**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**  | IT in Mind |
| **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 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 the **IT 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 IT and gain valuable certification which will allow individuals to stand out when applying for roles. |
| **Referral criteria**  | A basic level of IT knowledge is required to allow you to navigate training in Office 365 or Azure Fundamentals but all applicants will be considered on an individual basis. |
| **Start date**  | 29th August and 16th January  |
| **End date**  | 23rd September and 10th February |
| **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 IT sector by providing key skills within either Office 365 or Azure Fundamentals to enhance their career opportunities. This is a fully certificated official Microsoft course which also includes preparation for interviews, job search support and CV building. |
| **Summary of content**  | Week 1 – individuals will attend remote sessions in IT Security and confidentiality Monday to Wednesday (9.30-15.30) with the option of support and use of the centre on Thursday and Friday. Week 2 – Official Microsoft scheduled training Monday and Tuesday 9-4.30 and then exam preparation with support. Week 3 – Continued support for preparation for exam / sit exam / job searchWeek 4 - updating CV, interview preparation and job search. |
| **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 |
| **Microsoft Office 365 Fundamentals Certification** | **n/a** | **n/a** |
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| **Project/programme outcomes**  | As a training provider with MA opportunities in IT, 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**  | 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. |

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

**Funded by:**

 **Managed by:**