**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 Skills for your Future |
| **Referral Process**  | Siobhan Whitfield – swhitfield@gpstrategies.com / Teams Direct Dial 01324 323489 Beverley McLaughlin – bmclaughlin@gpstrategies.com / Teams Direct Dial 01162 184731 |
| **Who is this programme for?**  | For 16–24-year-olds who have an interest or desire to enter into Digital / Business Administration or IT industry. Referrals accepted from all priority groups with a person-centred approach to delivery. This is an ideal programme for individuals who wish to commence or continue their interest in developing a career in the areas mentioned above. |
| **Referral criteria**  | A basic level of IT literacy is preferred (i.e. open email and add attachments) but all applicants will be considered on an individual basis. |
| **Start date**  | 26th May, 10th October and 23rd February  |
| **End date**  | 8th July, 18th November and 7th April  |
| **Number of places in each course** | Each course will have 8-10 places available |
| **Employability Pipeline stages**  | Stage 3 |
| **What is the aim of the project/programme/support?** | Equipping individuals with the necessary tools and qualifications through an engaging mix of topical issues such as well-being and the use of Social Media alongside crucial fundamental skills that will enable them to pursue a long and successful career in Digital, IT or Business.  |
| **Summary of content**  | This is a 6-week programme, with 3 full days (9.30-4.00) face to face training through engaging workshops and projects with 2 days flexible study and support. Throughout the programme individuals will develop key techniques used within the world of Digital, IT and Business such as communication, effective listening, and telephone skills. Support and guidance will also be given to build confidence, create an up-to-date CV, interview preparation and exploring key topical areas such as social media, wellbeing and reducing carbon footprint. Our Wellbeing and Social Media units will be certificated through SQA which will enhance an individuals CV. On successful completion candidates can move into work experience to implement their new skills. Opportunities are also available to further advance their skill set with our Stage 4 programme leading to vendor certification in their chosen area of either Business or IT – these include PC Passport and Microsoft Certificated Office 365 or Azure Fundamentals. |
| **Certification**

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| 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 |
| **Wellbeing** – exploring and improving wellbeing in relation to work / life balance. | **4** | **12** |
| **Social Media Literacy** – exploring the effects of Social Media and good practice which will then feed into work life and applications for job roles | **4** | **6** |
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| **Project/programme outcomes**  | As a training provider with MA opportunities in Business and IT, our aim will be to work with individuals to progress onto 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, or when attending work placement. For those eligible, Young Person Allowance will also be available. |
| **Additional information**  | Face to face training is subject to Government guidance with regards to Covid, with contingency for remote sessions in place to ensure there is no disruption to our provision. |

**This project has been supported by the Renfrewshire Employability Grants Programme**

**Funded by:**

 **Managed by:**