**Renfrewshire Employability Provision Fact Sheet**

*This factsheet is intended for use by those referring individuals for employability support in Renfrewshire. Similar information, designed for public use will also be available via the Opportunities Portal accessed via the Invest and YPG Renfrewshire websites. This fact sheet is produced by the organisation delivering this particular offer of support or training and any queries should be directed via the contact details provided.*

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| **Provider** | GP Strategies Training Ltd |
| **Name of Project/Programme/Support** | Digital Certification for your Future |
| **Referral Process** | Siobhan Whitfield – [swhitfield@gpstrategies.com](mailto:swhitfield@gpstrategies.com) / Teams Direct Dial 01324 323489  Beverley McLaughlin – [bmclaughlin@gpstrategies.com](mailto:bmclaughlin@gpstrategies.com) / Teams Direct Dial 01162 184731 |
| **Who is this programme for?** | For all age groups who need to enhance their CV to enter back into the world of work or have an interest or desire to enter into **Digital / Business Administration industry**.  Referrals accepted from all priority groups with a learner-centred approach to delivery. This is an ideal programme for individuals either progressing from our Stage 3 programme or who wish to upskill / develop a career in the areas mentioned above and gain valuable certification to allow the individual to stand out when applying for jobs. |
| **Referral criteria** | A basic level of IT literacy is required to allow you to navigate training in Word, PowerPoint and Excel but all applicants will be considered on an individual basis. |
| **Start date** | 1st August and 21st November |
| **End date** | 26th August and 16th December |
| **Number of places in each course** | Each course has 8-10 places available |
| **Employability Pipeline stages** | Stage 4 |
| **What is the aim of the project/programme/support?** | This will prepare individuals wishing to enter into employment within the Business and Digital sector by providing key skills within office packages to enhance their opportunities. This is a certificated course which also includes preparation for interviews, job search support and CV building. |
| **Summary of content** | PC Passport provides an opportunity for individuals to gain knowledge and skills in using a range of popular software used in businesses today.  At SCFQ Level 4, learners will complete the following SQA certificated units:   * Web Apps: Word Processing * Web Apps: Presentations * Web Apps: Spreadsheets   Individuals will attend remote sessions for PC Passport Monday to Wednesday 9.30 – 4.00 with the option to attend the centre on Thursday and Friday to practice or study and be given additional support. Training will be for 3 weeks with SVQ certification gained when completed. Week 4 will consolidate their learning by updating their CV, preparing for interview and job search. |
| **Certification**   |  |  |  | | --- | --- | --- | | Name/Code (if appropriate) of Unit/Module/SCQF rated qualification (where the qualification is not SCQF credit rated please include a brief description) – add more rows as required | SCQF Level | SCQF credit points | | **PC Passport** | **4** | **18** | |  |  |  | |  |  |  | | |
| **Project/programme outcomes** | As a training provider with MA opportunities in Business and Digital, our aim will be to work with individuals to progress them into one of our Apprenticeship opportunities or give individuals the skills and confidence to progress into Further Education or full-time employment. |
| **Participant Travel, Allowances, tools, uniforms etc** | Where applicable Travel Allowance will be available for those travelling to our Paisley Training Centre – Abbeymill Business Centre, Studio 30, Sir James Clark Building, Paisley, PA1 1TJ. For those eligible, Young Person Allowance will also be available. |
| **Additional information** | Ideally individuals must have access to a laptop, however If individuals do not have sufficient equipment at home to complete the course online, they may come to the Paisley office, or we will work with local groups to source a laptop. Please note that a phone will not be sufficient for the work required. |



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