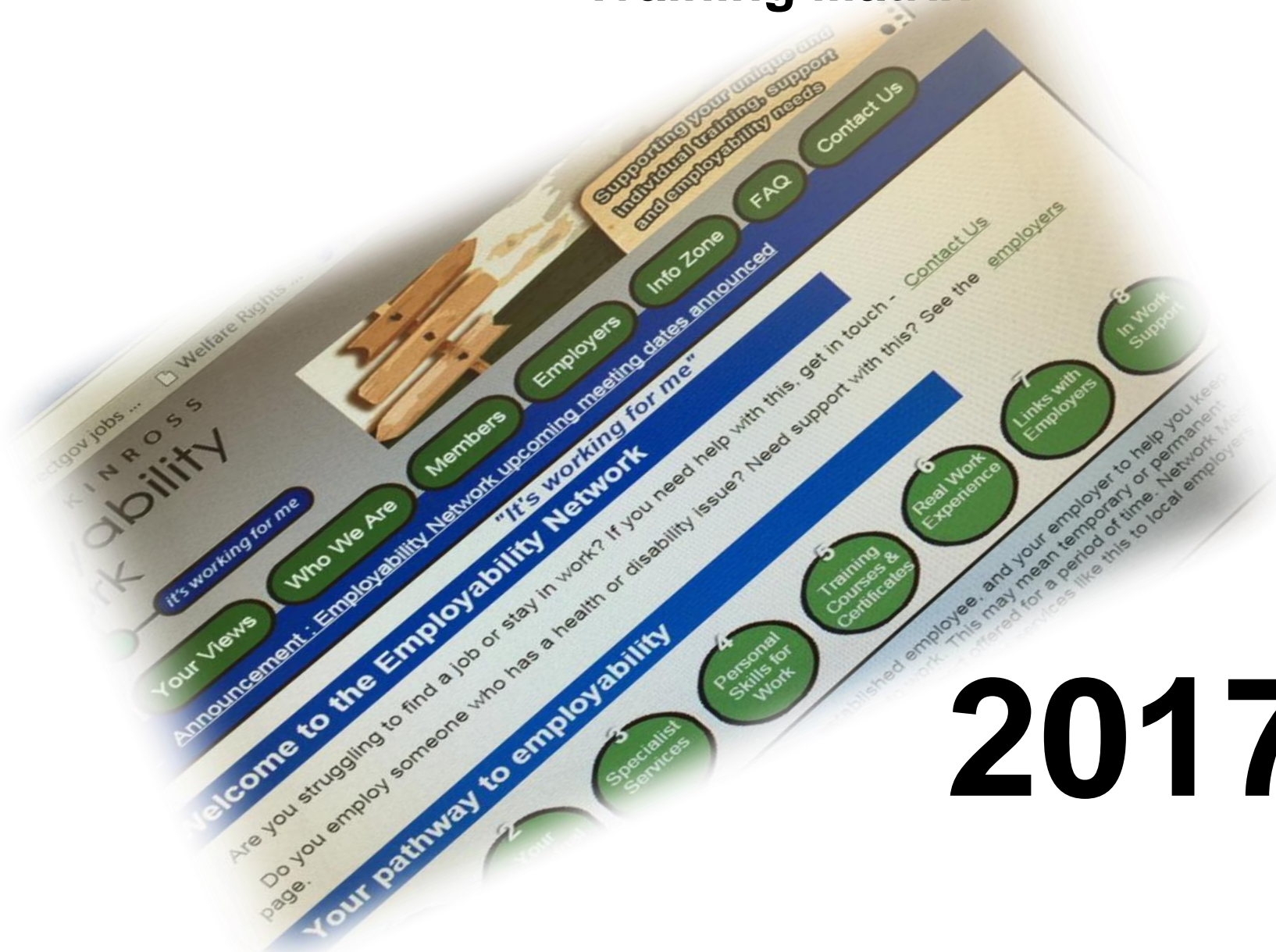


Employability Network

Training Matrix



2017

Employability Network Training Matrix

	Training Course
1.	Adult Support & Protection
2.	Anxiety Management
3.	ASDAN Short Course
4.	Assertiveness
5.	Autism Awareness
6.	Autism & Employment
7.	Behaviour Family Therapy - an Introduction
8.	Change of Course
9.	Confidence
10.	CONNECT
11.	Cooking Course
12.	Coping with Stress
13.	Cultural Awareness
14.	Digital Group Information Sessions (for unemployed)
15.	Digital Skills
16.	Employability Skills – SCQF Level 4
17.	Employers Guide & Disability Awareness
18.	First Aid for Work
19.	Health and Wellbeing Courses
20.	Industrial Occupational Knowledge (suits employers)
21.	Informal Skills Training/Work experience
22.	interACTION: Education
23.	interACTION: Sensory
24.	LINC
25.	Media Awareness
26.	Mental Health Courses Informal & Formal
27.	NHS Community Cook It Course
28.	Person Centred Planning
29.	Prepare to Volunteer
30.	PDA Peer Support in Mental Health SQA credited
31.	REHIS – Basic Food Hygiene – Supported (Accredited)
32.	Relaxation
33.	Scottish Mental Health First Aid
34.	Sector Based Work Academics
35.	Skills Development Courses
36.	Support for Employers
37.	SVQ Level 1 – 3 in Customer Service
38.	Talking Money
39.	Taking Control
40.	Understanding Mental Health Courses
41.	Volunteering & the Benefits for moving into employment
42.	Volunteer Managers Training
43.	Wellness Recovery Action Planning (WRAP)
44.	Work Experience
45.	Work Skills
46.	Work Skills Core Modules


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
1	Adult Support & Protection	Online Awareness	As Required	1 Hours	Online	Free	Perth & Kinross Council	Lesley Sinclair LSinclair@pkc.gov.uk
2	Anxiety Management	As Required	As Required	2 hours	Loch Leven Community Campus KINROSS	FREE	Perth & Kinross Council Wellbeing Support Team 01577 867320	A 6 session Course looking at the reasons we become anxious as well as offering a variety of options in coping and ways to alleviate our anxieties
3	ASDAN Short Course	<ul style="list-style-type: none"> • Foodwise • Volunteering • Environment 	As Arrangement		TBC	Free (Jobseeker or Volunteer) £80.00pp other	Check In Works	Sarah Bradley sarah@checkin-giraffe.uk
4	Assertiveness	As Required	As Required	2 hours	Loch Leven Community Campus KINROSS	FREE	Perth & Kinross Council Wellbeing Support Team 01577 867320	A 4 session Course looking at the reasons we have difficulty asserting ourselves as well as offering a variety of options in developing our skills
5	Autism Awareness	A full or half day course (depending on requirements) detailing <ul style="list-style-type: none"> • “What is Autism / Asperger Syndrome?” 	As Required	As Required	Number 3 One Stop Shop or at location agreed with participants	Free	Autism Initiatives	Please contact Jill Murdoch to discuss. jill.murdoch@aiscotland.org.uk 01738 449327



Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
6	Autism & Employment	The purpose of this half day session is to give employers, HR personnel and managers some understanding of Autism Spectrum Condition (ASC) and to provide them with some tools and strategies they may need in order to support individuals with an ASC from recruitment right through to ongoing in work support.	As Required	As Required	Number 3 One Stop Shop or at location agreed with participants	Free	Autism Initiatives	Please contact Jill Murdoch to discuss. jill.murdoch@aiscotland.org.uk

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
7	Behaviour Family Therapy - an Introduction	<p>The family plays an important role in recovery. Anyone in a family can feel stress when a family member becomes unwell. Family work aims to build on the family's coping skills and ease the stress which comes with long term mental health problems.</p> <p>This introductory session aims to explain why it might be helpful for you and your family, what it involves and how to access it.</p>	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	TBC	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	FREE	 www.mindspacepk.com Phone: 01738 639657.	www.mindspacepk.com Tel: 01738 639657
8	Change of Course	As Required	As Required	2 hours	Loch Leven Community Campus KINROSS	FREE	Perth & Kinross Council Wellbeing Support Team 01577 867320	An 8 session Course looking at the reasons we have difficulty in dealing with changes in our lives as well as offering practical ways to alleviate the problem

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
9	Confidence	As Required	As Required	2 hours	Loch Leven Community Campus KINROSS	FREE	Perth & Kinross Council Wellbeing Support Team 01577 867320	A 5 session Course looking at the reasons we lose confidence as well as offering a variety of options in improving our self confidence
10	CONNECT	<p>A 16-week SQA pre-vocational training course aimed at adults who have personal experience of mental health issues. Identify skills, qualities and talents.</p> <ul style="list-style-type: none"> • Learn to work effectively with others. • Improve employability skills. • Identify an opportunity to try out your skills in a short placement. • Set practical, achievable goals for the future 	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	1 x 1.5hr sessions	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	Free	 MINDSPACE RECOVERY COLLEGE www.mindspacepk.com Phone: 01738 639657.  University of the Highlands and Islands Perth College	www.mindspacepk.com Tel: 01738 639657

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
11	Cooking Course	Cooking for Independent Living	As Arrangement	5 Weeks x One AM	TBC	£80.00 for 5 sessions	CheckIn Works	Sarah Bradley sarah@checkin-giraffe.uk
12	Coping with Stress	As Required	As Required	2 hours	Loch Leven Community Campus KINROSS	FREE	Perth & Kinross Council Wellbeing Support Team 01577 867320	An 8 session Course looking at the reasons we become stressed as well as offering a variety of options in coping and ways to alleviate stress


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
13	Cultural Awareness	<ul style="list-style-type: none"> • To support staff members to develop their cultural awareness. • Provide information about cultures. • Improve access to services for minority ethnic disabled groups. • Identify how services can successfully engage minority ethnic Communities. • Role of culture in Society • Encourage participants to explore assumptions about cultures and recognise ways of 	As Arrangement	1.00hr – 2.00hrs	Tbc	Free	Minorities Communities Hub	Mohammed Afzal 01738 567076 mohammed.afzal@meadproject.org.uk

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		interacting effectively with people from other cultures. <ul style="list-style-type: none"> • Tips to ensure services are accessible and relevant to all. 						
14	Digital Group Information Sessions (for unemployed)	<ul style="list-style-type: none"> • How to get an Email Address. • How to Register for Universal Job Match. • How to Set Up a CV. 	Sessions Booked by Appointment	Sessions Booked by Appointment	Perth & Blairgowrie Jobcentre Plus	Free	Jobcentre Plus	Judith Alexander / Marion Ferrie Perth Jobcentre Tel: 01738 412914 or 01738 412906
15	Digital Skills	For unemployed customers- <ul style="list-style-type: none"> • Digital Awareness • Job Search • CV • Linked In 	Weekly / Ongoing	2 Hrs	Perth Jobcentre Plus	Free	Perth Jobcentre Plus	See Work Coach
16	Employability Skills – SCQF Level 4	Via Workbook	As Arranged	Flexible 2 / 3 Full Days, Half Days, etc	TBC	Funding Related	YMCA	Contact: Hayley Sutherland / Jill McGrath


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
17	Employers Guide & Disability Awareness	<p>The Employment Support Team values employers and understand their needs, therefore we can offer ongoing professional support and advice.</p> <p>We can provide awareness on the following:</p> <ul style="list-style-type: none"> • Disability discrimination act • Equalities act • Makaton (basic sign language) • Communication (what to say and what not to say regarding people with disabilities) 	As Arrangement	1 x 2hr Sessions (Flexible)	Tbc	Free	 Employment Support Team	<p>Please contact Brian Kinnear to arrange a course.</p> <p>BSKinnear@pkc.gov.uk</p> <p>Conditions apply.</p>

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		<ul style="list-style-type: none"> Reasonable Adjustments 						
18	First Aid for Work	First Aid for Work	Every Couple of Months	1 x Full Day	TBC nearer the time	£60.00 - £80.00 pp	Checkin with Safe Hands	Sarah Bradley sarah@checkin-giraffe.uk
19	Health and Wellbeing Courses	<ul style="list-style-type: none"> Mindfulness Relaxation Techniques Mindfulness Taster Sessions Men's Wellbeing and Recovery Creative Mindfulness 	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	TBC	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	FREE	 MINDSPACE RECOVERY COLLEGE www.mindspacepk.com Phone: 01738 639657. In partnership with various course providers	www.mindspacepk.com Tel: 01738 639657
20	Industrial Occupational Knowledge (suits employers)	Sectoral awareness visits to Employers for Staff	Sessions Booked by Appointment	Sessions Booked by Appointment	Perth & Blairgowrie Jobcentre Plus	Free	Jobcentre Plus	Judith Alexander /Marion Ferrie, Tel: 01738 412914 or 01738 412906
21	Informal Skills Training/Work experience	Customer Service, Catering, Joinery & Gardening	Placements as arranged	As arranged	PKAVS MWS (Walled Garden & Wisecraft)	To be discussed	PKAVS Mental Wellbeing Services	Contact Janice.paterson@pkavs.org.uk 01738 631777
22	interACTION: Education	<ul style="list-style-type: none"> Emotional Regulation Visual Supports for Learning 	Various Dates throughout the year, see www.perthautismsupport.org.uk	2hr Sessions / As Arranged	Perth Autism Support, 28-30 Market Street, Perth	£10 per head FREE to PAS	 PERTH AUTISM SUPPORT	Perth Autism Support 28-30 Market Street Perth

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		<ul style="list-style-type: none"> • Social Stories • Comic Strip Conversation • Communication Passports 				parents, staff & volunteers	in Partnership with Perth & Kinross Council Education & Children Services	PH1 5QH Tel: 01738 451081
23	interACTION: Sensory	<ul style="list-style-type: none"> • Eating / Food Issues • Toileting / Personal Care • Sensory Issues in the Public • Safety at Home and in School 	Various Dates throughout the year, see www.perthautismsupport.org.uk	2hr Sessions / As Arranged	Perth Autism Support, 28-30 Market Street, Perth	£10 per head FREE to PAS parents, staff & volunteers	 in Partnership with Perth & Kinross Council Education & Children Services	Perth Autism Support 28-30 Market Street Perth PH1 5QH Tel: 01738 451081
24	LINC	Linking Young People in Opportunities (Leaflet Available)	As Arrangement	Tbc	Skills Development Scotland	Free	Skills Development Scotland	Shona Weir, SDS, Highland House, Perth
25	Media Awareness	For unemployed customers-Media Use for Job Search Facebook / Twitter	As Required	2 Hrs	Perth Jobcentre Plus	Free	Perth Jobcentre Plus	See Work Coach
26	Mental Health Courses Informal & Formal	<ul style="list-style-type: none"> • Mindfulness • Assertiveness • Mental Health Conditions • Wellness Recovery Action Plan • PEER Support Training • BFT • Health Behaviour 	As Required Formally & Informally	As arranged	TBC	Free	NHS Tayside (Community Mental Health Team – CMHT)	Pat Menzies / Jim Bain patmenzies@nhs.net james.bain@nhs.net


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		Change <ul style="list-style-type: none"> • Smoking Cessation • Recovery Training 						
27	NHS Community Cook It Course	To become a Community Cook It Coach – Need to undertake Food Hygiene	As arranged with Rachel	On Specific Training Dates – Speak to Rachel	Dundee & Perth	Free	NHS – Rachel MacFarlane	rachelmacfarlane@nhs.net
28	Person Centred Planning	Skills & Tools to Implement Person Centred Planning	As Required	As Required	PUSH Perth / Off Site	To be Discussed	PUSH	Catriona Palombo manager@pushinfo.org 01738 621929
29	Prepare to Volunteer	Raise awareness of volunteering for small groups of individuals. Volunteering? <ul style="list-style-type: none"> • Why? • What? • Where? 	On Arrangement	Flexible. Can take 20mins – 1Hr	At Agency	Free	Volunteering Action Perthshire	Lidia Dye ldye@pkavs.org.uk


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
30	PDA Peer Support in Mental Health SQA credited	<p>This Professional Development Award (PDA) equips candidates who have lived experience of mental ill health with the knowledge, skills and values which are Necessary to carry out the role of a Peer Support Worker.</p> <p>This course is aimed at people with lived experience who wish to act in the role of peer support workers either in a voluntary or paid capacity.</p>	<p>Application process under review. Check our website for updates</p> <p>www.mindspacepk.com</p>	24 x 3hrs session Covering two units	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	FREE	 MINDSPACE RECOVERY COLLEGE www.mindspacepk.com Phone: 01738 639657.	<p>Application process under review. Check our website for updates</p> <p>www.mindspacepk.com</p>
31	REHIS – Basic Food Hygiene – Supported	Basic Food Hygiene – designed to provide food handlers with	Every Couple of Months	1 x Full Day	TBC nearer the time	£60.00 - £80.00 pp	CheckIn with Broomhouse	<p>Sarah Bradley</p> <p>sarah@checkin-giraffe.uk</p>



Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
	(Accredited)	current food safety practices & legislation						
32	Relaxation	As Required	As Required	1 hour	Loch Leven Community Campus KINROSS	FREE	Perth & Kinross Council Wellbeing Support Team 01577 867320	A 6 session Course looking at how we lose the ability to relax as well as offering a variety of relaxation techniques and options
33	Scottish Mental Health First Aid	<p>The following is a brief outline of what is covered on the course:</p> <ul style="list-style-type: none"> • attitudes to mental health • equalities • the recovery message • alcohol & drugs • intro to suicide • listening skills • understanding depression • first aid & depression • understanding anxiety • first aid & anxiety • understanding psychosis • first aid & psychosis 	As arrangements	12hr course (2 x 6hrs / 4 x 3hs)	Tbc	Free	 Employment Support Team	<p>Please contact Brian Kinnear to arrange a course.</p> <p>BSKinnear@pkc.gov.uk</p> <p>Conditions apply.</p>


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
34	Sector Based Work Academics	For unemployed customers-Sector based pre e-employment training, work placement and possible guaranteed job interview	Academies are arranged by Jobcentre Plus	Up to 6 weeks (30 hours per week maximum)	Various	Organised by Jobcentre Plus. Participants receive travel and childcare costs	Perth and Blairgowrie Jobcentre Plus	Judith Alexander / Marion Ferrie Perth Jobcentre Plus Tel: 01738 412914 or 01738 412906
35	Skills Development Courses	<ul style="list-style-type: none"> Mental Health First Aid Numeracy and Literacy Employment Skills CONNECT 	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	TBC	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	FREE www.mindspacepk.com Phone: 01738 639657. In partnership with various course providers	 MINDSPACE RECOVERY COLLEGE www.mindspacepk.com Tel: 01738 639657	www.mindspacepk.com Tel: 01738 639657
36	Support for Employers	Tools & Skills for Employers Working with People with Learning Disabilities	As Required	As Required	Off Site	To be Discussed	PUSH	Catriona Palombo manager@pushinfo.org 01738 621929
37	SVQ Level 1 – 3 in Customer Service	Via SQA	As Arranged & Ongoing	Fortnightly. 1-2hrs work based.	PKAVS MWS Walled Garden Café & Other Locations.	To be discussed Candidate Registration Training Fee	Assessor – Janice Paterson PKAVS / PKC / SQA	Contact Janice.paterson@pkavs.org.uk 01738 631777
38	Talking Money	<ul style="list-style-type: none"> Developing Money Skills. 	As Required	3 x ½ Days	PUSH, Perth	£15.00 per person	PUSH	Catriona Palombo manager@pushinfo.org


Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		<ul style="list-style-type: none"> Understanding About Banks, Creditors, etc Designed for people with Learning Disabilities. 						01738 621929
39	Taking Control	A 12 week course that provides practical and user friendly training in life skills. Gain key knowledge about how to tackle and respond to issues or demands that we all face in our everyday lives.	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	12 x 1.5hr sessions	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	Free	 www.mindspacepk.com Phone: 01738 639657.	www.mindspacepk.com Tel: 01738 639657
40	Understanding Mental Health Courses	Explore the nature and experience of living with mental health difficulties and the wide-ranging impact on all aspects of life. Together we will explore symptoms, diagnosis, advancements in scientific research and alternative treatments with	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	1 x 1.5hr sessions	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	Free	 www.mindspacepk.com Phone: <u>01738</u> 639657.	www.mindspacepk.com Tel: 01738 639657

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		people who live with mental ill health. It will be an opportunity to share experiences and challenges, in a relaxed and informal setting.						
41	Volunteering & the Benefits for moving into employment	Skills for Work	As Required	2 – 3 hours	As Required (could be at 6 Circle)	Free	Perth 6 Circle Project	Marlow@perthsixcircleproject.co.uk
42	Volunteer Managers Training	5 Sessions x 3hrs Developing policy strategy – roles – support – appreciation.	www.vaperthshire.org.uk or as arranged for specific organisation	½ days (3hrs per session)	At The Gateway of Agency	£25 per Session or as arranged with agency	Volunteering Action Perthshire	Lidia Dye ldye@pkavs.org.uk
43	Wellness Recovery Action Planning (WRAP)	Explore: <ul style="list-style-type: none"> • What keeps you well. • What makes you feel low or stressed. • What you currently do to make yourself better. 	Various Dates throughout the year. See our Prospectus or check our website for further details. www.mindspacepk.com	TBC	Mindspace Recovery College 6 Milne Street Perth, Ph1 5QL	FREE	 MINDSPACE RECOVERY COLLEGE www.mindspacepk.com Phone: 01738 639657.	www.mindspacepk.com Tel: 01738 639657

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	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
		<ul style="list-style-type: none"> New ways and responses that may help you in stressful situations. 						
44	Work Experience	For unemployed customers-Work Experience Placement at Jobcentres and with Employers	Ongoing	2 – 6 Weeks	Various	Organised by Jobcentre Plus. Participants receive travel and childcare costs	Perth and Blairgowrie Jobcentre Plus	See Work Coach at Perth or Blairgowrie Jobcentre Plus
45	Work Skills	<p>The Employment Support Team deliver a Work Skills Course to increase their employability skills.</p> <p>Programme</p> <ul style="list-style-type: none"> Equality and Diversity Job Matching Communication Emotion Management Teamwork Employer Speaker's Workplace Visit Job Seeking Skills 	As arrangements	7 x 3hr Sessions (Flexible)	Tbc	Free	 Employment Support Team	Please contact Brian Kinnear to arrange a course. BSKinnear@pkc.gov.uk Conditions apply.

Employability Network Training Matrix

	Training Course	Course Content	Date	Time	Location	Cost	Provider	Details
46	Work Skills Core Modules	Skills for Work	Unknown	As arranged	As arranged	?	Capability Scotland	Contact: Sandra Tucker on Sandra.tucker@capability-scotland.org.uk Angela.parnell@capability-scotland.org.uk

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