

REDUNDANCY SUPPORT

FIFE

Partnership Action for Continuing Employment (PACE), a Scottish Government Initiative, is a partnership of organisations dedicated to providing you with the help you may need if you are made redundant or are facing redundancy.

The following information has been prepared to signpost you to the most appropriate agency in Fife to assist you in moving on at each stage. Contact details for these agencies can be found throughout this leaflet.

Skills Development Scotland (SDS)

SDS Career Coaches provide information, advice and guidance to enable you to develop your career management skills. We can help you take stock, consider your options and make decisions that are right for you.

Other services available in SDS careers centres include access to the internet and online job vacancies, information, publications and mailing facilities for job search. Resources are available for you to produce and update CVs and you can get help with application forms and preparing for interviews.

You can arrange to speak to an adviser by calling SDS on **0800 917 8000**. Details of centres in Fife can be found on page 5.

You'll also find useful information on our website www.myworldofwork.co.uk This includes more detail on how PACE services can support you.

Jobcentre Plus

Jobcentre Plus aims to help people into work, help employers fill their vacancies and provide people of working age financial support for which they are eligible. The Department for Work and Pensions (DWP) is responsible for Jobcentre Plus services and a range of benefits, such as Universal Credit and those based on your National Insurance contributions including 'new style' Job Seekers Allowance and 'new style' Employment and Support Allowance.

Further information can be found in the Benefits section of the website www.gov.uk You should take time to find out how the eligibility rules apply to you and how other household income may affect your claim. If you need to apply for any of these benefits, you need to do so via the website or via the telephone: **0800 328 5644**

If you receive any of these benefits, you will also receive support from a Jobcentre Plus Work Coach to help you prepare for, find and stay in work. More information is available in the Working, Jobs and Pensions section of gov.uk and job vacancies can be found on <https://findajob.dwp.gov.uk>

REDUNDANCY SUPPORT

FIFE

Fife Council provides a range of services, details of which can be found at www.fife.gov.uk

Jobs - Fife Council employs people in a vast range of occupations and services. Current job opportunities are advertised locally and posted on www.myjobscotland.gov.uk Its Supported Employment Service helps those with disabilities or health issues move in to paid work.

Community Job Clubs - Fife Council have a number of these throughout Fife. In addition to helping people apply for jobs, staff can also advise you about welfare support, discretionary and crisis grants. Details of locations and opening times can be found by typing "Community Job Clubs" in the search box on the fife.gov.uk website

Housing and Money Advice - Help available can include council tax reduction, applications to the Scottish Welfare Fund for a Crisis Grant or Community Care Grant, Fifestyle Concession Cards and information on many other sources of support, outlined in the fife.gov.uk website.

Libraries - OnFife operate libraries on behalf of Fife Council and their services include public access computers that can be used for job search. Library opening hours can be found at www.onfife.com

Business Gateway Fife

If you are considering starting up a business, you can get free advice, training and details of funding from Business Gateway Fife staff. In addition to Be Your Own Boss events, one-to-one help is available to enable you to create a plan and get your business up and running. For further information, check the website www.businessgatewayfife.com or telephone 01592 858333.

Learning and Skills

Gaining new skills and qualifications can help you progress in to another job. There is a wide range of options and funding that may be available to you including:

Further and Higher Education

Colleges and Universities deliver courses at levels ranging from SCQF level 4 up to level 12. SCQF stands for the Scottish Credit and Qualifications Framework and all courses are mapped against this framework. SQA Highers, for example, are at level 6. Points to keep in mind:

- Qualifications gained at college or university may be essential for entry to some careers
- Most full-time and many part-time courses start in August and a few in January
- Some flexible learning courses are available throughout the year
- Student funding depends on your circumstances, the length and the level of course

REDUNDANCY SUPPORT

FIFE

Funding for courses up to SCQF level 6 are channelled through colleges. Fife College has information on student funding in the 'Studying With Us' section of the website www.fife.ac.uk

Funding for courses from SCQF level 7 upwards are channelled through the Student Awards Agency for Scotland www.saas.gov.uk

Short Vocational Training Courses

Private training providers, as well as colleges, offer a wide range of short courses that can give you the skills and qualifications that can be useful, and possibly essential, to getting the job you want. Many of these courses can be identified via the Learn and Train section of www.myworldofwork.co.uk

Funding for these courses can vary depending on the length and level of course, its cost and your circumstances. Sources of funds can vary, too, so if you have a course in mind, you should speak to an SDS adviser to see if you are able to access funds from sources such as

- Employability Fund
- Individual Training Accounts (ITA)
- Digital Start Fund

Work Coaches in job centres can advise you on courses and funding covered by the Rapid Response Service or other initiatives from the DWP.

Adult and Community Education

There are classes in a wide range of subjects including help to improve everyday skills, such as using a computer, Adult Basic Education (literacy & numeracy) and English for Speakers of Other Languages. Information on what is available locally can be found by contacting Community Learning and Development in Fife Council and checking the website www.fife.gov.uk. Contact numbers for Adult Basic Education and English for Speakers of Other Languages can be found on page 5.

Other Learning and Skills Opportunities

There are many courses that can be studied from home via online learning, often at no cost. The Open University and Future Learn are just two of the many providers. A link to these can be found on www.myworldofwork.co.uk

Another way to gain new skills is to complete an employability programme SDS advisers and Jobcentre Plus Work Coaches can give you details and advise if you are eligible. You could also consider voluntary work and opportunities are highlighted on the website www.fva.org

REDUNDANCY SUPPORT

FIFE

Finding Work

Advertised Vacancies

Most advertised vacancies will appear online. Businesses may display these on their websites and/or social media accounts. There are several recruitment/employment agencies with offices in Fife who cater for both the local and national job market and will highlight vacancies on their own websites and social media accounts too.

There are many job vacancy websites you can check regularly to see if they have the types of jobs that would suit you. These sites include:

<https://findajob.gov.uk> (The DWP/Jobcentre Plus site for vacancies)

www.myjobscotland.gov.uk (Local councils and a wide range of other organisations)

www.jobstoday.co.uk and www.hijobs.net (Local newspapers' job sites)

www.indeed.co.uk www.sjjobs.com and www.adzuna.co.uk (vacancies from various sources)

www.opportunitiesfife.org (local apprenticeships and other vacancies)

These are only a few examples. Ask an SDS adviser, your Jobcentre Plus Work Coach or staff in your local Community Job Club for information on others, including social media accounts.

Note: Redundant Apprentices should consult with their training providers about other opportunities to complete their apprenticeships but should also check www.apprenticeships.scot

Vacancies Not Advertised

As not all vacancies will be advertised, it's a good idea to use your network of contacts, such as family and friends, to see if they know of opportunities. Some employers may consider on spec applications or allow you to upload a CV for future consideration. You may find out about opportunities via social media such as Linked In so it's worth creating a profile www.uk.linkedin.com. So, too, with Facebook and Twitter.

REDUNDANCY SUPPORT

FIFE

SKILLS DEVELOPMENT SCOTLAND CENTRES

Tel: 0800 917 8000
www.myworldofwork.co.uk

29 East Port
Dunfermline KY12 7JG

43-45 Whytescauseway
Kirkcaldy KY11 1XF

SDS also deliver services
throughout Fife Please contact
Kirkcaldy or Dunfermline for
details.

JOBCENTRE PLUS OFFICES

New claims:
www.gov.uk/universalcredit

6 Pit Road
Cowdenbeath
KY4 9NQ

7 Westport
Cupar KY15 4AN

Merchiston House
Foundry Street
Dunfermline KY12 7DF

3 Postgate
Glenrothes KY7 5LL

5 Hunter Street
Kirkcaldy KY1 1ED

9 Waggon Road
Leven KY8 4PT

187 South Street
St Andrews KY16 9EE

ADULT BASIC EDUCATION

Tel: 0800 7835161

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Tel: 03451 555 555 extension
471070

REDUNDANCY SUPPORT

FIFE

Citizens Advice and Rights Fife

Tel: 0845 140 0095

www.cabfife.org.uk

Advice on a wide range of issues.
Offices throughout Fife.

Money Advice Service

Tel: 0300 138 7777

www.moneyadvice.service.org.uk

UK wide and government
backed financial advice service.

Fife Families Information Service

Tel: 01592 583146

www.families.scot

Free, impartial information for
families including local child care
details.

Fife College

Tel: 03442 480115

www.fife.ac.uk

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Scottish Government
Riaghaltas na h-Alba
gov.scot