

## Employability Fund

The Employability Fund is a national programme for people of any age who may be finding it difficult to access training, learning or employment, and who meet the eligibility criteria. It is managed by Skills Development Scotland (SDS), on behalf of the Scottish Government, and brings together a number of national training programmes.

The programme is all about you. Your needs, your interests and what you want your future to look like.

It's designed to help you get into:

- a job
- a Modern Apprenticeship
- vocational training
- voluntary or community based work.

And, it's designed to give you the skills, confidence and motivation to stay there – and make the most of it, no matter which option you choose.

### What's involved?

Your training programme or work experience can last up to 26 weeks for those aged 24 or under at the start, or 16 weeks for those aged 25 and over at the start – it all depends on your needs, and your progress.

Your programme or course might include:

- employability skills – like teamwork or problem solving
- work placements or work 'tasters'
- practical work-based skills
- confidence-building activities
- getting work-related qualifications – such as First Aid or Health and Safety
- job hunting skills – in preparing a CV or dealing with interviews
- help to build up your reading, writing, number or IT skills.

What your programme includes depends on you and what you want to get out of your training.

### Will I get paid?

Those aged 16 and 17 and not in education, employment or training and not in receipt of any state benefits will get a Young Persons Allowance of £55 a week. For those already receiving benefits from the Department of Work and Pensions, they may be eligible to have this transferred to a Training Allowance. You might also get help with travel costs and other expenses.

### How do I get started?

Call Skills Development Scotland (SDS) on **0800 917 8000** for more information and to find out if you are eligible; or get in touch with your local SDS careers centre. They will help you to decide if an employability funded course or training programme is right for you.

If it is, they'll help you to think about:

- the sort of support you might need
- what you want to do in the future
- the skills you need to develop.

They'll draw up an Individual Training Plan (ITP) setting out what you hope to achieve; and help you to find the most suitable training provider and programme.