

Aim High

Developing Midlothian's Young Workforce

2016/2017



FEATURING...

- 2 Midlothian Employment Market
- 2 Top Ten Employability Skills for Midlothian
- 4 Where to look for work
- 5 Science Technology Engineering Mathematics (STEM)
- 6 Testimonials
- 8 Top Tips to make your CV shine
- 8 Career Coach
- 8 Aim High - How Can We Help?
- 8 Contact us

Welcome

Leaving school and taking your next step is an exciting time for any young person. There are many potential options and decisions to make. Developing Midlothian's Young Workforce (DMYW) Committee is keen to make you aware of the opportunities available and help to guide you on your next steps, employment, training, further or higher education or volunteering.

Midlothian is rich with job opportunities. Modern Apprenticeships offer rewarding career options with training. Edinburgh College and Queen Margaret University are on our door step offering a vast range of course options. We also benefit from living on the edge of Edinburgh a vibrant city where 43% of Midlothian residents make use of our transport links to travel to work and study.

The DMYW Committee would like to wish you well as you decide on your career path and hope you find this leaflet useful in helping you move forward.

"My key worker boosted my confidence and helped me believe in myself to aim high and take my next steps."

Neil Kerr, 17



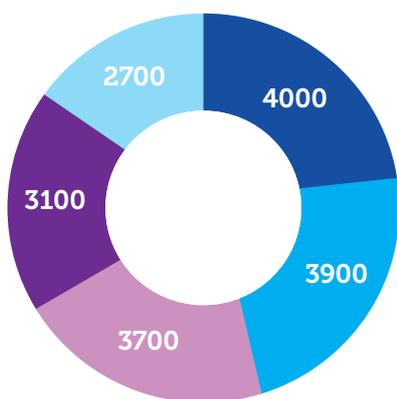
MIDLOTHIAN EMPLOYMENT MARKET

What type of jobs are in Midlothian?

What type of job is in demand?

Where the jobs are in Midlothian:

- Retail
- Construction
- Health & Social Care
- Education
- Professional, scientific and technical

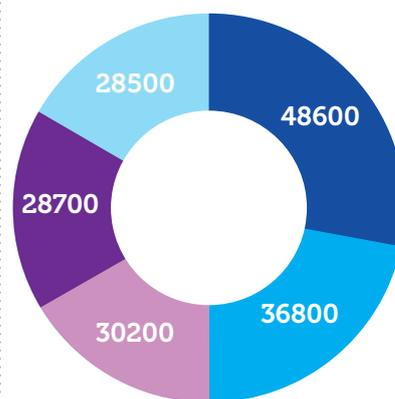


Occupations Currently in Demand:

Care Workers, Administration roles, Construction, Chefs, Life Sciences, IT Specialists, Childcare and Retail.

Where the jobs are in Edinburgh:

- Health & Social Care
- Finance
- Education
- Retail
- Professional, scientific and technical



Occupations Currently in Demand:

IT Specialists, Childcare, Retail, Finance and Tourism and Hospitality.

Top Ten Employability Skills for Midlothian

Skills That Employers are looking for	What that Means?	Young People's Evidence In and Out of School
1. Communication and Customer Service Skills	<p>The ability to explain what you mean in a clear and simple way both through writing & speaking.</p> <p>To be able to listen to other people and act upon information or instructions and adapt to situations as required.</p>	<p>I presented the results of a school project as a report and PowerPoint presentation to the rest of my class.</p> <p>I volunteer in a local charity shop, helping customers and serving at the till.</p> <p>I gave visitors a tour of my school.</p>
2. Problem Solving	<p>The ability to understand a problem by breaking it down into smaller parts and identify key issues and possible solutions.</p> <p>To apply your knowledge from many different areas to help solve a task.</p>	<p>I worked in a group to problem solve how to design a creative learning space.</p> <p>I planned a residential trip with my youth group.</p>
3. Using your Initiative and being Self Motivated	<p>Having new ideas of your own that can be used.</p> <p>Can take the lead and not wait to be told to do things.</p>	<p>I put forward a new idea for recycling at school to the pupil council and volunteered to take the lead.</p> <p>On my work experience week, the Manager could not meet me on my first day so I introduced myself and offered to take on two tasks.</p> <p>I am a Connect Online volunteer. This role involves me meeting with a housebound older person each week to teach them how to use their iPad. I plan what information we will cover each week and set small tasks for them to try between our sessions.</p>

Skills That Employers are looking for	What that Means?	Young People's Evidence in and Out of School
4. Working Under Pressure and to deadlines	Handling stress that comes with deadlines and ensuring you meet them on time.	I planned my exam revision timetable so that I gave myself enough time for each subject. I trained to take part in an athletics competition.
5. Organisational and Time Management Skills	Able to plan work to meet deadlines and targets. Check progress of work to ensure you are on track. Turn up on time, dress appropriately and the willingness to help and go the extra mile.	I handed in my course work 3 days before the deadline. I had planned my time well and finished the work to the best of my ability. I was part of the School Leavers Prom committee and made a project plan to keep on track with planning. In my volunteering role, I helped plan and deliver a tea dance for older people. This involved booking a hall and catering, preparing invitations and organising entertainment for the event.
6. Team Working	Working well with people from different backgrounds and levels to achieve a task or goal. Be a good team member and support staff when needed.	In a group project I worked in a team of people with different roles. The first job was to identify how each of us will have valuable input into the task. I am a member of a local football team; we train and play together every week to try and win.
7. Ability to learn and adapt new specialist skills	To be enthusiastic about your work and identify ways to learn from your mistakes for the benefit of both you and the employer. Develop skills in a specific area such as IT, Science or Sport.	I always read the comments my teacher puts on my coursework as this will help me improve my marks. I try to use the advice in my next piece of work. I was unsuccessful at interview, but phoned for feedback and changed what I did next time. In my volunteering role, I help deliver activity sessions for children. At the end of each session we ask the children to provide feedback on what they enjoyed and what could be improved. I worked in an Art Gallery in the Summer and gained specialist exhibition skills.
8. Numeracy/ Literacy	The ability to use Numeracy and Literacy skills in a piece of work.	In my Maths class, I used a range of tables and graphs to present results. I designed a poster for a fund raising event for the school show using Word. I volunteer at my local Charity Shop where one of my main roles is to operate the till and count the cash at the end of the day.
9. Values, Care, Respect, Honesty, Diversity	Understanding and being aware of the different needs of individuals.	Working with people with different skills and opinions and being open to listen to all ideas. Getting involved in activities which involve people that are different in age, gender, nationality, race or disability.
10. Management/ Leadership Skills	Take ownership and support others. Negotiate be able to listen to others, put views across and compromise. Leading by example, motivating others, planning and other skills that leaders have.	I ran a tuck shop with my friends and gave the proceeds to charity. My role as chairperson of the pupil council involved negotiating between staff and pupils on the new uniform policy. I ran a tuck shop with my friends and gave the proceeds to charity. I negotiated an allowance with my Parents or Carers and agreed on jobs I had to do.

WHERE TO LOOK FOR WORK



Myworldofwork.co.uk is an online job search facility that can also identify what job suits you, help build a CV and offer interview advice.

DWP host an online job search which has all the opportunities available in your area. **www.gov.uk/jobsearch**

Skills Development Scotland offer Career advice in school or visit our Dalkeith office, Eskbank Road.
Tel : **0800 917 8000**
www.skillsdevelopmentscotland.co.uk

The Guarantee website **www.thegarantee.org** advertises jobs, Modern Apprenticeships, paid Internships and Training for young people across Midlothian, Edinburgh and East Lothian. Young people ,parents and carers can search live vacancies and also register to set up job alerts.

Modern Apprenticeship

A Modern Apprenticeship (MA) is all about learning while you work – and earning at the same time. At its core, a Modern Apprenticeship is a job like any other. But as well as getting paid, apprentices gain loads of practical work experience as part of a highly structured training programme. At the same time, they work towards a qualification that will really boost their careers.

In the past, apprenticeships were mostly in the trades. Things have changed. Today, there are over 80 types of apprenticeship –and hundreds of jobs – covering everything from financial services to science.

Some examples of these are:

Scottish Government Trainee Officer

Location: Edinburgh

Salary: £17,000

Projected earnings as Local

Government Officer: £17-£37,000

Business and Administration Assistant

Location: Loanhead

Salary: up to £12,000

Projected earnings as Business

Administrator: £14-£23,000

Design Engineering Technician

Location: Edinburgh

Salary: £13,500

Projected earnings as Design

Engineering Technician: £14-£38,000

Panel Beater

Location: Edinburgh

Salary: up to £10,000

Projected earnings as Panel Beater:

£12-£28,000

Still at school?

A Foundation Apprenticeship could be for you when choosing your subjects. While most of your friends are in a classroom fulltime, part of the school week you'll be learning hands-on, at college or at work. When you finish a Foundation Apprenticeship you'll have work experience, practical skills and a qualification employers value. That could help you get on to an MA, give you something impressive to put on a college or uni application or show employers that you know their industry.

To find out more

www.apprenticeships.scot

www.edinburghcollege.ac.uk/

Schools/foundation-apprenticeships

Volunteering

Volunteer Midlothian is the leading agency for volunteer development in Midlothian. We encourage and inspire local people to volunteer and support organisations that involve volunteers.

Why Volunteer?

- Gain experience
- Build confidence
- Meet new people
- Learn new skills and use existing skills
- Access training and qualifications
- Feel good
- Gain a positive reference
- Use your free time in a useful way
- Gain certificates and awards

Contact us!

T: **0131 660 1216**

E: **info@volunteermidlothian.org.uk**

Volunteer
Midlothian 

Further and Higher Education

There are a number of Universities and Colleges accessible to Midlothian offering a wide range of course options and qualifications:

Edinburgh College

Tel: **0131 660 1010**

courseinfo@edinburghcollege.ac.uk

Borders College

Tel: **08700 505 152**

enquiries@borderscollege.ac.uk

Newbattle Abbey College

Tel: **0131 663 1921**

office@newbattleabbeycollege.ac.uk

Queen Margaret University

Tel: **0131 474 0000**

www.qmu.ac.uk

Edinburgh University

Tel: **0131 650 1000**

communications.office@ed.ac.uk

Napier University

Tel: **0333 900 6040**

www.napier.ac.uk

Herriot Watt

Tel: **0131 449 5111**

enquiries@hw.ac.uk



Science Technology Engineering Mathematics (STEM)

Science and technology is a key sector in Midlothian, and the businesses, institutes and organisations based here have been responsible for some of the most ground breaking discoveries and innovations in the world, ranging from 'Dolly The Sheep' the world's first cloned animal to the design and development of the 'Tom Tom' satellite navigation system (to name a very few!). No fewer than four science parks are based in Midlothian (see below), one of which is a designated Enterprise Area - Biocampus.

Bio Campus (BC) Edinburgh
Technopole (ET) Pentlands Science Park (PSP) Roslin BioCentre (RBC)
Edinburgh University's Easter Bush

Campus, near Penicuik have a strong focus on animal science and agriculture (the site incorporates the largest concentration of animal science related expertise anywhere and is home to HECToR the UK's largest and fastest supercomputer!). So there are a variety of opportunities available in the STEM sector, from vocational experiences in school, Modern Apprenticeships, entry and graduate level jobs.

To find out more please contact:

Grant McGowan

STEM Co-ordinator

T: **0131 561 5377**

E: grant.mcgowan@midlothian.gov.uk

TESTIMONIALS

SDS Participation measure published in August 2016 shows that Midlothian has 88.7% of young people aged 16 to 19 years on average over the last year in a positive destination. The snapshot shows an improvement of 4.6 percent when compared with last year.

This means that more young people in that age group are employed, at college or university or volunteering. This is an encouraging improvement which follows on the back of the previously announced 3% increase in school leaver destinations back in June. Councillor Bob Constable, the cabinet member for education, said:

"This is testament to the hard work and commitment of our Lifelong Learning and Employability team, schools and all of our partners. We realise it's vital to continue to support teenagers, not just when they leave school, but also for two or three years afterwards to make sure they don't slip through the net."



Activity Agreement - Neil Kerr

Neil Kerr, 17 is a former Newbattle pupil, who was unemployed. He was indentified by the council's Lifelong Learning and Employability team and Transitions Youth Support Worker Mirella Crolla knocked on his door and offered help and support. Neil said: *"It was a bit unexpected but I felt relieved as I'd been trying to get a job but nothing was happening."*

Mirella started working with Neil in April with the aim of helping him get a job in retail. Neil said: *"Mirella suggested I do some work experience, which I thought was a really good idea."* Mirella contacted the Dobbies garden centre in Lasswade and arranged a meeting with Neil. Mirella helped coach Neil on how to handle an interview and Neil was taken on a

work experience programme on Friday, Saturday and Sundays. Within a couple weekends of starting, a customer, who trained staff in customer service skills, was so impressed with Neil's skills she brought this to the attention of the Customer Service Desk. In June, a vacancy arose at Dobbies and Neil applied. He was successful and he is now working 16 hours per week on a temporary contract. Neil said:

"I'm really enjoying it. It's fastpaced, everything is new and I love working with the public."

Neil has been so successful that he has been nominated for Employee of the Month. *"I was surprised but proud."* he says.

Modern Apprentice

Sophie left school with low grades and none in Mathematics. However, after visiting a Careers Adviser at her local Skills Development Scotland (SDS) office, Sophie was made aware of options available to her. Sophie was referred by SDS to Employability Fund Programme delivered by Lifelong Learning and Employability (LLE). The programme was delivered over 12 weeks and during this time Sophie completed the Certificate of Work Readiness qualification (SCQF – Level 4) and a work experience placement

with Wayne Fueling Systems. Whilst there Sophie applied herself – staying late and taking on extra responsibilities which impressed her placement provider, who then offered Sophie a two year Business & Administration Modern Apprenticeship (MA). LLE sourced funding for this qualification which was delivered by Rewards Training.

Sophie grasped this opportunity and has worked hard to gain a promotion to a 'Customer Service Representative'. Sophie has now completed her MA and



hopes to work her way up through the company to gain further bonuses and promotion.

College/Learning Pathway

Whilst attending Newbattle Community High School, Susan in S5 signed up for the Introduction to College course at Edinburgh College, Dalkeith.

However, when the day arrived to start her one day a week college course she could not do it. This was mainly due to lack of confidence and self esteem. To overcome this barrier, Susan signed up to PX2 which was delivered in school. PX2 is a course consisting of 12 Steps which provide you with tools and techniques to help you tap into your potential and give you more confidence to take control of your life.

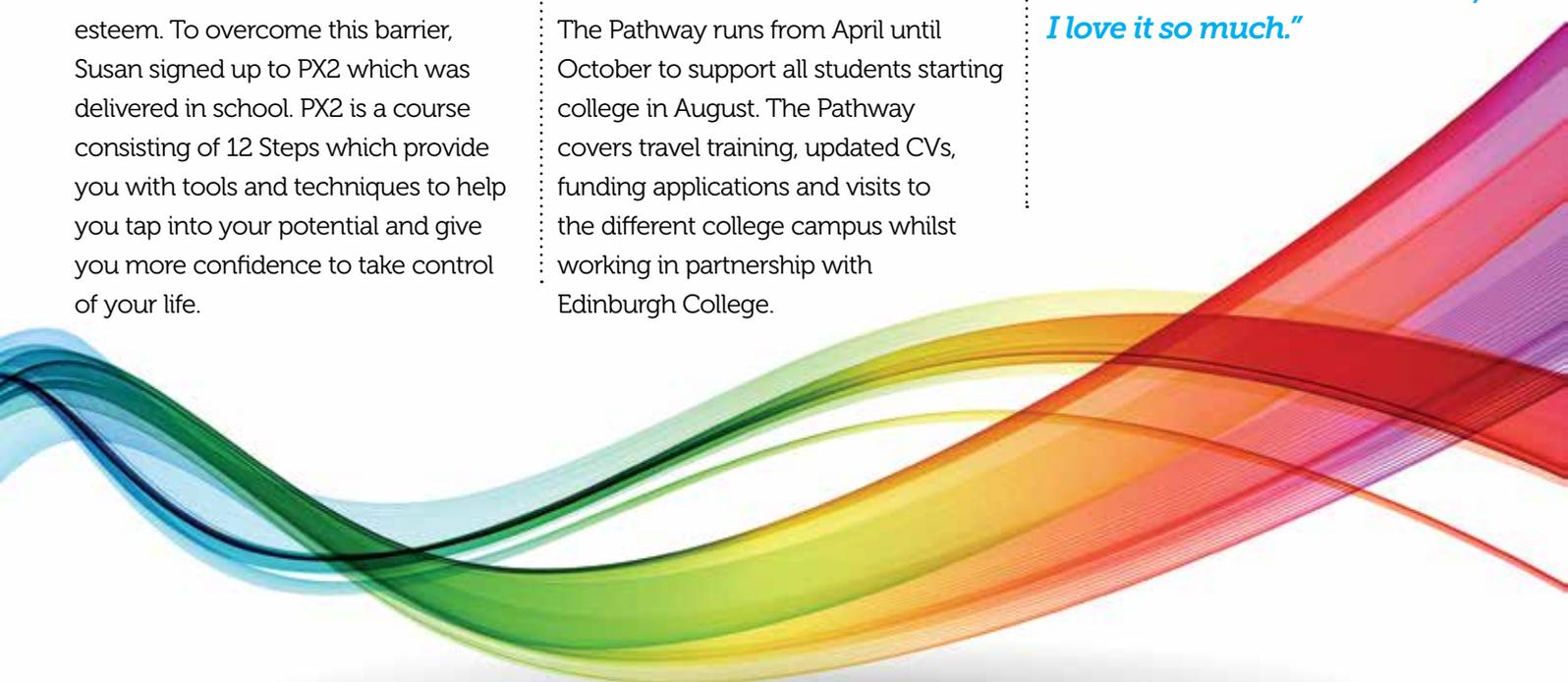
This had a massive impact on Susan, she was now more confident and was ready try again. Susan applied for the full time Entry to College Course, she was successful and to help with the transition from school to college she signed up for the College Pathway run by Lifelong Learning & Employability.

The Pathway runs from April until October to support all students starting college in August. The Pathway covers travel training, updated CVs, funding applications and visits to the different college campus whilst working in partnership with Edinburgh College.

During July and August the pathways is run in Edinburgh College Dalkeith campus so the students became familiar with the college.

Susan attended every week without fail and is now officially a College Student and loving it,

"The best move I've ever made, I love it so much."





Top Tips to make your CV shine

Employers see hundreds of CV's and they may only have a chance to scan it for a few seconds so it is important to grab their attention straight away.

Here are some things to help you stand out from the crowd:

- Keep it simple and to the point – maximum 2 pages
- CV hotspot, put the most important information that will draw the employers eye in the upper part of the first page
- Use positive and assertive language
- Include training, charity and volunteering work
- Social media is used by a number of employers to recruit so ensure that what you are sharing is appropriate.
- Achievement Awards is a great way to boost our CV

Career Coach

<https://edinburghcollege.emsicareercoach.co.uk/>

Career Coach is an online career and course matching portal which provides current data on wages, employment and job postings from Government data, job market analysis and employment trends in (Edinburgh, Midlothian and East Lothian). The system uses live data from a number of economic and Government sources and is directly linked to Edinburgh College course data base. Users can search for careers and relevant study options along with salary, industry trends, job market for specific careers in the Edinburgh & the Lothians region so students can choose the right course for the careers they want!

How it can work for you

Explore Careers – Research your career interests, or take a career assessment if you don't know where to start. Learn about each career's typical tasks and requirements to gauge what would be a good fit.

Check the Data – Evaluate careers based on how well they pay and whether or not that field is expected to grow. See which companies do the most hiring and explore live job postings to learn what they want from employees.

Choose a Path – Explore the available courses that lead to the career you want, and choose the education path that best fits your needs. Request more information from the college, or apply directly through the college website.

Find a Job – A live link to indeed.co.uk shows you the latest Job postings in the area helping you achieve your career goals.

Aim High - How Can We Help?

Midlothian Council and its partners want to ensure all young people leave school with an opportunity, so if you don't have a destination our team can offer you support through our learning options:

- **Learning Pathways** – offer young people an introduction to the area of employment they are interested in
- **Activity Agreements** – offer a chance to agree a training programme with one to one support from a key worker to help build confidence and develop key skills
- **Vocational/Work Experience/Awards** – offer opportunity of vocational courses, work placements and Youth Achievement Awards.

Contact us:

Lifelong Learning and Employability

Central Support | Tel: **0131 271 3713** | Email: lle@midlothian.gov.uk

Skills Development Scotland

Dalkeith office, Eskbank Road | Tel: **0800 917 8000**

DWP – Dalkeith

Dalkeith Job Centre Plus | Tel: **0131 456 4700**

Skills & Recruitment Centre – Kinnard Park

<http://rscfortkinnaird.co.uk/>