

Essential Steps to Employability

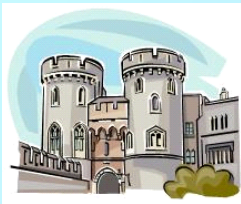
Programme Outline



EBC has been working with key partners including NECA, NERAF and Norcare to develop a programme which provides clients supported by those organisations with opportunities to take part in activities which will help to develop a range of key employability and social skills.



Activities have been designed to provide fun-based, hands-on learning and skills development which will complement the vital support they already get from our partner organisations such as yours.



Essential Steps to Employability has been developed in partnership between EBC and senior managers the key organisations in the city supporting clients with issues around homelessness, substance and alcohol misuse. In recent months we have worked with clients from these organisations to 'trial' some of the activities not built into Essential Steps to Employability



Essential Steps to Employability offers a wide range of activities from two days of activities to longer term programmes providing the opportunity to your clients to secure accredited qualifications. Delivery of all programmes is flexible - to meet the needs of your clients and we are relying upon you to give us your expert guidance.



All activities are designed to develop key employability skills in the most vulnerable people you work with - required both by employers and in day-to-day living.

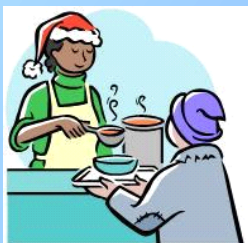
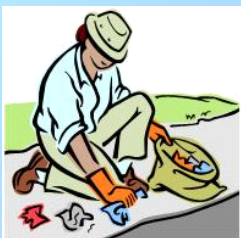


Equally importantly they have the chance to succeed and shine, interact socially, draw upon their life experiences in a positive way and to regain their feeling of self worth through positive achievements in a non-threatening setting.



Inside this leaflet are brief outlines of the different activities developed to be delivered to our partners' clients through Essential Steps to Employability.

We are sure there is something of interest to you and your clients and look forward to hearing from you.



Essential Steps to Employability is funded by Sunderland City Council through the Working Neighbourhoods Fund

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Enterprise and Creativity

A three day programme (offered over flexible delivery timetables e.g. three consecutive days or one day a week over three weeks) designed to build participants' self esteem, confidence and self belief whilst re-engaging them in learning and personal development through taking part in hands-on, fun-based activities which mirror many of the typical team building and induction activities used by businesses across the region. Typical activities during the Enterprise and Creativity's three days include:

Day 1—Team Building and Skills Development

Ponder the Puzzle – Beat the clock and complete the puzzle – focus on team work, communication, dexterity, memory skills and task management

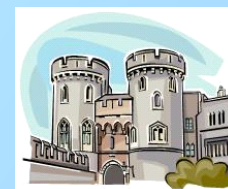


Magic Memory – Teams are challenged to remember, remember...and gain points in the process – to develop clear thinking and dealing with pressure

Creative Constructions – Based on a Construction Skills activity (formerly the Construction Industry Training Board) this activity sees participants using basic construction materials to create a structure within set parameters. Again team work skills are critical, along with problem solving, task management and equal opportunities is introduced through the inclusion of a person with a disability (blindness, one hand, etc) in the team.

Peg Board – Working against the clock teams attempt to create a design, following instructions and demonstrating their dexterity and memory.

Escape from the Castle – An EBC Newspapers in Education activity, which strengthens literacy skills, including scanning and creative writing. Using cuttings from newspapers teams must find items they could use to escape from a castle, and write, speak or even sing (!) about their plans.



Excel Yourself – An offbeat look at graphs and spreadsheets designed to improve numeracy and ICT skills.

Jot Pads – An enterprise activity where teams compete to maximise their profits through taking part in all stages of a production process including costing and purchasing raw materials, product development and production and marketing and sales. Built into this activity are aspects of quality control, health and safety in the workplace and even covering from sick or absent colleagues.

Nissan for a Day – This activity is based upon one used by Nissan for its apprentice engineers. Using packs of Lego cars the teams have to work to a set of instructions and each car must be built to exact specification otherwise points are deducted! Team work, communication and thinking skills are tested here.



Day 2 - The Pyramid Game

Participants are involved in a day long role play event. The game involves a combination of team work, straightforward maths and a lot of clever marketing/selling opportunities. The game culminates in a five minute group presentation to an ageing Pharaoh.



Participants will work in small teams of four or five people so that everyone has a clear role to play and a chance to shine. The aim is to build confidence and encourage people to work well together – the event has a friendly competitive edge with prizes for the 'winning' team.

Day 3 - Welcome to the World of Work (WWW) Day

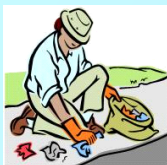
This is the final part of the Enterprise and Creativity programme and the aim is to help participants focus their thinking on the distance they have to travel to become employable and what actions they might take to get there as quickly as possible.

The WWW event is again based on working in small teams with the aim of the participants developing skills from the two previous days to the point where they feel more confident and better able to support each other. Many of our targeted participants have significant issues with confidence, self worth and knowing how, where and when to be assertive. This day involves the teams in managing their own 'company' through all the stages of production – from borrowing capital, buying raw materials, allocating job roles, product development and design, production, marketing, selling and quality control.

The final day also sees EBC liaising with the core Working Neighbourhoods Fund employment service providers such as Job Linkage, who will be invited along to meet up with beneficiaries and discuss with them their next steps.

Maximum participants per programme: 20 Number of programmes available: 6
Three days intervention per participant

First Class Careers in the Third Sector



A two day programme (which can be delivered over four half days) designed to introduce participants to jobs and careers in the third sector, including opportunities to become volunteers while increasing their work readiness and improve employability skills.



Working as a volunteer can often be the first steps a person takes in rebuilding their skills and getting back into work.

First Class Careers in the Third Sector is designed to provide beneficiaries with an insight into the range of opportunities open to them as volunteers and the scope of city organisations needing volunteers.

A range of hands-on activities centre on problem solving, skills identification and development designed to have participants realise they 'have something to offer'.



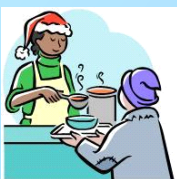
First Class Careers in the Third Sector is also an opportunity for third sector organisations to engage with a Working Neighbourhoods Fund activity that has a strong third sector focus.



They will have the opportunity to promote their services to potential new clients and also offer progression routes, including volunteering opportunities within their own organisations.

EBC also hopes to help promote new Job Centre Plus strategies in relation to volunteering opportunities for the very long term unemployed.

Information Advice and Guidance (IAG) sessions will be offered to clients throughout their involvement in First Class Careers in the Third Sector by EBC staff and EBC will liaise with the core Working Neighbourhoods Fund employment service providers such as Job Linkage, who will be invited along to meet up with beneficiaries and discuss with them their next steps.



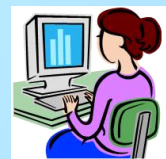
Maximum participants per programme: 20
Number of programmes available: 6
Two days intervention per participant

Candidates who are eligible to take part in this project are those who are not registered with the core employability service i.e. Joblinkage and who are not registered on the regional Hanlon Database. There is also a postcode eligibility criteria in operation.

EBC will manage the eligibility checking and Partner organisations receive £50 for each eligible candidate completing the programme they sign up for.

Bridging the Gap Through Technology

Five groups of three hour workshops offering up to 18 sessions for participants, Bridging the Gap Through Technology develops key ICT skills through practical use of different software packages - Word, Publisher and Powerpoint.



Each group of workshops shows participants how the software can be used to promote themselves and their skills.

Whilst the workshops are all three hours long they can be run consecutively i.e. two on the same day, several in one week or over a period of weeks. Participants can 'dip in and dip out' of the workshops if they already have some skills in one, or more, of the software packages.

An initial one-to-one Information Advice and Guidance (IAG) session is held to establish participants' baseline skills and abilities and to make sure they get started at the right level.



Each of the five components is self contained - so participants can complete one, two or all of them. Bridging the Gap Through Technology also sees participants gaining skills in using a video camera and media editing equipment to create their own DVD CV.

Details of the workshops are below.

I've got skills that count - two workshops: Word software Designed to support participants to carry out their own skills audit and to introduce them to basic computing skills through creation of an electronic CV.

I'm a Star workshops - six workshops: Publisher software. Using Publisher participants create their own front page CV, developing both their general employability skills (communication, task management, time management, asking for help, working independently, etc) and ICT skills.

My presentation is..... - three workshops: Powerpoint software. Workshops focusing on participants creating a presentation on themselves – just as they might be required to do in a job interview experience.

I'm on the big screen - four workshops: basic filming and editing skills. Participants create their own DVD CVs through the use of filming equipment and video editing.



A world of jobs on the web - three workshops introducing on-line job

applications and research. Designed to introduce participants to the process of researching employment opportunities using the internet, including development of skills in the completion of online job applications.



As Bridging the Gap Through Technology approaches the final workshop EBC will liaise with the core Working Neighbourhoods Fund employment service providers such as Job Linkage, who will be invited along to meet up with beneficiaries and discuss with them their next steps.



Maximum participants per programme: 10
Number of programmes available: 8
Up to 12 days intervention per participant

Accredited Learning through Essential Steps to Employability

National Open College Network Skills Towards Enabling Progression (Step-Up) Qualifications

The suite of Open College Step-Up qualifications is devised to progress learners into further learning or employment. EBC can create individualised learning programmes tailored to participants needs while they work towards a national qualification. The qualifications are particularly designed to:



- Engage and motivate learners to identify their individual and personal strengths for progression.
- Provide learning opportunities that enable participants to realise their potential to progress further in learning.
- Provide information and advice to learners on possible progression routes.
- Recognise learning achievement through NOCN credits.
- Enable learners to develop their literacy and/or numeracy skills.

The benefits of Step-Up to participants are that they offer the greatest flexibility, enabling them to achieve the size and level of qualification most suitable to their needs and relevant to their stage of learning. In particular:

- Opportunities to improve their own employability
- An opportunity to work towards qualifications in small steps.
- Assessment methods that can be matched to learning aims and styles.

There is a large range of Step-up units which can be selected to make up a qualification. These include:

- Time management in the workplace
- Introduction to using the internet
- Operating a computer
- Spreadsheet software
- presentation software
- Building a personal career portfolio
- Group work
- Making choices
- Developing a personal learning programme
- Skills for employability



Each cohort will be helped to select the units that best fit their skills and aptitudes. As the work towards securing a qualifications draws to a close EBC will liaise with the core Working Neighbourhoods Fund employment service providers such as Job Linkage, who will be invited along to meet up with beneficiaries and discuss with them their next steps.

Maximum participants per programme: 10
Number of programmes available: 4
30 hours guided learning per participant

Level 1 or Level 2 accredited learning through the NCFE

EBC is an accredited centre for the delivery of a number of NCFE qualifications which are being offered to participants.

NCFE qualifications offer the opportunity for learners to gain qualifications outside a traditional learning environment - in community venues in which they feel comfortable and secure.

They also allow participants to draw upon their life skills and experiences - not just their academic ability - through practical application in real life settings.



EBC is offering the following learning programmes to participants:

- A Taste of Enterprise - Level 2 Award in Developing Enterprise Capabilities
- Sustainable Development - Level 2 Certificate in Sustainable Development.
- Valuing Volunteering - Level 2 Certificate in Volunteering.

Details of the courses are available on EBC's website - <http://www.ebcltd.org.uk/WNFNCFEaccreditedlearning.html>

Maximum participants per programme: 10

Number of programmes available: 3

30 hours guided learning per participant

Media Masterclasses

EBC, as an approved Open College centre has developed a package of bespoke courses focussing upon the media – print, audio and visual – at various levels from entry level to level 2.

Through Media Masterclasses participants are offered the opportunity to follow these training routes through delivering of accredited learning packages including:

- Introduction to Video Production
- Producing a Video
- Camcorder/Video Editing
- Digital Still Photography for Beginners
- Plan and Produce a Print Product



Media Masterclasses sees EBC using media equipment such as camcorders, digital cameras and desk top publishing with computers to allow candidates to create their own media products whilst gaining accredited qualifications.

Small groups will work in a informal setting to plan and create their chosen products over a number of weeks - a DVD, magazine, etc - whilst building up a portfolio of evidence for accreditation submission.

Maximum participants per programme: 10

Number of programmes available: 3

30 hours guided learning per participant