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# Resource Guide: Supporting transitions at 16+ for young disabled people and those with Additional Support Needs 2014

Midlothian

**September 2014**

# Contents

Section	Page
Introduction	2
1. Section 1 : <a href="#"><u>Transition planning</u></a>	3
2. Section 2: Post 16 options	4
• <a href="#"><u>National Training Programmes (NTPs: MA and EF)</u></a>	4
• <a href="#"><u>Employment</u></a>	7
• <a href="#"><u>Education</u></a>	8
• <a href="#"><u>Pre employment and pre vocational opportunities.</u></a>	9
3. Section 3: Support at 16+	13
• <a href="#"><u>SDS Work Coaches</u></a> (including customer intervention fund and travel aid)	13
• <a href="#"><u>Access to Work &amp; Reasonable adjustments</u></a>	14
• <a href="#"><u>Employer Recruitment Incentive for Targeted Young people</u></a>	15
• <a href="#"><u>Disabled Student Allowance</u></a> (HE courses in HE and FE institutions)	15
• <a href="#"><u>Support Needs for Learning Allowance</u></a> (FE courses)	17
4. Section 4: <a href="#"><u>Advice and Advocacy</u></a>	19
5. Section 5: <a href="#"><u>National and local support</u></a>	20
6. Section 6: <a href="#"><u>Case studies</u></a>	37

## Introduction

This Resource Guide has been developed to support SDS staff working with young people with Additional Support Needs (ASN) who are ready to enter the labour market or are close to it, to make positive transitions at 16+. The Guide is intended to be used in developing Career Management Skills (CMS), equipping SDS advisers to identify the support available to enable young people to achieve their career goals through their Career Development Plans. The approach is underpinned by the **social model of disability focusing on the external changes needed to remove barriers and promote equality and inclusion**. *More information can be found in the [Equality Toolkit](#)*

SDS as a public sector organisations has the general public sector duty to: eliminate discrimination, advance equality and foster good relations. (*More detail on SDS approach can be found in [Equality and Diversity Mainstreaming Report](#)*). In line with the Commission for Developing Scotland's Young Workforce SDS is working to address under-representation of disabled people in Modern apprenticeships and the Employability Fund.

The Guide contains a brief summary of post 16 options for those with ASN across Scotland and the varied statutory and non statutory support and funding available to enable young people with ASN to access and sustain the appropriate options:

- Section 1 with a brief overview of **Transition Planning** and the SDS offer.
- Section 2, **Post 16 Options** and this includes the NTPs as well as options in Community Jobs, Supported employment, Third sector vocational and personal development opportunities, Work Choice , Activity Agreements and other options
- Section 3, **Support at 16+**, this section draws together the various incentives and schemes available to help customers with ASN access and sustain in the various options including Access to work, customer intervention fund, Travel Aid and other specialised options.
- Section 4, **Advice and Advocacy** this section highlights national organisations which offer support and advice to those with ASN and their parents/carers from advice on specific conditions to their legal entitlements.
- Section 5, this was compiled with the assistance of Regional operations teams and gives **national and local support** under the headings of:
  - Employability support across a range of ASN/disabilities
  - Learning disabilities including dyslexia, autism and aspergers
  - Mental health
  - Sensory impairment
  - Advice and Advocacy
  - Carers
  - Other organisations
- Section 6 contains **case studies** of the different options and support working.

## SECTION 1: TRANSITION PLANNING

The CIAG Service Offer to school pupils and young people has a focus on those at risk of not making a successful transition, this is also the criteria within the ASL Act (The Education (Additional Support for Learning) (Scotland) Act 2009) for identifying additional support needs. The risk matrix and the validation process with schools ensure the appropriate offer is made to each individual pupil based on their need for CMS support. [Validating the Risk Status and Service Offer for School Customers \(08.08.14\)](#)

The model therefore enables SDS to fulfil its duty as an appropriate agency within the ASL Act to support schools, on request, to prepare individual pupils for the transition. Successful transition planning requires appropriate, timely and coordinated support from a range of partners to be successful. The Resource Guide promotes the identification of the right support and networks for each young person.

The delivery of Career Management Skills (CMS) is also underpinned by the principles and values of GIRFEC (Get it Right for Every Child) and its aim to put the well being of young people at the centre of services within a strong partnership framework. The concept of 'targeted support' to the most vulnerable young people is intrinsic to our model.

The Act places duties on education authorities and other agencies including SDS that they **must at least 12 months prior to the expected school leaving date, request and take account of, information and advice from appropriate agencies** likely to make provision for the child or young person when he or she leaves school.

The Code states:

- Preparation for adulthood should involve explicit **recognition of the strengths, abilities, wishes and needs of the young person as well as identification of relevant support strategies which may be required** (The Code, CH6 pt 18).
- Schools should ensure young people have sufficient information on which to base decisions about relevant choices and **they should have opportunities to sample options through visits and work experience.** (The Code, pt 21)
- It is generally the **role of the school to organise transition meetings** and invite: the young person, his/her parent(s) or carer(s), SDS adviser and other relevant agencies/people to attend.

To read the statutory guidance associated with the Act and the full Code follow this link:

<http://www.scotland.gov.uk/Publications/2011/04/04090720/0>

## SECTION 2: POST 16 OPTIONS

16+ Learning Choices should ensure all young people completing compulsory education have:

1. an offer of a suitable place in post-16 learning.
2. That financial support should be accessible so staying in learning is a viable option.

### Options at 16+

#### 1. NATIONAL TRAINING PROGRAMMES

Modern Apprenticeships MAs, *page 4*

Employability Fund, *page 5*

#### 2. EMPLOYMENT

[Community Jobs Scotland](#), *page 6*

[Supported Employment](#), *page 7*

[Self Employment](#), *page 7*

#### 3. EDUCATION

[Continuing at school](#) *page 8*

[Further Education Colleges \(FE\)](#) *page 9:*

Mainstream course with support

Specialised courses focusing on life skills and core skills

Helping those with profound and complex needs

[Higher Education \(HE\)](#)

[Section 3 has information on **Disabled Student Allowance, DSA**]

#### 4. PRE EMPLOYMENT OR PRE VOCATIONAL OPPORTUNITIES

[Activity agreements](#), *page 9*

[Specialist provision with third sector and other organisations](#), *page 10*

[Work Choice](#) *page 10*

## 1. THE NATIONAL TRAINING PROGRAMMES

### Modern Apprenticeships

Modern apprenticeships are for anyone aged 16+. All apprentices are in employment from when they start their apprenticeships and are paid by the employer therefore **if additional support or reasonable adaptations are required** the MA can apply for assistance through the **Access to Work** scheme *see section 3*.

An apprenticeship gives an individual practical skills developed in the workplace and leads to a nationally (and industry) recognised qualification.

An apprenticeship is: a package of learning, training and practical work experience gained while employed; work based; designed around the needs of employers; based on National Occupational Standards (NOS)

MAs come in many levels

- Level 2 MA-SCQF level 5 ( National 5)
- Level 3 MA – SCQF level 6/7 (Highers/ HNCs)
- Level 4 Technical Apprenticeship – SCQF level 8/9 (HND - Ordinary Degree)
- Level 5 Professional Apprenticeship – SCQF level 10+ (Honours Degree - Masters Degree)

There are over **80 frameworks** in diverse industries, everything from accountancy to youth work; sea fishing to life sciences; in the creative industries and the energy sector. (Though three quarters of MAs are in 10 frameworks)

Find out more about the different MAs available:

<http://www.ourskillsforce.co.uk/modern-apprenticeships/types-of-modern-apprenticeships/>

A variety of delivery methods

- Entirely “**on the job**” with some formal development sessions; training provider assessing competence in the workplace
- A combination of **off-the job formal taught learning in a college or training centre** to provide underpinning knowledge and on the job training to build competence in skills, e.g. Plumbing, Automotive, Land Based Engineering.
- Off-the job may be day release, block release or a combination

## Employability Fund

The EF aims to support activity in Stages 2-4 of the Strategic Skills Pipeline that will help people to develop the skills needed to secure a job or progress to more advanced forms of training. The EF activity will be **individually tailored to the participant, the EF has been designed to allow flexibility in length and delivery model including hours of attendance to suit the individual.**

The eligible groups for the EF are unemployed individuals of all ages but with a focus on 16-19 yr olds. Immediate entry is available for suitable referrals from school leavers, disabled People; Lone parents; Refugees; Ex offenders; SIMD area residents (social index of multiple deprivation); Jobcentre Plus Sector Work based academy referrals; DWP Work Programme completers

Confirmation of both eligibility and suitability for the EF is undertaken in consultation with an EF referral organisation (SDS, DWP, EF Provider, College or Local Authority).

Young people will be referred to the stage of the Strategic Skills Pipeline which will best address their identified needs. Participants in the EF can access either a Young Persons Allowance or Training Allowance. Young people (under 19 years) will

receive a Young Persons Allowance or **if they are in receipt of disability benefits they can transfer their benefit package to an equivalent Training Allowance.**

There is no specified duration for each Stage and there is overlap between stages. It is the EF providers as part of the Individual Training Plan (ITP) who will agree the targets and timescales with the individual using information provided at the point of referral.

EF is designed to be flexible to meet the specific requirements of individual participants at stages 2, 3 and 4 of the SSP. **We recognise the variation in ability and need of individual participants and do not expect that, for example, most individuals completing stage 2 would move directly into employment without further stages of support within SDS funded or partner provision.** EF is a channel for moving individuals **closer** to employment with jobs being a more realistic goal for those at stages 3 and 4 of the SSP. To be explicit about this point, we have highlighted what we expect to see in terms of characteristics for participants at each stage:

<b>Stage 2 – expected participant characteristics</b>
<p>Individuals who enter this stage of their employability journey are not job ready. <b>They should be ready to undertake activity at SCQF level 3</b> in terms of work-related tasks which means that, for example, they can work alone or with others on simple routine, familiar tasks under frequent supervision. They should also be able to participate in the setting of goals, timelines, etc.</p> <p>They may have core skill development needs and/or personal barriers such as motivation, self-confidence or self-discipline challenges which activity should help to address.</p> <p>When they leave this stage of the SSP they should have demonstrably improved their employability skills but are not necessarily expected to be fully job ready unless they have progressed very quickly.</p>
<b>Stage 3 – expected participant characteristics</b>
<p>Individuals who enter this stage of their employability journey are likely to be closer to being job ready than those at stage 2 of the SSP. <b>They should be ready to undertake tasks at SCQF level 4</b> in terms of work-related tasks which means that, for example, they can work alone or with others on straightforward tasks, contribute to the setting of goals, timelines, etc.</p> <p>When they leave this stage of the SSP they should have evidence to demonstrate their job readiness to an employer.</p>
<b>Stage 4 – expected participant characteristics</b>
<p>Individuals who enter this stage of their employability journey are likely to be job ready when they start in terms of their generic employability skills.</p> <p>They should undertake activity which allows them to develop specific skills which greatly improve their chances of gaining employment when the activity is completed.</p> <p>When they leave this stage of the SSP they should have certification which relates to specific job roles improving their access to job opportunities.</p>

**Some EF providers specialise in supporting clients with ASN eg Enable, LEAD and REMPLOY.**

## 2. EMPLOYMENT

### Community Jobs Scotland, (CJS): Phase 4

<http://www.scvo.org.uk/jobs-employability/cjs/about-cjs/>

Community Jobs Scotland (CJS) is a partnership between the Scottish Government and SCVO that creates **work opportunities for young unemployed people across Scotland** providing **meaningful paid work experience in the third sector** with **additional training to help participants** progress into sustainable employment.

CJS also includes the **Wage incentive jobs** targeted at **16-24 year olds with a disability or long term health condition**; these are part time (minimum of 16 hours per week) and lasting 18 months. (Referrals open only to Disability Employment Advisers (DEAs) Jobcentre Plus) – 100 vacancies in 2014/15

Varied opportunities in each of the 32 local authorities in 2014-15 are:

- a minimum of 25 hours of paid work each week or (16 hours per week for the CJS Wage Incentive jobs)
- pay at least the National Minimum Wage
- training and employability support is provided to support the development and progression of CJS employees
- last at least 26 weeks for 18-24 year olds, 39 weeks for 16-17 year olds and **78 weeks for 16-24 year olds with disabilities or health issues**

#### To view vacancies and apply

CJS opportunities will be posted on SCVO's vacancy website; only SDS and JC+ can submit to vacancies:

<http://www.scvo.net/Home/findyourjob.aspx>

For procedures and vacancy details in the G drive see "The Operations Handbook, How to, Standard Operating Procedures":

<https://staff.skillsdevelopmentscotland.co.uk/operationshandbook/howdol/Pages/SOP.aspx> then look at: In transition: Community jobs Scotland referral procedures- phase

4. You will need the password to submit applications.

### Supported employment

Supported employment is a person centred method of working with people with disabilities, additional support needs or from other disadvantaged groups, enabling them to access and maintain employment through the ongoing provision of appropriate support.

Opportunities vary considerably across Scotland with a number of established projects in Edinburgh, Fife and one in Stirling. Organisations delivering supported employment opportunities include Remploy, Enable, RNIB, SAMH to learn more about supported employment and what is available in your area look at the Scottish Union for Supported Employment web site

<http://learning.susescotland.co.uk>



## Self employment

There are several sources of support for young people with business ideas who might want to start their own businesses.

### 1. New Enterprise allowance.

This is available to people based in Scotland who have been on Job Seeker's Allowance (JSA) for six months. It is comprised of:

- a weekly allowance worth £1,274 over 26 weeks, paid at £65 a week for the first 13 weeks and
- £33 a week for a further 13 weeks; and
- the facility to access a loan of up to £1,000 to help with start-up costs, subject to status

<https://www.gov.uk/government/collections/new-enterprise-allowance-campaign>

### 2. Youth Business Scotland /Princes Trust

<http://www.princes-trust.org.uk/default.aspx?page=9405>

The Youth Business Scotland (formerly the Prince's Scottish Youth Business Trust) offers finance and support to young people living in Scotland aged 18 and 25 (**or up to 30 for disabled people**) to start-up and grow in business, by providing essential funding and professional mentoring support to help them set up and run their own business.

The Youth Business Scotland programme gives practical advice on how to start up a business, how to write a [business plan](#), introductory finance training as well as offering loans of up to £5,000 and grants of up to £1,000.

The **Business Gateway** also offers a range of support and advice through offices across Scotland: Call 0845 609 6611 or Call 0141 242 8333. They do have some specialist services for disabled people including:

The [Disabled Entrepreneurs Network](#) (DEN) provides information and networking opportunities for self-employed disabled people.

## 3. EDUCATION

### Continue at school

If this is the best option for the young person it is important that the programme for S5 should meet not only her/his academic aspirations but address other needs too if they could be a barrier to progression outwith the school environment after S5/6 such as learning to travel independently, life skills, or gaining work experience .

### Further education

#### Students with profound and complex needs

The Scottish Government commissioned a consortium of BRITE, Scotland's Colleges and Skill Scotland (now Disability Alliance) to develop a transitions toolkit to assist students with profound and complex needs and their carers to make the transition out of school into college and beyond. This toolkit - [Transitions Information and Planning \(TRiP\)](#) - is now available through the [BRITE](#) website (*will be hosted in the 3i website from 16<sup>th</sup> January 2015 and available through the same link*)

**Young people with ASN and/or disabilities which are less profound and complex** could look at either **mainstream courses** or a **programme which is specifically designed for students with additional support needs**.

If it is a programme which is specifically designed for students with additional support needs, support will be provided to all students on the programme.

If a mainstream course is more appropriate, additional support will be available for any student who needs it to help them take part in the class. All colleges have to produce a **disability statement** detailing the support they can offer students but it is a good idea to begin as soon as possible discussions with the college and at transition meetings about the support required and who will provide it. See section 3 for details of support for FE courses.

## 4. PRE EMPLOYMENT

### Activity Agreements

Activity Agreements are being delivered to young people across all 32 local authorities in Scotland. Activity Agreements are **for those young people who may not, without additional support, make a successful transition to work, further education or training**. The assessment of a young person's needs should determine the minimum requirements for taking part in an Activity Agreement. For some young people, the initial stage of an Activity Agreement will be largely or entirely focused on intensive advice and guidance, before appropriate learning activity can be identified.

The amount of engagement required for a young person to participate in an Activity Agreement and how long they spend on it will be determined on the basis of each

young person's needs and may change over time becoming more demanding or longer. Within this flexibility, **there must be a clear focus on the young person's progression towards more formal learning or employment.**

For more information on Activity Agreements including case studies, resources and learner journeys look at the Youth Link website [youthlinkscotland](http://youthlinkscotland) and the operations handbook.

The allowance paid to young people participating in Activity Agreements will be based on the Education Maintenance Allowance (EMA). EMA is means tested and dependent on household income young people in receipt of most DWP benefits can receive EMA additionally to their benefits, this is not the case for Jobseeker's Allowance. Guidance on EMA is available on the [www.emascotland.com](http://www.emascotland.com) website.

### Work Choice.

This is a DWP programme for disabled people who find it hard to work to get and keep a job. It is voluntary, the type of support depends on the help needed and This can include:

- training
- confidence building
- finding a suitable job
- interview coaching
- developing skills

Eligibility:

- be of working age ie 16+
- need support in work as well as to find a job
- be able to work at least 16 hours a week after Work Entry Support
- have a recognised disability
- need specialist help unavailable from other government programmes or schemes - eg workplace adjustments, suppliers working in partnership with Jobcentre Plus or [Access to Work](#)

For more details go to: <https://www.gov.uk/work-choice/overview>

Referral is by DEA at JC+. There are two lead providers in Scotland, Momentum and Shaw Trust but programmes are delivered locally by these organisations and others including Enable and Remploy.

### Third sector opportunities

Many third sector organisations offer pre employment and prevocational support to various groups of young people with ASN or who face barriers to entering the labour market. Opportunities vary across the country. Here are some examples:

## Remploy

Specialise in supporting disabled people into work and have a network of branches across the UK. They offer **individually tailored support** to help individuals make the transition into work. They help people prepare for work, through improved confidence, lifestyle and vocational skills, they offer:

- **one to one support-** to enable individuals to feel ready to seek, secure & sustain employment. Confidence building; CV Building; job search techniques and
- **employer or sector specific workshops-** Action focussed workshops providing individuals with a safe environment to try out their skills for specific sectors and employers such as; Retail, Contact Centre; Security and Care.

They also offer support to those entering work:

- **In work support** Dedicated service to support both individual and employer regarding disabilities/health conditions and reasonable adjustments
- **Job Coaching** Supporting individuals to learn the tasks or their job and identify effective strategies for working
- **Access to Work** Assists individuals in identifying and accessing workplace support through Access to Work

To find a local branch and more on Remploy services :[Find a branch](#)

## Barnardo's Works

Barnardo's Works provides unemployed young people aged 16-24 across Scotland with a blend of personal support and accredited training, matched with quality work experience placements and the opportunity to access independent employment. The focus is on increasing confidence, resilience and self esteem through employment, work experience, volunteering, educational opportunities and qualifications. The support package is tailored to meet the needs of the young person and all individuals are allocated a key worker to support them throughout the duration of the programme.

### Barnardo's centres in Scotland

Dundee

Address: Barnardo's, 1 Dudhope Terrace, Dundee, DD3 6HG, Tel: 01382 221944

### Inverness

Address: 14 Ardross Street, Inverness, IV3 5NS, Tel: 01463 715178

### Edinburgh

Address: Barnardo's Works, 62 West Harbour Road, Edinburgh, EH5 1PW Tel: 0131 559 3940

### Paisley

Address: Barnardo's Works Renfrewshire, 12 Lochfield Road, Paisley, Renfrewshire, PA2 7RG Tel: 0141 884 6252

For more details of their employability support go to <http://www.barnardos.org.uk/ets-service-directory.pdf>

## Prince's Trust

**The Enterprise programme** provides money and support to help young people start up in business.

**The Team programme** is a 12-week personal development course, offering work experience, qualifications, practical skills, community projects and a residential week.

**Get Started** are short courses designed to help young people develop new skills, build confidence and have fun, helping them to move forwards in their lives.

**Get into** are short courses offering intensive training and experience in a specific sector to help young people get a job.

**Development Awards** are small grants to enable young people to access education, training or work.

**Prince's Trust xl clubs** give 13-19 year olds who are at risk of truanting, exclusion and underachievement a say in their education. They aim to improve attendance, motivation and social skills.

**The Fairbridge programme** works with young people aged 13-25, giving them the motivation, self-confidence and skills they need to change their lives.

To find clubs or centres in your area

[http://www.princes-trust.org.uk/about\\_the\\_trust/what\\_we\\_do.aspx](http://www.princes-trust.org.uk/about_the_trust/what_we_do.aspx)

There are many other organisations such as **Action for Children** who operate **Youth Build** in many areas and there are other organisations that operate in some geographical areas eg **Real Jobs** in Edinburgh and Falkirk, services include **supported employment**: <http://www.actiongroup.org.uk/real-jobs/real-jobs-edinburgh.html> **see section 5 for organisations in your area.**

## SECTION 3: SUPPORT AT 16+

SDS is keen to encourage more young people with ASN and disabilities to consider the NTPS but recognises that for this to be sustainable and successful the right support needs to be in place or quickly put in place, should it be required.

There is a lot support available for the varied options at 16+ from statutory support such as Access to Work, work choice to programmes offered by third sector organisations and volunteers at LEAD. Section 5 highlights what is available nationally and locally but for specialist advice on specific conditions please refer to SDS Equality toolkit, see section 10 [Equality Toolkit](#) or the CAF directory; Contact a Family, provides support, advice and information for families with disabled children, tel 0808 808 3555. The CaF Directory online contains details of specific medical conditions and rare disorders: [www.cafamily.org.uk](http://www.cafamily.org.uk).

### SDS WORK COACH SUPPORT

The Work Coach role Standard Operating Procedure (SOP) makes explicit the role of work coaches in supporting young people in the work place and/or on EF placements for up to 6 months to make these positive transitions sustainable.

When the customer achieves a positive destination, the work coach must offer follow up support for the customer and advocate on behalf of the customer if any issues arise; agreeing how and when with the customer. The intensity of support should diminish over the six months as young people build their capacity to sustain. Support may involve working with the customer to pre-empt any potential issues, or **meeting with the customer and employer to resolve problems** once they have arisen; this could include orientation visits or coaching / mentoring in the work place.

All post school staff have training on how to support the young people to prepare for work and placements; they have access to **9 modules focussed on “Success at Work”** available through the Skills to Succeed website [www.s2sacademy.com](http://www.s2sacademy.com)

SDS Work Coaches can access the **Travel Aid** scheme established to improve positive and sustainable destinations for **unemployed 16-19 year olds** by providing funds to support travel to: interviews; partner interventions which are designed to support employability and access to employment, training and learning; first day of training/employment.

More details are in the SOP, [Travel Aid SOP](#). Young Scot National Entitlement card enables young people to get travel discounts on buses and rail travel [Young Scot National Entitlement Card](#).

The **Customer Intervention Fund** is to provide resources for those clients aged 15-19 to help remove identified barriers preventing them from taking up an opportunity which will enable them to participate in full economic inclusion. It is a last resort fund.

Examples of suitable spend include: toiletries, specialist equipment/ clothing, clothes, improving appearance e.g. basic haircut, identification details e.g. birth certificate, photo id or confirmation letter of address, replacement SQA Certificates.

More details are in the SOP, [Customer Intervention Fund](#)

The maximum spend on a Customer Intervention is **£25**. This limit can be exceeded in very exceptional circumstances but only with the written permission of an Area Manager.

## ACCESS TO WORK & REASONABLE ADJUSTMENTS

Employers must make reasonable adjustments to make sure disabled workers are not seriously disadvantaged when doing their jobs. Employers have to make reasonable adjustments even if they do not directly employ the person; this includes contract workers, trainees, apprentices and business partners. An Access to Work grant helps pay for practical support.

For advice on reasonable adjustments contact the Disability Employment Adviser (DEA) at [local Jobcentre Plus office](#), or **Remploy**

Applicants must be **16 or over, have a disability, health or mental health condition** and either be:

- about to start a job or work trial
- already in a paid work or self-employment ( not voluntary work)

There is no set amount for an Access to Work grant. It depends on the circumstances. The money can pay for things like:

- adaptations to the equipment used
- special equipment
- fares to work if the individual cannot use public transport
- a support worker or job coach to help in the workplace
- a support service if the individual has a mental health condition and is absent from work or finding it difficult to work
- disability awareness training for colleagues
- a communicator at a job interview
- the cost of moving the person's equipment if changing location or job

To claim help from Access to Work individuals must.

1. Contact Access to Work.
2. Print the [Access to Work eligibility letter](#) and take it to their employer or to a job interview.
3. When an adviser contacts the person and her/his employer, she/he must tell them about the help and support you needed

For more details on the Access to work scheme see <https://www.gov.uk/access-to-work/overview>

## EMPLOYER RECRUITMENT INCENTIVE FOR TARGETED YOUNG PEOPLE (ERITYP) - Disabled Strand

ERI for Targeted Young People offers funding to employers to support **young people aged 16-29** who are care leavers, **disabled people**, young carers or ex-offenders to **sustain employment, including undertaking a Modern Apprenticeship**.

**Employers can be given £1500 for recruiting a young person from the target group** plus additional tailored support to help the young person to sustain this employment. Employers can be of any size and can be local authorities or other public sector. (Payments are made to an employer when the young person sustains employment of 15 hours per week or more for 4 weeks and 13 weeks via the expert organisation working with the employer).

The tailored support can include mentoring and coaching, training, orientation visits, training to the employers' staff. Help towards essential equipment or work clothes.

The SDS Project manager is **Gary Elliot** tel: 0300 013 4415 or e mail [gary.elliott@sds.co.uk](mailto:gary.elliott@sds.co.uk)

ERI is available until 31<sup>st</sup> March 2015 and is delivered by expert organisations

Organisation	Target groups 16-29 years worked with	Contact
<b>Action for Children</b>	<ul style="list-style-type: none"> <li>• Care Leavers</li> <li>• young carers</li> <li>• disabled people</li> <li>• ex-offenders</li> </ul>	Maria Williamson Tel: 0141 550 3374 <a href="mailto:maria.williamson@actionforchildren.org.uk">maria.williamson@actionforchildren.org.uk</a>
<b>Barnardo's</b>	<ul style="list-style-type: none"> <li>• Care Leavers</li> <li>• young carers</li> <li>• disabled people</li> <li>• ex-offenders</li> </ul>	Evelyn McGregor Tel: 0141 884 6252 <a href="mailto:Evelyn.McGregor@barnardos.org.uk">Evelyn.McGregor@barnardos.org.uk</a>
<b>Carers Trust</b>	Young carers	Louise Morgan Tel: 01294 318488 <a href="mailto:lmorgan@carers.org.uk">lmorgan@carers.org.uk</a>
<b>Cornerstone</b>	Disabled people	Alan McGinness Tel: 01236 760046 and 07825050084 <a href="mailto:alan.mcginness@cornerstone.org.uk">alan.mcginness@cornerstone.org.uk</a>
<b>Enable/Open Doors Consortium</b>	Disabled People	Michael Lacy Tel: 01698 737047 <a href="mailto:michael.lacy@enable.org.uk">michael.lacy@enable.org.uk</a>
<b>Workers' Educational Association</b>	<ul style="list-style-type: none"> <li>• young carers</li> <li>• disabled people</li> </ul>	Judith Thomas Tel: 0141 221 0003 <a href="mailto:j.thomas@weascotland.org.uk">j.thomas@weascotland.org.uk</a>



## Higher Education

The **Disabled Student Allowance (DSA)** is for disabled people undertaking higher education qualifications at **university and college** from HNC to postgraduate. Apply online at [www.saas.gov.uk](http://www.saas.gov.uk)

Or Telephone 0300 3135, (press option 6) to get information in different formats.

Or email: [SAAS\\_4@scotland.gsi.gov.uk](mailto:SAAS_4@scotland.gsi.gov.uk)

To claim the student requires: A DSA application form; evidence of disability; a needs assessment report.

The DSA is in 3 parts:

- **The basic allowance** – an annual amount, the rate for session 2014-2015 for full-time students is £1,725. It is to cover consumables eg Braille or Livescribe paper, ink cartridges ,Internet access
- **The large items allowance** - covers the whole programme of your study, the rate for session 2014-2015 is £5,160. It is for large items can include the hire or purchase of items such as: Disability related software (for example, dragon voice recognition software); PCs or laptops, printers
- **The Non-Medical Personal Help allowance (NMPH)** this is a yearly allowance. In 2014-2015, the rate for full-time students is £20,520. For part-time students, the allowance is pro rata. It is for support such as: readers ; Sign Language Interpreters (SLI) ; Note takers (including text help operators); mentors

### Evidence of disability or condition

**For dyslexia or specific learning difficulties**, a statement or report from one of the following:

- An educational psychologist or appropriately qualified professional
- A letter from a previous educational establishment that you attended, such as a school or college, confirming that you have been diagnosed with dyslexia or a specific learning difficulty by an educational psychologist or appropriately qualified professional.

For other **medical conditions**, evidence in the form of a diagnosis from a qualified professional including; GP, Nurse/psychiatric nurse, Occupational therapist, physiotherapist, Audiologist

In addition HE institutions all have **student services staff** to offer help and support to students with ASN and disabilities as Universities have to make sure that they are not discriminating against disabled students and make reasonable adjustments.

Additional advice and support is available from the following:

## Student Awards Agency for Scotland

Gyleview House  
3 Redheughs Rigg  
Edinburgh  
EH12 9HH

## Lead Scotland: Information and advice for disabled learners and carers

Princes House  
5, Shandwick Place  
Edinburgh  
EH2 4RG

**Tel:** 0800 999 2568

**Email:** [info@lead.org.uk](mailto:info@lead.org.uk)

**Website:** [www.lead.org.uk](http://www.lead.org.uk)

## National Union of Students Scotland

1 Papermill Wynd  
McDonald Road  
Edinburgh  
EH7 4QL

**Tel:** 0131 556 6598

**Email:** [mail@nus-Scotland.org.uk](mailto:mail@nus-Scotland.org.uk)

**Website:** [www.nus.org.uk](http://www.nus.org.uk)

## Further Education

Much of the support available for those on FE courses in Colleges ie mainstream courses below HNC, is determined by the college and/or is provided by a variety of organisations/ agencies including the college itself, social work departments, the NHS or voluntary organisations. The type of support available and who provides it will depend on the student's needs; help with learning, personal or health care, or transport. It is advisable to start as early as possible to try and organise support for going to college and getting it funded as it is often very complicated and difficult to do. If something is agreed, make sure funding does not just stop at 18 years old but at the end of the academic session enabling the young person to complete the courses and take any exams

What support is there?

- All colleges have to produce a **disability statement** detailing the support they can offer students.
- The student services team should be able to provide advice on support available.
- **Additional Support Needs for Learning Allowance.** This allowance is not income assessed, and the college decides the amount that you can receive.

- LEAD Scotland will also provide support to FE (and HE) students ; support varies geographically , [www.lead.org.uk](http://www.lead.org.uk) .Telephone: 0131 228 9441 or Typetalk: (18001) 0131 228 9441
- Welfare benefits such as Disability Living Allowance, Employment and Support Allowance and certain means-tested benefits

There is a helpful booklet with more details about choosing FE and funding any support required, [Resource booklet](#).

It is important that the young person has a programme of study which builds from what they have already achieved and does not just repeat it. Consideration should be given to what the progression will be. Could someone progress to the Employability Fund or MA? Remind parents and young people that there are age restrictions for some options therefore they might not be available after S6 and a college course.

Advice on support in FE is available from Enquire, Scottish advice service for additional support for learning. Managed by Children in Scotland and funded by the Scottish Government.

<http://enquire.org.uk/about>

Telephone helpline – 0845 123 2303

## SECTION 4: ADVICE AND ADVOCACY

It can be a challenge to work out what support and financial assistance young people are entitled to as they seek to make transitions from school. It can also be time consuming and confusing trying to ensure that financial support and reasonable adjustments or orientation visits are in place timeously. Furthermore many families find they need specialist support and advice to work out what the financial implications of different options are especially where tax credits or DLA or ESA are involved. There are a number of organisations and agencies they can turn to for specialist advice including the **welfare rights team in their LA**.

### Enquire

Scottish advice service for additional support for learning is managed by Children in Scotland and funded by the Scottish Government.

<http://enquire.org.uk/about>

Telephone helpline – 0845 123 2303

Scottish advice service for additional support for learning

### Education Law Unit - Govan Law Centre

The Education Law Unit is Scotland's expert legal resource in school education, providing information and advice, training and legal representation.

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

0141 445 1955

### Equality and Human Rights Commission

Information and advice on legislation and rights in relation to protected groups including disabled people and their carers.

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

### Citizens Advice Scotland

The Citizens Advice service helps people resolve their problems with debt, benefits, employment, housing, discrimination, and many more issues. It is available to everyone.

Advice by phone for people who live or work in Scotland is available from Citizens Advice Direct. The service is available **Monday - Friday 9 am-8 pm and Saturday 10 am-2 pm. Call 0808 800 9060**. This number is free from a landline and most, but not all, mobiles.

Advice by **email** is available from many Citizens Advice Bureaux. Search for [your local bureau](#) and check what services they provide. Email advice is also available from Citizens Advice Direct via their website at [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk).

### Money Advice Service

Money Advice Service, an independent service set up by the government for young people, provides free, unbiased money advice online, on webchat, over the phone, in printed guides and face to face. They also developed a savings app, Wishfund, for 16-19 year olds which is available to download from iTunes and Google Play

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

**Money Advice Line** 0300 500 5000 or **Typetalk** 1800 1 0300 500 5000

## SECTION 5: NATIONAL AND LOCAL PROVISION

National Provision	Local Provision
<p><b>General, employability and supporting a range of conditions, disabilities and needs</b></p>	
<p><b>Apex Scotland</b> Helps ex-offenders and young people at risk realise their potential through employment</p> <p>Tel: 0131 220 0130</p> <p><a href="http://www.apexscotland.org.uk">www.apexscotland.org.uk</a></p>	
<p><b>Big Plus</b></p> <p>The Big Plus is Scotland's campaign to promote the free help that's available across the country.</p> <p><a href="http://www.thebigplus.com">http://www.thebigplus.com</a> 0808 100 1080</p>	
<p><b>Barnardo's</b></p> <p>Barnardo's Works to give disadvantaged children help to build their future. It runs local projects, including those for families of a child with additional needs. Their opportunities include EF provision and also the ERI for targeted Young People</p> <p><a href="http://www.barnardos.org.uk">www.barnardos.org.uk</a></p> <p>Fostering and adoption services and support, helping children break free from sexual exploitation, support young carers and helping children living in poverty.</p>	
<p><b>Capability Scotland</b></p> <p>Capability Scotland provides a broad range of services to adults and children with disabilities.</p> <p><a href="http://www.capability-scotland.org.uk">www.capability-scotland.org.uk</a></p> <p>Capability Scotland provides residential</p>	<p><b>New Trinity Centre</b> 7A Loaning Road Edinburgh EH7 6JQ Tel 0131 661 1212. Provides day care for adults with physical and/or learning disabilities. Activities are individually tailored to suit e.g. arts and crafts, advocacy, current affairs, social skills, music, exercise and IT. People are also supported to</p>

<p>care; support for independent living; education, Early Years and Childcare and Allied Health Services.</p>	<p>join in community activities including volunteering. Those with more complex needs can also be catered for. They also operate another centre called <b>E2</b> at 11 Ellersly Road Edinburgh EH12 6HY Tel 0131 347 1078 which provides a range of activities for those needing 1:1 support both within the centre and in the community or at local colleges. <b>Capability Scotland also offers support to disabled people for find and keep employment.</b> Tel 01383 720613 for more information.</p>
<p><b>Cyrenians</b></p> <p>Website: <a href="http://www.cyrenians.org.uk">www.cyrenians.org.uk</a>  Client Groups: homeless, people with mental health difficulties, young people in need, unemployed people and substance users, recidivists</p> <p>Eligibility Criteria: as above  Services: residential communities, community gardens, recycling enterprise, support for substance use, employability programmes, housing support, mediation for young people and families.</p> <p>Refer by: self or appropriate agency</p>	
<p><b>Fairbridge</b></p> <p>Fairbridge in Scotland is a national charity supporting young people aged 13-25 in Scotland to develop the confidence, motivation and skills they need to change their own lives.</p>	
	<p><b>INTOWORK</b></p> <p>Norton Park 57 Albion Rd Edinburgh EH7 5QY Tel 0131 475 2600</p> <p>Website: <a href="http://www.intowork.org.uk">www.intowork.org.uk</a></p> <p>Client Groups: a specialist employment and support service for people with an</p>

	<p>acquired brain injury or Aspergers.</p> <p>Eligibility Criteria: People with Aspergers or an acquired brain injury who are motivated to look for employment or training. Must live in Edinburgh, Midlothian or East Lothian.</p> <p>Services: employment support services – vocational assessment, vocational and recruitment advice, assisted job search, support to employers, aftercare service</p> <p>Refer by: self or appropriate agency</p>
<p><b>LEAD Scotland</b></p> <p>Lead Scotland, (Specialists in Linking Education and Disability), is a voluntary organisation to widen access to learning and training for disabled young people and adults and carers across Scotland. Lead also have some EF Provision including in Aberdeenshire  <a href="http://www.lead.org.uk">www.lead.org.uk</a>  0131 228 9441 textphone: (18001) 0131 228 9441</p>	
<p><b>Local Authority</b></p> <p>Provide housing support, literacy and numeracy, educational and psychological services, community learning and development youth work team, supported employment services.</p>	<p><b>Midlothian Council</b></p> <p><a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a></p> <p>Adults and Social Care, Community Care assessments for disabled people with a physical disability</p> <p>Fairfield House 8 Lothian Road  Dalkeith  EH22 3AA Tel 0131 271 3900</p> <p>For adults with a learning disability tel 0131 271 6681</p> <p>Client Groups:  For adults with a physical, mental or leaning disability, those who are frail or unable to cope or those with substance</p>

	<p>misuse problems and their carers.</p> <p><b>Eligibility Criteria:</b> Those in the above categories who are resident in Midlothian and over 16 years of age.</p> <p><b>Services:</b> Social workers provide a community care assessment to help people to access the support and funding they need to live in their own homes or in a community setting. This might include accessing activities at a local resource centre or elsewhere in the community e.g. at college, leisure centre etc.</p> <p><b>Refer by:</b> Can be by school, other professional or self referral.</p> <p><b>Midlothian Welfare Rights</b></p> <p>Website: <a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a></p> <p>Welfare Rights Fairfield House 8 Lothian Road Dalkeith EH22 3AA Tel 0131 271 3781/270 8922</p> <p>Income Maximisation Officers Clerk St Loanhead EH20 9DR Tel 131 271 3900</p> <p>The Income Maximisation Officers accept referrals from social workers, the Welfare Rights Officers offer assistance to the general public regarding problems with the complexity of the benefit system.</p> <p><b>Services:</b> Benefits advice.</p> <p><b>Refer by:</b> By a social worker, any other professional or self referral.</p> <p><b>MALANI Midlothian Adult Literacy</b></p>
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	<p><b>and Numeracy</b>  <a href="http://www.midlothian.gov">www.midlothian.gov</a></p> <p>3 Eskdail Court, Dalkeith EH22 1AG</p> <p>Provides support for adults to improve everyday reading, writing, spelling and number skills and English as a second language.</p> <p>Support in small groups.</p>
<p><b>Remploy</b></p> <p>Remploy's provide specialist training and support to help individuals to secure and sustain employment. Services include: Confidence Building; job Search; Applying for Work; Interview Preparation; Job Coaching; BSL Interpreters. Remploy have centres in most cities and now have one EF contract in Edinburgh. They will help clients access Access to Work.</p> <p><a href="http://www.remplo.co.uk/about-us.ashx">http://www.remplo.co.uk/about-us.ashx</a></p> <p>Individuals 16+ with health conditions, disabilities &amp;/or multiple barriers to getting into work.</p>	
	<p><b>Shaw Trust</b>  Ground Floor East Suite Osborne Terrace Edinburgh EH12 5HG Tel 0300 7900521</p>
	<p><b>STEM</b> (part of Midlothian training Services) 1 Eskdail Court Dalkeith EH22 1AG Tel 0131 270 5720</p> <p>Website: <a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a></p> <p>Client Groups:  For adults with a learning disability and/or with mental health issues wishing to access employment.</p> <p>Eligibility Criteria:  Anyone in the above group living in</p>

	<p>Midlothian. Must be receiving disability living allowance, a Personal Independence payment or severe disability living allowance.</p> <p>Services: Trains and supports people to gain employment, work experience or work as a volunteer. Can include travel training.</p> <p>Refer by: By a social worker, any other professional or self referral.</p>
<p><b>WEA</b> The WEA is a provider of community-based and workplace-based adult learning. We make a unique contribution to lifelong learning. The WEA's priority is to reach people who face barriers to learning. Greater presence in some geographical areas than others <a href="http://www.weascotland.org.uk">http://www.weascotland.org.uk</a></p>	
<p><b>Learning Disabilities ; includes Autism, Aspergers and Dyslexia</b></p>	
<p><b>National Autistic Society</b></p> <p>Support people affected by autism and Aspergers syndrome to live as independently as possible. Provide information, support and pioneering services, and campaign for a better world for people with autism.</p> <p><a href="http://www.autism.org.uk">www.autism.org.uk</a></p> <p><b>Scottish Autism (previously Scottish Society for Autism)</b></p> <p>Provides services and training in education, care, support and life opportunities for people of all ages with Autistic Spectrum Disorder</p> <p><a href="http://www.scottishautism.org">http://www.scottishautism.org</a> 01259 720 044</p>	

<p><b>Cornerstone</b></p> <p>Providing services for adults and children with learning disabilities. Also have Work Choice contract and ERI TYP for disabled people <a href="http://www.cornerstone.org.uk/">http://www.cornerstone.org.uk/</a></p>	
<p><b>Dyslexia Scotland</b></p> <p>Dyslexia Scotland is the voluntary organisation representing the needs and interests of dyslexic people in Scotland.</p> <p><a href="http://www.dyslexiascotland.org.uk">www.dyslexiascotland.org.uk</a> 0844 800 84 84 helpline open 10am-1pm and 2pm-4pm</p>	
<p><b>Enable Scotland</b></p> <p>Campaigns for a better life for children and adults with a learning disability and supports individuals and families. Run a growing range of flexible services, including training and supported employment for individuals based on their interests.</p> <p><a href="http://www.enable.org.uk">www.enable.org.uk</a></p> <p>0141 226 4541</p>	<p><b>Local Area Co-ordination Board</b></p> <p><a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a> (search for local area co-ordination).</p> <p>ENABLE Scotland 1st Floor 1 Wester Shawfair Danderhall EH22 1FD Tel 0131 454 1785</p> <p>Work in Midlothian with people with disabilities, their families, friends and communities to think about, plan for and work towards living the life that they would choose.</p>
	<p><b>Number 6</b></p> <p>24 Hill St Edinburgh EH2 3JZ</p> <p>Tel 0131 220 1075</p> <p>Website: <a href="http://www.number6.org.uk">www.number6.org.uk</a></p> <p>Client Groups: Adults with high-functioning autism and Asperger</p>

	<p>syndrome</p> <p>Eligibility Criteria: as above and living in Edinburgh, the Lothians &amp; Borders.</p> <p>Services: A one-stop shop with advice, information, social opportunities. Also offers outreach support to individuals and some supported housing.</p> <p>Refer by: self or appropriate professional.</p>
<p><b>Scottish Consortium of Learning Disability</b></p> <p>Work with people with all ages who have learning disabilities and their family carers. Currently have Project Search employability programmes running in some areas of Scotland  <a href="http://www.sclcd.org.uk">http://www.sclcd.org.uk</a></p>	
<b>Mental Health</b>	
<p><b>PAMIS</b></p> <p>Works with people with profound and multiple learning disabilities, their family carers and professionals who support them.</p> <p><a href="http://www.pamis.org.uk">www.pamis.org.uk</a></p>	
<p><b>Penumbra</b></p> <p>A mental health charity which aims to improve mental well being throughout Scotland.  <a href="http://www.penumbra.org.uk">www.penumbra.org.uk</a></p>	<p>Midlothian is covered by the Edinburgh office at 5 Leamington Terrace Edinburgh EH10 4JW Tel 0131 221 9607</p>
<p><b>Scottish Association for Mental Health (SAMH)</b></p> <p>Information services and direct services (housing and employment) for people with mental health problems.</p> <p><a href="http://www.samh.org.uk">www.samh.org.uk</a>  2-4pm Monday to Friday freephone 0800 917 34 66</p>	<p><b>Scottish Association for Mental Health</b></p> <p>Website: <a href="http://www.samh.org.uk">www.samh.org.uk</a></p> <p>Client Groups: people with mental health difficulties</p>

	<p><b>Teens+</b> (Transitional Education, Extra Needs Support) Tel 0131 672 2555.</p> <p>Website: <a href="http://www.teensplus.org.uk">www.teensplus.org.uk</a> as autism.</p> <p>Eligibility Criteria: Client Groups: Young people aged 17 to 24 with complex additional support needs <b>such</b> as autism and/or challenging behaviour, ADHD, severe epilepsy .</p> <p>Services: The programme comprises an extension of the students' previous education, with emphasis on the transition to a more independent life in the community.</p> <p>Refer by: appropriate agency</p>
<p><b>Turning Point</b> Turning Point provided services in Scotland - it provides a person centred service for individuals with severe and enduring mental health issues. <a href="http://www.turningpointscotland.com">http://www.turningpointscotland.com</a></p> <p><b>Sense Scotland</b></p> <p>Advisory Service Hillview Resource Centre Reid Square Dundee DD3 6RP Tel: 01382 834 680</p> <p>Sense Scotland has been working for over 20 years with children and adults who have communication support needs because of deafblindness, sensory impairment, learning and physical disabilities.</p>	
<b>Sensory impairment</b>	
<p><b>Action on Hearing Loss</b> (formerly RNID)</p> <p>Royal National Institute for the Deaf</p>	

<p>Provides wide range of support to people who are deaf or hard of hearing . www.rnid.org.uk now</p> <p><a href="http://www.actiononhearingloss.org.uk">www.actiononhearingloss.org.uk</a> Telephone 0808 808 0123 (freephone) Textphone 0808 808 9000 (freephone)</p>	
<p><b>Royal National Institute for the Blind</b></p> <p>Offers advice and support to people with sight problems in areas such as education, training, employment and leisure <a href="http://www.rnib.org.uk">www.rnib.org.uk</a></p> <p><b>RNIB Employment and Learning Centre</b> <a href="http://www.rnib.org.uk">www.rnib.org.uk</a></p> <p>Client Groups and eligibility criteria: Blind and visually impaired people throughout Scotland and the North of England. Services: Designed to enhance the independence of blind and partially sighted people and to help them secure the best possible employment opportunities. Refer by: Self or by a professional</p>	<p><b>RNIB Employment and Learning Centre</b> Website: <a href="http://www.rnib.org.uk">www.rnib.org.uk</a> 24d Milton Rd East Edinburgh EH15 2NJ Tel 0131 657 8200.</p> <p>Client Groups and eligibility criteria: Blind and visually impaired across Scotland.</p> <p>Services: Helps adults with sight problems to secure the best possible employment opportunities including using accessible software, work placements, job tasters and job shadowing, learning IT &amp; jobseeking skills. This is done in conjunction with the Shaw Trust's Work Choice programme or the centre's Employment Hub. . Referral to the Shaw Trust is through the DEA at Job centre Plus. Support and training is be individually tailored to meet needs</p>
<p><b>Scottish Sensory Centre</b></p> <p>The Scottish Sensory Centre is for everyone who is involved in the education of deaf children, deaf/blind children and visually impaired children and young people, the young people themselves and their families.</p> <p><a href="http://www.ssc.education.ed.ac.uk">www.ssc.education.ed.ac.uk</a></p>	
<b>Advice and advocacy</b>	
<p><b>AbilityNet</b></p> <p>AbilityNet is a national charity helping disabled adults and children use computers and the internet by adapting and adjusting their technology.</p>	

<p><a href="http://www.abilitynet.org.uk/about">http://www.abilitynet.org.uk/about</a></p> <p>Freephone 0800 269545 or 01926 312847 (if you call from work, minicom accessible)</p>	
<p><b>Children In Scotland (see Enquire)</b> A membership organisation representing the interests of children and young people in Scotland on behalf of its members.</p> <p><a href="http://www.childreninscotland.org.uk">www.childreninscotland.org.uk</a></p>	
<p><b>Citizens Advice Scotland</b></p> <p>The Citizens Advice service helps people resolve their legal, money and other problems by providing free, independent and confidential advice, and by influencing policymakers.</p> <p><a href="http://www.cas.org.uk">www.cas.org.uk</a></p>	<p><b>Citizen's Advice Bureau Midlothian</b></p> <p><a href="http://www.cas.org.uk/bureaux/dalkeith-and-district-citizens-advice-bureau">http://www.cas.org.uk/bureaux/dalkeith-and-district-citizens-advice-bureau</a> 6-8 Buccleuch St, Dalkeith, Midlothian EH22 1HA 0131 660 1636</p> <p>Client Groups and eligibility criteria:</p> <p>For anyone needing their advice. Services:</p> <p>Information on all topics including welfare, consumer, debt, employment, family, housing, legal issues.</p> <p>CAB has a website, with information on a large variety of topics at <a href="http://www.adviceguide.org.uk">www.adviceguide.org.uk</a></p> <p>Refer by: Self referral.</p>
<p><b>Directgov</b></p> <p>Provides information on a range of subjects including looking for work, financial support, tax information, benefits and adult learning and skills. The website also contains online benefit and allowances application forms.</p> <p><a href="http://www.direct.gov.uk">www.direct.gov.uk</a></p>	
<p><b>JobCentre Plus Disability Employment Support</b></p>	

<p>Disability Employment Advisers (DEA) is based in the following Jobcentre Plus offices. Refer to local office.</p>	
<p><b>Who Cares? Scotland</b></p> <p>Who Cares? Scotland provides support, information and advocacy for children and young people who are in care, looked after and accommodated in Scotland.</p> <p><a href="http://www.whocarescotland.org">www.whocarescotland.org</a></p>	
<p><b>Other relevant organisations</b></p>	
	<p><b>Bridges Project</b> Unit 1 Bogpark Rd Musselburgh EH21 6RT Tel 0131 665 1621</p> <p>Website: <a href="http://www.bridgesproject.org.uk">www.bridgesproject.org.uk</a></p> <p>Client Groups and eligibility criteria: For socially excluded young people in East and Midlothian who require help to manage transitions into adulthood and life beyond school.</p> <p>Services: Include: <b>Independent living skills</b> certified to manage their own tenancy.. <b>Personal Development</b> –for 14-18 yrs to help improve self esteem, confidence, manage relationships and deal with life’s stresses. Group activities –arts ,crafts, , cooking, music, yoga, outdoor activities, fitness,football, bike maintenance.</p> <p><b>Literacy and Numeracy tuition.</b> <b>Way2Work</b> -support to learn skills for work and work placements.</p> <p><b>Options</b> –help to plan how to move forward in adult life. Refer by: Can self refer</p>
	<p><b>Cherry Road Resource Centre</b> 8 Cherry Road Bonnyrigg EH19 3ED</p>



	<p>Tel 0131 561 5402</p> <p>Website: <a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a> (see website booklet)</p> <p>Eligibility Criteria: Anyone in the above group living in Midlothian.</p> <p>Services: They help people to access all kinds of leisure and independent living type activities either within the centre or out in the community.</p> <p>Refer by: By a Social worker following a community care assessment.</p>
<p><b>Disability Alliance</b></p> <p>Promotes opportunities for people with any kind of disability in learning and employment. Disability Alliance now provides parts of SKILL: Updated FAQs and information booklets for disabled students. Young people's website. Helpline service policy and campaigns work.</p> <p><a href="http://www.skill.org.uk">www.skill.org.uk</a> Disability Alliance: <a href="http://www.disabilityalliance.org">http://www.disabilityalliance.org</a> Disability Alliance freephone number: 0800 328 5050 - freephone helpline 0800 328 5050 or email <a href="mailto:skill4disabledstudents@disabilityalliance.org">skill4disabledstudents@disabilityalliance.org</a>.</p>	
	<p><b>Garvald Midlothian</b></p> <p>Young people from Midlothian can access Garvald in Edinburgh, the Engine Shed and Tipphereth subject to provision of funding from the Social Work Department.(See Edinburgh handbook for more details)</p> <p><b>Garvald Midlothian</b> Mayfield House McSense Business Park Dalkeith EH22 5TA Tel 0131 516 2775 opened early</p>

	<p>2014 and includes a canteen where trainees can gain catering skills and workshops in land based skills, jewellery making, weaving/textiles, drama and puppetry which will be funded by individual's direct payments. Contact your social workers for funding advice. Look at the Garvald website for more information on the Garvald philosophy etc.</p> <p><b>Garvald West Linton</b> Dolphinton West Linton, Borders EH46 7HJ Tel 01968 682211  <a href="http://www.garvaldwestlinton.org.uk">www.garvaldwestlinton.org.uk</a> provides residential and day services, training activities and further education to adults from across Scotland. Workshops and activities include crafts, baking, woodwork, laundry, domestic tasks, cooking, weaving, outside estate work and gardening (by the biodynamic method), music and drama. There is the chance to gain qualifications through the Borders College. Residents with more complex needs can undertake an individual programme of activities using one to one support workers.</p>
	<p><b>MELDAP (MELD drug and alcohol partnership)</b>  <a href="http://www.meldap.co.uk">www.meldap.co.uk</a></p> <p>Tel 0131 660 3566 Assists those in East/Midlothian with substance misuse problems and those affected by the substance use of others. The aim is to move people on from where they are to recovery such as abstinence, stabilization, self development or employment. New clients need to firstly attend the Gateway recovery programme held in Haddington, Dalkeith, Musselburgh &amp; Penicuik. Phone above number or visit the website for more details.</p>

	<p><b>MYPAS</b></p> <p>Website: <a href="http://www.mypas.co.uk">www.mypas.co.uk</a>  Client Groups: young people  Eligibility Criteria: must be young (12 to 25) and living in Midlothian  Services: art therapy, counselling, sexual health advice, substance use advice, group work and outreach  Refer by: self or an interested agency</p>
<p><b>Volunteer Scotland</b></p> <p>Scotland's gateway to volunteering. Includes database of volunteering organisations. See also local volunteer centre.</p> <p><a href="http://www.volunteerscotland.org.uk">http://www.volunteerscotland.org.uk</a></p>	<p><b>Volunteer Midlothian</b></p> <p>The Computer House  Dalkeith Country Park Dalkeith EH22 2NA Tel 660 1216  Have a range of volunteering opportunities including the Transform project which can offer more support to young people with additional support needs in befriending older people, buddying primary age children and taking part in environmental activities.  Client Groups and eligibility criteria: For adults and young people in Midlothian.</p> <p>Services:  Helps people find volunteering opportunities within Midlothian. Also run a supported volunteering project (Transform) for young people (15 -20) with opportunities to work as befrienders in care homes or environmental projects.</p> <p>Refer by: Can self refer or be referred by professionals.</p>
	<p><b>Welfare Rights</b></p> <p>Midlothian Council  4 Clerk St  Loanhead  EH20 9DR  Tel 0131 271 3900</p> <p>Website: <a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a></p> <p>Client Groups:  For adults with a physical, sensory,</p>

	<p>learning or mental health disability in Midlothian.</p> <p>Eligibility Criteria: Anyone in the above group living in Midlothian. Must be receiving a service from Social Work or from a health professional e.g. community psychiatric nurse or referred by a teacher.</p> <p>Services: Benefits advice</p> <p>Refer by: By a social worker, any other professional or self referral</p>
<p><b>Carers</b></p>	
<p><b>Barnardos</b></p> <p>Barnardos supports young carers and families with various services to make it possible for a child just to be a child.</p> <p><a href="http://www.barnardos.org.uk/what_we_do/turn_around/young_carers">http://www.barnardos.org.uk/what_we_do/turn_around/young_carers</a></p>	
	<p><b>MECOPP</b> Website: <a href="http://www.mecopp.org.uk">www.mecopp.org.uk</a> Client Groups and eligibility: Black and minority ethnic carers and communities Services: Casework and representation, respite and training, advice and information Refer by: Self – email: <a href="mailto:info@mecopp.org.uk">info@mecopp.org.uk</a> Chinese language line: 0131 467 2996 Asian language line: 0131 467 2997 NHS Carer Support</p> <p>Website: <a href="http://www.nhslothian.scot.nhs.uk">www.nhslothian.scot.nhs.uk</a></p> <p>Client Groups &amp; eligibility criteria: Carers in Lothian Services: Information, advocacy and advice, stress management courses and counselling, respite, financial and benefit advice, courses on specific medical conditions, support groups, 1:1</p>

	<p>case work Refer by: Through carer support team: 0131 536 3371</p> <p><a href="mailto:carer.support@luht.scot.nhs.uk">carer.support@luht.scot.nhs.uk</a></p> <p><b>VOCAL</b> – Voice of Carers Across Lothian</p> <p>Website: <a href="http://www.vocal.org.uk">www.vocal.org.uk</a> Client Groups: Carers of people of any age who need help to manage a long term condition, disability, physical or mental health problem or addiction. Eligibility Criteria: Being a carer and living in Edinburgh/Lothian Services: Information and advice, support, training, group work, counselling and advocacy. Refer by: Self referral, carer referral, professional referral Email: <a href="mailto:centre@vocal.org.uk">centre@vocal.org.uk</a></p> <p>Phone: 0131 622 6666</p>
	<p><b>Midlothian Young Carers Service</b> 7-18 Hardengreen Business Park Dalhousie Rd, Dalkeith EH22 3NH Tel 0131 654 9540</p> <p>Offers support &amp; advice to young carers individually or in groups so that young carers can enjoy their lives to the full.</p>
<p><b>The Princess Royal Trust for Carers</b></p> <p>The Princess Royal Trust for Carers provides support to carers in families affected by disabilities or illness, including advocacy for parents of children with additional support needs. <a href="http://www.carers.org">www.carers.org</a>.</p>	

## SECTION 6: CASE STUDIES

### Modern Apprenticeship Case Study: Stephanie McDonald



March 2013

Stephanie McDonald of Drumchapel is sowing the seeds of success in the final year of a horticulture Modern Apprenticeship with Glasgow City Council. Stephanie is currently grounds keeping at Scotstoun Leisure Centre, but has also worked in the glasshouses at the Botanic Gardens. The 20-year-old, who has learning difficulties, enjoys the variety of her job.

“We usually spend six months in each section, or a different park. I like meeting new people and doing new things, so it is really good for me,” she explained.

Her initial application for an apprenticeship was unsuccessful, but she successfully re-applied. “One of the things that I have with my learning difficulties is that I am dyslexic. My work has been good, they give me help when I need it, so it has been fine,” explained Stephanie.

The former Abercorn Secondary pupil had her initial training at the Council’s Daldowie training centre. She has found her Modern Apprenticeship – which is delivered by Skills Development Scotland - very enjoyable, occasionally challenging, and is on track that to complete it later this year.

Leader of Glasgow City Council, Cllr Gordon Matheson said: “Glasgow is the only place in Scotland where every young person is guaranteed work, an apprenticeship or training after leaving school. The most important thing is that Stephanie is enjoying her apprenticeship, learning from it – and gaining skills and experience that will help her find work.”

### Andrew Crosbie case study



A Glasgow teenager who has autism has beaten bullies by becoming a Modern Apprentice and raising money for charity.

Andrew Crosbie enjoyed his time at school but sometimes found it stressful due to bullying by some classmates.

The 18 year old, from Sandyhills, was hoping to get a job in the administration sector and build on his Higher qualifications.

He worked with Skills Development Scotland’s (SDS) Career Coach Graeme Barrett Andrew on his employability skills including CV preparation and interview techniques. He said he was always able to access support quickly and easily from Graeme and his colleagues at SDS’s Parkhead centre.

This led to a Modern Apprenticeship in Business Administration with the SQA where Andrew is currently based in their finance department.

“I have a two year apprenticeship with the SQA and am working on a SVQ Level 3 and HNC in Administration and IT at City of Glasgow College,” explained Andrew.

He added: "I enjoy meeting new people in all the different departments that I worked in since I started at the SQA and I enjoy learning new skills. I am also on the SQA's Health and Wellbeing committee which I enjoy as I get to raise more awareness of the cancer support centre I help in."

"I wanted this type of job because it will help me to build on my skills and it is good to work for such a large public sector body. The best bit is meeting new people and learning new things," said Andrew.

He believes the Modern Apprenticeship works well for him because it allows him to combine the practical elements with college. "By going to college for one day each week I am learning more about financial transactions as well as personal development planning, which has allowed me to identify areas that I need to work on," he added.

Andrew's hopes for the future include progressing in his career at the SQA and doing some travelling.

A major focus for him is the volunteering he does for Cancer Support Scotland. This began two years ago when a member of his family was diagnosed with the illness.

"I help out as a lead fundraiser which involves me contacting people for donations, undertaking bucket collections, cheering on sponsored runners at our events and promoting other events for people to take part in," he explained.

Andrew recently completed 200 hours of volunteering and received a Saltire Award, which formally recognises the commitment and contribution of young people volunteering in Scotland.



## Employability Fund Case study: Samuel Rennie



### 2013/14

A Glasgow teenager with Aspergers Syndrome has achieved what education professionals did not believe was possible, thanks to employability support aimed at helping young people into work.

Samuel Rennie, 16, expected it would be a challenge to get a job when he left school because he believed many employers would be put off by his autism.

Samuel was referred to the Employability Fund by Glasgow City Council's Commonwealth Apprenticeship Initiative.

He took part in a series of training and group-working sessions as well as completing a placement with Glasgow Housing Association (GHA) in Business Administration.

Trainer Mairi Hindmarsh said: "Samuel had a clear idea of what he wanted to achieve right from the start, and although he struggled with some aspects of the training programme at first, he gradually grew in confidence."

Samuel impressed the employer during his placement and as a result, was the first in his group to be offered a Modern Apprenticeship with GHA.

Samuel said: "I love my job and without the support of the Employability Fund and the training officers, who taught me how to behave in the workplace and gave me lots of advice, I would not be where I am today."

“I’m learning something new in my job every day and I’ve recently started answering the phones which I am really enjoying because I am not the most confident public speaker but the whole process makes me feel useful.

“There is nothing wrong with people with autism – we are just a bit different - but as willing to work and help as everybody else.

“GHA saw that and I cannot thank them enough for this opportunity and hope to gain full-time employment with them after my apprenticeship.”

Samuel’s family have noticed a major change in him since he began the training programme and secured his Modern Apprenticeship.

His mother Audrey said: “Samuel leaves for work every morning highly motivated, enthusiastic and proud of the work he undertakes.

“This position is not only an emotional boost to his confidence, it has allowed him to develop self-worth and respect as well.

“As a family we are all so proud of Samuel and the strength and determination it requires for him to face his barriers and develop as a young working adult.”

Samuel’s mentor at GHA, Alex Glass, added: “Samuel is very sociable, great to work with and impressed right from day one.

“To us he’s no different to any other sixteen year old.”

Funding from Skills Development Scotland’s Employability Fund was used to provide Samuel with the tailored support he needed to land his first job.

The Employability Fund Helpline for individuals is 0800 917 8000 and the employers’ helpline is 0800 783 6000.