 **Employability Fund (EF) Fact Sheet 2021-22**

This document must be completed by all EF Providers to detail their proposed EF delivery from 1 April 2021 onwards. An EF Provider Fact Sheet must be completed by the EF Provider for all EF contracted provision in each Local Employability Partnership (LEP) Area in line with their contract allocation.

The EF Provider must submit their completed Fact Sheet(s) to Skills Investment Adviser (SIA) for approval. Approval from SDS must be received before any referrals can be made.

**Please ensure you keep in touch with your Skills Investment Adviser to highlight any changes to delivery and content of provision, e.g. re-opening of centres, introduction of work experience, changes to qualifications. An updated Fact Sheet must be re-submitted to SIA for approval to reflect any changes.**

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| **EF Provider Name** | Cyrenians  |
| **Local Employability Partnership (LEP) Area** | Edinburgh |

**EF Stage** (total number of starts based on LEP contract allocation)

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| --- |
| **Age** |
|  | **16-17** | **18+** |
| Stage 2 |  |  |
| Stage 3 |  |  |
| Stage 4 |  | 52 + 20 NTTF |

**Local Provider Contact Details** (This should be the local contact for the day to day enquiries from EF referring organisations in the LEP Area)

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| --- | --- |
| Address and Postcode | Norton Park, 57 Albion Road, Edinburgh, EH7 5QY |
| EF Provider Contact Name | Richard Thorniley-Walker | Tel. No | 07837560761 | Email | richardtw@cyrenians.scot |
| Website (if applicable) | www.cyrenians.scot |

**Local Delivery Centre if applicable**

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| --- | --- |
| Address and Postcode | Norton Park, Albion Rd, Edinburgh EH7 5QY Norton Park, Albion Rd, Edinburgh EH7 5QY**We will continually reassess Corvid 19 Government guidelines including travel guidelines. If it is deemed that face to face delivery can resume then we will potentially, in the future when safe revert to delivery within the local centre as appropriate.**  |

**Start Dates** (Please include number of places for each start date by age and stage and timescales if a roll on/roll off programme)

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| --- | --- |
| Stage 2 | N/A |
| Stage 3 | N/A |
| Stage 4 | April - Roll on/roll off programme of delivery. |

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

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| --- | --- |
| Stage 2 | N/A |
| Stage 3 | N/A |
| Stage 4 | Training information will be given to all customers and remote one-to-one interviews will be undertaken to select course participants. Email all referrals to richardtw@cyrenians.scot once referrer has checked eligibility for EF Funding and with completed 2021/2022 Eligibility Confirmation Form.Referral agencies include DWP, SDS, other EF providers, Colleges and named local authority employees. Interviews will be held over the phone/video chat (depending on the capability of the potential trainee) by appointment. As the country unlocks and when COVID guidance allows we may move back towards face-to-face interviews.  |

**Aim of provision** (e.g. “To prepare attendees for employment by providing underpinning knowledge of a particular sector and to provide the basic skills for that sector”)

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| --- | --- |
| Stage 2 | N/A |
| Stage 3 | N/A |
| Stage 4 | Our provision will, as ever, focus on the clients’ needs and on the necessary skills and knowledge required to gain employment in social care. The training will aim to provide the trainees with an understanding of the knowledge and confidence required to work in the care sector including: * An introduction to care and the different types of roles available within Edinburgh,
* Person-centred care
* Adult Safeguarding
* Administering Medication
* Personal Care
* Infection Control and PPE
* Dementia Care
* Standards and Practices within Care.

We will also provide employability skills such as CV writing, completing application forms and interview skills for care jobs with the aim of securing employment within the sector.  |

**Content of provision** (Please describe content of your provision you plan to deliver at each Stage, including hours, days per week, work experience, anticipated duration and what methods you will use to deliver this provision adhering to Scottish Government and SDS guidance on COVID 19).

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| --- | --- |
| Stage 2 | N/A |
| Stage 3 | N/A |
| Stage 4 | Provision will be clients focused providing the necessary skills and knowledge required to gain employment in Social Care.The training will be delivered as one or two, one and a half hour long online sessions a day for 5 days in the first week depending on the needs of the trainees, followed on with one-to-one employability key work to support them with applications and interview preparation. However, there is flexibility should someone need additional support. Training will be delivered via remote one-to-one or small group sessions through video conferencing. We have already demonstrated this as a successful means of delivering training and we have secured a number of laptops and funding for dongles should a potential trainee not have the right device to access online training. There will be a large emphasis on the values that underpin any successful social care career – a person-centred approach, respect, dignity, choice, confidentiality etc. Specific subjects such as adult safeguarding, administering medication, infection control, dementia care, personal care and the standards and practices of care are included through a mixture of group remote training, shared videos and emailing/posting out of handouts. In consultation with our employer partners we prepare participants for and reinforce the induction undertaken by participants when entering employment. Our employers also value that recruits from our course come with their eyes wide open about what the job is and have the confidence to do the job properly. While our training is delivered online, we’re unable to invite employers to deliver face-to-face information to trainees. However, we will provide information about the different organisations and roles available (many of the employers are people that we’ve been working with for a long time) and I have discussed with a number of our employers that should a trainee be interested in a role, then they’d be happy to talk to them one-to-one to answer any specific questions. Through this, trainees are able to make an educated decision about the kind of care, and kind of employer they may wish to apply to, thus allowing them to find a role that’s right for them and one they are more likely to sustain.  |

**Certification** (Detail all certificates that are available as part of the EF provision and the organisation that is accredited to deliver the certificate. If EF provision contains units/modules at different SCQF levels, the overall level should equate to the majority of provision (50%+))

*Please add additional lines if required.*

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| --- | --- | --- | --- | --- |
| **Name/Code (if appropriate) of Unit/Module/SCQF rated qualification (where the qualification is not SCQF credit rated please include a brief description)** | **Organisation accredited to deliver the certificate** | **Which Stage(s) will this qualification be delivered at** | **SCQF Level** | **SCQF credit points** |
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**Proposed outcomes and potential progression routes on successful completion** (Detail linkages to other local opportunities and progression towards FE, MA, employment)

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| Stage 2 |  |
| Stage 3 |  |
| Stage 4 | The proposed outcomes for the Care Course are progression into employment, either full time or part time. Cyrenians work closely with a range of major employers within Edinburgh to ensure that the course is suitable for the trainees and provides opportunities to progress into work.   |

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

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| The safety of our trainees will always be paramount. All of the operational services relating to the Employability Fund programmes above are consistent with the guidance for COVID 19 issued by the UK / Scottish Governments and Health and Safety Executive.Further information is available from [www.cyrenians.scot](http://www.cyrenians.scot) |

**Guidance for returning your Fact Sheet**

**Please return your Fact Sheet(s) to your SIA for approval.**

The naming convention for the document(s) should be “Training Provider Name LEP Area Date”, e.g. Provider Fife 010421

**Skills Development Scotland Approval**

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| Approved By: | Hazel Lynch |
| Approved On: | 01/04/21 |
| Provider Notified On: | 01/04/21 |