

## **Sector-based Skills Academy Programme**

### **Delivery Timetable and Community Benefits Contributions**

The Training & Development Team delivers sector-based skills academies, through a targeted place-based approach, for unemployed people experiencing barriers to employment. We will link with local employers, businesses or community groups to provide valuable work experience and upskilling opportunities for individuals who will then be further supported by Fife Council's Employability Service to move into sustainable employment. The academy delivery includes transferrable employability activity including CV writing, employer's expectations, workplace health & safety, identifying skills & qualities, application support and interview skills. The practical work-based experience will be in partnership with local employers/ businesses and provide an introduction to the relevant sector. It can be delivered over a period of 2-6 weeks depending on the availability of the employer/ businesses involved.

The below timetables of delivery are templates and can be adjusted/ amended after discussion with the recruiting employer.

Ring-fenced time is also scheduled for any sector specific training that may need to be undertaken; where this is not the case, additional transferrable employability skills sessions will be covered.

Academies will be aligned to Life Chances positions where possible and support a progressive recruitment route to available posts.

All participants who successfully complete a sector-based skills academy where the business has identified vacancies should be offered a guaranteed interview with the recruiting employer, with the final decision on whether to hire any applicants solely down to the hiring manager. Ongoing employability support will be offered to any academy participants who are successful in gaining employment for a period of 12 months to ensure a sustained outcome.

Academies will be advertised through normal Life Chances channels.

Those who are in receipt of a DWP benefit should apply for academy through Work Coach or notify Work Coach that an application has been submitted.

Those who are being supported by a pathway provider should notify their Key Worker that an application has been submitted.



**Delivery Option 1:**

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>10am -12pm</b>	<b>10am - 12pm</b> Academy Induction	<b>10am - 12pm</b> Work Specific Training	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Work Specific Training
<b>12pm – 12.45pm</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12.45 – 2pm</b>	<b>12.45pm-2pm</b> Work Site Tour	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm - 2pm</b> Work Taster/ Job Shadowing	<b>12.45 – 2pm</b> Work Taster/ Job Shadowing	<b>12.45 – 2pm</b> Work Taster/ Job Shadowing

<b>Week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>10am – 12pm</b>	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Work Specific Training	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Employability Session
<b>12pm – 12.45pm</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12:45 – 2pm</b>	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing

**Delivery Option 2:**

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>10am -12pm</b>	<b>10am - 12pm</b> Academy Induction	<b>10am - 12pm</b> Work Specific Training	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Employability Session	<b>10am – 12pm</b> Work Specific Training
<b>12pm – 12.45pm</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12.45 – 2pm</b>	<b>12.45pm – 2pm</b> Employability Session	<b>12.45pm - 2pm</b> Work Specific Training	<b>12.45pm – 2pm</b> Employability Session	<b>12.45pm – 2pm</b> Employability Session	<b>12.45pm – 2pm</b> Employability Session

<b>Week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>10am – 12pm</b>	<b>10am – 12pm</b> Work Taster/ Job Shadowing	<b>10am – 12pm</b> Work Taster/ Job Shadowing	<b>10am – 12pm</b> Work Taster/ Job Shadowing	<b>10am – 12pm</b> Work Taster/ Job Shadowing	<b>10am – 12pm</b> Work Taster/ Job Shadowing
<b>12pm – 12.45pm</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
<b>12:45 – 2pm</b>	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing	<b>12.45pm – 2pm</b> Work Taster/ Job Shadowing

## Community Benefit Contribution

If a business/ employer is interested in supporting a Sector-based Skills Academy as part of their Community Benefit contribution, then this can be tailored depending on amount of contribution and additional involvement they wish to have within the delivery.

By choosing an Employability Sector-based skill academy the business/ employer will achieve their obligation in supporting community wealth building, provide valuable experience for unemployed individuals and support their journey to achieving sustainable employment and support a “grow your own” approach to recruitment and skills growth.

All our programme options address poverty, tackle inequality, contribute to a progressive recruitment approach and build a future workforce across Fife.

The following information is given as a guide only, exact amounts and delivery models will be discussed as part of individual community benefits requirements:

Contribution	What this can support
£5,000	Sector-based Skills Academy
£10-15,000	Sector-based Skills Academy with Sector Specific Training
£25,000	Sector-based Skills Academy with Sector Specific Training and paid placement opportunity
£75,000	Community Improvement Squad Academy (1 year delivery programme)

## EXAMPLES

### **Sector-based Skills Academy delivery – Indicative Cost £5k**

We can deliver a short-term academy focussing on transferrable employability skills and ensuring individuals are work ready by covering employers expectations, basic health & safety at work and appropriate workplace behaviour. There will be input from an employer, business or organisation relating to the specific sector in the form of Employers Expectation session and/ or work placement activity.

### **Sector-based Skills Academy with sector specific training - Indicative Cost £10-15K**

#### Business Involvement/Job Creation

If the business was willing to provide site visit/ work experience opportunities the community benefit contribution would cover the cost of any sector specific training (i.e CSCS, First Aid at Work, Working at Heights, Basic Food Hygiene) as well as provide discretionary fund to pay for any industry required PPE and/ or PVG's. We would work with the business to timetable in either a site visit during the academy duration or arrange for work experience opportunities to be bolted on at the end of the delivery for any candidates that were not successful in securing a Life Chances position. What can be offered throughout the academy delivery can

be tailored depending on the business's contribution and whether they have capacity or wish to be involved in delivery.

### No Direct Business Involvement

Should the business not wish to be involved in providing work experience, this can be coordinated by the Employability team. The business seeking to contribute to community benefits can stipulate a preference for any academies run with the allocated funding to be based on a specific sector and/or delivered in a specified locality. This allows for reportable community benefits to be achieved and tracked whilst allowing the business to focus on project delivery. The above sector specific training and discretionary spend would also be built into this delivery.

### Sector-based Skills Academy with sector specific training and 13-week paid placement – Indicative Cost £25k

As above, with sector specific training, but in addition a paid 13-week placement can be created at the end of the delivery for those who successfully complete the academy. This can not only enhance sector-based skills and learning, but also make individuals more employable on completion and provide valuable work experience.

### Community Improvement Squad Academy (CISA) – Indicative Cost £75k

CISA combines the elements of Community Wealth building, Tackling Inequalities, Preventing Crisis and Climate action in an employability package that gives local people the chance to increase their skills, confidence and aptitudes undertaking training in the local community; and where these activities enhance the local environment for the benefit of all and helps the individual prepare for, find and stay in work. There are 5 cohorts of delivery within a year period, and each cohort provides up to 6 squad places for trainees for the 8 week programme.

CISA provides:

Up to a maximum of 6 squad places for trainees at any given session for two weeks training up to 20 hours per week at Skills Development Centre, Midfield Industrial Estate, Kirkcaldy that includes:

- Site induction and employability training.
- How We Work Matters framework.
- Access to accredited training such as CSCS preparation, Health and Safety at work and other land-based training available. These courses can be discussed with trainees during the early stages of their learning.
- Job search activity such as, advising clients of job clubs, support by keyworker to attend job clubs, make available facilities and support for job searching.
- One to one employability officer input to complete a vocational profile, digital and distance travelled assessment, design an individual back to work action plan, identification of barriers, flexibilities required in the workplace, further training, helping with job searching, applying for jobs, attending interviews and in-work support and progress reviews.

- Discretionary funding for items/activities such as travel, clothing, in-work costs.

Trainees who successfully complete the two weeks class-based training will progress to:

- Between 12-24 hours unpaid workplace experience and on-site training in the local community for up to six weeks in outdoor squad work undertaking a range of tasks such as grounds maintenance, path clearing, landscaping, fence work.

The Employability Service work closely with Grounds Maintenance and other local employers to ensure sustainable employment achieved for participants on completion of CISA.

For more information or to discuss an academy delivery plan as part of community benefit contribution please contact Cheryl Morgan – Lead Officer, Training & Development Team – [cheryl.morgan@fife.gov.uk](mailto:cheryl.morgan@fife.gov.uk)