

GUIDE TO ENGAGING WITH BME COMMUNITIES

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Training provider guide to engaging with Black and Minority Ethnic communities

This resource guide has been developed to help SDS training provider partners attract applicants from Black and Minority Ethnic (BME) communities and identify the support available to enable entry and progression on National Training Programmes (NTPs).

Why should we look to increase representation from ethnic minority communities on our NTPs?

Getting race equality right in the UK is worth **£24bn** per year to the UK economy - **1.3%** of GDP. Employers with more diverse teams also have **35%** better financial results.

There are persistent unemployment rate gaps, with some ethnic minority groups experiencing employment rates which are twice as high as their white counterparts.

In **2016/17** only **1.7%** of Modern Apprentices in Scotland identified as BME.



Top Tips to attract BME candidates;

- ✓ Review the wording of all advertisements to make sure they are inclusive and consider running a focus group internally with diversity groups to test wording is attractive and not off-putting to any group.
- ✓ Consider wording your adverts in a way that explicitly states your interest in a diverse candidate pool.
- ✓ Application forms are preferred over CVs as they allow focus on the specific skills and experiences required
- ✓ Consider using anonymised applications which remove the candidate's name and any other irrelevant personal information when shortlisting
- ✓ Ensure that any visuals in your adverts reflect diverse imagery
- ✓ Advertise opportunities through local BME organisations (Many listed below)
- ✓ Consider engaging in recruitment fairs at local community centres and engaging in community outreach activities to widen the base of people you reach
- ✓ Where possible, have BME representatives on the interview panel
- ✓ Avoid religious holidays and/or be flexible with dates for interviews or assessments (View interfaith calendar <http://www.interfaith-calendar.org/2018.htm>)
- ✓ Give as much notice as possible of dates for interview so those with caring responsibilities can make arrangements
- ✓ Adapt working premises to be more inclusive (for example reviewing 'no headwear policies' and creating a private space for prayer)
- ✓ Gather case studies of BME apprentices in your organisation for marketing material
- ✓ Adapt assessment methods if written language is a barrier e.g scribing or voice recording
- ✓ Consider local BME businesses during employer engagement activities
- ✓ Encourage staff and apprentices to undertake equality training
- ✓ Consider a mentoring scheme to offer support during apprenticeships

Answers to Commonly Asked Questions

- Are people from other countries eligible for apprenticeships? (Page 3)
- How do I check the equivalent qualification of an international qualification? (Page 3)
- What is ESOL and how can I help candidates access this? (Page 4)
- Is there any funding available to help support BME candidates' transition into apprenticeships? (Page 4)
- What organisations offer support and guidance and have BME customer/clients for advertising vacancies through?
 - o West based organisations (Pages 5-7)
 - o South East based organisations (Page 8)
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 - o North East based organisations (page 10-11)
 - o Central based organisations (Page 11)
- What are refugees and asylum seekers, and are they eligible for an MA? (Page 11)
- Refugee community organisations (Page 12)
- What support is there for refugees accessing apprenticeships? (Page 12)
- Useful resources and links (Page 13)

BME Eligibility for the MA programme

Candidates applying for a Modern Apprenticeship in Scotland who are from another country are eligible if the following applies; (The full list including variations and exceptions can be found via the home office, link to this below)

- They are a British Citizen (common travel area, or right to abode included)
- National from the EEA countries and Switzerland (exception of Croatia- see gov.uk for details)
- They have an in date Biometric Residency Permit with a status saying they can work and if there are any restrictions. Expiry dates be considered against the length of the apprenticeship (See appendix A)
- They have a residency card (See appendix B)
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer

The full Home Office 'Employers Guide to Right to Work Checks' can be found here;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/571001/Employer_s_guide_to_right_to_work_checks.pdf

Qualification Recognition and Comparison from Other Countries

UK NARIC is the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills. It performs this official function on behalf of the UK Government.

UK NARIC can help you compare international qualifications from 200 countries, former states or territories with the equivalent levels of UK qualifications. They can also help you authenticate qualifications.

Website: <https://www.naric.org.uk>

ESOL Provision

ESOL stands for English for Speakers of Other Languages. It's aimed at non-native English speakers, looking to take up a new language or validate their skills.

You can support your apprentices or candidates by directing them to this website to find a course near them;

Website: <https://www.esolcourses.com/esol-courses/> l

Funding

Workplace Equality Action Fund 2018/19

The aim of the Fund is to support private businesses in reducing employment inequalities, discrimination and barriers in the workplace. To be eligible applicants should be a private business or a third sector organisation whose project proposes to work with private business.

The funding will support employers in reducing employment inequalities, discrimination and barriers particularly across the arts, culture, leisure, tourism, finance, manufacturing, construction, agriculture and fishing, transport and communication and STEM sectors.

Find out more about the fund and how to apply here;
<https://www.voluntaryactionfund.org.uk/funding-and-support/workplace-equality-fund/>

Scotland's Employer Recruitment Incentive (SERI) 2018/19

SERI is a grant for employers who offer employment opportunities, including an apprenticeship (MA), to unemployed young people. The funding is designed to offset the costs of recruiting and supporting a young person in employment, including an MA. This phase of the programme will be available from **01.04.18** to **31.01.19**.

You can apply for funding from the incentive through your Local Authority. Please note that places are limited and will be offered on a first come basis to employers.

When your company commits to new job or apprenticeship for up to 52 weeks, you will receive up to £4,000. If your company pays the young person the Living Wage (LW) there will be an additional payment of £500

A private business or third sector organisation of any size can recruit a young person aged 16-29, fitting one or more of the eligible groups.

Eligible groups include refugees, ethnic minorities and those where English is an additional language. The full list of eligibility groups and details found via this link <https://www.ourskillsforce.co.uk/media/2405/seri-qa.pdf>

Other funding can be found in the refugee section of this guide.

BME Support Organisations

Opening communication and sharing vacancies with these organisations should increase awareness amongst communities about Modern Apprenticeship opportunities. Additionally, many offer advice and guidance to BME individuals who may be experiencing difficulties accessing or sustaining employment. This list is not exhaustive and more organisations can be found via internet searches. If you would like to add the contact details of your organisation to future updates, please send details to maequality@sds.co.uk.

West based Organisations

Amina

Amina addresses key issues and needs of Muslim women. Offers employability support to Muslim and Minority Ethnic women.

Address: Citywall House, 32 Eastwood Avenue, Glasgow, G41 3NS

Email: info@mwrc.org.uk Tel: 0141 212 8420

Website: <http://www.mwrc.org.uk/>

Association NDE Scotland

Andescot is a Voluntary organisation working with Black and minority ethnic (BME) groups in Glasgow and throughout Scotland.

Address: Unit 1/2, 45 Garlieston Road, Glasgow, Scotland, G33 4TZ

Email: admin@andescot.co.uk

Website: <http://www.andescot.co.uk/>

BEMIS

The national Ethnic Minorities led umbrella body supporting the development of the Ethnic Minorities Voluntary Sector in Scotland and the communities that this sector represents.

Address: Fourth Floor, The Centrum Building, 38 Queen Street, Glasgow, G1 3DX

Email: mail@bemis.org.uk Tel: 0141 548 8047

Website: <https://bemis.org.uk/>

Bridges Programmes

Bridges works with employers and partners to ensure that clients have the best possible support to help them into work (if eligible), education or further training. Through a variety of programmes and resources it helps clients build their confidence by re-engaging them with their skills, provide training, support, advice and guidance and work placements.

Address: Flemington House, Suite G6, 110 Flemington Street, Springburn, Glasgow, G21 4B

Phone: 0141 558 9749 **Email:** admin@bridgesprogrammes.org.uk

Website: <http://www.bridgesprogrammes.org.uk/>

CEMVO Scotland

CEMVO Scotland is a national intermediary organisation and strategic partner of the Scottish Government Equality Unit. CEMVO Scotland's mission is to level the playing field for Scotland's ethnic minority voluntary sector and its communities. Various projects run including 'empowering woman'. Tailored employment advice and support, primarily focusing on moving towards and into work.

Address: 95-107 Lancefield St, Glasgow G3 8HZ

Phone: 0141 248 4830

Email: Info@cemvoscotland.org.uk

Website: <http://www.cemvoscotland.org.uk>

Govan Hill Development Trust

Govanhill Community Development Trust (GCDT) is a wholly owned subsidiary of Govanhill Housing Association and aims to develop physical, social, economic and environmental regeneration initiatives. Govanhill has one of the highest BAME populations in Scotland.

Address: Govanhill Housing Association Ltd, Samaritan House, 79 Coplaw St, Glasgow, G42 7JG

Email: checkin@govanhillha.org

Tel: 0141 636 3636/ 0141 424 1700

Website: www.govanhillha.org/govanhill-community-development-trust

Radiant and Brighter

A community interest project which aims to close the gap between available opportunities and the disadvantaged within the community.

Address: 72 Charlotte Street, G1 5DW

Tel: 07932 794 571

Email: info@radiantandbrighter.com

Website: <http://radiantandbrighter.com/>

REACH

REACH is delivering an innovative programme to assist Black & Minority Ethnic Communities, including Refugee groups, to access suitable training, volunteering and employment opportunities through the "Employability & Health: Black & Minority Ethnic Skills Development Path Training Programme.

Address: Govanhill Neighbourhood Centre 6 - 8 Daisy Street Glasgow G42 8JL

Phone: 0141 423 7095

Email: admin@reachhealth.org.uk

Website: <https://www.reachhealth.org.uk/>

Saheliya

Saheliya is a specialist mental health and well-being support organisation for black, minority ethnic, asylum seeker, refugee and migrant women and girls (12+) in the Edinburgh and Glasgow area.

Address: St Rollox House, 130 Springburn Road, Glasgow, G21 1YL

Phone: 0141 552 6540

Email: admin.glasgow@saheliya.co.uk

Website: <http://www.saheliya.co.uk/>

The Well Multi-Cultural Resource Centre

A friendly, drop-in service for the Multi-Cultural communities of SE Glasgow. A friendly, drop-in service for the Multi-Cultural communities of SE Glasgow. The Well provides help and support to the diverse communities in South East Glasgow. Various activities are held at the centre as well as job seeking support.

Address: 42-44 Albert Road, Govanhill, Glasgow, G42 8DN

Email: info@thewell.org.uk

Tel: 0141 424 4523

Website: www.thewell.org.uk

West of Scotland Regional Equality Council

Set up to eradicate all forms of discrimination in West Scotland under the Race Relations Act 1976. WSREC now works in all the protected characteristics (Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation).

Address: Napiershall Centre, Napiershall Street, Glasgow, G20 6EZ

Email: info@wsrec.co.uk

Phone: 0141 337 6626

Website: <http://wsrec.co.uk/>

Youth Community Support Agency

Youth Community Support Agency that is a BME charity with 20 years of experience. It delivers community engagement with young people aged 10 to 25 years old from ethnic minority backgrounds across Glasgow.

Address: 48 Darnley Street, Glasgow, Scotland, G41 2SE

Email: <http://www.ycsa.org.uk/>

Tel: 01414206600

Website: enquiries@ycsa.org.uk

South East Based Organisations

Amina

Amina addresses key issues and needs of Muslim women. Offers employability support to Muslim and Minority Ethnic women.

Address: Greyfriars Charteris Centre, 138/140 The Pleasance, Edinburgh, EH8 9RR

Email: info@mwrc.org.uk

Tel: 0131 667 9199

Website: <https://www.mwrc.org.uk/>

Edinburgh and Lothians Regional Equality Council

ELREC works jointly with beneficiaries and partners to challenge injustice and dismantle barriers which deny individuals and communities equal access to life opportunities in Edinburgh & Lothians.

Address: 14 Forth Street, Edinburgh, EH1 3LH

Email: admin@elrec.org.uk

Tel: 0131 556 0441

Website: <http://www.elrec.org.uk>

Saheliya

Saheliya is a specialist mental health and well-being support organisation for black, minority ethnic, asylum seeker, refugee and migrant women and girls (12+) in the Edinburgh and Glasgow area. Its mission is to promote mental well-being by combating the effects of discrimination and abuse, reducing the stigma of mental health and improving access to mainstream services.

Address: 125 McDonald Road, Edinburgh, EH7 4NW

Email: info@saheliya.co.uk

Tel: 0131 556 9302

Website: <http://www.saheliya.co.uk>

Sikh Sanjog

Sikh Sanjog helps many 'invisible' women every year who are facing personal challenges - whether they need support to integrate fully into Scottish society, advice on education and career possibilities or they require 1-1 counselling services.

Address: 130/12/13 Leith Walk, Edinburgh EH6 5DT

Tel: 0131 553 4737

Website: <http://www.sikhsanjog.com/>

North Based Organisations

Aberdeen International Centre

The International Centre carries out its work by listening to people, providing information, advice and support, referring people, organising Open Day events, building confidence, accessing funding and organising various training sessions.

Address: 41 Union Street, 1st Floor, Aberdeen

Email: info@intercentre.org.uk

Tel: 01224 210027

Website: <https://www.aberdeencity.gov.uk/community-contacts-directory/org?orgId=2253>

Multi Ethnic Aberdeen Ltd (MeAL)

MeAL aims to promote and encourage a harmonious society in the North East of Scotland that is multi-ethnic, multi-racial, and multi-faith and to work towards the social, educational, economic and cultural equality of all cultures.

Address: 15-17 Belmont Street, Aberdeen AB10 1JR

Tel: 01224645268

Website: <http://www.multiethnic.co.uk/>

Grampian Regional Equality Council

GREC's mission is to advance equality for all people. GREC provides a range of confidential services, listed below are just a few:

- Adult Counselling Service
- Language café
- Partnerships and Events
- Tackling Economic Barriers
- Training & Consultancy

Address: 41 Union Street, Aberdeen, AB11 5BN

Email: info@grec.co.uk

Tel: 01224 595505

Website: <http://grec.co.uk/>

North East Based Organisations

Amina

Amina addresses key issues and needs of Muslim women. Offers employability support to Muslim and Minority Ethnic women.

Address: 1/3 6 Whitehall Crescent, Dundee, DD1 4AU

Email: info@mwrc.org.uk Tel: 01382 787 450

Website: <https://www.mwrc.org.uk/>

FRAE Fife

Works with Fife's Ethnic Minority Community Groups & Service providers towards building the capacity of and empowering the Black & Minority Ethnic communities.

Address: 1 Victoria Rd, Kirkcaldy KY1 1DT

Email: info@fraefife.co.uk Tel: 01592 204005

Website: www.fraefife.com

Fife Migrants Forum

Fife Migrants Forum has evolved through people from the diverse ethnic community in Fife with the goal of helping members of the community integrate into Fife and Scottish society.

Address: The Posting Shopping Centre, Hunter St, Kirkcaldy KY1 1HN

Email: info@fifemigrantsforum.org.uk Tel: 01592642927

Website: www.fifemigrantsforum.or.uk

The Maxwell Centre

Committed to improving the quality of life for the local community and to combatting social exclusion, poverty, disadvantage and discrimination. The centre provides an environment in which individuals can learn valuable skills and access essential information.

Address: St Salvador Street, Entrance at Carnegie Street, Dundee DD3 7EW

Email: info@maxdundee.org.uk Tel: 01382 802628

Website: maxdundee.org.uk

PKAVS Minority Communities Hub (MEAD)

Gives personalised support to more than 500 people from minority communities, particularly Central European, South Asian and Chinese. The service works in partnership with the local authority and other organisations as the lead group supporting the growing minority communities in Perth & Kinross

Address: KAVS, The Gateway, North Methven Street, Perth, PH1 5PP

Email: raymond.jamieson@pkavs.org.uk **Tel:** 01738 567076

Central Based Organisations

Central Scotland Regional Equality Council (CSREC)

Works to promote equality; fight hate crime and discrimination; foster good relations and build partnerships in the Falkirk, Stirling and Clackmannanshire Council areas.

Address: Rooms 1A and 1B, Community Education Centre, Park Street, Falkirk, FK1 1RE

Email: info@csrec.org.uk

Tel: 01324 610950

Website: www.csrec.org.uk

Refugee and Asylum Seeker Information

Eligibility to the Modern Apprenticeship Programme

New Scots and refugees have the same rights and entitlements as any UK citizen (except the right to vote or the right to stand for public office). This means full access to employment or training opportunities including Employability Fund and Modern Apprenticeships.

Permission to work or any restrictions should be stated on the British Residency Permit*.



*Image provided by the Home Office

Employers and Training Providers should ensure the candidate has enough time on their British Residency Programme to complete their Employability Fund or Modern Apprenticeship programme.

Asylum Seekers

Those who claim asylum in the UK are not normally allowed to work whilst their claim is being considered. Once this individual receives a positive decision on their asylum application they will become a refugee and will be permitted to work, which includes access to Modern Apprenticeships.

Refugee Support Organisations

Scottish Refugee Council

Offer advice and guidance to refugees and asylum seekers in Scotland. The services include:

- Refugee Integration services: for new refugees and family members reunited in Scotland in areas of housing, welfare rights employability
- Family key work services: advice and support to asylum seeking families with children aged 0-8
- Scottish Guardianship services: offer help to unaccompanied young people through the asylum system
- Destitute asylum seekers services: assists refused asylum seekers to find a route out of destitution
- Community engagement services

Address: 6th Floor, Portland House, 17 Renfield Street, Glasgow, G2 5AH

Tel: 0141 248 9799 **Email:** info@scottishrefugeecouncil.org.uk

Website: <http://www.scottishrefugeecouncil.org.uk/>

British Red Cross Refugee Support

Help refugees and asylum seekers access essential services and adapt to life in a new country

Contact Details:

Address: 3rd Floor, Cambridge House, 8 Cambridge Street, Glasgow, G2 3DZ

Phone: 0141 331 4170

Website: <http://www.redcross.org.uk/en/Where-we-work/In-the-UK/Scotland/West-Scotland/LocalServices/Refugee-support>

Refugee Community Organisations (RCOs)

http://www.scottishrefugeecouncil.org.uk/get_help/community_support/refugee_community_organisations

Refugee Financial Support Available

Refugee survival trust:

- Provide small grants to destitute asylum seekers to buy food and other essentials
- Provide Access to Education and Employment grants for refugees and asylum claimants living in Glasgow or Edinburgh.
- These grants can help refugees and asylum seekers to overcome obstacles in accessing educational and employment opportunities, such as enrol in college, cover transport costs, buy books for university courses and recognition of certificates.

Address: Robertson House, 152 Bath street, Glasgow G2 4TB

Email: info@rst.org.uk **Website:** <http://www.rst.org.uk/>

Useful Resources and Links

'Inclusive Recruitment Guide' when taking on a Modern Apprentice

<https://www.apprenticeships.scot/take-on-an-apprentice/inclusive-recruitment/>

A 'how to guide' for recruiting a diverse workforce:

<https://race.bitc.org.uk/sites/default/files/kcfinder/files/RaceforOpportunity/DiverseRecruitment/How%20To%20Conduct%20Diverse%20Recruitment.pdf>

2017 best employers for race- UK

https://www.bitc.org.uk/sites/default/files/business_in_the_community_best_employers_for_race_0.pdf

Race at work regional trends UK

<https://race.bitc.org.uk/all-resources/infographics/regionaltrends>

Let's talk about race pocket guide

https://race.bitc.org.uk/sites/default/files/business_in_the_community_lets_talk_about_race_0.pdf

Race discrimination: key points for the workplace

http://www.acas.org.uk/media/pdf/o/b/Race_discrim_keypoints_workplace_Nov.pdf

Modern Apprenticeship statistics

<https://www.skillsdevelopmentscotland.co.uk/publications-statistics/statistics/modern-apprenticeships/?page=1&statisticCategoryId=4&order=date-desc>

Useful Resources and Links (continued)

Equality summaries

Glasgow City; <https://www.skillsdevelopmentscotland.co.uk/media/43901/glasgow-city-equality-summary-2016-17.pdf>

Inverclyde; <https://www.skillsdevelopmentscotland.co.uk/media/43903/inverclyde-equality-summary-2016-17.pdf>

West Dunbartonshire; <https://www.skillsdevelopmentscotland.co.uk/media/43917/west-dunbartonshire-equality-summary-2016-17.pdf>

East Dunbartonshire; <https://www.skillsdevelopmentscotland.co.uk/media/43895/east-dunbartonshire-equality-summary-2016-17.pdf>

Renfrewshire; <https://www.skillsdevelopmentscotland.co.uk/media/43911/renfrewshire-equality-summary-2016-17.pdf>

East Renfrewshire; <https://www.skillsdevelopmentscotland.co.uk/media/43897/east-renfrewshire-equality-summary-2016-17.pdf>