

# Housing, Homelessness and Fair Work Committee

10.00am, Thursday, 20 January 2022

## Network of Employability Support and Training

Executive/routine Wards Council Commitments	Executive All <a href="#">7, 31</a>
---	---

### 1. Recommendations

---

- 1.1 It is recommended that Housing, Homelessness and Fair Work Committee:
  - 1.1.1 Note the purpose and context of the Network of Employability Support and Training (NEST) programme;
  - 1.1.2 Approve the award of third party grants to the services detailed in Appendix 3, up to a maximum value of £936,421;
  - 1.1.3 Note that officers will work with the successful applicants to develop delivery plans for their programmes which it is anticipated may result in some additional funding being released and that there may also potentially be other funding available from Scottish Government which could be used to supplement this fund;
  - 1.1.4 Approve that the applications listed in Appendix 4 be progressed, up to a maximum value of £217,228.89 should additional funding become available and delegate authority to the Executive Director of Place, in consultation with the Convener, Vice Convener and Group Spokespeople, to confirm the allocation of funding;
  - 1.1.5 Note the third party grants applications which are not recommended for award of funding; and
  - 1.1.6 Approve a direct award of up to £250,000 to Capital City Partnership (CCP) for establishing a Vocational Training Framework as the vocational training part of the NEST.

Paul Lawrence

## Executive Director of Place

Contact: Philip Ritchie, Business Growth and Inclusion Contracts and Programme Manager

E-mail: [Philip.ritchie@edinburgh.gov.uk](mailto:Philip.ritchie@edinburgh.gov.uk) | Tel: 07771 344587



# Report

## Network of Employability Support and Training

### 2. Executive Summary

---

- 2.1 This report seeks approval to award funding for a replacement Network of Employability Support and Training (NEST) that will provide person-centred support and complement Edinburgh's current employability services.

### 3. Background

---

- 3.1 The Council currently funds, under the banner of NEST, third party employability services to support Edinburgh citizens to access and progress along the Employability Strategic Skills Pipeline with the goal of securing and sustaining training and employment. Currently, NEST funds 17 grants, which are managed by Capital City Partnership (CCP). These agreements are due to end on 31 March 2022.
- 3.2 As noted in the Housing, Homelessness and Fair Work Committee on [3 June 2021](#), a second phase of No One Left Behind (NOLB 2) is shortly to commence. This is intended to provide alignment to national and local employability provision in Scotland and involves the ending of two National Training Programmes (Employability Fund and Community Jobs Scotland) on 31 March 2022, with funding being transferred to local authorities for local employability delivery.
- 3.3 As reported to the Housing, Homelessness and Fair Work Committee on [2 September 2021](#), extensive consultation and co-production has been undertaken on the review and replacement of NEST to include NOLB 2 provision. At the same time, Committee agreed that future NEST provision will consist of two elements, a small grants programme and a vocational training programme.

### 4. Main report

---

#### Programme Outline

- 4.1 The NEST programme is designed to provide person-centred support and complement Edinburgh's current employability services. The programme will focus on:
- 4.1.1 A third party grants programme for specialist employability providers offering innovative solutions to gaps in employability provision in Edinburgh for specific target groups; and

4.1.2 A Vocational Training Framework (VTF) to complement current employability support provision. This will offer upskilling and progression opportunities for both those seeking employment and those in employment but facing insecure work or in-work poverty.

### **Third Party Small Grants Programme**

- 4.2 Following Committee approval of the NEST third party grants specification (Appendix 1) on 2 September 2021, it was published on 6 September 2021. Notifications were placed on Public Contracts Scotland and on the Joined Up for Jobs website to promote the funding opportunity with further communications through partner organisations.
- 4.3 A Scoring and Assessment Criteria document (Appendix 2) along with a 'Frequently Asked Question' (FAQ) log were placed on the Joined up for Jobs (JUFJ) website to answer applicants' queries. Applicants were able to submit draft applications for feedback until 1 October 2021.
- 4.4 The applications process closed on 15 October 2021 with a total of 50 applications received.
- 4.5 An Assessment Panel of key stakeholders and Council officers managed the assessment and scoring procedures following the processes recommended by the Council's Contracts and Grants Management Team.
- 4.6 Each application was scored by two separate individuals from the Assessment Panel who then met to agree a moderated score with comments. The moderated score was then presented to the full Assessment Panel on 26, 27 and 28 October 2021 for further comments on strategic fit and moderation if required.
- 4.7 Membership of the Assessment Panel was drawn from strategic partner organisations within the Local Employability Partnership (LEP) including:
  - 4.7.1 Capital City Partnership;
  - 4.7.2 City of Edinburgh Council (Business Growth and Inclusion, Education and Children's Services, Corporate Services);
  - 4.7.3 Department of Work and Pensions;
  - 4.7.4 Edinburgh Chamber of Commerce;
  - 4.7.5 Edinburgh College;
  - 4.7.6 EVOC;
  - 4.7.7 NHS Lothian; and
  - 4.7.8 Skills Development Scotland.
- 4.8 Of the applications assessed, 14 Employability Projects are recommended for an award of funding (see Appendix 3). The Panel consider these provide services that strategically fit with the overall employability provision in the city, in terms of ensuring support is provided across all areas in the city and especially Scottish Index of Multiple Deprivation (SIMD) areas 1 and 2, as well as across all ages and target groups (as identified through coproduction).

- 4.9 Total expenditure for the 14 projects would be up to a maximum of £936,421 per annum over the next three years.
- 4.10 Officers will work with the organisations awarded funding to develop delivery plans for each programme. It is expected that the cost of delivery in some programmes may be less than the funding amount requested.
- 4.11 Therefore, in principle approval is sought to agree funding for up to a further four of the applications assessed, up to a maximum value of £217,228.89 per annum over the next three years (see Appendix 4). The Panel consider these applications provide services that would complement the overall employability provision in the city, if further sources of funding could be obtained or savings can be achieved from the applications that have been recommended for funding.

### **Vocational Training Framework (VTF)**

- 4.12 On 2 September 2021, Committee also approved, in principle, to directly award the funding for the VTF to CCP, with strategic oversight for the programme being provided by the LEP.
- 4.13 Appendix 6 sets out the proposed parameters of a VTF. As NOLB 2 funding is still not confirmed, the size of the programme is not yet known but it is anticipated that up to £250,000 will be required to fund this.
- 4.14 A prior information notice was posted on Public Contract Scotland on the 22 November 2021 for organisations to register their interest to be part of the VTF.

## **5. Next Steps**

---

- 5.1 If Committee approves the recommendations of this report:
- 5.1.1 Grant recipients would be informed of the outcome of their application and will be offered feedback on their applications;
  - 5.1.2 Officers will work with the funded organisations to develop delivery plans for each programme and will identify if the full amount of funding requested is required for each programme;
  - 5.1.3 Identify if there are further funds available which could be allocated to NEST;
  - 5.1.4 If funding is identified, the Executive Director will consult with the Convener, Vice Convener and Group Spokespeople on the applications which could be funded from the list in Appendix 4, up to a maximum value of £217,228.89; and
  - 5.1.5 CCP will issue an invitation to tender for the VTF through Public Contracts Scotland.
- 5.2 The new NEST programme, including third party grants and VTF will be in place from 1 April 2022.

## **6. Financial impact**

---

- 6.1 The Assessment Panel scored the NEST applications and recommended 14 projects for funding, up to a total value of £936,421. The Panel also identified an additional three projects, up to a value of £217,228.89, could be supported if additional funding becomes available.
- 6.2 It is anticipated that up to £250,000 will be directly awarded to CCP to fund the VTF. This will include training allowances for those participating in programmes but unable to access benefits or Education Maintenance Allowance.
- 6.3 While the individual funding allocations for NOLB 2 have not yet been confirmed by Scottish Government with a grant letter, the draft Scottish Budget, published on 9 December 2021, confirms the overall allocation to NOLB at £15.643m, an increase of £8.733m which is attributable to NOLB 2. Any additional costs associated with this programme above the NOLB 2 allocation will be met from the Council's revenue budget currently allocated for employability programmes.

## **7. Stakeholder/Community Impact**

---

- 7.1 The current services were originally commissioned using a co-production methodology. The review and subsequent procurement and replacement service specifications have again been co-produced. This work is being undertaken through a fully consultative process that includes and takes account of input from key stakeholders, service providers and service users.
- 7.2 A Project Steering Group, made up of representatives from the LEP including Skills Development Scotland, Department for Work and Pensions, Edinburgh College, NHS Lothian, Edinburgh Chamber of Commerce, Edinburgh Voluntary Organisations Council, Capital City Partnership and City of Edinburgh Council, have overseen the co-production and subsequent commissioning processes. This has included the completion of Integrated Impact and Data Protection Impact Assessments.

## **8. Background reading/external references**

---

- 8.1 [Council Commitments – Delivering an Economy for All](#)
- 8.2 [No One Left Behind: Delivery Plan](#)
- 8.3 [No One Left Behind Update: October 2021](#)

## **9. Appendices**

---

- 9.1 Appendix 1 – NEST Third Party Grants – Specification
- 9.2 Appendix 2 – NEST Third Party Grants – Scoring and Assessment Criteria
- 9.3 Appendix 3 – Recommendations for NEST Third Party Grants Awards 2022-2025

- 9.4 Appendix 4 – NEST Third Party Grants Applicants 2022-2025 – Potential award subject to additional funding being sourced.
- 9.5 Appendix 5 – NEST Third Party Grants Applicants 2022-2025 - Not Recommended for Funding.
- 9.6 Appendix 6 – NEST Vocational Training Framework (VTF) Proposal.



**City of Edinburgh Council  
NEST Third Party Grants – Specification**

Capital City Partnership on behalf of City of Edinburgh Council (Business Growth and Inclusion) would like to invite applications for the Network of Employability Support and Training (NEST) grants programme. The grants will fund work which supports people experiencing poverty and that are looking to progress towards work or in-work. The ultimate aim of this work is to reduce the impact that poverty has on Edinburgh's citizens and to empower people through fair employment. Through the fund, we are interested in providing funding to and working alongside the organisations we support as part of our "Joined Up for Jobs" strategy. We see this relationship as a partnership rather than that of a traditional funder/grant recipient.

**Overview of grant programme**

Capital City Partnership and City of Edinburgh Council have undertaken significant co-production activities to inform the grant making process. Applicants are advised to consult the results of this co-production on the [Joined up for Jobs Website](#). Broadly summarised, stakeholders (providers, partners, and users of the services) have told us that:

- The Network of Employability Support and Training should offer support for people who are unemployed, inactive and in low-paid employment.
- NEST training and employability programmes should be aligned with occupational growth sectors where there are workforce gaps, including: hospitality, care, retail, digital, construction and industries impacted by Brexit and/or COVID-19.
- Services provided should follow the No One Left Behind ethos and offer holistic, person-centred and locally targeted employability services.
- Activities can include (but should not be limited to): personal development, skills and training; cv and interview prep; applying for jobs; in work support.
- Projects should offer at least six months aftercare to support people in work and to encourage fair work practices.
- Specific target groups that may need additional support from these employability services include care experienced, young parents, young carers, disabled people, people from ethnic minorities, those aged 50+, long-term unemployed, school leavers and those requiring mental health support.

- We are particularly interested in projects which will target individuals from [SIMD1 and SIMD2 areas](#).
- Consideration needs to be given to continued access to benefits for clients while completing programmes. Some eligible clients may be able to access Education Maintenance Allowance while completing programmes. Training allowances are eligible spend for those participating in these employability programmes who are not able to access other benefits.
- An additional NEST Framework will be available at a later date targeting vocational training provision.

## What are we looking for?

The NEST grants programme would like to encourage projects and organisations who can demonstrate the following:

**Person-centred approach.** Applicants should show us that projects are person centred, both for participants and staff. Participants should be fully engaged in the project and how their individual needs will be assessed and met. Staff and volunteers should be treated well, maximising their individual abilities by being managed effectively, well-trained and supported to create a knowledgeable and caring team. Copies of any policies/procedures/plans relating to this will be checked during audits should you be successful.

**Good project management.** Applicants should show us that their project is well-planned and takes in to account the potential risks of delivering projects over a three-year period. They should also show that they, and any partners, have the necessary resources in place to deliver the project, including contingency planning for staff absence or departures, national lockdowns such as the COVID-19 pandemic, and new methods of delivery e.g. remote support for clients via the internet. The project must be able to start on 1 April 2022, with planning and staff recruitment getting underway as soon as a decision is reached on funding (estimated to be January 2022).

**Local knowledge and links.** Applicants should show us that their organisation is at the heart of the community it serves, be this a geographic community or community of interest. They should be able to demonstrate the links they have to other services in the area, which develops the ability to engage with clients and provide a holistic service to participants. Service design and review should involve not only participants, but local stakeholders. Clients must live in the City of Edinburgh.

## How to apply

Organisations can make several applications, but each should be for a separate and distinct project and must aim to support a different cohort of clients.

Grants will be awarded for a maximum of three years. The total budget available will be dependent on the annual Scottish Government allocation of NOLB funds to local authorities. Applicants are advised to consider sustainability of funding as there can be no certainty of continuation of funding. The maximum award for each application will be £75,000 per annum. In previous rounds, the average amount applied for has been c.£50,000.

All applications should make reference to the Strategic Skills Pipeline – a copy of the Pipeline can be found on the [Joined Up for Jobs website](#). Partnership bids are welcomed but a lead partner should complete Part A of the application form.

Applications should be emailed to [craig.dutton@capitalcitypartnership.org](mailto:craig.dutton@capitalcitypartnership.org). The deadline is **Noon, Friday 15<sup>th</sup> October 2021**. Late submissions will not be accepted.

### **Timeline**

- Monday 6<sup>th</sup> September 2021 – Application process opens
- Noon Friday 1<sup>st</sup> October 2021 – Deadline for draft applications
- Monday 4<sup>th</sup> October – Friday 8<sup>th</sup> October 2021 – Draft application feedback
- Noon Friday 15<sup>th</sup> October 2021 – Application process closes
- Thursday 20<sup>th</sup> January 2022 – recommendations discussed by Committee

### **What happens next?**

Upon receipt of your application, we'll send you an acknowledgement email confirming receipt of your application.

A scoring panel made up of members from the Local Employability Partnership will review your application, considering the key criteria outlined in this specification, while following the Scoring and Selection Criteria which is part of the application pack. The scoring panel will then hold a moderation meeting to come up with a consensus on a score and to select the most appropriate applications to fit the programme of support Edinburgh's citizens require.

These applications will then be recommended to the City of Edinburgh Council's *Housing, Homelessness and Fair Work Committee* for approval. If the Committee approve this report, all applicants will be contacted informing them of the decision.

*If you are unsuccessful:*

We'll email you to let you know you've been unsuccessful, as well as sending a letter to the address stated in your application. We will also offer a chance to get some feedback to explain why we've not awarded you funding.

*If you are successful:*

We'll email you to let you know and look to set up an initial meeting asap to discuss the application, including any minor changes we would like to see. We'll then send you an award letter and funding agreement, which will include full details of the award, the terms and conditions of our funding, payment schedule and any specific conditions we need you to meet prior to releasing payment.

We'll ask you to provide bank details for your organisation if we do not already have them and discuss training requirements for our management information system (Helix) and reporting. We'll also agree with you how we'll work together over the course of your funding to maximise the potential of the project.

Once you're ready to start, have signed the funding agreement and returned it to us, with bank details and any additional information we've asked for, we'll pay the first instalment of your funding in advance of the first quarter. This will take place on or after 1 April when the project is officially set to begin.

If you have any questions about making an application, please contact us at [craig.dutton@capitalcitypartnership.org](mailto:craig.dutton@capitalcitypartnership.org). We've provided a number of guidance documents as part of our application pack to make the process and expectations clear, however if you would like some guidance on a draft application, please arrange a meeting with officers from CCP. Draft applications for discussion must be fully completed and submitted to CCP prior to any meeting, with the deadline for draft applications being Noon on Friday 1<sup>st</sup> October 2021. A meeting will be arranged with you to discuss your draft application between Monday 4<sup>th</sup> October and Friday 8<sup>th</sup> October 2021.



**City of Edinburgh Council**  
**NEST Third Party Grants – Scoring and Assessment Criteria**

**INTRODUCTION**

This document provides an overview of the assessment system which is applied in respect of projects or services whose main function is to help improve the employability of the clients it serves; together with detailed guidance on the selection criteria which will be applied to applications.

**ASSESSMENT SYSTEM**

- The criteria outlined in this document will be used to assess aspects of all NEST Third Party Grant applications submitted for funding in financial years 2022-25.
- Membership of the Assessment Panel is drawn from the Local Employability Partnership.
- Each application will be scored independently by two members of the Panel, who will then agree a moderated score and funding recommendation.

Once all applications have been scored, the Panel will also take cognisance of the overall fit with the Employability Pipeline in the city and agree overall programme recommendations.

- The maximum score available for each project is 36 points.
- Any question not attempted will be given 0 points.
- There is a quality bar of 50%: applications scoring 17 points or fewer will not be recommended for funding.
- The scores outlined below reflect the emphasis placed on specific criteria. Numbering aligns with question numbers in the application form.
- Projects will be scored on the basis of the Assessment Panel appraisal of the information provided in the submitted application.
- These criteria have been selected to reflect the objectives and emphasis of *Edinburgh Economy Strategy: Enabling Good Growth* and *NEST Third Party Grants Specification 2022-25*

Following the Assessment Panel scoring process, recommendations are referred to *CEC Housing, Homelessness and Fair Work Committee* for approval.

## PROJECT SCORING

### **B1 Project/programme description**

The description should identify specific target group(s) and propose an appropriate programme to move them towards and/or into work. Client engagement, selection, programme delivery and onward referral should be outlined. Proposed staffing of the project should be outlined. Applicants intending to move participants into work should include employer engagement activity; and actions to support people post job-entry. If a qualification is to be delivered, details of accreditation should be noted and explained further in question B4b. Applicants aiming to move people along the pipeline should indicate progression routes. Referral protocols should be agreed with feeder provision and/or progression destinations as appropriate.

#### **Points:**

- 0** Incoherent account, mismatch of proposed service and target group, lack of relevant detail
- 2** Limited summary, poor match of services to participant needs, inadequate support for participants, appropriate links not made (e.g. to employers, other service providers)
- 4** Adequate summary of proposed project or service, client journey covered, some details omitted
- 6** Full, coherent summary; appropriate services to support participants particularly in stages 1 and 2; client journey clearly articulated; clear referral arrangements

### **B2 Relevance to Employability Programme priorities**

The application should clearly demonstrate that the proposed project or service addresses the priorities in the *NEST Third Party Grants Specification 2022-25*. In addition, you should show how the proposed service fits with Edinburgh's employability pipeline.

#### **Points:**

- 0** Proposed project/service not linked to priorities and pipeline
- 2** Limited linkage to the priorities or fit with the pipeline
- 4** Some links to priorities and fit with the pipeline
- 6** Strong links to priorities and fit with the pipeline

### **B3 Evidence of demand and/or need**

This should include reference to sources of information such as unemployment or deprivation statistics. There should be clear evidence that where appropriate the most relevant and up to date data have been used. In addition, the justification should be consistent with local, regional and national labour market information as appropriate. Your answer should also reflect the extent to which your proposed service enhances rather than duplicates other provision for the client group. If the intended client group may include Fair Start Scotland eligible clients, you must show

how your service will complement rather than duplicate or displace support for these individuals. The project score will be based on the strength of the data used; the level of demand demonstrated; and complementarity with other service provision.

**Points:**

- 0** No evidence offered
- 2** Little evidence of demand or need
- 4** Some evidence of demand or need
- 6** Strong evidence of demand or need

**B4 Targets, progressions and/or outcomes**

This relates to the fit with objectives of the specification, and to the targets and impacts offered by the proposed service for 2022-25. The score will reflect the degree to which the project outputs and results are relevant, realistic, achievable and sustainable. Your answer should give the rationale for your targets and or progressions, showing how these are relevant to the target group(s). Qualifications should be commensurate with the stage of the strategic skills pipeline the project is being delivered. The actual numbers for each year should be given in the tables. You will find the definitions of outcomes in the Joined Up for Jobs outcomes definition included with the guidance notes – it is essential that you adhere to these.

**Points:**

- 0** Relevant outputs/outcomes/impacts not clearly identified
- 1** Minimal identification of relevant outputs, outcomes and/or impacts
- 2** Some clear, measurable and realistic targets for outputs, outcomes and/or impacts
- 3** Clear, detailed, measurable and realistic, but challenging targets for outputs, outcomes and/or impacts

**B5 Value for money**

The score given will reflect the value for money of the project by comparing key quantified outputs and impacts against overall project cost. Details of added value such as partnership or colocation may be used as an indicator of value for money, as could the ratio between client-focussed costs and overheads. A coherent justification for cost per client/outcome should be given in the answer.

**Points:**

- 0** Poor value for money
- 1** Reasonable value for money
- 2** Good value for money compared with other project applications/ existing provision
- 3** Very good to excellent value for money

## **B6 Monitoring and evaluation (Quality Assurance)**

The application should give evidence of effective monitoring and evaluation systems in place to measure the quality and effectiveness of the intervention. These might include:

- Use of monitoring information to improve procedures, policies etc.
- Service user involvement
- Evidence of independent verification of outcomes
- Accessing a range of information sources for evaluation purposes
- Elements of external scrutiny
- Identification and implementation of good practice

### **Points:**

- 0** No evidence of adequate monitoring and evaluation systems
- 1** Little evidence of adequate monitoring and evaluation systems
- 2** Some evidence of monitoring and evaluation systems above the minimum required and feedback sought from service users; identification of good practice
- 3** Strong evidence that monitoring and evaluation proposals are rigorous, use a variety of information sources and include an element of external scrutiny. Good practice is identified and used to continuously improve service delivery. Service user feedback should be embedded in the evaluation system

## **B7 Partnership working**

The project should demonstrate genuine, realistic and appropriate partnership working with relevant agencies and service users in design and delivery of the service. Factors could include:

- Proper local consultation in assessing demand for project and delivery of the priorities in the Local Improvement Plan
- Practical partnership between agencies in the delivery of the project
- Input from partners and service users to project design and delivery
- Employer engagement where relevant
- Leverage of additional resources from other partners (which may be in kind).

### **Points:**

- 0** No evidence of partnership working
- 1** Limited evidence of partnership working
- 2** Some evidence of involvement of appropriate partners and/or community
- 3** Strong evidence of genuine involvement of appropriate partners, and/or local community, and/or communities of interest, and/or employers

## **B8 Evidence for success / track record**

Where applicants have run previous projects, or this project or a similar project has run elsewhere, the score will reflect these results and the likelihood of replicability of results during the next funding period in terms of delivery, outcomes and spend. Projects with no relevant track record will be given 2 points.

**Points:**

- 0** No evidence
- 1** Limited relevant evidence of success
- 2** Some record of success and reasonable likelihood of results being duplicated.
- 3** Strong record of success and high likelihood of results being duplicated

**B9 Location / environment**

The score should reflect the extent to which the project demonstrates a positive approach to location and environmental considerations. The project should demonstrate that it is accessible by adequate and appropriate public transport services or pedestrian means. Factors could include:

- Suitable opening hours
- Premises suited to the needs of the client group
- Safe and accessible location
- Privacy, if relevant
- Good public transport links
- Specific transport provided
- Colocation of services
- Delivery other than in person
- Postcodes of areas of delivery if using outreach

**Points:**

- 0** No or poor consideration of these issues
- 1** Limited accessibility/little consideration of location/environment
- 2** Good consideration of location/environment
- 3** Excellent accessibility and strong rationale for location/environment

## APPENDIX 3

### Recommendations for NEST Third Party Grants Awards 2022 – 2025

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Access to Industry	Access Data	Access Data will work with unemployed or in-work/low-income people in Edinburgh. It will recruit individuals who have an interest in developing digital and data skills and progressing towards data/digital jobs.	74,520.00	1-5	Adult	Citywide	Yes
Access to Industry	EdinMe	EdinMe service will to provide employability support for people aged 16-21 (25 if care experienced) with emerging and entrenched mental health issues affecting their progression towards sustained employment.	72,270.00	1-3	Youth	Citywide	Yes
Cyrenians	Key to Potential	Key to Potential offers one-to-one outreach and home visiting support to 16-year-old non-attenders and their families as they transition from school at stage 1. These young people are at high risk of not gaining a positive destination and becoming long-term unemployed.	75,000.00	1	Youth	Citywide	Yes
Cyrenians	Foundations to Employment	Foundations will deliver holistic support to single household individuals across Edinburgh aged over 25+. The work is complex, multi-dimensional and person-centred for those struggling to engage with mainstream provision because of categorical criteria, unfamiliarity or disengagement from the employment process.	75,000.00	1-4	Adult	Citywide	Yes
LinkNet	Mentoring and Training for Employment and Education	LINKnet aims to support employment/education development of people from all minority ethnic groups in Edinburgh 18+ who are: refugees; unemployed; in lower-level jobs not on par with their qualifications; from low-income households, who live on benefits, from the deprived areas; and new migrants.	59,980.00	2-5	Adult	Citywide	No

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Support @ Work	Support @ Work	S@W provides case work support and representation on employment rights to workers/employability service users being supported by health professionals and employability advisers within Edinburgh. Support and representation in the workplace is provided to clients who are not union members.	49,000.00	5	Adult	Citywide	Yes
Volunteer Edinburgh	Voluntary Work Coach	Volunteer Edinburgh will provide one-to-one and group interventions which support individuals to access volunteering opportunities. Target group is 16+ and will recognise unique personal issues which impact on individuals' employability by ensuring that clients' health and welfare is central to service delivery.	73,224.00	1-3	Adult	Citywide	Yes
Action for Children	Youthbuild	Action for Children will deliver YouthBuild, a pipeline Stage 3-4 vocational training programme to equip young people for sustainable employment in construction. Key workers provide holistic/person-centred 1:1 support to meet individual needs.	75,000.00	3-4	Youth	North East/ South East	Yes
Action for Children	Care First	Action for Children (AfC) will deliver CareFirst, our programme of introductory vocational activity at Pipeline Stage 2-3 for young people to access social care opportunities/employment. Key workers provide holistic/person-centred 1:1 support to meet individual needs.	50,000.00	2-3	Youth	North East/ South East	Yes
Citadel Youth	Futureheads	Futureheads is a locality-based service for 16-21 year olds in Leith and North East Edinburgh, who are at stage 2 of the pipeline. This is provided through a range of careers café sessions and workshops, group work sessions and individual support where needed, including specialist mental health support.	50,560.00	2	Youth	North East	Yes
All Cleaned Up	The ABC Academy	ACU and Apex will deliver a cleaning skills academy, targeting those furthest from the labour market including individuals with experience of the criminal justice system and older adults, specifically individuals over 50.	71,485.00	2-4	Adult	South West	No

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Broomhouse Centre (SPACE)	Space Station (Food and Retail)	Space Station will help care experienced people, young parents, young carers, people with additional support needs, ethnic minorities, those aged 50+, long-term unemployed, school leavers, those requiring mental health support and ex-offenders move towards, or find, sustainable employment in the hospitality sector.	60,638.00	2-4	Adult	South West	Yes
Barnardo's	Stage 2	Barnardo's will deliver a tailored, holistic, person-centred programme to support young people aged 16-24 to enter employment, undertake an apprenticeship, enter training/further education or progress along the SSP. Wrap around support with personal development and learning experience at Stage 2 of the SSP.	74,743.78	2	Youth	North West	Yes
Prespect	Prespect Hub CIC	Prespect will work with ethnic minorities groups: including low-income families; active job seeking single parents. Those who are experiencing discrimination such as accent barriers when applying for work. Delivered at a community hub the service will offer 1-2-1 and group work including digital skills sessions.	75,000.00	1-5	Adult	North West	Yes
<b>TOTAL RECOMMENDED FOR FUNDING</b>			<b>£936,421</b>				

**APPENDIX 4**

**NEST Third Party Grants Applicants 2022 – 2025**

**Potential award subject to additional funding being sourced.**

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Access to Industry	Access Progress	Access Progress will take a holistic approach to helping parents towards work by providing education, training, vocational qualifications and employability advice, along with supporting health and wellbeing and personal development and providing practical knowledge to assist parents in overcoming their challenges.	72,270.00	2-5	Adult	Citywide	Yes
Impact Arts	Pathways Hub	Pathways Hub's target group is young people – predominately 16-24 – who are long-term unemployed, with a focus on engaging young parents, those requiring mental health support, care experienced, LGBTQI+ and BAME. Employability support is built around the hook of creative industries.	70,000.00	1-3	Youth	Citywide	Yes
Barnardo's	Stage 3	Barnardo's will deliver a tailored, person-centred programme to equip young people aged 16-24. At Stage 3, our focus is on developing employability skills through training and work experience to enter employment, an apprenticeship, training/further education, or progress to a later stage in the SSP.	74,958.89	3	Youth	North West	Yes
<b>TOTAL MAY BE RECOMMENDED FOR FUNDING</b>			<b>£217,229</b>				

## APPENDIX 5

### NEST Third Party Grants Applicants 2022 – 2025

#### Not Recommended for Funding:

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Access to Industry	Access Employment	Access Employment will support people of working age who have lost employment through changes in the labour market, caused by the impact of the pandemic and/or Brexit. They will be people have been in steady jobs within the same sector for a number of years and who now find their industry is changing.	45,630.00	3	Adult	Citywide	Yes
Canongate Youth	CY Edge	CY will focus on those at stage 1, specifically targeting school leavers, young carers and young people requiring mental health support, as well as young people at stage 2, where appropriate, aligning with occupational growth areas and local employment opportunities.	57,498.00	1-2	Youth	Citywide	Yes
CodeClan	CodeClan Young Academy	Young Academy is an eight week training and work placement programme aimed at young people aged 16 - 24 who are leaving school, unemployed or in low paid employment. This programme is designed for young people to learn coding skills that will enable them to move into further training or employment in IT.	55,091.00	3-5	Youth	Citywide	Yes
CodeClan	Programme for Parents and Carers	CodeClan proposes delivering a 20 week, part time Professional Software Development training programme designed for parents and those with caring responsibilities who are unemployed, underemployed, on low incomes or work part time.	67,000.00	3-5	Adult	Citywide	Yes
Cyrenians	Getting Together	Getting Together will be specifically targeted at young Gypsy/Travellers, aged 16 – 24, living on sites and housing across Edinburgh. Using an assertive outreach approach, staff will work across the city, combining 1-to-1 support and a weekly group activity to promote PG/NOLB aims to reduce inequalities.	39,000.00	1	Youth	Citywide	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Edinburgh Leisure	Positive Destinations	Positive Destinations uses the power of sport and physical activity to support young people in Edinburgh aged 16-24 who are leaving school or have left school without education, employment, or training prospects. They face multiple barriers which make it harder for them to progress.	53,142.00	2-3	Youth	Citywide	Yes
Enable	First Steps	"First Steps" is a Stage 1 intervention service for young people experiencing poverty across the authority, aged 16 to 29, and is aimed at engaging those who have multiple, complex barriers, furthest removed from the labour market.	56,652.00	1	Youth	Citywide	Yes
Generation	Train and Place Data bootcamps	Generation propose to run 3 25-person, full-time, 12-week, free bootcamps to train and place 75 unemployed people in Edinburgh into entry-level Data Analyst roles for young people aged 18+ facing barriers to desirable employment, particularly unemployed/inactive/NEET youth from disadvantaged / underrepresented groups.	75,000.00	1-5	Youth	Citywide	Yes
Intowork	First Steps Into Work	Intowork will offer our services to local people with learning disabilities to provide welfare rights service for a full benefits check/household assessment and the wellbeing service for mental health/wellbeing, supporting people who want to aspire to supported employment.	53,678.33	1-2	Adult	Citywide	Yes
Move On	Move On Employability Pathway	MOEP offers employability opportunities to young people (16-26) who have left full-time education, lacking qualifications/positive destinations, along with additional one-to-one support using a trauma-informed and responsive, person-centred, flexible and asset-based approach.	72,500.33	2-4	Youth	Citywide	Yes
OPFS	Childcare Connections	Childcare Connections will work with parents seeking employment or training to overcome one of the major barriers to accessing jobs, education or training: childcare.	44,084.00	1-2	Adult	Citywide	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
OPFS	Preparing for the Future	PFF employability support for single parents will be delivered alongside OPFS other support including digital inclusion, health and well-being, housing, financial advice and info and parenting support. PFF will emphasize Stage 1 and 2 activities such as confidence boosting, barrier removal, CV writing and interview preparation.	49,784.00	1-2	Adult	Citywide	Yes
RUTS	Take Life Up a Gear	RUTS bespoke 'Take Life Up A Gear' service is aimed at 16-25 year olds living in Edinburgh with an aim to move them towards and/or into employment prioritizing stages 1-3 of the pipeline, providing a wide-range of academy style programmes adapted to individual need targeted towards youths with multiple barriers.	54,000.00	1-3	Youth	Citywide	Yes
SHE Scotland	Shine Programme for Young Women	SHE SHINE programme aims to tackle barriers and the rise of poor mental health amongst young women which negatively impacts on the aspirations, goals and life choices by providing the tools, guidance and support to make positive change.	44,848.00	1-2	Youth	Citywide	Yes
The Datakirk	DKadelytics	DKadelytics project is designed to help people from minority backgrounds and disadvantaged groups (cared experienced young people) get back to work, and to capitalise on rising opportunities within the digital and data economies.	73,500.00	3-5	Both	Citywide	Yes
Venture Scotland	Step Outside into Employment	Venture Scotland will engage with young people (YP) and support them to move towards employment through a programme of outdoor activity. We will target YP who are struggling with mental health issues and lack the emotional, social and practical skills to transition into employment.	52,270.00	1-3	Youth	Citywide	Yes
Venture Trust	Change Cycle	Venture Trust are seeking support for our Change Cycle (CC) programme. It is a 3-week intensive Stage 2 Employability service with up to 6-months aftercare for young people aged 16-24 who face multiple complex barriers. Employability support is built around the hook of cycling/bike mechanics.	75,000.00	2	Youth	Citywide	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Venture Trust	Inspiring Young Futures	Inspiring Young Futures programme (IYF) is a pre-employability offer (Pipeline Stage 1) for clients facing complex challenges, often with experience of trauma and most have left school with few qualifications. Employability support is built around the hook of outdoor/wilderness activities.	75,000.00	1	Youth	Citywide	Yes
Brave Strong Beautiful	Hair and Beauty Industry Employability and Leadership Programme	Brave Strong Beautiful aims to provide a strategic pipeline to employment, providing Hairdressing Industry training and skills, alongside life skills training, such as money management, conflict resolution, confidence building, selfcare strategic planning for the future and employability training.	23,252.40	2-4	Youth	North East/South East	Yes
Let's Talk	Progress Project	Let's Talk will support young people (aged 15-26) with mental health and employability. They will experience additional barriers to employability, e.g. care experience, young carer, mental health difficulties, be a school leaver without a positive destination, substance use issues or be from a BME background.	50,780.33	1-3	Youth	North East/South East	Yes
Prince's Trust	Start Something – Employability Pathways for Edinburgh's Young People	Prince's Trust focus is to support young people aged 16-30 who present at stage 3 of the employability pipeline. Amongst other barriers this includes young people affected by disability or mental health issues, those leaving the care system, those from SIMD areas 1 and 2, and minority ethnic young people.	62,518.67	3	Youth	North East/South West	Yes
WorkingRite	Edinburgh Youth: Football Works	WorkingRite has developed a partnership with Street Soccer Scotland in Edinburgh, which provides employability training to some of the city's most vulnerable young people primarily aged 16 - 25, especially those experiencing (or at risk of) homelessness.	48,000.00	2	Youth	North East/South West	Yes
U-evolve	Youthroots	Youthroots is an innovative project, creating opportunities for disadvantaged young people from the low SIMD areas (1 and 2) of North Edinburgh to gain employability skills, build confidence and create relationships within professional and charity networks in Edinburgh.	26,522.00	1-4	Youth	North East/West	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Action for Children	Reach Out	Action for Children's (AfC) Pipeline Stage 2 Reach Out programme will address employability barriers, improve mental health/wellbeing and equip young people (YP) with motivation/skills to progress towards the world-of-work.	75,000.00	2	Youth	North East	Yes
WorkingRite	Pioneers	Pioneers programme will provide personal development and employability training to school non-attenders (15–18) in Edinburgh. The programme works in partnership with the Cyrenians, whose seconded KeyWorker works in schools with persistent non-attenders and brings them into the WorkingRite programme.	45,000.00	1-4	Youth	North East	Yes
WHALE Arts	Wester Hailes Works	Wester Hailes Works is an employability programme comprising three discrete projects designed to meet the needs of people living in areas multiple deprivation. The programme will develop the skills, experience and confidence of target groups through individually tailored training, mentoring and progression opportunities.	49,384.00	1-3	Adult	South East	Yes
Community Renewal	Employment Safety Net	The Employment Safety Net project will deliver employability and personal development opportunities for vulnerable and disengaged young people in two of the most disadvantaged areas of Edinburgh - South East Edinburgh (Bingham/Magdalene/Niddrie/Craigmillar) and North Edinburgh (Muirhouse and Pilton)	75,000.00	1	Youth	South East and North East	Yes
Broomhouse Centre (SPACE)	Space for Care	Space for Care will help care experienced people, young parents, young carers, people with additional support needs, ethnic minorities, those aged 50+, long-term unemployed, school leavers, those requiring mental health support and ex-offenders move towards, or find, sustainable employment in the care sector.	58,942.00	2-4	Adult	South West	Yes
CHAI	South-West Employability and Support	CHAI will work with unemployed adults in SW Edinburgh address barriers to employability. This service provides early intervention work, targeting those as SSP 1 and 2. This service is accessible to everyone, including clients with mental health issues, those who are over 50, people with caring responsibilities.	49,702.00	1-2	Adult	South West	Yes

Organisation	Project	Description	Funding Request (£)	Strategic Skills Pipeline Stage	Age	Delivery Location	Outreach in SIMD
Dunedin Canmore	EVOLS	EVOLS Project uses Outdoor Learning to support and develop young people (16 – 26 years) through a partnership between Dunedin Canmore and Space and Broomhouse Hub. This partnership shares the aims of NOLB i.e. to enable young people to learn new skills, improve self-confidence and achieve a positive destination.	75,000.00	1-2	Youth	South West	Yes
The Larder	Power to Grow 1	The Larder's Power to Grow (PTG) is a programme which offers holistic support for young people (YP), aged 16-24, in Edinburgh. Our work is focused on YP who experience multiple and complex barriers, impeding their attainment and progression.	56,631.00	1	Youth	N/A	Yes
The Larder	Power to Grow 2	The Larder's Power to Grow 2 (PTG2) is stand-alone programme, but one that fits strategically with stage 1 and 3. It is a holistic support programme that will move participants along the SSP and closer to work.	56,631.00	1-3	Youth	N/A	Yes
The Larder	Power to Grow 3	The Larder's Power to Grow 3 (PTG 3) is stand-alone programme but one that fits strategically with the Power To Grow stage 1 and 2 (two other applications submitted). It is a holistic support programme that will move participants along the SSP and closer to work.	64,325.00	3	Youth	N/A	Yes
<b>TOTAL NOT RECOMMENDED FOR FUNDING</b>			<b>£1,860,366</b>				

## APPENDIX 6 – Vocational Training Framework

The NEST VTF will provide employability and vocational training to complement current employability and skills support provisions. It will offer upskilling and progression opportunities for both those seeking employment and those in employment but facing insecure work or in-work poverty.

As recommended in the NOLB 2 committee report, the VTF will support job seekers into jobs within growing sectors and those sectors which are or are expected to, face skills shortages.

Scotland's Economic Strategy<sup>1</sup> identifies sectors where Scotland has a distinct comparative advantage and identifies these as growing or key industries:

- Food and drink (including agriculture and fisheries)
- Creative Industries including digital - figures show Scotland's digital sector is booming, with tech roles increasing by over 25% in Edinburgh)
- Sustainable Tourism
- Energy (including renewables)
- Financial and Business Services
- Health and Life sciences

The same key industries have been identified for Edinburgh and Lothians.<sup>2</sup>

The VTF should therefore provide training to prepare job seekers to move into above sectors. Short vocational training courses aim to provide attendees with basic industry knowledge and, where applicable, introductory certificates to enable entry into the sector. These cannot replace College or University qualifications for those candidates who wish to join highly qualified, specific jobs within some of above industries (i.e., renewable energy engineers or science and health professionals).

The VTF is predominantly designed for entry level 1 and 2 jobs, therefore cannot cover all indicated growing sectors.

CCP have researched current entry level job market within growing sectors and identified key roles that employers are looking to fill:

- Food and drink (including agriculture and fisheries): food production line operatives, administrators, kitchen assistants, drivers
- Creative Industries, including Digital: Help Desk Operators, Digital Media Assistants, Administrators, Marketing Design Assistants, Customer Service Advisors
- Sustainable tourism: reservation agents, kitchen staff, customer service advisors
- Energy: sales representatives, administrative
- Financial and business services: sales support administrators, administrators, call centre operatives
- Health and life science: cleaners, warehouse operatives

---

<sup>1</sup> <https://www.gov.scot/publications/growth-sector-statistics/>

<sup>2</sup> [https://businessevents.visitscotland.com/why-scotland/destinations/edinburgh-and-the-lothians/sectors/\)  
with additional Retail and Hospitality \(in Edinburgh\) as a major employer in the city.](https://businessevents.visitscotland.com/why-scotland/destinations/edinburgh-and-the-lothians/sectors/)with additional Retail and Hospitality (in Edinburgh) as a major employer in the city.)

The VTF is also intended to support sectors that currently struggle with skills and staff shortages<sup>3</sup>:

- Health and Social Care - workforce is significantly impacted by Brexit and tighter immigration proposals, in 2020 19% of workforce were workers born abroad; the pandemic has also driven urgent and significant recruitment throughout the Health and Social Care sector; also research shows that H&SC career perception impacted negatively and less people are applying for care jobs
- Early Learning and Childcare (ELC) - the sector has been undergoing a significant expansion in Scotland in recent years as the sector has been preparing to deliver the national commitment to increase the provision of funded ELC from 600 to 1,140 hours per year – most sought-after jobs are those of Nursery Practitioners. Another challenge is the fact that 6.8% of the current ELC workforce are non-UK EU nationals
- Tourism and Hospitality sector – the sector's high reliance on an EU workforce is currently challenged by Brexit and the pandemic with less people applying for jobs in hospitality; roles that have been highlighted by the sector for inclusion on the shortage occupation list (SOL) include specialist chefs - executive chefs, head chefs, sous chefs and specialist chefs, waiting staff/sommeliers, assistant chefs, receptionists, reservations, porters and other hotel workers
- Cultural and Creative industries – there is an increasing impact of exiting the EU on this industry's skills needs; the current requirements includes artist, dancers and choreographers, musicians, arts officers, producers and directors, graphic designers
- Digital and Technology - it is predicted that the digital and tech sector will be the second fastest growing in Scotland between now and 2029 – in 2019, Edinburgh alone advertised 35,786 digital tech roles; current shortage of skills required to meet the demand for digital roles is restricting growth within the digital sector and the wider economy, at entry level the sector is looking for: administrators, digital media administrators, help desk operatives.
- Manufacturing and Construction - sector is and will continue to be largely affected by the new immigration rules, both industries have found the following roles hard to fill: bricklayers, joiners, electricians, labourers, warehouse operatives, plant drivers/operatives
- Logistics and Transport services – there are number of issues identified by stakeholders around the availability of skilled labour in the logistics sector, with a particular concern around recruiting qualified HGV Drivers where industry estimates that there will be a UK-wide shortage of between 35,000 to above 60,000 drivers by 202; there are also concerns regarding other essential occupations across the wider logistics chain such as fork lift drivers, warehouse staff, mechanics, as they also currently have a high proportion of EU nationals working in these roles

---

<sup>3</sup> <https://www.gov.scot/publications/scottish-government-response-migration-advisory-committee-2019-20-call-evidence-shortage-occupation-list/pages/4/>

CCP also spoke to employers within the Joined Up For Business network and performed additional independent research to find out what skills, knowledge and qualifications are expected and/or required from employers in each sector from work candidates. Following the research, vocational training has been grouped into lots, corresponding to the growing and/or skills shortage sectors and the jobs employers need help to fill. Qualifications suggested for the framework are based on Scottish qualification and learning programmes on the Scottish Credit and Qualification Framework (SCQF) database<sup>4</sup>.

Expectation around training content and qualification are listed for each lot (based on SCQF and employers expectations), nonetheless we will welcome suggestions and recommendation from training providers themselves in order to make content more accurate, specific, or realistic to achieve by job seekers.

It is recommended that delivery in each lot should follow a set training model:

1. Recruitment and the assessment of the candidates
2. Tailored training intervention
3. Interview prep, confidence building, CV and better off calc/or financial advice
4. Arranged in collaboration with CCP – interviews with recruiting employer (or where possible an adequate placement) and interview.
5. Sign posting to in-work programme or stage 3 provision if no job outcome achieved

Each training providers contracted to specific lots will need to be flexible and resourceful for the VTF to be able to respond to current employer need quickly and accurately, with some elements of training to be removed or added when called off at the time.

Training providers are able to submit “consortium bids” and will have the ability to subcontract. This would mean that where a training provider cannot meet a certain element of the training programme as desired, that training provider could rely on another party to provide such services.

### **Calling off training providers**

When there is a requirement to call-off under the Framework Agreement, CCP will either:

(a) directly award to the first-ranked provider for that lot (and if they cannot meet the requirement, directly award to the second-ranked provider etc); or

(b) hold a mini-competition among the providers to that lot.

Training providers contracted to the lot cannot co-deliver training, but they can subcontract and choose a supplier away from the Framework or seek to collaborate with providers contracted in different lots.

CCP can ask/request providers from different lots to collaborate in relation to the delivery of training where deemed necessary.

If there is an occasion where no providers can deliver the training, there is an option to seek a provider away from the Framework (as mentioned above).

---

<sup>4</sup> <https://scqf.org.uk/about-the-framework/scqf-database/>

**Note on Green Skills:**

A session on Green Skills has been included within each of the lots to support the requirement for green skills across industries. As well as more technical skills that are specific to the green recovery (i.e. in construction and manufacturing lots), job postings evidence indicates an ongoing demand for softer, transferable skills across occupations with a green-related component. These include teamwork and collaboration and effective customer service skills and are skills that can be developed and adapted across different sectors and in different occupations. According to SDS' report on Green Skills: "climate competency will become a meta skill required across industry, where there is a need for some level of climate understanding". There is an opportunity therefore for the Framework to capitalise on this demand for softer, transferable skills within green jobs.

## **Indicative Lots**

### **Lot1: Hospitality, including Food Prep**

This Vocational Training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the Hospitality sector. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes.

The training provider will predominantly focus on preparing delegates to enter the following roles: waiter/waitress, kitchen porter, kitchen food prep assistant, chef assistant, front of the house assistant, customer service assistant, porter.

#### Training elements expected:

- Introduction to Hospitality Sector – roles and expectations of employers
- Introduction to Food and Beverage – roles and expectations of employers
- Guest Care Excellence in Hospitality and Excellence in Hospitality Reception
- Principles of Customer Service with communication skills and complaint handling
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)

#### Suggested certification to include in training:

- World Host Certificate Principles in Customer Service (SQA credited)
- Introduction to Food Hygiene (REHIS) certificate (SQA credited)
- Responsible Service of Alcohol Certificate (SQA credited)
- Barista Training

#### Supported employment element:

- Job Application and employability focus -  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process.
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot2: Health and Social Care (H&SC)**

This Vocational Training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the sector, allowing insight into the practicalities and equipping participants with knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on the H&SC sector and roles such as Support Worker and Care Assistant.

Training providers are expected to moderate the session to show participants how the Care sector is a major growth industry, with opportunities for further SVQ qualifications leading to an increase in salary. Care is an area where individuals can progress quite rapidly into senior positions.

### Training elements expected:

- Introduction to Working in Care
- Communication skills
- Person centered care
- Adult safeguarding,
- Dementia care,
- Personal care and foot care,
- Infection Control plus current Covid regulations (including hand hygiene and PPE)
- Food Hygiene (basic)
- Administering Medication,
- Manual Handling,
- Emergency First Aid at Work,
- Visual Impairment and deafness awareness,
- SSSC Codes of Practice,
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)

### Suggested certification to include in training:

- Footcare certificate (optional)
- REHIS Allergy Awareness (optional)
- Moving and Handling certificate (REHIS)
- Emergency First Aid certificate (SQA credited)

### Supported employment element:

- Job Application and employability focus (Identifying personal strengths, natural aptitudes and development areas, focus on job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process.
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in CV / cover letter and interview. Aid with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

Additional support to provide: PVG registration costs paid for at job offer stage

### **Lot3: Early Learning and Childcare (ELC)**

Childcare Vocational Training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the ELC. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on preparing participants to apply for roles like ELC Support Worker and ELC Practitioner.

It is recommended the training would include sessions and/or certification in:

- Introduction to working in Childcare – ie. SQA Certificate of Work Readiness units: Practical Workplace Skills; Dealing with Work Situations; Responsibilities of Employment, and preparation for working in childcare/social care and/or elements of NC in Early Education and Childcare at SCQF Level 6 and or 7 (RQF Level 3 and 4) and/or elements of SVQ Social Service (Children and Young People) at SCQF Level 6 and/or 7 (RQF level 3 and 4)
- SSSC Codes of Practice
- Infection Control and Hygiene (including Covid regulations, PPE and hand hygiene)
- Food Hygiene Certificate (REHIS)
- Emergency First Aid at Work
- Autism Awareness (National Autistic Society)
- Emergency First Aid (SQA accredited)
- Child Protection and/or Understanding Trauma
- Importance of Play
- REHIS Allergy Awareness
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)
- REHIS Moving and Handling

Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support, and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

Additional support to provide: PVG registration costs paid for at job offer stage

## **Lot4: Manufacturing, Transport and Distribution**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles such as: truck/delivery van Driver, Bus Driver, Warehouse Operative, Assembly Operator, Machine Operator/Process Worker

### It is recommended the training would include sessions and certification in:

- Introduction to electric vehicles – sessions developing skills across areas such as electric/hybrid awareness, system repair and replacement, and routine maintenance
- Elements of forklifting training including pallet track and order picker
- REHIS Manual handling
- Manufacturing Essentials session - an overview of the basic skills required within a manufacturing operations environment (with introduction to pillars of Total Productive Maintenance)
- Introduction to green skills required in Manufacturing, including carbon monitoring, waste management and quality control, and in Transport - environmental understanding, environmental law and policy, monitoring and analytics, climate literacy and competency.
- The Fire Fighting and First Aid session to develop delegates knowledge in the industry (Approved by the First Aid Industry Body)
- Elements of Driver Certificate of Professional Competence (DCPC) – Realities of Transport – session that will give delegates a greater knowledge of:
  - Drivers Licence categories
  - Speed limits for each class of vehicle
  - Electronic data
  - Eco driving and green skills required within the sector with elements of environmental law and policy
  - Vehicle offences and penalties
  - Drink driving within the transport and logistics workplace
- Health and Safety – i.e. The Institution of Occupational Safety and Health (IOSH) credited “Working Safely”
- Customer Service – building positive report with clients and importance of CS
- Elements of Level 2 qualification in Warehousing and Inventory including overview of daily operational protocols, understanding the service pipeline and customer experience.

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process;
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview

- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review
- Advise in regard to accessing professional licenses

## **Lot5: Construction**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles like: Labourer, Groundworker, Plant Operator, Road Maintenance Worker, Construction Apprentice;

It is expected training would include sessions and certification in:

- Certificate in Construction Skills at SCQF level 4 (City and Gilds)
- Elements of Certificate in Supporting Engineering Construction Activities at SCQF Level 5 (ECITB)
- The Construction Skills Certification Scheme (CSCS) Training (CITB approved) to prep candidates for the exam to gain the card (mandatory)
- Elements of Construction Plant Competence Scheme (CPCS) training
- Element of NPORS Construction Operator Card training
- Elements of manufacturing environment and production line safety (including REHIS Manual handling and REHIS Elementary Health and Safety)
- Introduction to green skills including waste management and energy efficiency awareness
- Introduction to Risk Assessment Method Statement
- Advise on how to gain nationally recognised qualifications such as City & Guilds, NVQ and ACS, to help delegates to choose a career path to become qualified construction professional (such as a plumber, electrician, gas engineer, welder or renewable energy engineer, etc).

Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 4 provision
- Advice on how to access CSCS/CPCS/NPORS exams

## **Lot6: Digital and Creative Industries**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles like: Service Desk Technician/Operator/Desktop Support, Data Entry Clerk, Digital Content Assistant.

### Training elements and certification to be considered:

- BCS or elements of BCS Entry Level Award in Digital Skills (ITQ) (Entry 3)
- Introduction to Coding (HTML, CSS, JavaScript etc)
- Elements of HNC in Information technology covering areas such as: current administrative practices, IT skills, interpersonal skills, personal effectiveness, communication skills and presentation techniques
- Introductions to and uses of content management system (CMS)
- Introductions to marketing design - photoshop and using of photoshop scripts
- Introduction to ITIL (practices for IT activities such as IT service management and IT asset management to show delegates how IT services should align with the needs of the business)
- Practicing communication skills and good telephone manner
- Session on Customer service skills and Team Working
- Elements of sector based green skills: climate literacy and competency, understanding of green technologies, data analytics, data cleaning, etc.

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot7: Business and Financial Services**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants into roles such as: Administrator/Office Assistant, Call Centre Operator, Complaints Handler, Data Entry Clerk

### Training elements and certification to be considered:

- Introduction to the World of Work – employers' expectations, acceptable behaviour, dress and appearance, timekeeping, initiative, conflict at work
- Communication and Complaint Handling (AWC) or Award in Customer Service: Principles and Practices (SQA)
- World Host Ambassador (People First)
- An introduction to Sage Accounting System and recording Petty Cash transactions
- IT / Digital and Social Media – an introduction to the use of office based software, including Microsoft Office / 365 (Word, PowerPoint, Excel) and cloud based systems such as One Note.
- Business communication, administration, presentations and presenting business data in an accurate and informative way
- The use of social media /internet; use and practices of online communicating platforms Teams/ Zoom etc.
- Store, retrieve and archive business data and information, GDPR
- Health and Safety within the workplace
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)
- Teamwork – collaborative work importance of and sharing resources

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview.
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot8: Retail**

This vocational training will support career changers and new entrants to the sector with an immersive overview of the main pillars within the industry. Allowing insight into the practicalities of the sector and equipping participants with the knowledge and certificates that will positively impact on application, interview performance and sustainable job outcomes. Training will focus on supporting participants onto roles like: Shop Assistant, Stock Controller, Customer Assistant.

### Training elements and certification to be considered

- Introduction to Retail and Hospitality, role types and employers' expectations
- Food Hygiene Certificate (REHIS),
- Customer care – “Skills for Customer Care SCQFC level 4” or “Customer Service: principles and practices” (SCQF level 5)
- Health and Safety Certificate,
- Responsible Service of Alcohol Cert (BIIAB)
- Environment sustainability and green skills awareness for and within the sector (i.e. carbon reduction, collaborative work and using renewable sources of energy)

### Supported employment element:

- Job Application and employability focus  
(Identifying personal strengths, natural aptitudes and development areas, focus on employer job descriptions, employers research, updating CV and cover letter, planning and tailoring future the application process)
- Presentation Skills – verbal and written, how candidates can express skills, abilities and personality in their CV / cover letter and interview. Provide assistance with presentation at interview.
- Interview Focus (Interview and Presentation Skills, Competency Based Interview Answers (STARR) format, Interview planning - hints and tips, Mock Interviews and Feedback)
- Recap, support and next steps after the training
- Employer insight session (arranged in collaboration with CCP)
- Signposting to stage 3/4 or 5 provision (when securing the job outcome)
- Week 4, 8 and 12 review

## **Lot9: Miscellaneous**

A Miscellaneous lot will enable CCP to call off training providers to deliver training to answer to general requirements which may arise from time to time/ad hoc. General advice to suppliers would be that the requirement is for flexibility and the ability to react to the developing needs of the employment market (whether the service providers supply the training themselves or whether they use a subcontractor).

Training providers with the broadest range of training programmes (and the most significant experience) will be part of this lot but if providers contracted cannot answer to a specific need at the time, a separate call for providers can be made.

The intention of the miscellaneous lot is not to capture every possible eventuality (as this is simply not practicable in the circumstances), but to cover situations whereby a requirement arises that doesn't quite sit in any of the other lots.