



**Opportunities Fife**  
connecting learning, skills and jobs

# Employability Services Directory 2016



## Welcome to the first Opportunities Fife Partnership Directory of Employability Services.



**Cllr Tony Martin**  
Chair,  
Opportunities Fife  
Partnership

I am delighted to welcome you to this directory which has information on over 60 different projects and services available in Fife to help you or the people you support get back to work.

Fife Council and members of the Opportunities Fife Partnership are strongly committed to creating a Fairer Fife where more people have access to better opportunities. For many people making the step off benefits and into paid employment is a critical step on the journey out of poverty. For many it is also 'easier said than done'.

In Fife, through a range of partners and funders significant financial and staff resource is committed to helping people make that step.

Sometimes it can be hard to find your way through - **we hope this directory will help you and the people you work with find the right support at the right time.**

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# How to use the OFP Employability Services Directory

The OFP Employability Directory contains information on over 60 different services and projects active in Fife. These have been grouped into 5 sections as follows:

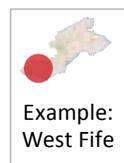
- General Employability Services
- Employability Services for Young People
- Employability Services for People with Health Problems or Disabilities
- Sector Skills Support
- Specialist Employability and Other Services

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 geographic area.



Service information also shows which stages of the employability pathway the project works at. The Stages can be summarised as follows.

- 1 Early engagement and identification of needs
- 2 Support to overcome life skills barriers
- 3 Vocational activity including job-search skills
- 4 Job brokerage and job matching
- 5 In-work aftercare

Where an organisation has more than one service we have included an ‘also see’ sign to guide you to related provision.

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 all services listed, and a regularly updated version of this directory can be found at **[www.opportunitiesfife.org.uk](http://www.opportunitiesfife.org.uk)** and **[www.fifevoluntaryaction.org.uk](http://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](mailto:info@fifevoluntaryaction.org.uk)**. We will look forward to taking on board your comments when we prepare for future editions.

# General Employability Services



## **CAP Job Club (Kirkcaldy) - Christians Against Poverty**

8

Weekly job club incorporating steps to employment course



## **Community Job Clubs**

8

### **- Fife Council Community Learning and Development**

Weekly drop-in sessions throughout Fife for job search support



## **European Computer Driving Licence (ECDL)**

9

### **- West Fife Enterprise**

British Computer Society accredited qualifications



## **Fife Council Employability Fund - Fife Council**

9

Delivers the national Employability Fund training programme



## **Fife ETC - Fife Employment and Training Consortium**

10

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



## **Fife Recruitment and Outreach Program - DEAP Ltd**

10

Employability skills/support to unemployed individuals with multiple barriers



**Fife Works - Kingdom Housing Association Ltd**

**11**

Supporting people into sustainable employment and training opportunities



**Furniture Plus**

**11**

Volunteer and work experience placements



**General Provision - Skills Development Scotland**

**12**

Supports 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



**Valley and Templehall Advice and Support Service - YMCA Kirkcaldy**

**14**

Local advice/employability drop-in support service for hardest to reach

## Christians Against Poverty (CAP)

### CAP Job Club (Kirkcaldy)

Redemption House, 2 Victoria Gardens, Kirkcaldy KY1 1DJ



PATHWAY STAGES: **1 2 3 4**

ELIGIBILITY CRITERIA: Anyone seeking support and assistance to enter employment

AREA COVERED:  
Kirkcaldy



MAX PLACES PER YEAR: 48

CONTACT:

Brian Gillespie

e: [briangillespie@capuk.org](mailto:briangillespie@capuk.org)

t: 07392 418 471

[www.capuk.org/i-want-help/cap-job-clubs](http://www.capuk.org/i-want-help/cap-job-clubs)

The CAP Job Clubs provide a friendly place where members get practical help as they seek employment. It's a relaxed environment where participants have the chance to meet other jobseekers, get support and gain the tools they need to find work. The CAP Job Club combines one-to-one consultations, group support and practical sessions that cover topics such as identifying strengths, CV writing and interview techniques.

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## Fife Council Community Learning & Development

### 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](mailto:Tessa.ramsay@fife.gov.uk) or

e: [Amanda.hunter@fife.gov.uk](mailto:Amanda.hunter@fife.gov.uk)

t: 01592 583 659

[www.fifedirect.org.uk/jobclubs](http://www.fifedirect.org.uk/jobclubs)

Community Job Clubs are run weekly throughout Fife and are open to anyone looking to get back into work or learning. They're 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.

**West Fife Enterprise****European Computer Driving Licence (ECDL)**

Forthview Learning Centre, Newmills KY12 8TL



PATHWAY STAGES:

**3**

ELIGIBILITY CRITERIA: All unemployed

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 72

CONTACT:

Donna Tucker

e: donnatucker@wfe.org.uk

t: 01383 881 364

www.westfifeenterprise.org.uk

As an accredited BCS Centre, they offer recognised qualifications which can increase employment prospects by showing employers you are competent using the main Microsoft applications.

- ECDL - All 7 modules.
- ECDL Essentials - 3 modules introducing you to the world of technology.
- ECDL Extra - 4 modules to build on basic knowledge and improve understanding of applications.
- Digital Skills - 4 modules reflecting key competences needed to build digital ability.

ILA funding is available for these courses.

**Fife Council****Fife Council Employability Fund**

Kingdom House, Kingdom Avenue, Glenrothes KY7 5LZ



PATHWAY STAGES:

**2 3 4**

ELIGIBILITY CRITERIA: 16+ year olds\*

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 111

CONTACT:

Lifang Lamb

Lifang.lamb@fife.gov.uk

03451 555 555 ext 460827

www.opportunitiesfife.org.uk

This includes run a range of training courses for Stage 2, 4 EF Eligible clients lasting 2 - 12 weeks - up to 30 hours per week. Training includes personal development, Core Skills (SCQF Level 3), Certificate of Work Readiness (SCQF Level 4), employability skills, work placement, work trial, sector skills such as CSCS, Manual Handling, Working at Height, First Aid and PASMA.

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



Keyworker and Job Brokerage p14  
Fife Council Academy Programme p44

## Partnership

### Fife Employment and Training Consortium

*Various locations throughout Fife*



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

ELIGIBILITY CRITERIA: **Multiple barriers or long-term unemployed**

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: **1,000+**

CONTACT:

**Audrey Taylor**

e: [fife-etc@brag.co.uk](mailto:fife-etc@brag.co.uk)

t: 03333 202 258

[www.fife-etc.org](http://www.fife-etc.org)

Fife-ETC supports people to gain and sustain meaningful employment. Fife-ETC can help address issues such as: substance use, mental health conditions, housing, lack of work history and more. Fife-ETC provides key workers, training courses, qualifications, work placements, volunteer opportunities as well as access to employers. Delivery partners include BRAG Enterprises Ltd, Clued Up, The Gilven Project, FEAT, FVA, Fife Works and West Fife Enterprise.



BRAG p55

Clued Up p22

FEAT p35

Fife Voluntary Action p56

Kingdom Housing Association p11

West Fife Enterprise p9

## DEAP Ltd

### Fife Recruitment and Outreach Program

*Unit 5, Ore Valley Business Centre, 93 Main Street, Lochgelly KY5 9AF*



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

ELIGIBILITY CRITERIA: **Multiple barriers or long-term unemployed**

AREA COVERED  
Cowdenbeath  
Dunfermline  
Kirkcaldy  
Lochgelly



MAX PLACES PER YEAR: **155**

CONTACT:

**Gillian Sharp**

e: [gsharp@deap.co.uk](mailto:gsharp@deap.co.uk)

t: 01592 786 724

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

Offers employability skills/training to long term unemployed clients with multiple barriers within their local community. They run job shops from various Job Centres within Fife. Contracted to work with 155 individuals in 2016/2017, to support clients into employment, further education or training.



DEAP Employability Fund p23

**Kingdom Housing Association Ltd****Fife Works***Crosshill Business Centre, Main Street, Crosshill KY5 8BJ*

PATHWAY STAGES:

**4 5**

ELIGIBILITY CRITERIA:

**Unemployed**

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 200

CONTACT:

Lynne Dunn or Joanne Aitken

e: [fifeworks@kingdomhousing.org.uk](mailto:fifeworks@kingdomhousing.org.uk)

t: 01592 862 304

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

Fife Works supports individuals that are job ready with practical skills and access to certificated training courses. Fife Works provides work experience, job brokerage, advice on interview techniques, application forms and starting and keeping a job. The team works closely with local employers and supports employers to deliver community benefits in employment and training. Fife Works covers most occupational sectors but specialises in Construction and is part of Fife-ETC.



Fife-ETC p10

Kingdom Housing Association -  
Fife Works Employability Fund  
Stage 4 P46

**Furniture Plus****Furniture Plus***7 - 21 Alexander Street, Dysart KY1 2XX*

PATHWAY STAGES:

**2 3**

ELIGIBILITY CRITERIA:

**No criteria**

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 85

CONTACT:

Suzanne Watson

e: [suzanne@furnitureplus.org.uk](mailto:suzanne@furnitureplus.org.uk)

t: 01592 654 546

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

Furniture Plus offers opportunities for volunteers and placements, particularly for those furthest removed from the job market, to acquire more skills, knowledge and confidence. Opportunities are available in administration, sales, warehousing, driving, furniture repairs and upcycling.



## Department of Work and Pensions

### Jobcentre Plus

Various locations throughout Fife



PATHWAY STAGES: **2 3 4 5**

ELIGIBILITY CRITERIA: **No criteria**

AREA COVERED  
Fife-wide



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

Jobcentre Plus supports claimants to access 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 people 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](mailto:donne.joyce@dwp.gsi.gov.uk)

t: 01383 315 443

CONTACT:

#### **Glenrothes**

Catherine Potter

e: [catherine.potter@dwp.gsi.gov.uk](mailto:catherine.potter@dwp.gsi.gov.uk)

t: 01592 253 611

CONTACT:

#### **Cupar/ St Andrews**

Audrey Middlemass

e: [audrey.middlemass@dwp.gsi.gov.uk](mailto:audrey.middlemass@dwp.gsi.gov.uk)

t: 01334 413 783

CONTACT:

#### **Kirkcaldy**

Penny Ireland

t: [penny.ireland@dwp.gsi.gov.uk](mailto:penny.ireland@dwp.gsi.gov.uk)

e: 01592 253 324

CONTACT:

#### **Dunfermline**

Liz Dyball

e: [liz.dyball@dwp.gsi.gov.uk](mailto:liz.dyball@dwp.gsi.gov.uk)

t: 01383 813 828

CONTACT:

#### **Leven**

Jill Linton

e: [jill.linton@dwp.gsi.gov.uk](mailto:jill.linton@dwp.gsi.gov.uk)

t: 01333 593 510

[www.gov.uk](http://www.gov.uk)

## 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-wide



MAX PLACES PER YEAR: **834**

CONTACT:

Ian Murray

e: [ian.murray@fife.gov.uk](mailto:ian.murray@fife.gov.uk)

t: 07713 088 441

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

The project supports all clients of working age with multiple barriers to employment, through 1-2-1 Keyworker Support, Academies, Placements and Training. The project offers local key worker support with an individualised employability package. Academies provide clients confidence building programmes and skills training. Work placements offer work experience in client’s chosen skills area. Training is targeted at skills gaps to allow clients to compete in the labour market.



Fife Council Employability Fund p9  
Academy Programme p44  
Community Works Programme p44

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## YMCA Kirkcaldy

### Valley and Templehall Advice and Support Service

YMCA Hendry Crescent, Valley Gardens, Kirkcaldy KY2 5UA

PATHWAY STAGES: **1**

ELIGIBILITY CRITERIA: **Open drop in**

AREA COVERED  
Kirkcaldy



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

CONTACT:

Leah Levein/Liz Easton

e: [Leah.levain@fife.gov.uk](mailto:Leah.levain@fife.gov.uk)

e: [liz.easton@ymcakirkcaldy.co.uk](mailto:liz.easton@ymcakirkcaldy.co.uk)

t: 01592 645 530

VTASS provides an accessible, local service that moves the hardest to reach clients out of crisis and refers and links them directly to existing services in the area.

VTASS incorporates an advice service (covering housing/sanctions/fuel poverty/health), access to computers and online resources, foodbank referrals and Kingdom Credit Union provision.







# Employability Services for Young People

	<b>Activity Agreements - Fife Council Community Learning and Development</b>	<b>20</b>
	Helping young people become ready for formal learning or employment	
	<b>AYE - Apex Scotland</b>	<b>21</b>
	Support and guidance for young care leavers	
	<b>Be Ready to Work - Fife College</b>	<b>21</b>
	Skills for work readiness for 16 - 17 year olds	
	<b>Clued Up EXCEL - Clued Up</b>	<b>22</b>
	Specialist young person's substance use and employability service	
	<b>Employ Young Minds - Fife Employment Access Trust</b>	<b>22</b>
	Self-management, pre-employability service for youths with severe mental health issues	
	<b>Employability Fund - DEAP Ltd</b>	<b>23</b>
	Working with individuals who have multiple barriers	
	<b>Employability Fund Stage 2 - Fife College</b>	<b>23</b>
	Support clients to gain employment training within a recognised sector	
	<b>Employability Fund Stages 2 and 3 - Rathbone</b>	<b>24</b>
	13 week programme for 16 - 24 year olds	
	<b>Employability Fund Stages 2 and 3 - IDTC</b>	<b>24</b>
	Providing support to young people to enhance employment prospects	
	<b>Get Into Retail with Marks &amp; Spencer - The Prince's Trust</b>	<b>25</b>
	Customer Service training, transferable qualifications and guaranteed interview	

	<b>Hand Picked Academies - Hand Picked</b>	<b>25</b>
	Training course helping young people stand out from the crowd and secure a job	
	<b>Modern Apprenticeships - Skills Development Scotland</b>	<b>26</b>
	Industry-recognised qualifications for 16 - 24 year olds	
	<b>Opportunities For All Programme - Partnership</b>	<b>26</b>
	Support for young people identified as being at risk of not achieving a positive destination	
	<b>Our Bright Future - Centre for Stewardship</b>	<b>27</b>
	Skills development for young people interested in the rural sector	
	<b>Rural Skills - Living Solutions</b>	<b>27</b>
	Rural skills training for young people	
	<b>Step On - Link Living</b>	<b>28</b>
	Working with 16 - 24 year olds to improve confidence	
	<b>Step Up - Link Living</b>	<b>28</b>
	12 week employability course for 16 - 24 year olds	
	<b>Young People/In School - Skills Development Scotland</b>	<b>29</b>
	Delivering Career Services to secondary school pupils and 16 - 19 year olds	
	<b>The Ecology Centre</b>	<b>29</b>
	Training programme for 16 - 25 year olds in grounds maintenance and site management	



PATHWAY STAGES:

**1**

ELIGIBILITY CRITERIA:

**16 - 18 year olds only**  
in special cases over 18 may also 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**

Lorraine Mullen  
e: [lorraine.mullen@fife.gov.uk](mailto:lorraine.mullen@fife.gov.uk)  
t: 08451 555 555 x406807

CONTACT:

**Kirkcaldy**

Sonia McCathie  
e: [sonia.mccathie@fife.gov.uk](mailto:sonia.mccathie@fife.gov.uk)  
t: 01592 583 363

CONTACT:

**Dunfermline**

Vikki Robertson  
e: [vikki.robertson@fife.gov.uk](mailto:vikki.robertson@fife.gov.uk)  
t: 01383 736 858

CONTACT:

**Levenmouth**

Louise Ballantyne  
e: [louise.ballantyne@fife.gov.uk](mailto:louise.ballantyne@fife.gov.uk)  
t: 01334 466 864

CONTACT:

**Glenrothes**

Shirley Crawley  
e: [shirley.crawley@fife.gov.uk](mailto:shirley.crawley@fife.gov.uk)  
t: 01592 583 474

CONTACT:

**North East Fife**

Gemma Frail  
e: [cuparyouthcafe@hotmail.co.uk](mailto:cuparyouthcafe@hotmail.co.uk)  
t: 01334 650 298

CONTACT:

**South West Fife**

Corinne McGinley  
e: [corinne.mcginley@fife.gov.uk](mailto:corinne.mcginley@fife.gov.uk)  
t: 01383 415 674

*website: under development at time of publication*

**Apex Scotland****AYE***Address: none supplied*

PATHWAY STAGES:

**1 2**

ELIGIBILITY CRITERIA:

**16 - 24 year olds that are Care Leavers or at risk of or have an offending background**

Employability skills/training to long term unemployed clients with multiple barriers within their local community. Apex run job shops from various Job Centres within Fife to support clients into employment, further education or training.

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 100

CONTACT:

Emma Wilson

e: [emma.wilson@apexscotland.org.uk](mailto:emma.wilson@apexscotland.org.uk)

t: 07738 486 691

[www.Apexscotland.org.uk](http://www.Apexscotland.org.uk)**Fife College****Be Ready to Work***Halbeath Campus, Dunfermline*

PATHWAY STAGES:

**3**

ELIGIBILITY CRITERIA:

**16 - 17 year olds**

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 85

CONTACT:

Denise Yates or Jayne Gray

e: [deniseyates@fife.ac.uk](mailto:deniseyates@fife.ac.uk)e: [jaynegray@fife.ac.uk](mailto:jaynegray@fife.ac.uk)

t: 0344 875 0174

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

Employability Skills (CVs, interview techniques, applications, letter writing), Personal Social Development, Employment Readiness Scale, Work Placement, Certificate of Work Readiness Level 4 and/or Employability Award.

Clients obtain valuable work experience, which will enhance their learning and understanding of the workplace and to provide an opportunity to gain employment, a Modern Apprentice opportunity or a full-time college place.



Fife College Employability Fund p23  
Fife College Short Job focused Training p47

**Clued Up****Clued Up EXCEL**

441 High Street, Kirkcaldy KY1 2SN

PATHWAY STAGES: **1 2 3**

ELIGIBILITY CRITERIA: Young people aged 16 - 25 year olds affected by their own or somebody else's substance use

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 60

CONTACT:

Jennifer Knight

e: [jennifer@cluedup-project.org.uk](mailto:jennifer@cluedup-project.org.uk)

t: 01592 858 248

[www.cluedup-project.org.uk](http://www.cluedup-project.org.uk)

Clued Up EXCEL aims to support young people across Fife to achieve their employability potential. They support young people affected by substance use to find their own path into education, employment or training. Young people can access 1-1 sessions or drop in provision which is based in Kirkcaldy, Benarty and Levenmouth. They support young people to manage a range of issues and to progress into positive destinations. Clued Up is a member of Fife-ETC.



Fife-ETC p10

**Fife Employment Access Trust****Employ Young Minds**

6 &amp; 7 Hanover Court, Glenrothes Fife KY7 5SB

PATHWAY STAGES: **1 2 3**

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

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 25

CONTACT:

Inga Davidson

e: [inga@journeytowork.co.uk](mailto:inga@journeytowork.co.uk)

t: 01592 759 371

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

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.

FEAT Employ Your Mind p35  
Fife IPS Service p35

## DEAP Ltd

### Employability Fund

Unit 5, Ore Valley Business Centre, 93 Main Street, Lochgelly KY5 9AF



PATHWAY STAGES:

2 3 4

ELIGIBILITY CRITERIA:

Stage 2 and 3 is for 16 - 17 year olds and Stage 4 is for 18+\*

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 71

CONTACT:

Gillian Sharp

e: Gsharp@deap.co.uk

t: 01592 786 724

www.deap.co.uk

Supporting Stage 2, 3 and 4 into work or further education or a higher stage of training. Work on employability skills, delivering SQA approved courses such as PC Passport, Personal Development, Employability, Certificate of Work Readiness, and Tenancy and Citizenship Awards. Also deliver certificated online courses on care sector skills as well as confidence building, managing money and IT training.

*\*Eligibility must be confirmed & referral made through Skills Development Scotland or Jobcentre Plus*



DEAP Fife Recruitment & Outreach Project p10

## Fife College

### Employability Fund Stage 2

Halbeath campus, Dunfermline, KY11 8DY



PATHWAY STAGES:

2

ELIGIBILITY CRITERIA:

16 - 17 year olds\*

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 12

CONTACT:

Denise Yates or Jayne Gray

e: deniseyates@fife.ac.uk

e: jaynegray@fife.ac.uk

t: 0344 875 0174

www.fife.ac.uk

Remove barriers, identify skills and qualities, transferable skills, responsibilities of employment, explore employment, training and further educational options. Personal Social Development, Employability Skills (CVs, applications, letter writing interview techniques, etc), Employment Readiness Scale, possible short Work Placement for those capable, Communications Skills Level 4 and Employability Award SCQF Level 4, Personal Finance level 4 and Problem Solving 3/4.

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



Fife College Be Ready for Work p21  
Fife College Short Job Training p47

## Rathbone



### Employability Fund Stages 2 and 3

Newark House, Newark Road South, Glenrothes KY7 4NS

PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: 16 - 24 year olds\*

AREA COVERED:  
Fife-wide



MAX PLACE PER YEAR: 140

CONTACT:

Craig Rowan

e: [craig.rowan@rathboneuk.org](mailto:craig.rowan@rathboneuk.org)

t: 0131 228 8464 or 01592 623 950

[www.rathboneuk.org](http://www.rathboneuk.org)

Up to 13 week programmes, min 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 a variety of work placement opportunities and employers.

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

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## IDTC Limited

### Employability Fund Stages 2 and 3

IDTC Limited, Tinto Cottage, 1 Hunter Street, Kirkcaldy KY1 1ED



PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: 16 - 17 year olds and 18+\*

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: 99

CONTACT:

Evelyn Duncan

e: [evelyn.idtc@btconnect.com](mailto:evelyn.idtc@btconnect.com)

t: 01592 269 304

website: under construction

Stage 2 provision is part-time and is targeted at those who require extra support with referrals working towards a SQA approved certificate and some work experience, duration is flexible. Stage 3 provision is targeted at those who require less support and is full-time. Again a qualification is offered along with work.

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

## The Prince's Trust

### Get Into Retail with Marks & Spencer

73 Ferry Road, Edinburgh EH6 4AQ



PATHWAY STAGES: **3 4**

ELIGIBILITY CRITERIA: 16 - 25 year olds

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Laura O'Malley

e: [laura.o'malley@princes-trust.org.uk](mailto:laura.o'malley@princes-trust.org.uk)

t: 07436 582 312

[www.princes-trust.org.uk](http://www.princes-trust.org.uk)

This employability course is very popular as it incorporates the exceptional training delivered by one of the most recognised retail brands in the UK, Marks & Spencer, alongside work experience, transferable skills, qualifications and sought after job opportunities.

back to: Young People

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## Hand Picked

### Hand Picked Academy

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



PATHWAY STAGES: **3 4**

ELIGIBILITY CRITERIA: 16-24 year olds,  
actively seeking work

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: up to 20

CONTACT:

Pauline Braisby

e: [pauline.braisby@handpickedscotland.co.uk](mailto:pauline.braisby@handpickedscotland.co.uk)

t: 01383 747 641

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

The Hand Picked Academy is designed to help young people who are actively seeking work, but for whatever reason find themselves unemployed. The course covers multiple topics focussed around 'marketing yourself to an employer'. Candidates will spend a week with an employer, learning from their expertise and will be given support from the Hand Picked team to secure employment upon completion.

## Skills Development Scotland

### Modern Apprenticeships

Saltire House, Pentland Park, Glenrothes KY6 2AL



PATHWAY STAGES:

5

ELIGIBILITY CRITERIA: 16 - 24 year olds

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Gavin Rennie

e: [gavin.rennie@sds.co.uk](mailto:gavin.rennie@sds.co.uk)

t: 01592 645180

helpline for employers: 0800 783 6000

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

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

[www.apprenticeships.scot](http://www.apprenticeships.scot)

A Modern Apprenticeship is about learning and earning at the same time. At its core, a Modern Apprenticeship is a job like any other. As well as getting paid, apprentices gain practical work experience as part of a highly structured training programme. At the same time, they work towards a qualification that will really boost their careers. There are over 80 types of apprenticeship covering everything from financial services to science. To find out what is available visit the websites listed here.



SDS General Provision p12

SDS Young People/In School p29

## Partnership

### 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 appox

CONTACT:

Maureen Campbell

e: [maureen.campbell@fife.gov.uk](mailto:maureen.campbell@fife.gov.uk)

t: 03451 555 555 Ext 441104

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

This programme provides interventions for young people identified as being at risk at a key transition from school, and the period beyond. The focus of activity is on Stages 1/2 of the Fife Employability Pathway with some activity at Stage 3. This 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. Partners include: Fife Voluntary Action, Fife Council 16+ transition keyworker service, Skills Development Scotland and Apex.



## Centre for Stewardship

### Our Bright Future

The Stables, Falkland Estate, Falkland KY15 7AF



PATHWAY STAGES: 1 2 3

ELIGIBILITY CRITERIA: 15 - 24 year olds

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: -

CONTACT:

Sarah MacDonald

e: sarah@centreforstewardship.org.uk

t: 01337 858 838

www.centreforstewardship.org.uk  
/our-bright-future/

Our Bright Future is funded by The Big Lottery (2016 -2021) and has two core aims:

1. To enable young people in Fife to gain new skills and work experience relevant to finding jobs, training or starting entrepreneurial projects that contribute to the green or rural economy.
2. To make a positive impact on the local environment across Fife through the training and work experience activities the young people undertake.

OBF is delivered through Fife Rural Skills Partnership.

back to: Young People

## Living Solutions

### Rural Skills

Unit 31 Thistle Industrial Estate, Cowdenbeath KY4 8LP



PATHWAY STAGES: 3

ELIGIBILITY CRITERIA: 16 - 25 year olds\*

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: 40

CONTACT:

Paul Cruise

e: paul@living-solutions.org

t: 08452 220 418

www.living-solutions.org

Living Solutions runs training at three levels:

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

*\*but do target other groups including people with disabilities, learning difficulties and ex-offenders.*

## Link Living Step On

West Bridge Mill, Bridge Street, Kirkcaldy KY1 1TE



PATHWAY STAGES: **1 2**

ELIGIBILITY CRITERIA: **16 - 24 year olds with low confidence or at risk of isolation**

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: **No max**

CONTACT:

**Michael Fong**  
e: [michael.fong@linkliving.org.uk](mailto:michael.fong@linkliving.org.uk)  
t: 07841 986 421  
[www.linkliving.org.uk](http://www.linkliving.org.uk)

Working with 16 - 24 year olds who are not ready to undertake an employability course. The programme involves small projects helping other generations as well as completing taster days to give as much diversity in their knowledge of what employment is in different areas. Building the group's self-esteem and confidence is a key element of this programme. Participants also gain a Personal Development SQA award.



Link Living Step Up - see below

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## Link Living Step Up

West Bridge Mill, Bridge Street, Kirkcaldy KY1 1TE



PATHWAY STAGES: **4**

ELIGIBILITY CRITERIA: **16 - 24 year olds with low confidence or at risk of isolation**

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: **60**

CONTACT:

**Stephen McCabe**  
e: [stephen.mccabe@linkliving.org.uk](mailto:stephen.mccabe@linkliving.org.uk)  
t: 07841 986 449  
[www.linkliving.org.uk](http://www.linkliving.org.uk)

Step Up is a 12 week employability course which includes a 3 week work placement. It supports young individuals in their confidence and self-esteem as well as improving their employability skills. All participants who complete the course will receive an SVQ in employability.



Link Living Step On - see above

## Skills Development Scotland

### Young People/In School

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



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

ELIGIBILITY CRITERIA: Secondary School Pupils and 16 - 19 year olds

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Gavin Rennie  
e: gavin.rennie@sds.co.uk  
t: Kirkcaldy 01592 645 180  
t: Dunfermline 01383 745 610  
Helpline for individuals: 0800 917 8000  
www.skillsdevelopmentscotland.co.uk

In Schools, through 1:1 guidance interviews, group work across all school years and drop-in sessions, qualified Careers Advisers provide support to pupils for subject choice and help in making the right career choice.

Through the delivery of Opportunities for All, the service plays a vital role in ensuring that all of our young people get a work, training or education opportunity when they leave school.



Opportunities for All p26  
SDS Modern Apprenticeships p26  
SDS General Provision p12

## The Ecology Centre

### The Ecology Centre

Kinghorn Loch, Kinghorn KY3 9YG



PATHWAY STAGES: **2 3**

ELIGIBILITY CRITERIA: 16 - 24 year olds

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: 6

CONTACT:

Julie Samuel  
e: julie@theecologycentre.org  
t: 01592 891 567  
www.theecologycentre.org

The Ecology Centre employ young unemployed people as trainees for between 6 months and 1 year. They work on site to develop and maintain knowledge, skills and experience as they go. They work with partners in the Fife Rural Skills Partnership to access training and additional experiences.

back to: Young People





# Employability Services for People with Health Problems or Disabilities



## **Deaf Action's Employability Service - Deaf Action**

**34**

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



## **Employ Your Mind - Fife Employment Access Trust**

**34**

Self-management, pre-employability programme for adults with severe mental health conditions



## **ENABLE Works - First Steps and Employability Fund Stage 2 - Enable Scotland**

**35**

Stage 1 and 2 delivery for people with additional support needs



## **Fife Individual Placement and Support Service - Partnership**

**35**

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



## **Going Forth - Scottish Association for Mental Health**

**36**

Supporting individuals in their search for work to secure suitable employment



## **Progress Fife - Capability Scotland**

**36**

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



**Specialist Employability Support - Momentum Skills**

37

Leading a supportive light into employment for people with disabilities



**Supported Employment Service - Fife Council**

37

Employment support for people with disabilities and health issues



**Support and Understanding of Social Skills  
- One Stop Shop for Autism**

38

Social Skills workshops for adults with a diagnosis of autism



**Work Choice - Capability Scotland**

38

Support people with health conditions into sustainable full time employment



**Work Choice - Momentum Skills**

39

Innovative support, coaching and inspiring people to reach full potential

## Deaf Action

### Deaf Action's Employability Service

Deaf Action, 49 Albany Street, Edinburgh EH1 3QY



PATHWAY STAGES:



ELIGIBILITY CRITERIA:

Economically inactive d/Deaf\* people aged 25 and over

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 20

CONTACT:

Katharine Jackson and Mark McMillan  
e: employability@deafaction.org  
t: 0131 556 3128  
www.deafaction.org.uk

This project is funded by the Big Lottery for 4 years. It will enable economically inactive, d/Deaf\* people aged 25 and over to gain confidence and skills to towards employment. The programme includes CV writing, job applications, interview training, drop-in clinics and linking with a d/Deaf peer mentor. Group workshops cover a range of topics such as working with interpreters, confidence-building, hearing awareness, access to work, mock interviews delivered in partnership with employers and more.

*\*The term d/Deaf includes people who are Deaf BSL users, deafened, deafblind and hard of hearing.*

## Fife Employment Access Trust

### Employ Your Mind

6/7 Hanover Court, Glenrothes KY7 5SB



PATHWAY STAGES:



ELIGIBILITY CRITERIA:

Adults with severe mental health problems

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 70

CONTACT:

Inga Davidson  
e: inga@journeytowork.co.uk  
t: 01592 759 371  
www.feat.org.uk

Employ Your Mind is a partnership between Fife Employment Access Trust (FEAT) and NHS Fife. This 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.



FEAT Employ Young Minds p22  
Fife IPS Service p35  
Fife-ETC p10

back to Health Problems or Disabilities

## Enable Scotland

### ENABLE Works - First Steps and Employability Fund Stage 2

Alexander House, 5 Alexander Street, Dysart KY1 2XX



PATHWAY STAGES:

1 2

ELIGIBILITY CRITERIA:

16 - 24 year olds who have additional support needs

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 26

CONTACT:

Benedict Craigie-Sharland

e: [benedict.craigiesharland@enable.org.uk](mailto:benedict.craigiesharland@enable.org.uk)

t: 01592 659 295

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

The project works with young people looking to go into employment that may face significant barriers. Although predominantly a learning disability charity Enable will work with other barriers. Starting initially as one-to-one work tackling travel, personal barriers etc, the project then looks to progress the young people onto group work looking at employability skills.



## Partnership

### Fife Individual Placement & Support Service

6/7 Hanover Court, Glenrothes KY7 5SB



PATHWAY STAGES:

1 2 3 4 5

ELIGIBILITY CRITERIA:

Adults with severe and enduring mental health conditions

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 80

CONTACT:

Joanne Koziel

e: [joanne@fifeips.co.uk](mailto:joanne@fifeips.co.uk)

t: 01592 759 371

[www.fifeemploymentaccesstrust.com/ips](http://www.fifeemploymentaccesstrust.com/ips)

The Individual Placement and Support service (IPS) supports people with severe and enduring mental health conditions to access and sustain competitive employment by using intensive and unlimited support. IPS gets people into competitive employment first, with training and support then provided once in the job. IPS is delivered in partnership with FEAT, NHS Fife, Jobcentre Plus and Capability Scotland.



FEAT Employ Your Mind p35

FEAT Employ Young Minds p22

## 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

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Susan Neilson

e: [susan.neilson@samh.org.uk](mailto:susan.neilson@samh.org.uk)

t: 01383 623 179

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

Going Forth is an employability Service which provides support for individuals to reach their goals in personal development, training and employment. Individuals are supported in their search for work to secure suitable employment, self employment or training, which matches their skills, experience and aspirations. Staff provide initial one-to-one support to service users and deliver time-limited group work and training.



## Capability Scotland

### Progress Fife

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



PATHWAY STAGES: 1 2 3 4 5

ELIGIBILITY CRITERIA: Disability or health condition

AREA COVERED:  
Fife-wide



MAX PLACE PER YEAR: 75

CONTACT:

Brian Hill

e: [brian.hill@capability-scotland.org.uk](mailto:brian.hill@capability-scotland.org.uk)

t: 01383 720 613

[www.capability-scotland.org.uk/services/capability-works-employment-services/](http://www.capability-scotland.org.uk/services/capability-works-employment-services/)

Progress Fife is ESIF/FSF funded to support people with a disability or health condition to move into paid employment or positive destinations such as further education or accredited training but with an added focus on those who reside with the top 20% most deprived areas in Fife according to the Scottish Index of Multiple Deprivation. Progress Fife also enables customers to secure part time employment (under 16 hours per week).

back to Health Problems or Disabilities

## Momentum Skills

### Specialist Employability Support

29A Randolph Place, Randolph Industrial Estate, Kirkcaldy KY1 2YX

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

ELIGIBILITY CRITERIA: Those with the most complex barriers only

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: 15

CONTACT:

Andy Duncan

e: [aduncan@momentumskills.org](mailto:aduncan@momentumskills.org)

t: 01592 654 618

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

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 to gain access to employment. Momentum Skills founds all of its services on the fundamental principle that the service user, and those closest to him or her, are the primary authorities on what the person wants from life.



## Fife Council

### Supported Employment Service

Fife Council, Kingdom House, Kingdom Avenue, Glenrothes KY7 5LT



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

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

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: 350

CONTACT:

e: [swses@fife.gov.uk](mailto:swses@fife.gov.uk)

t: 01592 583 142

[www.fifedirect.org.uk/swses](http://www.fifedirect.org.uk/swses)

Support for people with disabilities and health issues, helping them to find work and stay in work. In addition, they provide specialist work programmes for people who experience mental health issues, autistic spectrum disorders or people who are struggling to stay in work or get back to work due to disabilities or health issues. Guidance and on-site support to help employers to increase work opportunities for people with disabilities and health issues.

## One Stop Shop for Autism

### Support and Understanding of Social Skills

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

PATHWAY STAGES:

2

ELIGIBILITY CRITERIA:

Adults with a diagnosis of high functioning Autism

AREA COVERED:

Fife-wide



MAX PLACE PER YEAR: 15

CONTACT:

Nicola Craig

e: Nicola.craig@scottishautism.org

t: 01592 645 350

www.fifeoss.org

In partnership with Fife Council's Supported Employment Service, the One Stop Shop delivers Social Skills workshops for individuals with a diagnosis of autism. The sessions are delivered over 10 weeks with each session lasting for five hours. The overall aim of the workshops is to support individuals with Autism Spectrum Disorder (ASD) to increase their confidence, understanding of social skills and problem solving in order to enable them to successfully move towards employment.



## Capability Scotland

### Work Choice

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



PATHWAY STAGES:

1 2 3 4 5

ELIGIBILITY CRITERIA:

Disability or health condition

AREA COVERED:

West and Central Fife



MAX PLACES PER YEAR: 72

CONTACT:

Brian Hill

e: brian.hill@capability-scotland.org.uk

t: 01383 720 613

www.capability-scotland.org.uk/services/capability-works-employment-services/

Work Choice is a DWP funded contract which provides specialist support to disabled people and those with health conditions enabling them to move into sustainable paid employment of 16 hours per week. Work Choice also provides a Job Retention service, supporting employees with an existing or new health condition which is impacting on their ability to do their job, therefore they may be at risk of losing their job.

back to Health Problems or Disabilities







# Sector Skills Support



## **Academy Programme - Fife Council**

**44**

A range of academies designed to motivate, train and support people into employment



## **Community Works Programme - Fife Council**

**44**

Support into work through waged and unwaged placements and training



## **Construction Skills Certification Scheme Green Card - West Fife Enterprise**

**45**

Industry specific 'ticket' for working in a construction environment



## **Diageo Learning for Life - Springboard UK**

**45**

Retrain to work as a bartender in the hospitality industry



## **Employability Fund Stage 4 Fife Works - Kingdom Housing Association Ltd**

**46**

Industry-specific pre-employment training courses



**Kingdom Homes Work Programme**

Six week introduction to care of the elderly

**46**



**Rural Skills Training - Rural Skills Scotland Ltd**

Delivering professional training for the land based sector

**47**



**Short Job Focused Training - Fife College**

To enable clients to gain employment training within a recognised sector

**47**



**Volunteering at the Centre for Stewardship**

Conservation and horticultural volunteering opportunities

**48**

## Fife Council

### Academy Programme

Fife Council, Skills Development Centre, Midfield Road, Kirkcaldy KY1 3NL



PATHWAY STAGES:



ELIGIBILITY CRITERIA:

Clients must be unemployed or at risk of not achieving a positive destination and not on the DWP Work Programme

Fife Council delivers a range of Academies targeting: Sector-specific training and employability support for known areas of employment growth such as construction, retail, tourism and engineering. Motivational work to help people progress to the next appropriate stage.

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 120

CONTACT:

Grant Leaburn or Ann Salt

e: [Grant.leaburn@fife.gov.uk](mailto:Grant.leaburn@fife.gov.uk) or [Ann.salt@fife.gov.uk](mailto:Ann.salt@fife.gov.uk)

t: 03451 555 555 ext. 406723 or 03451 555 555 ext. 406729

[www.opportunitiesfife.org](http://www.opportunitiesfife.org)

## Fife Council

### Community Works Programme

Skills Development Centre, Midfield Road, Kirkcaldy KY1 3NL



PATHWAY STAGES:



ELIGIBILITY CRITERIA:

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

The project is designed to offer support to clients into employment through the delivery of a range of community benefit environmental projects.

Offers waged and unwaged placements with companies delivering projects supported by the programme. Also supports training model to develop potential of clients.

AREA COVERED:

Fife-wide



Waged support will offer clients "rate for the job" employment, while they gain experience and skills.

The project works with third sector partners to build their capacity and deliver training opportunities.

MAX PLACES PER YEAR: 730 places\*

CONTACT:

Andy Brown

e: [Andy.brown@fife.gov.uk](mailto:Andy.brown@fife.gov.uk)

t: 03451 555 555 Ext 446627

*\*Over 2 year programme to March 2017*

## West Fife Enterprise

# Construction Skills Certification Scheme (CSCS) Green Card

Forthview Learning Centre, Newmills, KY12 8TL



PATHWAY STAGES:

3

ELIGIBILITY CRITERIA:

Open to all age groups

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 100+

CONTACT:

Donna Tucker

e: [donnatucker@wfe.org.uk](mailto:donnatucker@wfe.org.uk)

t: 01383 881 364

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

Two day training course designed for those working in, or looking to work in, the construction industry. The course covers the common hazards and risks in a construction environment, culminating in Health and Safety in a Construction Environment Level 1 Award. Successful completion of this award allows the learner to complete the CITB Operatives knowledge test, achievement of which allows them to apply for the CSCS Labourer's Card. ILA funding is available for this course.

## Springboard UK

# Diageo Learning For Life

PO Box 7645, Perth PH2 1GQ



PATHWAY STAGES:

3 4

ELIGIBILITY CRITERIA:

18 - 24 year olds on Jobseeker's Allowance

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 28

CONTACT:

Vicki Sutherland

e: [vickis@springboarduk.org.uk](mailto:vickis@springboarduk.org.uk)

t: 07530 241 249

[www.springboard.uk.net](http://www.springboard.uk.net)

Diageo Learning for Life is an opportunity for those on Jobseeker's Allowance to gain the skills to work as a bartender within the hospitality industry. The course will introduce you to the skills you need in order to begin your career in any hospitality role. The course provides hands-on technical training in areas such as interview preparation, teamwork and communication - boosting your confidence and opening doors to a wide range of exciting careers.

## Kingdom Housing Association Ltd

### Employability Fund Stage 4 Fife Works

Crosshill Business Centre, Main Street, Crosshill KY5 8BJ



PATHWAY STAGES: **4**

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

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: **80**

CONTACT:

Joanne Aitken

e: [fifeworks@kingdomhousing.org.uk](mailto:fifeworks@kingdomhousing.org.uk)

t: 01592 862 304

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

Fife Works EF provision supports individuals to obtain industry recognised qualifications and work placements, along with job search skills to allow them to move into work. Fife 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.*

 also see [Fife Works p11](#)

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## Kingdom Homes Ltd

### Kingdom Homes Work Programme

Albion House, 1 Mitchelston Drive, Kirkcaldy KY1 3NF



PATHWAY STAGES: **3 4**

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

AREA COVERED  
Fife-wide



MAX PLACES PER YEAR: **116**

CONTACT:

Gary Logan

e: [gary.logan@kingdomhomesltd.co.uk](mailto:gary.logan@kingdomhomesltd.co.uk)

t: 01592 659 816

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

This 6 week programme offers participants an opportunity to learn or update core skills required for working in the care of the elderly sector. 1 week in the training centre followed by 5 weeks in one of their homes. Stage 3 participants can also achieve 2 units from SVQ2 Social Services and Healthcare. All participants who complete the programme are guaranteed an interview for employment with Kingdom Homes.

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

## Rural Skills Scotland Ltd

### Rural Skills Training

Ore Valley Business Centre, 93 Main Street, Lochgelly KY5 9AF



PATHWAY STAGES: **3** **4**

ELIGIBILITY CRITERIA: N/a

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: 30

CONTACT:

Jim Stewart

e: [jjim@ruralskillsscotland.com](mailto:jjim@ruralskillsscotland.com)

t: 01592 786 709

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

Rural Skills Scotland Ltd offer high quality and professional training for the land based sector. RSS offer SVQ level 2 in Estate Management, SVQ Level 3 in Estate Management and modern apprenticeships in Rural Skills. They also offer Rural Skills Academies and bespoke training packages designed to meet the needs of individuals taking part. RSS are a member of the Fife Rural Skills Partnership.

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## Fife College

### Short Job Focused Training

Halbeath Campus, Dunfermline, KY11 8DY



PATHWAY STAGES: **4**

ELIGIBILITY CRITERIA: 18 years and over\*

AREA COVERED:  
Fife-wide



MAX PLACES PER YEAR: 94

CONTACT:

Marjory Frew

e: [marjoryfrew@fife.ac.uk](mailto:marjoryfrew@fife.ac.uk)

t: 0344 875 0174

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

This fund enables clients to gain employment within the company and sector who have supplied a letter of intent to employ. Dependant on the individual needs and requirements for the potential job offer.

Training can be delivered nationwide within the limit of the set budget.

**DRIVING AND DRIVING INSTRUCTOR TRAINING IS NOT FUNDED**



Fife College Be Ready for Work p21  
Fife College Employability Fund Stage 2 p23





# Specialist and Other Services



## **Citizens Advice and Rights Fife**

Providing a wide range of advice and support for all those resident in Fife

**52**



## **CLEAR Buckhaven - CLEAR**

Community Led Environmental Action for Regeneration of Buckhaven

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## **Employability Project for Ethnic Minority Communities in Fife - FRAE Fife**

Employability skill-set development for black and minority ethnic communities in Fife

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## **Linktown and Invertel Credit Union and Advice Service**

Provides information and advice and a Kingdom Credit Union collection point

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## **Links to Support - Fife Migrants Forum**

Employability support service and advocacy for migrants and ethnic minorities

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**Making It Work - Fife Gingerbread**

**54**

Supporting lone parents towards employment



**New Enterprise Allowance - BRAG Enterprises Ltd**

**55**

Provides money and support to help start your own business



**Venture Trust**

**55**

Wilderness based personal development programmes



**Volunteer Opportunities - Fife Voluntary Action**

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Support to access and develop volunteer opportunities in Fife

## 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:

t: 0345 1400 095

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

CARF provides advice and information on a range of topics including benefit issues, debt and budgeting advice. CARF understands the difficulties faced by those returning to work or entering employment for the first time. CARF has a number of advice locations across Fife and a contact centre based in Glenrothes. CARF's website also provides information 24 hours a day 7 days per week and has a full list of contact numbers and details on local offices and opening hours.

## CLEAR

### CLEAR Buckhaven

36 College Street, Buckhaven KY8 1JY



PATHWAY STAGES: **2**

ELIGIBILITY CRITERIA: People of all ages with some level of disability

AREA COVERED:  
Levenmouth



MAX PLACES PER YEAR: 100

CONTACT:

Bruce Henderson

e: [clearvolunteering@gmail.com](mailto:clearvolunteering@gmail.com)

t: 01592 715 021

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

Community Led Environmental Action for Regeneration provide volunteering and work placement opportunities - CLEAR has planted over 10,000 trees, created plant beds in public parks, created heritage and orchard trails, and run various litter picks each year. They organise open days to encourage local people to become involved, promote recycling, develop arts based projects that enhance local spaces, work with schools and vulnerable groups and sustain an ongoing discussion on the future of Buckhaven and the surrounding area. New activities include Cycling, Health & Wellbeing and Digital Media/Film.

**FRAE Fife**

**Employability Project for Ethnic Minority Communities in Fife**

1 Victoria Road, Kirkcaldy, KY1 2UQ



PATHWAY STAGES: None specified

ELIGIBILITY CRITERIA: For unemployed members of Minority Ethnic communities in Fife

AREA COVERED: Fife-wide



This project is open to Ethnic Minority communities' members in Fife to help them accessing employment and increase employability skill-sets to compete successfully in the job market. The project addresses the key areas of unemployment, low skills levels amongst the residents of Ethnic Minorities in Fife by providing support in: CV building, interview skills, job search, and advice and guidance.

MAX PLACES PER YEAR: 30

CONTACT:

Kasia Szewczuk

e: [info@fraefife.co.uk](mailto:info@fraefife.co.uk)

t: 01592 204 005

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

**Linktown and Invertel Credit Union and Advice Service**

**Linktown and Invertel Credit Union and Advice Service**

Philp Hall, Links Street, Kirkcaldy, KY1 1QX

PATHWAY STAGES: N/a

ELIGIBILITY CRITERIA: Open to all

AREA COVERED: Kirkcaldy



Kingdom Credit Union Collection point. Each Friday from 10.30 - 12.30pm Credit Unions are not-for-profit organisations any money made above the cost of operations is returned to the members in the form of dividend. They provide an easy way to save and an affordable way to borrow. Customers receive life insurance on savings and loans at no extra cost. Profits are returned to members in the form of an annual dividend. Credit Unions help money stay in the community.

MAX PLACES PER YEAR: N/a

CONTACT:

John Farmer

e: [linktownaction@aol.com](mailto:linktownaction@aol.com)

t: 01592 644 680

## Fife Migrants Forum

### Links to Support

34-36 Kirk Wynd, Kirkcaldy KY1 1EH



PATHWAY STAGES:

1 2 3

ELIGIBILITY CRITERIA:

Migrant and Ethnic Minority individuals living in the most deprived areas

AREA COVERED

Fife-wide



MAX PLACES PER YEAR: 276

CONTACT:

Joanna Zawadzka

e: [info@fifemigrantsforum.org.uk](mailto:info@fifemigrantsforum.org.uk)

t: 01592 642 627

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

Fife Migrants Forum provides employment support services including a weekly job club, 'IT4All' Classes, basic English classes, and one-to-one careers guidance. Fife Migrants Forum specialises in providing employability services to Fife's ethnic minority clients.

The project focuses on supporting people living in deprived areas with multiple barriers to access employment and training and who have caring responsibilities and financial difficulties.

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## Fife Gingerbread

### Making It Work

The Greig Institute, Forth Street, Leven KY8 4PF



PATHWAY STAGES:

1 2 3 4 5

ELIGIBILITY CRITERIA:

Lone parents with barriers to employment

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: 150

CONTACT:

Claire Neill

e: [claire@fifegingerbread.org.uk](mailto:claire@fifegingerbread.org.uk)

t: 01333 303 124

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

Fife Gingerbread, in partnership with the Fife Council, Citizens Advice and Rights Fife and One Parent Families Scotland, make up the Making It Work partnership project. Making it Work supports lone parents at all stages of the employability pathway, providing accessible, approachable, non-judgemental support, as well as advice and information on a range of subjects. They aim to enhance parents' personal skills, confidence, coping strategies and employability.

## BRAG Enterprises Ltd

### New Enterprise Allowance

Crosshill Business Centre, Main Street, Crosshill KY5 8BJ



PATHWAY STAGES:

3 4

ELIGIBILITY CRITERIA:

18 years and over, referrals must be made through Jobcentre Plus

AREA COVERED:

Fife-wide



MAX PLACES PER YEAR: N/a

CONTACT:

Sarah Somerville  
e: [Info@brag.co.uk](mailto:Info@brag.co.uk)  
t: 01592 860 296  
[www.brag.co.uk](http://www.brag.co.uk)

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

You could:

- get an Advisor to help you develop your business idea
- get a weekly allowance paid up to 26 weeks (total of £1,274)

You'll be able to claim financial support if:

- your business plan is approved
- you start working at your business for more than 16 hours per week.



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## Venture Trust

### Venture Trust

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



PATHWAY STAGES:

1 2

ELIGIBILITY CRITERIA:

16 years and over involved in or at risk of offending or veterans

AREA COVERED:

Fife-wide



MAX PLACE PER YEAR: N/a

CONTACT:

Murray Graham/Katy Sinclair  
e: [murray@venturetrust.org.uk](mailto:murray@venturetrust.org.uk), or  
e: [katy@venturetrust.org.uk](mailto:katy@venturetrust.org.uk)  
t: 07791 017 651, or  
t: 07342 990 770  
[www.venturetrust.org.uk](http://www.venturetrust.org.uk)

Venture Trust provides personal development programmes to equip individuals with the confidence, motivation and core skills they need to progress in all aspects of life, learning and work. Venture Trust work with people experiencing complicated or chaotic life circumstances who often present with challenging behaviours or multiple barriers to progression. Through 1-1 support in local communities and wilderness-based programmes we help them to make and sustain positive life changes.





# Employer Recruitment Incentives in Fife

A range of employer recruitment incentives are available in Fife:

## **Fife Job Contract and Scotland's Employer Recruitment Incentive 2016**

The Fife Job Contract (FJC) supports both 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.

A range of other support is available in Fife for employers for recruitment, training and retention.

To find out more visit **[www.opportunitiesfife.org](http://www.opportunitiesfife.org)**

## **Community Jobs Scotland 2016**

Community Jobs Scotland provides funded opportunities for vulnerable people aged 16-29 to work in the third sector across Scotland. The jobs are focused on individuals who are most disadvantaged in the labour market, such as:

- disabled people
- care experienced young people
- carers
- Armed Forces early service leavers
- young people with convictions

Visit **[www.scvo.org.uk](http://www.scvo.org.uk)** to find out more about the scheme, the opportunities in Fife and how to host a CJS employee.

# Support for Employability Providers in Fife

The Opportunities Fife Partnership (OFP) is the strategic local employability partnership for the region. The OFP aims to tackle worklessness in Fife through effective employability measures and to help address the related issues of poverty, income inequality and health.

The OFP brings together representatives of Fife Council, the Department for Work and Pensions, Fife College, NHS Fife, Skills Development Scotland, Fife Voluntary Action 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 engagement.

To find out more visit [www.opportunitiesfife.org](http://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](http://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](mailto:info@fifevoluntaryaction.org.uk)

Telephone: **0800 389 6046**