



aberdeen foyer

# education and training handbook



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Aberdeen Foyer seeks to provide high quality support to the people using our services. We are continually looking for ways to improve how we do things and will listen to any comments made that aim to make our services better.

If YOU have a matter that you would like to raise, please do not hesitate to contact any member of the Education and Training Team.



Investing in the work of Aberdeen Foyer

## New Deal Options

Aberdeen Foyer is involved in providing New Deal work experience placements for up to 6 months.

While on placement participants will complete a training plan relating to the chosen career participants are seeking. The work placement will also help identify and overcome any barriers to employment that the participant may have. The same procedures and policies that apply to members of Foyer staff will also apply to placement participants.



All young people need a home, support and a springboard into independent living, learning and work. Some don't have it. Aberdeen Foyer helps fill the gap.

## Introduction

### Welcome to Aberdeen Foyer

Whether you are a tenant at the Foyer or are attending a training course, this handbook is designed to show you the education and training opportunities available.

During your time at the Foyer, our highly skilled Education and Training Support Staff can help you develop new skills to improve your chances of moving into a job, further education or a training place of your choice.

The team will challenge and push to help you achieve your goals through:

- Improving confidence
- Motivation
- Career guidance
- Job search help
- Offering a wide range of training/education programmes
- Work experience opportunities
- Help with IT skills
- Basic skills support

## GOOD LUCK!

If you require information or advice about any of the activities outlined in this handbook, please contact any member of our team at the Marywell Centre 01224 212924.

## The Prince's Trust Team

The Prince's Trust Team is a unique development opportunity for young people aged between 16 and 25, enabling them to develop their confidence, motivation and skills through a programme of individual challenges and teamwork in the community.

We bring together people of different abilities, circumstances and backgrounds – both employed and unemployed. We support team members to develop their core skills, build confidence and gain nationally recognised qualifications. Since its launch in 1990 over 50,000 young people have taken part in the programme.

The programme has four key stages:

- Induction and residential team building
- Community projects
- Team challenge
- Final review and presentation



Participants work in teams of up to 15 over a 12 week period. Unemployed participants complete the full 12 week programme and those on New Deal go on to a further 14 week individual challenge, while employed participants complete 20 full days over the 12 weeks on either a block or modular basis.

Young people completing the programme develop a variety of core and practical skills. The development of core skills such as communication, problem solving and working with others are developed throughout the programme and participants can gain accreditation for these.

The Prince's Trust Team runs in Aberdeen and in North Aberdeenshire.



## IT Suite

Our modern IT suite has 15 'state of the art' computer workstations with SONY flat screens running standard office software. Other software can be added as required. The system is fully secured and virus protected. In addition, there is a high speed printer/copier in the room enabling a wide range of training to be delivered.

All Aberdeen Foyer's facilities are barrier-free in terms of access for people with a disability and careful attention has gone into the design and layout of the IT suite to ensure good accessibility for all.

Various computer courses can be accessed, from basic tuition through to full accreditation of the European Computer Driving Licence (ECDL). We use the services of Aberdeen College tutors to deliver training. Computing skills are now very much sought after by employers and any kind of background and ability in the use of IT should be seriously considered.

The ECDL is an internationally recognised qualification, which enables people to demonstrate their competence in computer skills. The course is designed specifically for those who wish to gain a basic qualification in computing to help them with their current job, develop their IT skills and enhance their career prospects.



The ECDL consists of seven modules:

- Introduction to PCs and application software
- Using the computer and managing files
- Word processing
- Spreadsheets
- Database
- Presentation and drawing (Powerpoint)
- Internet and e-mail

Students should have attended a course in IT before embarking on the ECDL as it is not suitable for complete beginners.



## Foyer Music

Foyer Music provides a range of opportunities for young people interested in various aspects of music and the music industry.

Foyer Music is open Monday to Friday from 10am – 10pm and arrangements can be made for weekend bookings. The range of facilities available includes:

- a “live” room with a basic backline (amps, drums, keyboard, guitars and a vocal PA)
- a recording room with a 16 channel recording set-up
- a DJ room with two turntables, a mixer, power amp and large wall-mounted speakers

Foyer Music also runs regular workshops about careers within the music industry and is involved with a project called “Foyerlive” which takes young musicians and bands out to play gigs in local venues – these are available to young people aged 14+.

Foyer Music is part of a team that runs a major music industry festival and seminar called goNORTH. It is held every May in Aberdeen and attracts bands from all over the world to come and play in Aberdeen.

Check out the Foyer Music website at [www.foyerlive.com](http://www.foyerlive.com)



## Gateway To Work

This is a 2 week intensive course aimed at unemployed people on New Deal providing advice and support in the following areas:

- Employment opportunities
- Job seeking skills
- Motivation and confidence building
- Personal presentation techniques
- Disclosure and rehabilitation
- Drugs and alcohol
- Literacy and numeracy support
- First aid
- Health and Safety
- Links with local employers to arrange provision in work placement, employer visits, presentations on employment topics and mock interviews



Participants on the Gateway to Work programme will gain a recognised certificate in job seeking skills. The aim of the module is to provide a framework for participants to develop a range of job seeking skills that will help them to prepare for employment.

There is also a follow through job club for participants enabling those who remain unemployed to develop their job seeking skills through continued support from Aberdeen Foyer staff.

## Integrated Community Drug Service

We offer two programmes that support former drug users in taking active steps towards a healthier lifestyle and towards furthering their opportunities in mainstream education, training and employment. These programmes are offered in the context of the wider Integrated Community Drug Service for Aberdeen City, with Aberdeen Foyer's remit focusing on assisting participants to move out of services and sustain themselves within the community.

### Lifeshaper

Lifeshaper is a 12 week programme run in conjunction with Aberdeen College aimed at those who have had substance misuse problems. The programme consists of various components to enable participants to work towards a happier, healthier future. Lifeshaper is based on an equal division of work, rest and play with a focus at the end of the programme on the next steps to education, training and employment.

Some of the components of the Lifeshaper programme are:

- Self awareness and lifestyle
- Healthy eating
- Physical activity
- Leisure activity
- Goals and motivation
- Guidance and support
- Discipline and routine

Lifeshaper operates 5 days a week, during which breakfast and lunch are provided. We get the group together early to start the day with some gentle exercise e.g. yoga, swimming, gym. Key elements of the programme are the Lifeshaper lessons which look in depth at the reasons for using substances and providing strategies to combat relapse.

Lifeshaper runs in Aberdeen City and in North Aberdeenshire.



Artwork by a Lifeshaper student



## Tenant Support and Development

Over and above the Housing Support Services provided to all Foyer tenants, each tenant will be allocated an Education and Training Support Worker to assist and support them with their employment goals. Tenants will be advised of the wide range of education, training and work experience opportunities available, including those run by the Foyer. Staff will provide ongoing help and support to tenants throughout their stay at the Foyer.

Additionally the Foyer is developing a programme of different activities and workshops specifically for tenants. These include:

- Job club
- Health and wellbeing
- Basic skills support
- IT skills



## European Projects

### Eurodesk

Aberdeen Foyer has been a Eurodesk partner since October 2002. Eurodesk is a Europe-wide network which provides young people and those who work with them with information on European opportunities and funding. The main aim is to encourage the 15-25 age group to be mobile and to take advantage of the European programmes available to them.

### European Voluntary Service

Aberdeen Foyer has been approved by the British Education Council as a short and long term sending project for the European Voluntary Service scheme. The scheme is targeted at those involved in other Foyer programmes.

EVS is supported by the European YOUTH programme. It is an opportunity open to all young people between the ages of 18 and 25 which allows them to volunteer to work in a variety of activities in the social, environmental and cultural fields. The voluntary service takes place in another country, for a period of 3 weeks to 6 months through the short term option, or 6 months to 12 months through the long term option.

Volunteers are committed to an experience of active citizenship and informal education with a view to acquiring social, intercultural and personal skills. Volunteers should embark on this experience with an open mind, a willingness to learn and appreciate another culture, to integrate into a foreign community, as well as actively take part in actions beneficial to the local community. Volunteers will contribute by sharing their own culture, their own personal skills and by giving their time, energy and enthusiasm.



## Integrated Community Drug Service

### Progress<sup>2</sup>Work

Progress<sup>2</sup>Work is an employment support service directly funded by central government through Jobcentre Plus aimed at helping individuals to overcome barriers associated with drug use and addiction.

The service is voluntary and delivered by a team of support work staff from various Aberdeen City agencies (Jobcentre Plus, Aberdeen Foyer, Aberdeen Cyrenians and APEX). The service is very much an employment orientated service and as such is not a drug treatment service.

Progress<sup>2</sup>Work is open to people aged 16 plus who have experienced problems related to drug misuse, are currently unemployed, claiming any benefits (e.g. Income Support, Incapacity Benefit or Job Seekers Allowance), are likely to have completed some primary stabilisation goals and wish to engage in employment, education or training.

Everyone will be assessed and provided with an individual action plan targeting not only employability steps, but also any other barriers hindering Progress<sup>2</sup>Work.

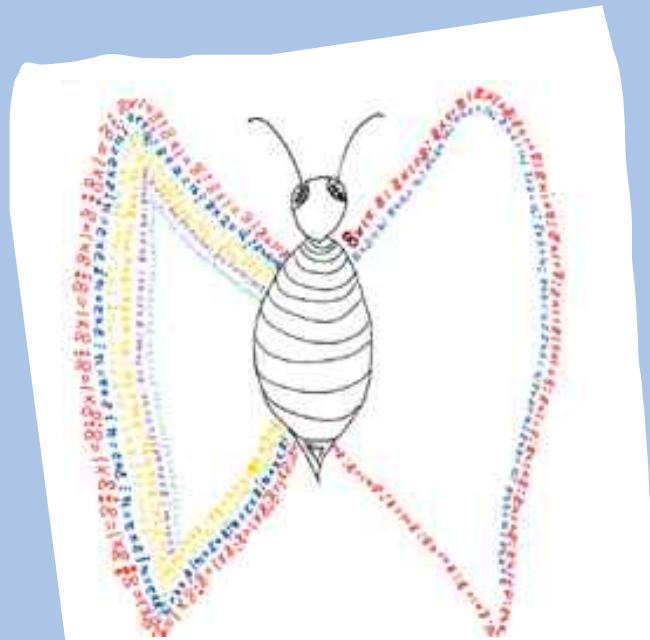


## Basic Skills Support

We are always trying to enhance our services to help people get the best possible chance to improve and move on in life. We recognise that, for some people, the opportunities are limited by the challenges they face with certain basic skills needs such as communication, reading, numeracy and writing. These challenges can lead to difficulties in participating in training courses at College and in attaining and keeping a job.

The Education and Training Team work closely with agencies such as Adult Learning and can refer people, with their agreement, to receive support for their literacy and numeracy challenges. Our Basic Skills tutor works with groups or individuals to identify where help may be needed and provides practical support and training to achieve improvement.

We have more information about the services offered – please speak to a member of the Education and Training Team.



*Innovative and fun method used to help a student with their eight times table*

## Construction Skills

**Build and Train** is available to New Deal participants to train and find work in the building industry usually as a General Building Operative. Suitable candidates:

- Attend a 1-week course to prepare them for work and to gain key skills such as First Aid, Health & Safety awareness etc
- A work trial/taster with a local employer
- A job offer or alternatively, the 13 week Build & Train training period will follow

**Ambition Construction** is similar to Build and Train but concentrates on specific trades where there is a skills shortage. Ambition Construction will operate in Aberdeen, Aberdeenshire and Moray providing support for participants through:

- Open days to explain the scheme
- Pre employment courses that include First Aid, Health & Safety, Team Challenge and information about working in the building industry. The course also identifies suitable participants to move into the start of an apprenticeship
- The next stage is a training period lasting 26 weeks including placement with a suitable employer and attendance at College to start an SVQ qualification



## Useful Contacts

**Aberdeen College**  
The Information Centre  
Gallowgate  
Aberdeen  
AB25 1BN  
Tel 01224 612330

**Adult Learning**  
Linksfeld Education Centre  
520 King Street  
Aberdeen  
AB24 5SS  
Tel 01224 497150

**Careers Scotland**  
381 Union Street  
Aberdeen  
Tel 01224 285200

**Jobcentre Plus**  
Ebury House  
14 Dee Street  
Aberdeen  
AB11 6DR  
Tel 0845 6014435

**Glebefield Centre**  
21 Links Terrace  
Peterhead  
AB42 2XA  
Tel 01779 472224



**Aberdeen Foyer**  
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[www.aberdeenfoyer.com](http://www.aberdeenfoyer.com)

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