Rural Skills Partnership

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Skills development for young people interested in the rural sector



Rural Skills - Living Solutions

28

Rural skills training for young people



Step On - LinkLiving

29

Working with 16-24 year olds to improve confidence



Supported Volunteering - Fife Voluntary Action

29

Supporting young people to volunteer



Team Programme - The Prince's Trust

30

A 12-week personal development programme



Young People/In School - Skills Development Scotland

30

Delivering Career Services to secondary school pupils
and 16-19 years old

1

16 - 19 year olds

Fife-wide



25

Fraser Ross

t: 01592 623 950

www.rathboneuk.org

The course will be tailored to focus on individual needs in the following areas:

- Qualifications
- Employability skills
- Confidence building
- Establishing a routine
- Making friends
- Team Work
- Life skills

Your Notes

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PATHWAY STAGES:



ELIGIBILITY CRITERIA: 16 - 18 year olds.
In special cases over 18s may be eligible

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 120 approx

Activity Agreements (AA) are delivered by Community Learning and Development on the basis of seven area Programmes, at various locations across Fife. Normally, an AA Programme lasts about 10 to 12 weeks, but is designed, if possible, to allow young people to enter or leave (and re-enter) the programme throughout this time period. This has the advantage of being more responsive to the lives of disengaged young people.

CONTACT:

Cowdenbeath

Mike Payne

e: mike.payne@fife.gov.uk

t: 08451 555 555 ext. 441104

CONTACT:

Levenmouth

Brian Brown

e: brian.brown@fife.gov.uk

t: 03451 555 555 ext. 466864

CONTACT:

Dunfermline

Vikki Robertson

e: vikki.robertson@fife.gov.uk

t: 01383 736 858

CONTACT:

North East Fife

Gemma Frail

e: cuparyouthcafe@hotmail.co.uk

t: 01334 650 298

CONTACT:

Glenrothes

Shirley Crawley

e: shirley.crawley@fife.gov.uk

t: 01592 583 474

CONTACT:

South West Fife

Corinne McGinley

e: corinne.mcginley@fife.gov.uk

t: 01383 415 674

CONTACT:

Kirkcaldy

Rowan Young

e: rowan.young@fife.gov.uk

t: 03451 555 555 ext. 440717

Skills Development Scotland

Apprenticeships

43 - 45 Whytescauseway, Kirkcaldy KY1 1XF
29 East Port, Dunfermline KY12 7JG



PATHWAY STAGES:

1 2 3

ELIGIBILITY CRITERIA: 16 - 24 year olds,
25+ years*

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 27,000+

CONTACT:

Gavin Rennie

e: gavin.rennie@sds.co.uk

t: 01592 645 180 Kirkcaldy

t: 01383 745 610 Dunfermline

t: 0800 783 6000 Helpline for employers

www.skillsdevelopmentscotland.co.uk

www.ourskillsforce.co.uk

www.apprenticeships.scot

Modern Apprenticeships let individuals work, learn and earn. There are over 80 types of apprenticeship covering everything from financial services to science. As well as getting paid, apprentices gain practical work experience while working towards a qualification.

In addition, Foundation Apprenticeships help young people gain valuable, real-world work experience and access work-based learning while they're still at school and Graduate Apprenticeships provide work-based learning opportunities up to Master's level.

**(key sectors or for people with health problems or disabilities only).*

Apex Scotland

AYE

9 Great Stuart Street, Edinburgh EH3 7TP



PATHWAY STAGES:

1 2

ELIGIBILITY CRITERIA: 16 - 24 year olds
that are care
experienced

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 100

CONTACT:

Susan Brisbane or Helen Tripp

e: Susan.brisbane@apexscotland.org.uk

e: helent@apexscotland.org.uk

t: 01259 725 640

www.apexscotland.org.uk

Employability skills/training opportunities offered on a 1:1 basis by specialist Personal Development Mentors to care experienced young people who often face multiple barriers to successfully moving on to a positive destination.

Working with young people to address their barriers to moving on and offering options to allow them to progress to a positive destination of their choice.

Clued Up Project

Clued Up Excel

The Bunker, 441 High Street, Kirkcaldy KY1 2SN



PATHWAY STAGES:

1 2

ELIGIBILITY CRITERIA:

Young people
under 25 years old

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: No max

CONTACT:

Jennifer Knight

e: Info@cluedup-project.org.uk

t: 01592 858 248

www.cluedup-project.org.uk

Clued Up work with young people aged 16 to 25 years affected with substance use by providing drop-in, one-to-one and group work to support young people to find their own path into education, employment or training. Clued Up work using a flexible asset based approach to suit the needs and interests of each individual.

Young People

Momentum Skills

Employability Fund Stages 2 and 3

Premier House, Randolph Place, Kirkcaldy KY1 2YX

Momentum Skills
Investing in People, Changing Perspectives

PATHWAY STAGES:

2 3

ELIGIBILITY CRITERIA:

16 - 18 year olds
and also people
aged 18+ with
disabilities or
disadvantages*

AREA COVERED:

Kirkcaldy
Glenrothes
Cupar
Leven



MAX PLACES PER YEAR: 30

CONTACT:

Carole Mackenzie

e: cmackenzie@momentumskills.org

t: 01592 654 618

www.momentumskills.org

Stage 2 is a SQA Personal Development consisting of 3 units covering CV building, interview skills, career planning and confidence building. Participants will be supported into work shadowing/placements while working through their qualification in a group setting.

Stage 3 will build on the work done in Stage 2 while working through the Personal Development award.

**Eligibility must be confirmed and referral made through Skills Development Scotland or Jobcentre Plus.*

Fife Council

Employability Fund Stages 3 and 4

Skills Development & Conference Centre, Midfield Road, Kirkcaldy KY1 3NL



PATHWAY STAGES:



ELIGIBILITY CRITERIA: 16 - 24 year olds*

AREA COVERED:

Fife-wide



MAX PLACE PER YEAR: Stage 3 (16-17) = 60

Stage 3 (18+) = 60

Stage 4 (18+) = 60

CONTACT:

Lisa Devine

e: lisa.devine@fife.gov.uk

t: 03451 555 555 ext 456769

www.opportunitiesfife.org

The Employability Fund Team provides employability activities and real life work experience to help individuals progress into sustained employment or further education. People taking part in these activities may be supported to achieve Certificate of Work Readiness (COWR), an accredited qualification. A training allowance or expenses may be payable depending on circumstances.

**Eligibility must be confirmed and referral made through Skills Development Scotland or Jobcentre Plus.*

Fife Employment Access Trust

Employ Young Minds

6-8 Hanover Court, Glenrothes KY7 5SB



PATHWAY STAGES:



ELIGIBILITY CRITERIA: 15 - 20 year olds
with mental health
conditions

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 25

CONTACT:

Inga Davidson

e: Inga@feat.org.uk

t: 01592 759 371

www.fifeemploymentaccesstrust.com

Employ Young Minds is a 26-week employability course for young people with mental health conditions as part of their early intervention care package. Clients will have been recently diagnosed with an enduring mental health condition or have had their first episode. The course is delivered in partnership with NHS Fife child psychologists and associated professionals.

Hand Picked at CR Smith

Hand Picked Employability Programme

C/O CR Smith ,Gardeners Street, Dunfermline KY12 0RN



hand picked

PATHWAY STAGES:

3 4

ELIGIBILITY CRITERIA:

16 - 24 year olds,
unemployed and
actively seeking
work

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: Up to 100

CONTACT:

Pauline McGeevor

e: handpicked@crsmith.co.uk

t: 01383 747 641

www.handpickedscotland.co.uk

The Hand Picked programme is designed to help young people access paid employment opportunities in order to kick-start their careers. They offer a short course that covers multiple employability topics delivered on an employer's premises and from an employer's perspective. Candidates spend time with the employer, learning from their expertise and upon completion are given support from the Hand Picked team to secure employment.

Young People

Fife Council

Opportunities for All Programme

Floor 3, Rothesay House, Glenrothes KY7 5PQ



PATHWAY STAGES:

1 2 3

ELIGIBILITY CRITERIA:

15 - 19 year olds
who are at risk of
leaving school and
not achieving a
positive destination

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 350 approx

CONTACT:

Maureen Campbell

e: maureen.campbell@fife.gov.uk

t: 03451 555 555 ext. 441104

www.fifedirect.org.uk

The Opportunities for All programme provides interventions for young people identified as being at risk at a key transition from school, and the period beyond. The approach raises young people's expectations and aspirations by increasing their self-confidence and self-belief. It offers re-engagement opportunities, sometimes simply on the basis of personal contact with a key worker, but also through a coherent programme of activity.

Fife Rural Skills Partnership

Our Bright Future

The Stables, Falkland Estate, Falkland KY15 7AF



PATHWAY STAGES:

2 3 4

ELIGIBILITY CRITERIA:

There are different eligibility criteria for each level, please get in touch for more information.

Our Bright Future is an exciting five year programme (2016-2021) that offers young people a variety of development opportunities from work experience to modern apprenticeships and enterprise support in the rural sector.

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 80

CONTACT:

Sarah MacDonald

e: sarah@centreforstewardship.org.uk

t: 01337 858 838

www.fiferuralskills.com/our-story

Living Solutions

Rural Skills

Yard 7a Thistle Industrial Estate, Cowdenbeath KY4 8LP



PATHWAY STAGES:

3

ELIGIBILITY CRITERIA: 16 - 25 year olds*

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 20

CONTACT:

Paul Cruise

e: paul@living-solutions.org

t: 08452 220 418

www.living-solutions.org

Living Solutions runs training at 3 levels:

1. Academy - recruited through Fife Council. Three months completing the certificate of work readiness and LANTRA/NPTC certification in several units.
2. Forestry Training - six month position gives candidates certificates and experience including felling dangerous trees.
3. Apprenticeship - six month position following on from forestry training – gaining experience whilst completing an SVQ2 Trees and Timber.

**Other groups are targeted including people with disabilities, learning difficulties and ex-offenders.*

LinkLiving

Step On

West Bridge Mill, Kirkcaldy KY1 1TE



PATHWAY STAGES:



ELIGIBILITY CRITERIA: 16 - 24 year olds

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 30

CONTACT:

Michael Fong

e: michael.fong@linkliving.org.uk

t: 01592 644 048

www.linkliving.org.uk

Step On is a project working with the earliest stages of employment in young people. Getting them to engage in volunteering but also gain qualifications whilst doing this. The project works on young people's well-being and resilience to ensure they can cope with the stresses of employment.

Young People

Fife Voluntary Action

Supported Volunteering

Craig Mitchell House, Flemington Road, Glenrothes KY7 5QF



PATHWAY STAGES:



ELIGIBILITY CRITERIA: 16 - 19 year olds
not currently in
education, training
or employment

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 35

CONTACT:

Melanie Robb

e: melanie@fifevoluntaryaction.org.uk

t: 01592 751 749

www.fifevoluntaryaction.org.uk

Support for young people, not in education, training or employment to find and engage with volunteering opportunities. This project helps build confidence and skills.

The Prince's Trust Team Programme

73 Ferry Road, Edinburgh EH6 4AQ



PATHWAY STAGES:

2

ELIGIBILITY CRITERIA: 16 to 25 year olds*

AREA COVERED:

Dunfermline
Glenrothes
Levenmouth



MAX PLACES PER YEAR: 120

CONTACT:

Ganiyu Otunba

e: ganiyu.otunba@princes-trust.org.uk

t: 0131 553 0850

www.princes-trust.org.uk

A 12-week personal development programme, run and managed by over 100 partner organisations. Groups of 13 - 15 take part in a challenging programme from teambuilding activities, including a week at a residential activity centre, to working on real projects in the community and taking on individual work placements. The Team Programme helps young people to move forward with new confidence and ambition.

**Participants must be involved with one of the following: mental health services, drug/alcohol support, homeless support, social services, police/criminal justice, unemployed and not in education or training.*

Skills Development Scotland

Young People/In School

43 - 45 Whytescauseway, Kirkcaldy KY1 1XF

29 East Port, Dunfermline KY12 7JG



PATHWAY STAGES:

1 2 3 4 5

ELIGIBILITY CRITERIA: Secondary school pupils aged 16-19 (up to 26 year olds if care experienced)

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Gavin Rennie

e: gavin.rennie@sds.co.uk

t: 01592 645 180 Kirkcaldy

t: 01383 745 610 Dunfermline

t: 0800 917 8000 Helpline for customers

www.skillsdevelopmentscotland.co.uk or www.myworldofwork.co.uk

Career Management Skills (CMS) empower individuals to make informed decisions and maximise their potential. Qualified careers staff support young people to develop and use their CMS successfully and access appropriate opportunities - including training, college and employment.

In schools, qualified careers advisers provide support to pupils from subject choices to help in making the right career choice. Young people can also access support at their local centres or online at www.myworldofwork.co.uk

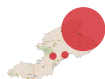
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Your Notes

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Employability Services for People with Health Problems or Disabilities



Castle Furniture Project - Castle Furniture

Offering placements, employment and volunteer positions

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Deaf Action's Employability Service - Deaf Action

Employability Service for people who have any form of deafness, aged 25+

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Employ Your Mind - Fife Employment Access Trust

Self-management programme for adults with severe mental health problems

37



Fife Individual Placement Service - Partnership

Supports people with severe mental health conditions to access and sustain employment

37



First Steps - ENABLE Scotland

One to one support for young people facing multiple barriers

38



Going Forth - Scottish Association for Mental Health

Supporting individuals to sustain positive mental health

38



Health and Work Support

39

Support for when health or disability issues are making work difficult



Progress Fife - Capability Scotland

39

Employability support for those with health conditions within areas of multiple deprivation



RNIB Scotland

40

Retention support for blind and partially sighted people



Specialist Employment Support - Momentum Skills

40

Leading a supportive light into employment for people with disabilities



Supported Employment Service (SES) - Fife Council

41

Employment support for people with disabilities and health issues

Castle Furniture Project

Castle Furniture Project

Unit 6 Craig Mitchell House, Flemington Road, Glenrothes KY7 5QF



PATHWAY STAGES:

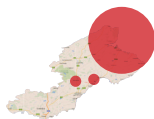
3

ELIGIBILITY CRITERIA:

Anyone over 18+

AREA COVERED:

Glenrothes
Levenmouth
North East Fife



Castle Furniture Project are a Mental Health Charity that provide placement, employment and volunteer positions for people in Fife. Our vehicle is furniture donations and re-use.

MAX PLACES PER YEAR: 10

CONTACT:

Gail Jackson

e: gailjackson@castlefurniture.org

t: 07908 930 930

www.castlefurniture.org

Deaf Action

Deaf Action's Employability Service

Sangobeg House, 4 Francis Street, Dundee DD3 8HH



PATHWAY STAGES:

4

ELIGIBILITY CRITERIA:

25+ who are Deaf, Deafblind, Deafened and Hard of Hearing

AREA COVERED:

Fife-wide



Deaf Action support unemployed Deaf, Deafblind, Deafened and Hard of Hearing adults over 25 years old with enhancing their chances of successfully getting a job. This includes: CV writing, applying for jobs, interview training, building self-confidence, setting employment aims, employability workshops, offering drop in clinics and engaging with employers.

MAX PLACES PER YEAR: 20

CONTACT:

Carol McKay

e: employability@deafaction.org

t: 01382 221 124

www.deafaction.org.uk

Fife Employment Access Trust

Employ Your Mind

6-8 Hanover Court, Glenrothes KY7 5SB



PATHWAY STAGES:

1 2 3

ELIGIBILITY CRITERIA: Adults with severe mental health problems

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 70

CONTACT:

Inga Davidson

e: Inga@feat.org.uk

t: 01592 759 371

www.fifeemploymentaccesstrust.com

Employ Your Mind is a partnership between Fife Employment Access Trust (FEAT) and NHS Fife. The programme assists people who have a severe/enduring mental health condition and who have experienced long term psychiatric care to consider their long term future outside this environment. The programme prepares students over 6 months with a combination of psychiatric, cognitive and soft skills to help them to make informed choices about their future.

Partnership

Fife Individual Placement & Support Service

8 Hanover Court, Glenrothes KY7 5SB



PATHWAY STAGES:

1 2 3 4 5

ELIGIBILITY CRITERIA: People aged 16+ with severe and enduring mental health conditions

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 80

CONTACT:

Joanne Koziel

e: joanne@fifeips.co.uk

t: 01592 751 859

www.fifeemploymentaccesstrust.com

Fife IPS (Individual Placement and Support) Partnership is an employability service for people with severe and enduring mental health conditions. Using a client centred approach we promote work as part of the recovery process enabling clients to gain competitive paid employment.

ENABLE Scotland**First Steps***Flexispace, Begg Road, Kirkcaldy KY2 6HD*

PATHWAY STAGES:

1

ELIGIBILITY CRITERIA:

People with multiple barriers to employment including having a disability

First Steps works with young people aged 16 - 24 facing multiple barriers to employment. It is a one to one service that aims to tackle these barriers or at the very least mitigate them so the young people can progress onto the employability pathway.

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 24

CONTACT:

Marnie Lawson

e: ml6@enable.org.uk

t: 07889 456 229

www.enable.org.uk**Scottish Association for Mental Health****Going Forth***First House, Woodmill Road, Dunfermline KY11 4SS*

PATHWAY STAGES:

N/a

ELIGIBILITY CRITERIA:

People with mental health issues

Going Forth provides support for individuals who have mental health issues. It includes a 14 week programme called Tools for Living to support individuals to develop strategies to maintain their mental health and develop goals for moving forward. Staff provide initial 1:1 support to service users to establish goals and this is reviewed regularly. Support is then provided to help identify the next steps.

AREA COVERED:

Fife-wide



MAX PLACE PER YEAR:

N/a

CONTACT:

Louise Morgan

e: Louise.morgan@samh.org.uk

t: 01383 623 179

www.samh.org.uk

PATHWAY STAGES: **4 5**

ELIGIBILITY CRITERIA: People who are struggling with a health issue or disability that is affecting their ability to work

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Ali Hynie or Paula Donaldson

e: Fife-UHB.HAWS@nhs.net

t: 01592 729 500/729 501 (for informal enquiries only)

t: 0800 019 2211

www.healthandworksupport.scot

Health and Work Support is there for people living and/or working in Fife. This confidential service is delivered by health professionals, using a holistic, case management approach specifically tailored to the client's needs. Advice and support is available to both employers and individuals who require assistance to stay in work or return to work following sickness absence. Support is also available to people who are recently unemployed (less than 6 months).

Capability Scotland

Progress Fife

Unit 1 Halbeath Business Park, Kingseat Road, Dunfermline KY11 8RY



PATHWAY STAGES: **1 2 3 4 5**

ELIGIBILITY CRITERIA: Clients must reside in Fife, 16+ with Health Condition or Disability and live within a SIMD area

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 75

CONTACT:

Claire Meikle

e: claire.meikle@capability-scotland.org.uk

t: 01383 720613 (option 3)

www.capability-scotland.org.uk

Progress Fife is an Employability Service providing support to people with a disability or health condition to move into employment or a positive destination such as further education or accredited training with a focus on those who reside within the top 15% of the most deprived areas in Fife according to the Scottish Index of Multiple Deprivation. Progress Fife enables customers to secure part-time employment (under 16 hours per week).

RNIB Scotland

RNIB Scotland

Hillside Crescent, Edinburgh EH7 5EA



PATHWAY STAGES: **5**

ELIGIBILITY CRITERIA: Blind and partially sighted people

RNIB Scotland offer retention support to enable blind and partially sighted people to retain and sustain employment.

AREA COVERED:
Fife-wide



MAX PLACE PER YEAR: N/a

CONTACT:

RNIB Helpline

e: helpline@rnib.org.uk

t: 03031 239 999

www.rnib.org.uk/scotland

Momentum Skills

Specialist Employment Support

Premier House, Randolph Place, Kirkcaldy KY1 2YX

Momentum Skills
Investing in People, Changing Perspectives

PATHWAY STAGES: N/a

ELIGIBILITY CRITERIA: Individuals with a health problem or disability

Momentum Skills provides vocational rehabilitation and training services, empowering people with disabilities and those who are excluded to gain the skills they need to live independently and gain access to employment. Momentum Skills founds all of its services on the fundamental principle that the service users, and those closest to them, are the primary authorities on what the person wants from life.

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: 3 per month

CONTACT:

Carole Mackenzie

e: cmackenzie@momentumskills.org

t: 01592 654 618

www.momentumskills.org

PATHWAY STAGES:



ELIGIBILITY CRITERIA:

All people of working age who are finding it difficult to find or stay in work as a result of a disability or health issue

Helping people with disabilities,
health conditions and mental health
issues to prepare for/find paid work
or return to work and stay in work.

SES provide 1:1 support throughout people's work journey e.g. Into Work Action Planning, Employment Training, Work placements

AREA COVERED:

Fife-wide



They support people with job search, applying for and connecting with local employers. SES also support employers to put in place accommodations/adjustments to help people stay in work.

MAX PLACES PER YEAR: 350

CONTACT:

e: swses@fife.gov.uk

t: 01592 583 142

www.fifedirect.org.uk/swses

Your Notes

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Your Notes

Health Problems or Disabilities

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Sector Skills Support



Academy Programme - Fife Council

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Sector Academies to motivate, train and support people into employment



Construction Skills Certification Scheme Green Card - West Fife Enterprise

46

Industry specific 'ticket' for working in a construction environment



Employability Fund Stage 4 - Kingdom Works

47

Industry-specific pre-employment training courses



Food Works! Training and Employability Project - Greener Kirkcaldy

47

Offering local people food and horticulture training opportunities



Foundation and Modern Apprenticeships - Fife College

48

Opportunity to develop skills and gain industry-recognised qualification



Foundation Apprenticeships - Fife Council

48

Apprenticeship opportunity for senior phase pupils

**Locality Response Team - Fife Council****49**

Support into work through waged and unwaged placements and training

**Modern Apprenticeships - Fife Council****49**

Opportunity to gain industry-recognised qualification while earning a wage

**Rural Skills Training - Rural Skills Scotland Ltd****50****Skills Development and Conference Centre - Fife Council****50**

Certificated Training

Delivering professional training for the land based sector

**Springboard UK****51**

Programmes and advice for those interested in hospitality, tourism or leisure

**Volunteering at the Centre for Stewardship
- Centre for Stewardship****51**

Conservation and horticultural volunteering opportunities



Apprenticeships - SDS
Our Bright Future
Living Solutions

PATHWAY STAGES:



ELIGIBILITY CRITERIA:

For unemployed people of all ages and backgrounds

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 120

CONTACT:

Grant Leaburn or Ann Salt

e: Grant.leaburn@fife.gov.uk or

Ann.salt@fife.gov.uk

t: 03451 555 555 ext. 406723 or

03451 555 555 ext. 406729

www.opportunitiesfife.org

Fife Council Academy Programmes offer sector-specific training for employment growth areas to ensure people have vacancy opportunities on completion. This is provided through two week employability and accredited training programmes including work placement activity in sectors such as Construction, Hospitality, Horticulture, Rural Skills and Care. Academy Trainees are also provided with 1:1 support to connect with local employers to source, apply for and secure paid work.

They are particularly keen to engage with people facing multiple barriers to work.

West Fife Enterprise

Construction Skills Certification Scheme (CSCS) Green Card

Forthview Learning Centre, Newmills KY12 8TL



PATHWAY STAGES:



ELIGIBILITY CRITERIA:

Open to all age groups

AREA COVERED:

Newmills



MAX PLACES PER YEAR: 100+

CONTACT:

Donna Tucker

e: donnatucker@wfe.org.uk

t: 01383 881 364

www.westfifeenterprise.org.uk

This two day training course is designed for those working in, or looking to work in, the Construction Industry. The course covers the British Safety Council Award; Health and Safety in a Construction Environment, the CITB Operatives Test and the application of the CSCS Labourers Card. Individual Training Account (ITA) funding may be available for eligible applicants.

PATHWAY STAGES:

4

ELIGIBILITY CRITERIA: **18 years and over***

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: **130**

CONTACT:

Joanne Aitken

e: fifeworks@kingdomhousing.org.uk

t: 01592 862 304

www.kindomhousing.org.uk

Kingdom Works supports individuals to obtain industry recognised qualifications and work placements, along with job search skills to allow them to move into work. Kingdom Works will identify employment opportunities and, where appropriate, arrange a period of work experience as well as delivering the practical training necessary to undertake the role.

**Eligibility must be confirmed and referral made through Skills Development Scotland or Jobcentre Plus.*

Greener Kirkcaldy

Food Works! Training and Employability Project

252a High Street, Kirkcaldy KY1 1LA



PATHWAY STAGES:

1 2 3

ELIGIBILITY CRITERIA: **Participants from Kirkcaldy's areas of deprivation***

AREA COVERED:

Kirkcaldy



MAX PLACES PER YEAR: **32**

CONTACT:

Geraldine O'Riordan

e: geraldine@greenerkirkcaldy.org.uk

t: 01592 858 458

www.greenerkirkcaldy.org.uk

The Food Works! Training and Employability Project provides quality volunteering and training opportunities in Kirkcaldy. Participants will gain food, cooking, and basic horticulture skills that give valuable practical experience. The project operates in a friendly working environment to ensure participants can develop knowledge, skills, and confidence which will help them to progress.

**Focus on long-term unemployed or school leavers who are at risk of not moving into positive destinations.*

Fife College**Foundation and Modern Apprenticeships***Halbeath Campus, Pittsburgh Road, Dunfermline KY11 8DY*

PATHWAY STAGES:



ELIGIBILITY CRITERIA:

**Foundation
apprenticeships
and Modern
apprenticeships**

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: numbers vary

CONTACT:

e: Info@fife.ac.uk

t: 03442 480 115

www.fife.ac.uk

Foundation Apprenticeships are work-based qualifications for secondary school pupils. They provide the opportunity to develop skills, experience and knowledge in a business environment and to gain industry-recognised qualifications.

Modern Apprenticeships provide the opportunity to gain vocational qualifications which are relevant to the current role of employees, providing a stepping stone to career development, salary increases and promotion. Modern Apprenticeships are available across all sectors. See website for more details.

Fife Council**Foundation Apprenticeships***Kingdom House, Kingdom Avenue, Glenrothes KY7 5LY*

PATHWAY STAGES:



ELIGIBILITY CRITERIA:

**S4 and S5
secondary school
pupils**

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 350

CONTACT:

Heather Browne: heather.brown@fife.gov.uk

t: 03451 555 555 ext 402715

www.opportunitiesfife.org

A Foundation Apprenticeship is a two year programme aimed at senior pupils to try out a different way to learn - out of the classroom and into a real workplace. It's a chance to try a career out, participate in real projects inside a business and gain a qualification recognised by industry employers. Progression thereafter can lead to a Modern Apprenticeship, employment or University.

Fife Council

Locality Response Team

Skills Development & Conference Centre, Midfield Road, Kirkcaldy KY1 3NL



PATHWAY STAGES:

3 4

ELIGIBILITY CRITERIA:

Working aged unemployed with emphasis on those at risk of not achieving a positive destination

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 188 places over 2 year programme to March 2019

CONTACT:

Andy Brown

e: Andy.brown@fife.gov.uk t: 03451 555 555 Ext 446627

No website provided

This project supports clients into employment through the delivery of a range of community benefit environmental projects. The project offers waged and unwaged placements. Trainees will be offered certificates in CSCS, PASMA and other Construction Industry qualifications. Practical training will be given in general landscaping and construction duties. The project works with third sector partners to build their capacity and deliver training opportunities.

Fife Council

Modern Apprenticeship

Fife House, North Street, Glenrothes KY7 5LT



PATHWAY STAGES:

2 3 4 5

ELIGIBILITY CRITERIA:

Young people aged 16 - 19 year olds and adults aged 20 - 24 year olds

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 59 places for 16 - 19 year olds
24 places for 20 - 24 year olds

CONTACT:

Jackie Cassidy

e: Jacqueline.Cassidy@fife.gov.uk

t: 03451 555 555 ext. 473231

www.opportunitiesfife.org

The Modern Apprenticeship programme is for 16 - 19 year olds and 20 - 24 year olds to enter work based learning and earn a wage while doing so. The service will provide an opportunity for the apprentice to develop skills and knowledge associated with occupational work. The service will work with the employability team to enable the apprentice to complete their apprenticeship with a view to securing employment within or out-with the Council.

Rural Skills Scotland Ltd

Rural Skills Training

Ore Valley Business Centre, 93 Main Street, Lochgelly KY59AF



PATHWAY STAGES: **3 4**

ELIGIBILITY CRITERIA: **N/a**

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: **30**

CONTACT:

Jim Stewart

e: jim@ruralskillscotland.com

t: 01592 786 709

www.ruralskillscotland.com

Rural Skills Scotland Ltd. offer high quality and professional training for the land based sector. They are able to offer SVQ level 2 and 3 in Estate Management, SVQ Level 2 in Trees and Timber and Modern Apprenticeships in Rural Skills. They also offer Rural Skills Academies and bespoke training packages designed to meet the needs of the individuals taking part.

Fife Council

Skills Development and Conference Centre

Skill Development and Conference Centre, Midfield Road, Kirkcaldy KY1 3NL



PATHWAY STAGES: **4 5**

ELIGIBILITY CRITERIA: **Various**

AREA COVERED:
Kirkcaldy



MAX PLACES PER YEAR: **150+**

CONTACT:

Andy Brown

e: Sdc.training@fife.gov.uk

t: 01592 583 603

www.Fifedirect.org.uk

Fife Council provide a range of Industry Recognised Certification courses for people interested in finding work in construction and trade environments. This includes:

- SVQ 1 Health and Safety in a Construction Environment
- CSCS Card (including pre-training)
- PASMA (Alloy Scaffolding Erection/Inspection)
- IPAF (Mobile Powered Access Training & Assessment + harness)
- Working at Heights
- Abrasive Wheels and Manual Handling
- Asbestos Awareness

PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: Individuals aged 16+

AREA COVERED:
Fife-wide



Springboard provides a variety of employability programmes and career advice for those clients wishing to access a career in hospitality, tourism or leisure.

MAX PLACES PER YEAR: 30

CONTACT:

Vicki Sutherland
e: vickis@springboarduk.org.uk
t: 07530 241 249
www.springboard.uk.net

Centre for Stewardship
Volunteering at the Centre for Stewardship
The Stables, Falkland Estate, Falkland KY15 7AF



PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: No eligibility criteria but many activities will require some level of physical ability

AREA COVERED:
North East Fife



A range of volunteering opportunities across the landscape of Falkland Estate. Group activities are led by the Woodland Ranger. Group meets every week. Activities are varied but include conservation work, path maintenance, gardening & horticulture, rhododendron control, vegetation management as well as wildlife monitoring. Training provided.

MAX PLACES PER YEAR: 15 - 20

CONTACT:

Sam Docherty, Ranger
e: sam@centreforstewardship.org.uk
t: 01337 858 838
www.centreforstewardship.org.uk/getting-involved

Your Notes



Specialist and Other Services



Cairn Centre - Trust in Fife

Retail outlets providing good quality, pre-used goods

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Citizens Advice and Rights Fife

Providing a wide range of advice and support

56



CLEAR Buckhaven - CLEAR

Community Led Environmental Action for Regeneration of Buckhaven

57



Conduit Scotland

Non-Profit Community Lender with anti-Poverty Agenda

57



Fife Migrants Forum

Support for migrants to improve their job prospects

58



Living Wild - Venture Trust

Support for individuals aged 16 - 40 on Community Payback Orders

58



Making it Work for Families - Fife Gingerbread

59

Working together for family's future



Making it Work for Lone Parents - Fife Gingerbread

59

Supporting lone parents towards employment



New Enterprise Allowance - BRAG Enterprises Ltd

60

Provides money and support to help start your own business



Next Steps - Venture Trust

60

Support for disadvantaged women at high risk of offending



Positive Futures - Venture Trust

61

Specialist support for ex-service men and women

Trust in Fife

Cairn Centre

83 - 85 Dunnikier Road, Kirkcaldy KY1 2QW



PATHWAY STAGES: 2 3

ELIGIBILITY CRITERIA: N/a

AREA COVERED:
Fife-wide



Retail outlets providing good quality, pre-used goods to homeless clients, those most vulnerable within the local community and the general public.

MAX PLACES PER YEAR: 20

CONTACT:

Lisa Lewis

e: cairncentre2@trustinfife.co.uk

t: 01592 644 060

www.trustinfife.org.uk

Citizens Advice and Rights Fife

Citizens Advice and Rights Fife

Craig Mitchell House, Flemington Road, Glenrothes KY7 5QF



PATHWAY STAGES: 1 2 3 4 5

ELIGIBILITY CRITERIA: Anyone resident in Fife

AREA COVERED:
Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

David Redpath

e: dredpath@carfonline.org.uk

t: 01592 765 408

www.cabfife.org.uk

CARF provides advice and information on a wide range of topics including benefits, debt and employment. CARF understands the difficulties faced by those returning to work and those entering employment for the first time. CARF has a number of advice locations across Fife and a contact centre in Glenrothes able to deliver timely advice and support. CARF's website also has a list of contact numbers and details on local offices.

CLEAR

CLEAR Buckhaven

136 College Street, Buckhaven KY8 1JY



PATHWAY STAGES: **2**

ELIGIBILITY CRITERIA: **Open criteria***

AREA COVERED:

Levenmouth



MAX PLACES PER YEAR: **100**

CONTACT:

Irene Maxwell

e: hub@clearfife.org

t: 01592 715 021

www.clearfife.org

CLEAR provide volunteering and work placement opportunities - CLEAR has planted over 12,000 trees in public spaces, created plant beds in public parks, created heritage and orchard trails and run various litter picks each year. They organise open days regularly to encourage local people to become involved, develop arts based projects, work with vulnerable groups and sustain an ongoing discussion around the future of Buckhaven, Methil and the surrounding area.

**ALL participants must want to be at CLEAR and must respect those around them. Beyond that only those on the sex offenders register (or who have been) are unable to take part at CLEAR.*

Conduit Scotland

Conduit Scotland

31 Chapel Street, Dunfermline KY12 7AW

34 High Street, Kirkcaldy KY1 1LU



PATHWAY STAGES: **N/a**

ELIGIBILITY CRITERIA: **None**

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: **N/a**

CONTACT:

Thomas Staunton

e: thomasstaunton@conduit.org.uk

t: 01592 808 708

www.conduitscotland.com

Conduit Scotland are a not-for-profit responsible lender offering fair and affordable personal loans as an alternative solution to high cost credit. They work in partnership with local authorities and community-based agencies, contributing to the long term financial sustainability of individuals and communities by being part of a network that builds financial strength, creates opportunities and improves the lives of many people.

Fife Migrants Forum

Fife Migrants Forum

New Volunteer House, 16 East Fergus Place, Kirkcaldy KY1 1XT



PATHWAY STAGES: N/a

ELIGIBILITY CRITERIA: Migrants to Fife

AREA COVERED:

Fife-wide



Fife Migrants Forum assist migrants in Fife to improve their job prospects by assisting with language support and providing information and advice.

MAX PLACES PER YEAR: No max

CONTACT:

Gary Guichan

e: gary.guichan@fifemigrantsforum.org.uk

t: 01592 645 309

www.fifemigrantsforum.org.uk

Venture Trust

Living Wild

Argyle House, 3 Lady Lawson Street, Edinburgh EH3 9DR

venturetrust

PATHWAY STAGES: N/a

ELIGIBILITY CRITERIA: 16 - 40 year olds
in the criminal
justice system

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: Dependent on
need, rolling
programme

CONTACT:

Murray Graham

e: murray@venturetrust.org.uk

t: 0131 228 7700

www.venturetrust.org.uk

This programme supports individuals aged 16 - 40 who are on Community Payback Orders (and sometimes other criminal justice orders) throughout Scotland who are ready to make positive changes in their lives. Participants receive community outreach support to attend an intensive 10-day outdoor personal development programme which takes place in the remote Scottish Highlands, and then receive up to 6 months of ongoing community support to move towards employment or other opportunities.

Fife Gingerbread

Making it Work for Families

Greig Institute, Forth Street, Leven KY8 4PF



PATHWAY STAGES: Pre-pathway

ELIGIBILITY CRITERIA: Families living in a jobless household with multiple barriers to employment*

AREA COVERED:
Kirkcaldy
Cowdenbeath



MAX PLACES PER YEAR: 35 families

CONTACT:

Laura Millar

e: info@fifegingerbread.org.uk

t: 01333 303 124

www.fifegingerbread.org.uk

Making it Work for Families is a partnership project with staff from Fife Gingerbread, Clued Up, Supported Employment Services and CARF. The service includes:

Adult Team; supporting parents/carers to overcome barriers to progression

Young Person Team; personal development & employability coaching

Financial Inclusion; guidance on welfare reform, budgeting & entitlement

Family Learning; opportunities for families to learn and play together

** Including SIMD 1 & 2, 14-19 year old at risk of not achieving a positive destination.*

Fife Gingerbread

Making it Work for Lone Parents

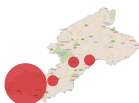
Greig Institute, Forth Street, Leven KY8 4PF



PATHWAY STAGES: **1 2**

ELIGIBILITY CRITERIA: Lone parents with multiple barriers to employment

AREA COVERED:
South West Fife
Cowdenbeath
Levenmouth
Glenrothes



MAX PLACE PER YEAR: 120

CONTACT:

Laura Millar

e: info@fifegingerbread.org.uk

t: 01333 303 124

www.fifegingerbread.org.uk

Making it Work for Lone Parents is a partnership with Fife Gingerbread and CARF. The project provides holistic support focused on identifying and overcoming barriers to progression.

There is range of activity including groupwork, home visits, 1:1 support, financial inclusion, partnership activity and holiday fun. We provide a safe space for lone parents to progress at a pace which meets their needs, and builds confidence to work towards their goals.

PATHWAY STAGES:



ELIGIBILITY CRITERIA:

18 years and over*

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: **N/a**

CONTACT:

Sarah Somerville
e: info@brag.co.uk
t: 01592 860 296
www.brag.co.uk

Working in partnership with People Plus, BRAG deliver the NEA Programme, helping individuals in receipt of benefits become self-employed.

Clients can get an Advisor to help develop a business idea and receive a weekly allowance paid up to 26 weeks (total of £1,274).

Clients will be able to claim financial support if the business plan is approved and they start working at their business for more than 16 hours per week.

**Referrals must be made through Jobcentre Plus.*

Venture Trust

Next Steps

Argyle House, 3 Lady Lawson Street, Edinburgh EH3 9DR



venturetrust

PATHWAY STAGES:

N/a

ELIGIBILITY CRITERIA:

16+ women who've been involved in offending or at high risk of offending

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: **N/a**

CONTACT:

Murray Graham
e: murray@venturetrust.org.uk
t: 0131 228 7700
www.venturetrust.org.uk

The Next Steps programme is for women whose chaotic and disadvantaged backgrounds have led to their involvement in offending or means that they are at high risk of offending in future. Participants receive community outreach support to attend an intensive 5-day residential-based personal development programme which takes place in the Scottish Highlands, and then receive up to 6 months of ongoing community support to move towards employment, or other opportunities.

N/a

16 - 64 year olds.
Ex-service personnel
struggling with the
transition to civilian
life

Fife-wide



Dependent on
need

Murray Graham
e: murray@venturetrust.org.uk
t: 0131 228 7700
www.venturetrust.org.uk

Positive Futures provides specialist support to ex-service men and women struggling with the transition to civilian life, whatever form that may take. Participants receive community outreach support to attend an intensive 7-day outdoor personal development programme which takes place in the remote Scottish Highlands, and then receive up to 6 months of ongoing community support to move towards employment or other opportunities.

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Employer Engagement Services

Business Gateway Fife - Fife Council Delivery of start-up and growth business support	66
Culture of Enterprise Framework - Fife Council Delivery of enterprise programmes in education	66
Developing the Young Workforce (DYW Fife) Linking employers directly with education to enhance the learning experience	67

Economic Development Team - Fife Council	67
Provides wide range of economic and business development support services	
Employer Services	
- Department for Work and Pensions (DWP)	68
A range of services for employers around recruitment and retention	
Workplace Team, Health Promotion Service	
- Fife Health & Social Care Partnership	68
Free and confidential services for a healthier and safer workplace	

Fife Council

Business Gateway Fife

Saltire House, Pentland Park, Glenrothes KY6 2AL



BUSINESS CLIENT FOCUS:

Start-up
businesses
or existing
businesses,
including young
people looking to
be their own boss

Business Gateway Fife provide a wide range of support and advice to individuals looking to set up in business, and newly formed and existing businesses looking to grow and develop.

CONTACT:

Craig Rutherford
e: Craig.rutherford@bgfife.co.uk
t: 01592 858 333
www.businessgatewayfife.com

Our experienced business advisers provide tailored advice, with access to a range of business information including market research, supplier and company lists, credit checks and statistics. We also deliver a varied programme of workshops, including start-up sessions and skills events.

Fife Council

Culture of Enterprise Framework

Kingdom House, Kingdom Avenue, Glenrothes KY7 5LY



BUSINESS CLIENT FOCUS:

Providing digital
and enhanced
enterprise
initiatives to
primary and
secondary school
pupils

The Fife Culture of Enterprise Framework for Action provides a blueprint for creating a vibrant enterprise culture. It is intended to initiate a programme of enterprise development that will lay the foundations of long-term change, while also addressing immediate priorities.

CONTACT:

Sandra Robb
e: Sandra.robb@fife.gov.uk
t: 03451 555 555 ext. 447130
[www.fifeconomypartnership.com/
economic-information](http://www.fifeconomypartnership.com/economic-information)

The Framework was informed by a review of Fife's economic performance, and of the drivers/barriers to enterprise, complemented by consultations. It continues to receive widespread support from partners across Fife.

Developing the Young Workforce (DYW Fife)
Developing the Young Workforce (DYW Fife)
Rothsay House, Rothsay place, Glenrothes KY7 5PQ



BUSINESS CLIENT
FOCUS:

All businesses

Bridging the gap between education and employment through employer engagement. Always seeking new partnerships to link directly with education, ensuring Fife has the pool of skills and talent to meet the needs of the labour market. DYW would like to speak to employers of all sizes and from all sectors.

CONTACT:

Ray Fernie or Brian O'Donnell
e: Ray.Fernie@fife.gov.uk or
e: brian.odonnell-crm@fife.gov.uk
t: 03451 555 555 ext. 444324
t: 03451 555 555 ext. 480055
www.opportunitiesfife.org/dyw

Fife Council
Economic Development Team
Kingdom House, Kingdom Avenue, Glenrothes KY7 5LY



BUSINESS CLIENT
FOCUS:

We operate a wide range of business support services for start-up and existing businesses and others seeking to invest in Fife

Fife Council's Economic Development Team manages all FC business land and property assets; it handles large/small investment projects; promotes Fife for investment (Invest in Fife); supports key business sectors and business development support, advice and training for start-up and growing businesses, in partnership with Business Gateway Fife and Scottish Enterprise.

CONTACT:

George Sneddon
e: george-y.sneddon@fife.gov.uk
t: 03451 555 555 ext 492181
www.fifeeconomypartnership.com/economic-information

Department for Work and Pensions (DWP)

Employer Services

Jobcentre sites across Fife

jobcentreplus

Department for
Work and Pensions

BUSINESS CLIENT
FOCUS:

No criteria applies. Service is available to all employers at no additional cost

The service, via Jobcentre network, supports employers and especially SMEs. The service is available UK-wide and comes at no additional cost.

DWP provides support with retention of employees, redundancy situations in partnership with PACE and in the recruitment of employees.

DWP work with employers and customers to fill vacancies with suitable candidates, involving bespoke training, work experience and work trials. Specialist support is available for those with health conditions.

CONTACT:

Phil Martin or Janet McQueen
e: phil.martin1@dwp.gsi.gov.uk or
e: janet.McQueen@dwp.gsi.gov.uk
t: 01383 813 879
t: 01592 253 234
www.gov.uk

Fife Health & Social Care Partnership

Workplace Team, Health Promotion Service

Haig House, Cameron Hospital, Leven KY8 5RG

Fife Health
& Social Care
Partnership
Health Promotion Service
Workplace Team

BUSINESS CLIENT
FOCUS:

Main focus are SMEs (0 - 250 workers), but some services available for larger workplaces

The Workplace team provide a range of free and confidential workplace health, safety and wellbeing services:

- Expert advice and guidance
- Health, safety and wellbeing needs assessment visits
- Training and awareness sessions
- Policy development
- Employee wellbeing surveys
- Health improvement information and resources
- Delivery of Healthy Working Lives programme
- Signposting to partner NHS organisations
- Lifestyle health checks

CONTACT:

Alan Gow, Annemarie Smith
or Katie Provan
e: hwl@fife.nhs.net
t: 01592 226 486
www.healthifyfife.net/workplace-team-
health-promotion-service

Employer Recruitment Incentives in Fife

A range of employer recruitment incentives are available in Fife:

Fife Job Contract and Scotland's Employer Recruitment Incentive 2018

Fife Job Contract (FJC) funded by Fife Council supports adults and young people.

FJC works with employers and partners to create additional opportunities, particularly for those not achieving a positive destination. FJC includes Scotland's Employer Recruitment Incentive. Employers can access funding to help pay for wages (National Minimum Wage) over a 26 week period. Jobs and apprenticeships must be additional and sustainable beyond the period of funding.

Funding is available for employers wishing to take on redundant apprentices.

Additional payments are available for employers paying the Scottish Living Wage.

A range of other support is available in Fife for employers for recruitment, training and retention. The FJC team also provides support with recruitment, posting vacancies and sifting to employer criteria.

To find out more visit **www.opportunitiesfife.org**

Community Job Scotland 2018

Community Jobs Scotland (CJS) is a Scottish Government funded programme managed by the Scottish Council for Voluntary Organisations (SCVO).

The funding is aimed at creating jobs in the third sector for vulnerable young people (16 - 29 years old) who are disadvantaged in the labour market.

For a full list of eligibility criteria and to find out how to apply for a CJS post or how to become a CJS employer visit **www.scvo.org.uk/jobs/community-jobs-scotland**

Support for Employability Providers in Fife



The Opportunities Fife Partnership (OFP) is the strategic local employability partnership for the region. **It is the mission of the OFP to influence and drive innovative approaches to skills and employability services** that reflect the current and future needs of individuals and employers.

The OFP brings together representatives of Fife Council, the Department for Work and Pensions, Fife College, NHS Fife, Skills Development Scotland, Fife Voluntary Action, University of St Andrews, Developing Young Workforce and the private sector. The OFP Board is supported by Delivery Groups focusing on people with health and disability issues, young people, adults and business to employer.

To find out more visit **www.opportunitiesfife.org**



Fife Voluntary Action (FVA) is funded through the OFP to both represent and support the development of third sector employability projects in the area. As part of this work FVA coordinates a quarterly Employability Forum and a monthly employability e-bulletin with news and updates on what is happening in the sector in Fife. In addition the team organises training and networking opportunities and provides one-to-one support to projects where needed.

To find out more about how FVA can help visit
www.fivevoluntaryaction.org.uk/employability

**Thank you to each of the
organisations that provided
information for this directory.**

We hope you find it useful.

For more information on the directory,
to update your organisation/project
information, or to submit new information
please contact Fife Voluntary Action:

E-mail: **info@fifevoluntaryaction.org.uk**

Telephone: **0800 389 6046**

Opportunities Fife
connecting learning, skills and jobs

www.opportunitiesfife.org



**fife
voluntary
action**

www.fifevoluntaryaction.org.uk