

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 on the back page of this information handout.

Skills Development Scotland (SDS)

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

Other services available in SDS centres include access to the internet and online job vacancies, newspapers and mailing facilities for job search. Facilities 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** or visit your local centre. Details of these in Fife can be found on page 5. You'll also find useful information on www.myworldofwork.co.uk

Jobcentre Plus

Jobcentre plus aims to help more people into work, help employers fill their vacancies and provide people of working age with the help and support to which they are entitled. They administer a range of benefits, including Job Seekers Allowance (JSA)/Universal Credit.

To qualify for JSA you must be:

- available for and actively seeking work
- under state pension age
- capable of working
- out of work or working less than 16 hours a week

For further information on these and other benefits please check out their website gov.uk/browse/benefits

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Pay in lieu of notice and any redundancy payments **do not** affect your entitlement to Contribution Based JSA, so you should register with Jobcentre Plus on your first day of unemployment. Failure to do this may delay any payments of JSA and you may lose national insurance credits for the time you are unregistered. Registration can be done online at gov.uk/jsaonline. You cannot register by calling into your local Jobcentre Plus office. Your adviser in Jobcentre Plus will be able to advise you of any other benefits you may be entitled to. Registration with Jobcentre Plus will also "trigger" your eligibility for training under the Employability Fund (see the Learning and Training section of this leaflet).

Fife Council

Fife Council provides a range of services including:

Housing - Housing services, council bills, rent, council tax arrears, housing benefit, housing associations, shared ownership, hostels, private rented housing, furnished tenancies, single person accommodation, homelessness assessment and advice.

Jobs - Fife Council employs people in a vast range of occupations and services. Current job opportunities are advertised locally and posted on myjobscotland.gov.uk

Job clubs - Fife Council offer drop-in Job Clubs which provide support for all aspects of employability such as CV support, application forms, training opportunities and funding. Information on job clubs, e.g. locations and opening times, can be found on fifedirect.org.uk and typing "Job Clubs" in the search box. This section also has information on redundancy support, as well as a link to Opportunities Fife where you can find further information on local vacancies and training options. To go straight to Opportunities Fife, use opportunitiesfife.org.

Libraries - A wide range of services are available for public use including photocopying, faxing, access to newspapers for job search, access to computers and the internet.

Social Work services - services include support services for families in crisis, support for mental health issues, information on dependant care, disability, etc.

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Learning and Training

There are a wide range of options and funding that may be available to individuals including:

The Employability Fund

A range of training courses are available through the Employability Fund, and these are linked to local labour market opportunities. If you find that you need to do a specific course to enable you to take up a job offer, discuss this with staff from Skills Development Scotland or Job Centre Plus to see if this is covered by the Fund.

If you decide to seek training via the Employability Fund you will usually be required to register with Jobcentre Plus to have your eligibility confirmed and to be referred to an appropriate training organisation.

Jobcentre Plus Funding

You may have access to other funding streams offered by Jobcentre Plus such as Rapid Response Service and Low Value Procurement. You should discuss this with your Adviser in the Jobcentre.

Further and Higher Education

- May be essential for entry to some careers
- Most full-time courses start in August and a few in January
- Some flexible learning throughout the year
- Student funding depends on circumstances

Fife College also offer short courses that are industry specific. Contact Fife college for further details on [0844 248 0115](tel:08442480115) or fife.ac.uk

Professional & Career Development Loans

- Open to those 18 and above
- Can help with the cost of courses not funded from other sources

Further information on Professional and Career Development Loans can be obtained from gov.uk/career-development-loans

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Adult and Community Education

There are classes in a wide range of subjects including help to improve everyday skills, including using a computer, Adult Basic Education (literacy and 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 web site fifedirect.org.uk

My World of Work

My World of Work, (myworldofwork.co.uk), is Skills Development Scotland's web service which contains useful information to help you move on. My World of Work allows you to search for jobs and courses, provides information on funding and practical help with CVs and interviews. There is also a section specifically aimed at people whose jobs are under threat of redundancy or who have recently been affected by redundancy.

Positive Steps to Your Future

"Positive Steps to Your Future" is a resource guide which covers subjects including facing change, recognising your skills and achievements, setting goals and making effective applications. There's also sample CV layouts and a range of questions you may be asked at an interview along with ideas on how you could answer these questions.

If you would like to receive a copy of Positive Steps to Your Future, you can collect a copy from your local SDS careers centre. Alternatively you can download a copy from sds.co.uk/redundancy

Universal Job Match

Universal Job Match is a service provided by Jobcentre Plus which allows you access to local and national vacancies. As these vacancies are constantly being updated, it is advisable to check Universal Job Match regularly. It also allows you to put your CV on the site for potential employers to look at. For further information on Universal Job Match and how it can help you, speak to your Jobcentre Plus Adviser, or visit gov.uk/jobsearch

Recruitment agencies

There are a number of recruitment agencies in Fife who cater for both the local and national job market. Details of these can be found on yell.com, and SDS centres in Fife have the contact details for agencies with offices in Fife along with the type of vacancies they handle.

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SKILLS DEVELOPMENT SCOTLAND CENTRES

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

29 East Port
Dunfermline KY12 7JG

43-45 Whytescausway
Kirkcaldy KY1 1XFK

Skills Development Scotland
also deliver services
in Glenrothes, Leven,
Cowdenbeath, Cupar and
St Andrews. Please contact
Kirkcaldy or Dunfermline for
details

JOBCENTRE PLUS OFFICES

New claims:
gov.uk/universalcredit

6 Pit Road
Cowdenbeath
KY4 9NQ

7 Westport
Cupar KY15 4AN
Merchiston House

Dunfermline
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

Fay Logan,
ABE Organiser - Fife,
Tel: 03451 55 55 55 + Ext 47 10 46

By post:
Fife Council,
3 Wemyssfield,
Kirkcaldy, KY1 1XN

For Dunfermline, Cowdenbeath,
South West Fife and Glenrothes
telephone 01383 602331 or
0800 783 5161.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Helen Davison,
ESOL Organiser -West Fife
Tel: 01383 602359

By post:
Fife Council,
New City House, 1 Edgar Street,
Dunfermline, KY12 7EP

Alan Elder,
ESOL Organiser - Central
Tel: 01592 583342

By post:
Fife Council,
Town House, 2 Wemyssfield,
Kirkcaldy, KY1 1XW

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Fife Families Information Service

Tel: 01592 583146

families.scot

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

Professional & Career Development Loans

Tel: 0800 100 900

gov.uk/career-development-loans

Help to pay for training where no other funding is available.

Fife Race Awareness and Equality Fife

Tel: 01592 204005

fraefife.com

Support for minority ethnic communities on various issues including employment advice.

Citizens Advice and Rights Fife

Tel: 0845 140 0095

cabfife.org.uk

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

Money Advice Service

Tel: 0300 138 7777

moneyadvice.service.org.uk

UK wide and government backed financial advice service

Business Gateway Fife

Tel: 01592 858333

www.businessgatewayfife.com

Advice and support for starting up and developing a business.