

# Guide to Engaging with BME Communities

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## Learning provider guide to engaging with Black and Minority Ethnic communities

This resource guide has been developed to help SDS learning provider partners attract applicants from Black and Minority Ethnic (BME) communities and identify the support available to enable entry and progression on Scottish Apprenticeships.

### Why should we look to increase representation from ethnic minority communities on Scottish Apprenticeships?

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 **2020/21** only **2.7%** 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
- ✓ Advertise with radio stations e.g Glasgow's Asian radio station- AWAZ FM <https://www.awazfm.co.uk/>
- ✓ 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 here: [2021 Interfaith Calendar \(interfaith-calendar.org\)](http://interfaith-calendar.org))
- ✓ 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, by 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 5)
- How do I check the equivalent qualification of an international qualification? (Page 5)
- What is ESOL and how can I help candidates' access this? (Page 6)
- Is there any funding available to help support BME candidates' transition into apprenticeships? (Page 6)
- What organisations offer support and guidance and have BME customer/clients for advertising vacancies through?
  - o West based organisations (Pages 7-9)
  - o South East based organisations (Page 10)
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  - o Central based organisations (Page 13)
- What are refugees and asylum seekers, and are they eligible for an MA? (Page 13)
- Refugee community organisations (Page 14)
- What support is there for refugees accessing apprenticeships? (Page 14)
- Useful resources and links (Page 15)

## Right to Work/Eligibility

Candidates applying for a Graduate or 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, I would add link here where Home Office is mentioned for the first time)

- 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) -as below, link to Appendix A
- They have a residency card (See appendix B) I presume App B is on the Home Office website so link to this
- 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

[Right to work checks: employer guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/right-to-work-checks-employer-guidance)

## Qualification Recognition and Comparison from Other Countries

ENIC (Previously known as 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.

ENIC 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: [enic.org.uk](https://www.enic.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/>

## Funding

### **Ethnic Intersectionality Incentive (EII)**

Skills Development Scotland are piloting a recruitment incentive to support entry to the Modern Apprenticeship programme for individuals from Black Minority Ethnic communities who have further barriers to entry to Modern Apprenticeships. This is one of the measures aimed at tackling under-representation of Black and Minority Ethnic individuals on Modern Apprenticeships.

Providers can apply for the £1000 incentive for new starts on the Modern Apprenticeship programme who are aged 16+ (no upper limit) who identify as black or minority ethnic and have at least one additional barrier causing cumulative disadvantage.

Please find information on the Ethnic Intersectionality Incentive (EII) here;

[enhanced-funding-guidance-ma-programme-2021-22.pdf \(skillsdevelopmentscotland.co.uk\)](#)

[eii-application-form-2021-22-1.pdf \(skillsdevelopmentscotland.co.uk\)](#)

## BME Support Organisations

Opening communication and sharing vacancies with these organisations should increase awareness amongst communities about Graduate and/or 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 [equality.apprenticeships@sds.co.uk](mailto:equality.apprenticeships@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](mailto: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](mailto: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](mailto: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.

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

**Phone:** 0141 558 9749 **Email:** [admin@bridgesprogrammes.org.uk](mailto:admin@bridgesprogrammes.org.uk) **Website:**

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

## **CEMVO**

CEMVO Scotland is a national intermediary organisation and strategic partner of the Scottish Government Equality Unit.

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

**Phone:** 0141 248 4830

**Email:** [Info@cemvoscotland.org.uk](mailto:Info@cemvoscotland.org.uk)

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

## **Empower Women for Change**

A community-based organisation empowering woman.

Led by voluntary women, EWFC provides a social, economic and political platform for the diverse women in Scotland to develop their leadership skills and function as active citizens in Scotland and beyond.

**Email:** [info@empowerwomenforchange.org.uk](mailto:info@empowerwomenforchange.org.uk)

**Website:** <http://empowerwomenforchange.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](mailto:checkin@govanhillha.org)

**Tel:** 0141 636 3636/ 0141 424 1700

**Website:** [www.govanhillha.org/govanhill-community-development-trust](http://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](mailto: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.

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

**Phone:** 0141 423 7095

**Email:** [admin@reachhealth.org.uk](mailto: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](mailto: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. support.

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

**Email:** [info@thewell.org.uk](mailto:info@thewell.org.uk)

**Tel:** 0141 424 4523

**Website:** [www.thewell.org.uk](http://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.

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

**Email:** [info@wsrec.co.uk](mailto: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

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

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

**Tel:** 01414206600

**Website:** [enquiries@ycsa.org.uk](mailto: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](mailto: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](mailto:admin@elrec.org.uk)

**Tel:** 0131 556 0441

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

### Link Net

LINKnet Mentoring Ltd ) is a direct mentoring organisation that is established to serve minority ethnic communities in Edinburgh, the Lothians, Scottish Borders and Fife.

**Address:** 31, Guthrie Streed, Edinburgh, EH1 1JG

**Email:** [linknet2@linknetmentoring.com](mailto:linknet2@linknetmentoring.com)

**Tel:** 0131 556 0441

**Website:** <http://www.linknetmentoring.com/default.asp>

### Saheliya

Saheliya is a specialist mental health and well-being support organisation for black, minority ethnic, asylum seeker, refugee and migrant women and girls.

**Address:** 125 McDonald Road, Edinburgh, EH7 4NW

**Email:** [info@saheliya.co.uk](mailto:info@saheliya.co.uk)

**Tel:** 0131 556 9302

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

### Sikh Sanjog

Sikh Sanjog helps many women integrate fully into Scottish society.

**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](mailto:info@intercentre.org.uk)

**Tel:** 01224 210027

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

### **Multi Ethnic Aberdeen Ltd**

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](mailto: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](mailto:info@mwrc.org.uk) **Tel:** 01382 787 450

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

### **Dundee International Women's Centre (DIWC)**

DIWC seeks to engage, educate and empower women from diverse ethnic and cultural backgrounds, to help them achieve their personal goals.

**Address:** Unit 9, Manhattan Business Park, Dundonald Street Dundee, DD3 7PY

**Email:** [mail@diwc.co.uk](mailto:mail@diwc.co.uk)

**Tel:** 01592 204005

### **Fife Migrants**

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](mailto:info@fifemigrantsforum.org.uk) **Tel:** 01592642927

**Website:** [www.fifemigrantsforum.or.uk](http://www.fifemigrantsforum.or.uk)

### **The Maxwell**

Committed to improving the quality of life for the local community and to combatting social exclusion, poverty, disadvantage and discrimination.

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

**Email:** [info@maxdundee.org.uk](mailto:info@maxdundee.org.uk) **Tel:** 01382 802628

**Website:** [maxdundee.org.uk](http://maxdundee.org.uk)

### **PKAVS Minority Communities Hub**

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](mailto:raymond.jamieson@pkavs.org.uk) **Tel:** 01738 567076

## Central Based Organisations

### Central Scotland Regional Equality Council

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](mailto:info@csrec.org.uk)

**Tel:** 01324 610950

**Website:** [www.csrec.org.uk](http://www.csrec.org.uk)

## Refugee and Asylum Seeker

Eligibility to Scottish Apprenticeships.

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, Modern Apprenticeships and Graduate 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 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 Scottish 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](mailto: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:** <https://www.redcross.org.uk/get-help/get-help-as-a-refugee>

## New Scots Connect Map

Find local organisations that support refugees; [Scottishrefugeecouncil.org/new-scots-connect-map/](http://scottishrefugeecouncil.org/new-scots-connect-map/)

## 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](mailto:info@rst.org.uk) **Website:** <http://www.rst.org.uk/>

## Useful Resources and Links

### **'Inclusive Recruitment Guide' when taking on a Modern Apprentice**

[apprenticeships.scot/for-employers/inclusive-recruitment/](https://apprenticeships.scot/for-employers/inclusive-recruitment/)

### **Sign the Race at Work Charter**

<https://www.bitc.org.uk/race/>

### **Ethnicity and Economic Impact**

<https://www.bitc.org.uk/fact-sheet/covid-19-ethnicity-and-economic-impact/>

### **Ethnicity facts and figures**

<https://www.ethnicity-facts-figures.service.gov.uk/work-pay-and-benefits/employment/employment/latest>

### **Race discrimination: Factsheet**

<https://www.cipd.co.uk/knowledge/fundamentals/emp-law/race-discrimination/factsheet>

### **Modern Apprenticeship statistics**

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

### **SDS Equality and Diversity Support for Training Providers**

<https://www.skillsdevelopmentscotland.co.uk/for-training-providers/equality-and-diversity/>

### **SDS A Guide to Positive Action**

<https://www.skillsdevelopmentscotland.co.uk/media/46021/a-guide-to-positive-action.pdf>

**To get support from the Scottish Apprenticeship Equality Team;  
equality.apprenticeships@sds.co.uk**