

Equality Commission

FOR NORTHERN IRELAND

EMPLOYABILITY DIRECTORY FOR NORTHERN IRELAND

2012

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Introduction

This 'Directory of Employability Projects for Northern Ireland' will be used as a resource to support the Commission's Employability Strategy. In particular, Commission staff will use the Directory to inform employers of those initiatives which are most relevant to the employer's employability work.

Corporate Objective 1.0 of the Commission's Business Plan for 2010-2011; 'To Promote Equality and Good Relations'; requires that we deliver effective information and advisory services to key groups, including: employers, public authorities, service providers, complainants and the public. One of the attached Strategic Actions is that the Commission's Advice and Compliance Division implements a programme of partnership working to raise employers' awareness of the employability issue, and works with employers to promote employability opportunities for those marginalised from the labour market.

The Commission's Employability Strategy derives from Public Service Agreement 3 of the Northern Ireland Government's '2008-2011 Programme for Government', which acknowledges the importance of increasing employment levels and reducing rates of economic inactivity by addressing the barriers to employment.

We acknowledge that a publication of this nature cannot be absolutely comprehensive however we will seek to ensure it is updated on a regular basis.

How to use the Employability Toolkit

The Equality Commission for NI “**Directory of Employability Projects for NI**” is divided in to 8 Sections. Section 1 to 7 will provide information on support organisations covering the 6 Counties in Northern Ireland (Antrim, Armagh, Derry/Londonderry, Down, Fermanagh and Tyrone) and a Section on Belfast. In each section locally based organisations will be listed in alphabetical order and will contain the following information:-

- Name of Organisation
- Address
- Telephone Number
- Website (if available)
- Brief overview of organisation and services provided

At the end of each section there will be a list of regional based support organisations which either have an office in the area or provide services in the area.

The final section, Section 8 of the “Directory of Employability Projects for NI” is a new section which contains information on the Department for Employment and Learning’s specialist and mainstream vocational training and employment programmes available across Northern Ireland.

Every effort has been made to identify and record the employability projects in Northern Ireland however there may be some organisations that are not included in the Directory. If your organisation is not included please complete the form in Appendix 1 and forward to Equality Commission for NI email: information@equalityni.org

SECTION 1 – COUNTY ANTRIM

| County | Organisation | Address | Telephone | Website |
|--------|------------------|--|------------------|--|
| Antrim | Babcock Training | Unit B3 Kilbegs Business Park, Kilbegs Road, Antrim, BT41 4NN | 028 9446 9675 | www.babcocktraining.co.uk |

Babcock Training provides a number of work based learning courses including apprenticeships, NVQs, skills for life and commercial courses covering numerous industrial and sectoral areas.

Apprenticeships are nationally designed, work-based, learning programmes, which offer learners the opportunity to enhance their skills through a combination of workplace learning and training. They are made up of three elements; NVQs, Key Skills and Technical Certificates which focus on different aspects of a learner's development.

Full apprenticeship frameworks are available to those between 16 and 25 years old, whilst stand alone NVQ qualifications are available to those aged 15 and over.

| County | Organisation | Address | Telephone | Website |
|--------|--------------------------------------|--|---------------|--|
| Antrim | Ballymoney Community Resource Centre | Unit 1 Dolton Business Park 25 Ballymena Road, Ballymoney BT53 7EX | 028 2766 5068 | www.ballymoneycrc.org.uk |

The Ballymoney Community Resource Centre aims to promote inclusion and community development, facilitating any relevant training required by voluntary and community groups and identifying and addressing emerging social needs.

Ballymoney Community Resource Centre currently provides an Ethnic Minority Support Programme that aims to ensure equality and increased opportunity for minority ethnic individuals.

This is offered through signposting services, raising awareness of minority ethnic needs, providing opportunities for intergeneration into the local community, working with employers who employ those from minority ethnic groups, and providing volunteering opportunities.

| County | Organisation | Address | Telephone | Website |
|---------------|-------------------------------|--|----------------------|---|
| Antrim | The Bridge Association | Enkalon Industrial Estate, 25 Randalstown Road, Antrim BT41 4LD | 028 9446 8435 | Email:- bridgeassoc@gmail.com |

The Bridge Association aims to provide vocational training up to NVQ level 2 for individuals with learning disabilities. They provide vocational training in areas such as retail, catering, horticulture and Information Technology as well as providing work placements so participants have an opportunity to develop their skills in a work placement.

A range of personal development programmes which will assist individuals to find employment are also provided.

| County | Organisation | Address | Telephone | Website |
|---------------|---|--|--------------------------|---|
| Antrim | Compass Advocacy Network Ltd – The Can Can Recycling Project | 20 Seymour Street Ballymoney BT53 6JR | 028 2766 7775 | www.compasspeople.org |

The Compass Advocacy Network Limited strives to create an environment for informed and empowered individuals to push back the barriers that prevent adults with learning disabilities having the same creative opportunities as other citizens in the community.

The “Can Can” recycling project provides meaningful work-placement and training opportunities to adults with learning disabilities recycling aluminium cans, foil, mobile phones, ink cartridges and textiles. This provision is currently on offer to 25 individuals, one day per week, several of whom also manage and direct the project through their position on the management committee.

| County | Organisation | Address | Telephone | Website |
|--------|-----------------------------------|--|------------------|--|
| Antrim | CITB Construction Skills NI | Nutts Corner Training Centre, 17 Dundrod Rd, Crumlin, BT28 4SR | 028 9082 5466 | www.citbni.org.uk |

The Construction Industry Training Board (CITB) was established to ensure adequate training for those employed in the construction industry and offers training and accredited qualifications, as well as career advice to those who are interested in a career in the industry.

Through the Sector Skills Agreement, it is able to offer training with the intention of addressing skills gaps and shortages in the industry, thus increasing the number of individuals with appropriate skills, experience and qualifications. By working closely with other organisations and schools it aims to ensure that the needs of employers are met through a variety of training schemes.

| County | Organisation | Address | Telephone | Website |
|--------|-------------------------|--|--|--|
| Antrim | Employers for Childcare | Unit 7, Blaris Industrial Estate, Altona Road, Lisburn BT27 5QB | Free phone 0800 028 6538 Tel: 028 9267 8200 | www.employersforchildcare.org |

Employers For Childcare Charitable Group is a campaigning charity that helps parents get back into work by providing advice and guidance through its childcare information services to the community, workplace and Government. Our expertise in childcare and work related issues helps parents, employers, employees and childcare providers.

Employers For Childcare Vouchers Ltd is a leading childcare voucher provider, with a wealth of expertise in the delivery of tailored employer schemes.

Employers for Childcare provide a freephone helpline offering employers and employees, professional guidance on childcare and work related issues. They also hold employers' seminars and conferences with prominent guest speakers addressing key issues. In addition they provide unique networking opportunities between business, community, public sector and Government leaders.

| County | Organisation | Address | Telephone | Website |
|--------|--------------------|---|---------------|--|
| Antrim | Greenlight Gateway | Unit 6, 61 Leyland Road, Ballycastle, BT54 6EZ | 028 2076 1110 | www.greenlightgateway.com |

Greenlight Gateway is a recycling, employment and educational based project which provides training and employment opportunities for people with learning disabilities in the Moyle area. Its aim is to equip young people with work and life skills that increase their self-confidence.

Greenlight Gateway also provides training in ICT and personal development including healthy living.

| County | Organisation | Address | Telephone | Website |
|---------------|---|---|--------------------------|--|
| Antrim | Lisburn YMCA – Training Centre | 28 Market Square, Lisburn BT28 1AG | 028 9267 0918 | www.lisburnymca.com |

Lisburn YMCA is a cross community voluntary agency established to work with an “at-risk” target group of adults and young people who are not attending any other youth provision and are regularly involved in anti-social behaviour.

The training centre was established to help adults and young people enter the employment market through specific training programmes designed to bring about their full potential. As well as offering a wide range of training programmes including job-seeking skills, each participant is assessed and his or her training needs identified.

| County | Organisation | Address | Telephone | Website |
|--------|--|---|---------------|--|
| Antrim | Loughview Training Services and Open Learning Centre | Unit 12a, 1 st Floor Ferbro Building, 335 Antrim Road, Glengormely BT36 5DZ | 028 9080 1010 | www.loughviewtraining.com |

Formed in 1980, Loughview Training delivers a wide range of government employment programmes such as Open Learning, Wider Horizons and more recently Training for Success and ApprenticeshipNI.

ApprenticeshipNI is a Department for Employment and Learning Programme that offers participants the opportunity to train in a chosen occupational area and employers the chance to develop a highly motivated and committed workforce.

Offering a range of training opportunities, culminating in an industry-led qualification, an apprentice will be with an employer from day one in areas such as retail, warehousing and business administration.

| County | Organisation | Address | Telephone | Website |
|---------------|----------------------------------|--|---------------|----------------------|
| Antrim | Northern Regional College | | | www.nrc.ac.uk |
| Campuses | Ballymena | Farmlodge Buildings, Ballymena BT43 7DF | 028 2565 2871 | |
| | Ballymena | Trostan Avenue Building, Ballymena, BT43 7BN | 028 2563 6221 | |
| | Ballymoney | 2 Coleraine Road, Ballymoney, BT53 6BP | 028 2766 0401 | |
| | Coleraine | Union Street, Coleraine, Co.L/Derry, BT52 1QA | 028 7035 4717 | |
| | Larne | 32-34 Pound Street, Larne, BT40 1SQ | 028 9085 5066 | |
| | Magherafelt | 22 Moneymore Road, Magherafelt, Co Londonderry, BT45 6AE | 028 7963 2462 | |
| | Newtownabbey | 400 Shore Road, Newtownabbey, BT37 9RS | 028 9085 5000 | |

The Northern Regional College is one of 6 Further and Higher educational colleges in Northern Ireland.

The Northern Regional College provides a range of academic and vocational courses at all levels from NVQ Level 1 to National Diplomas and Degree courses across

arrange of subjects and vocational areas.

The college also delivers the Department for Employment and Learning mainstream training programmes - Training for Success (TfS) Programme and ApprenticeshipNI Programme.

The Northern Regional College aims to enable people with a medical condition, learning difficulties and/or disabilities to access, participate and progress within and from learning programmes, through the Education Support team.

The Education Support Team will meet with individuals and will discuss their particular requirements and how we can best meet them.

All courses are delivered across a number of campuses in the Northern area.

| County | Organisation | Address | Telephone | Website |
|---------------|------------------------------|---|----------------------|--|
| Antrim | Seven Towers Training | 56 Henry Street, Ballymena, Co. Antrim | 028 2564 4003 | www.7towerstraining.com |

Seven Towers Training is an organisation that offers Training for Success and Steps to Work vocational training with certification for young people and unemployed adults. The organisation provides a wide range of courses in vocational areas such as administration, catering, information technology, hairdressing and retail.

All participants are offered a blended learning experience of in-house training, coupled with practical skill building within the workplace.

| County | Organisation | Address | Telephone | Website |
|--------|--------------------|--|---------------|--|
| Antrim | Stepping Stones NI | 39 Seymour Street, Lisburn, BT27 4SY | 028 9066 7124 | www.stepping-stones.org.uk |

Stepping Stones NI provides people with a disability and/or learning difficulties the same entitlement and right to work and training as everyone else, and to help individuals fulfil their full potential with respect and dignity.

The employment service is individually tailored by Employment Officers and Job Coaches to meet the needs and capabilities of individual clients, by helping them find paid employment or voluntary work of their choice. The service includes assistance with interview techniques, job sampling and support and assistance in work placements.

It also provides accredited training in both vocational and non-vocational courses with most of this provision being portable, enabling individuals to participate in an environment suitable to them.

| County | Organisation | Address | Telephone | Website |
|--------|---|--|---------------|--|
| Antrim | Triangle Progress to Employment Service | Unit 18, Phase 2, Acorn Business Pk, 2 Riada Ave, Ballymoney, BT537LH | 028 2766 1786 | www.trianglehousing.org.uk www.alternativeangles.org.uk |
| | | Unit 11b Woodside Rd Industrial Estate, Woodside Road, Ballymena, BT42 4QJ | 028 2563 3912 | |
| | | Unit 1, Ballymena North Business & Recreation Centre, Cushendall Road, Ballymena, BT43 6HB | 028 2565 5044 | |
| | | Old Hill Croft School 25 Abbots Road Newtownabbey BT37 9RB | 028 9085 5834 | |

The aim of the Triangle Progression to Employment service is to provide a range of specialised services focused on integrating individuals with learning disability into open employment opportunities within the wider community using an internationally recognised Supported Employment model.

This primary focus is supplemented by facility based production of products and services using the social enterprise model. Under the “Alternative Angles” identity the social enterprise model acts as a skill acquisition opportunity and progression route for service

users.

The service primarily aims to help people with learning disabilities with little or no qualifications, who ordinarily would not have the opportunity to engage in employment focused programmes.

Triangle Progression to Employment Service operates across 10 council areas (Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Cookstown, Larne, Magherafelt, Moyle & Newtownabbey)

County Antrim - Regional Organisations

| Name | Contact Details | Website |
|--|---|--|
| Action on Hearing Loss | Tel:- 028 9023 9619 Textphone:- 028 9024 9462 | www.actionhearingloss.org.uk |
| Action Mental Health (AMH) | 4A Steeple Road, Antrim, BT41 1AF. Tel: 028 9442 8081 AMH Accept Dunellen House, 44-46 City Business Park, Dunmurry, BT17 9GX. Tel:028 9062 9759 AMH The Junction, Dunellen House, 44-46 City Business Park, Dunmurry, BT17 9GX Tel:028 9062 9759 | www.amh.org.uk |
| Cedar Foundation– Employment and Learning, Kids and Teens and Brain Injury Service | The Rowan Centre,56 Wallace Avenue, Lisburn, BT27 4AF Tel:028 9262 8523 1a Woodside Road Industrial Estate,Woodside Road, Ballymena, BT42 4QJ Tel: 028 2565 9111 Active Futures, Armour Day Centre, 6 Newal Road, Ballymoney, BT53 6HD Tel:028 2766 8162 Brian Injury Service, Unit 1, Wallace Studios, Wallace Avenue, Lisburn, BT27 4AE Tel: 028 9262 9071 | www.cedar-foundation.org |
| Disability Action | 6 West Street, Carrickfergus, BT38 7AR Tel: 028 9336 9367 | www.disabilityaction.org |
| Gingerbread | 5A Greenvale Street Ballymena, BT43 6AR, Tel: 028 2563 8086 | www.gingerbreadni.org |
| Include Youth | 25 Castle Street, Ballymena, BT43 7BT Tel: 028 2563 8140 | www.includeyouth.org |
| Mencap | North and East Mencap Hub 3b Victoria Street, Ballymoney BT53 6DW Tel:028 2766 6666 | www.mencap.org |

| | | |
|--|---|--|
| NI Union of Supported Employment | Tel 028 7137 7709 | www.niuse.org.uk |
| Opportunity Youth | Tel: 028 9043 5810 | www.opportunity-youth.org |
| NIACRO (NI Ass. For the Care and Resettlement of Offenders) | Tel: 028 90 320157 | www.niacro.co.uk |
| Princes Trust | Tel: 028 90745454 | www.princes-trust.org.uk |
| RNIB | Lisburn In Focus, Rawdon House, 45-47 Market Square, Lisburn, BT28 1AD Tel: 028 92600388 | www.rnib.org.uk |
| South Eastern Regional College | Lisburn Campus, Castle Street, Lisburn, Co. Antrim. Tel: 028 92677225 | www.searc.ac.uk |

SECTION 2 – ARMAGH

| County | Organisation | Address | Telephone | Website |
|--------|-------------------------------------|--|------------------|--|
| Armagh | The Appleby Trust – Print It | Unit 10, Armagh Shopping Centre, Thomas St, Armagh, BT61 7AE | 028 3751 8211 | www.applebyprintit.co.uk |
| | Print It | 25 George Street, Dungannon, BT70 1BT | 028 8772 4795 | |

The Appleby Trust along with our sister company Appleby Careers Project Ltd. provides a range of supported employment and vocational training opportunities for people with disabilities. As well as traditional supported employment in the community, the organisation provides sheltered training opportunities in both of the Print It social firms in Armagh and Dungannon.

Recently, Appleby Trust have also developed The Print Room which provides specialised training in design and IT for individuals with a diagnosis of Aspergers Syndrome from throughout the Southern Health and Social Care Trust area. The organisation also continues to provide a work experience service for young people in their final year of special education, in schools throughout the SELB area.

| County | Organisation | Address | Telephone | Website |
|---------------|--|---|------------------|----------------------|
| ARMAGH | Southern Regional College (SRC) | | | www.src.ac.uk |
| Campuses | Armagh | Lonsdale Building, College Hill, Armagh, Co. Armagh BT61 7HN | 028 3752 2205 | |
| | | Lisanally Building, Lisanally Lane, Armagh, Co. Armagh BT61 7HF | 028 3751 2820 | |
| | | Hamiltonsbawn Road Centre, 56 Hamiltonsbawn Road, Armagh, Co. Armagh BT60 1HW | 028 3752 5094 | |
| | Banbridge | Castlewellan Road, Banbridge, Co. Down BT32 4AY | 028 3839 7700 | |
| | Brownlow | Community Learning Centre Tullygally Primary School 21 Meadowbrook Road Craigavon BT65 5AA | 028 3834 4543 | |

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|--|-----------|--|------------------|
| | Newry | East/West Buildings, Patrick Street, Newry, Co. Down BT35 8DN | 028 3026 1071 |
| | | Greenbank Building, Greenbank Industrial Est. Ballinacraig Way, Newry, Co. Down BT34 2QX | 028 3025 9730 |
| | | Model Building, Catherine Street, Newry, Co. Down BT34 6JG | 028 3026 1071 |
| | Kilkeel | GreenCastle Street, Kilkeel, Co. Down BT34 4BH | 028 4176 2582 |
| | Lurgan | Kitchen Hill, Lurgan, Co. Armagh BT66 6AZ | 028 3839 7800 |
| | Portadown | 36 Lurgan Road, Portadown, Co. Armagh BT63 5BL | 028 3839 7777 |

Southern Regional College is the largest Further and Higher Education College outside of Belfast in Northern Ireland. With a total of seven campuses across the counties of Armagh and Down and covering four district councils, the College offers first class education and an exciting learning environment for further and higher

education.

The Southern Regional College provides a range of academic and vocational courses at all levels from NVQ Level 1 to National Diplomas and Degree courses across a range of subjects and vocational areas.

The college also delivers Training for Success Programme and ApprenticeshipNI Programme.

Southern Regional College provides Learning Support to assist students who might otherwise be unable to access a programme of study or who, by reason of their learning difficulty or disability, may require specialist support beyond that normally provided by the college.

This support will assist students to realise their full academic and personal potential and may be available for students with a physical disability, sensory impairment, mental health or learning difficulty. Students with additional learning support requirements will be interviewed and assessed in relation to their needs and an individual Action Plan drawn up and agreed with them.

County Armagh - Regional Organisations

| Name | Contact Details | Website |
|--|---|--|
| Action on Hearing Loss | Tel:- 028 9023 9619 Textphone:- 028 9024 9462 | www.actionhearingloss.org.uk |
| Action Mental Health (AMH) | Craigavon and Banbridge Kilvargan Road, Craigavon BT66 6LF. Tel: 028 3834 2220 | www.amh.org.uk |
| | 13 Church Street Portadown BT62 3LN Tel: 028 3839 2314 | |
| Cedar Foundation – Employment and Learning and Kids and Teens | An Stóras, Ballybot House 28 Cornmarket, Newry BT35 8BG Tel: 028 3026 3791 | www.cedar-foundation.org |
| | Suite 4 A'Tek building, Edenaveys Industrial Estate, Newry Road, BT60 1EN Tel: 028 3752 6221 | |
| Clanrye Group/ ClanryeIT | Tel: 028 30849220 | www.clanryegroup.com |
| | Tel: 028 3026 1711 | www.clanryegroupit.com |
| Disability Action | Tel: 028 8775 2372 Textphone: 028 8775 2372 | www.disabilityaction.org |
| EGAS | Craigavon Training Centre Southern Regional College Lurgan Road, Portadown BT63 5BL Tel / Fax: 028 3835 1493 | www.egas.co.uk |
| Employers for Childcare | Free phone 0800 028 6538 Tel 028 9267 8200 | www.employersforchildcare.org |
| Include Youth | 19 Railway Street, Armagh, BT61 7HP. Tel: 028 3752 8899 | www.includeyouth.org |
| Mencap | Tel: 028 3026 7077 | www.mencap.org |
| NIARCO (NI Ass. For the Care and Resettlement of Offenders) | 23 Railway Street, Armagh, BT61 7HP. Tel: 028 3751 0050 | www.niacro.co.uk |

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|--|--|--|
| NI Union of Supported Employment | Tel 028 7137 7709 | www.niuse.org.uk |
| Opportunity Youth | 2 nd Floor, 21a Railway Street, Armagh, BT61 7HP. Tel: 028 37525481 | www.opportunity-youth.org |
| | Mount Zion, Edward Street, Lurgan, BT66 6DB. Tel: 028 38322714 | |
| Princes Trust | Tel: 028 90745454 | www.princes-trust.org.uk |
| Southern Area Supported Employment Consortium | Tel: 028 87722821 Ext 3860 | |
| USEL | 11 Market Street, Portadown BT62 3NY. Tel : 028 3835 0202 | www.usel.co.uk |

SECTION 3 – BELFAST

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| | Organisation | Address | Telephone | Website |
|----------------|-------------------------------------|--|--------------------------|--|
| Belfast | A4E Northern Ireland | 15-15a Donegall Place Belfast BT1 5AA | 028 9043 4566 | www.a4eireland.com |

A4E Northern Ireland delivers public services that make an impact in helping people to gain new skills, return to employment and realise their potential. Located in a number of areas throughout Northern Ireland, A4E provides the ApprenticeshipNI Programme aimed at 16- 18 (and up to 24 year olds for people with disabilities) , which offers information, advice and guidance needed to make decisions about their future career, as well as apprenticeship opportunities in a wide range of vocational and sectoral areas.

| | Organisation | Address | Tel No | Website |
|----------------|--|---|--------------------------|--|
| Belfast | The Academy Hair & Beauty Training School | 10-12 Rosemary Street, Belfast BT1 1QD | 028 9024 3243 | www.academytrainingschool.com |

Located in Belfast and Newry, The Academy Hair and Beauty Training School provides training within the hair and beauty industry, dedicated to fulfilling the need for all types of salon staff from stylists to managers and juniors, to artistic directors within the hairdressing sector.

By providing Training for Success and Steps to Work provision, targeting 16-18 year olds and jobseekers, it strives to match trainee hairdressers and beauty therapists with salons throughout Northern Ireland.

| | Organisation | Address | Telephone | Website |
|---------|--|---|---|--|
| Belfast | Action on Hearing Loss (formerly known as RNID) | Harvester House, 4 - 8 Adelaide Street, Belfast, BT2 8GA | Tel:- 028 9023 9619 Textphone:- 028 9024 9462 Fax: 028 9031 2032 | www.actionhearingloss.org.uk |

Action on Hearing Loss (formerly known as RNID) is a charity that tackles hearing loss and making hearing better. It provides information, advice, deaf and disability awareness training and access to audit services for organisations concerned about staff and customers. It also provides help to individuals, who are deaf or hard of hearing, to improve their job prospects.

The Sustainable Work and Well Being for Deaf People Project empowers deaf and hard of hearing individuals across Northern Ireland to develop their own package of holistic support. Individuals have access to independent guidance on learning, including essential skills, peer support for deaf and hard of hearing people with mental health needs, increased volunteering opportunities and better chances of getting into sustainable work.

Action on Hearing Loss is a partner in the Supported Employment Solutions Consortium delivering the Workable NI Programme across N Ireland.

Action on Hearing Loss provides services across Northern Ireland.

| | Organisation | Address | Telephone | Website |
|----------------|-----------------------|--|----------------------|--|
| Belfast | An Munia Tober | Blackstaff Complex, 77 Springfield Road, Belfast BT12 7AE | 028 9043 8265 | www.anmuniatober.org |

An Munia Tober is a traveller support programme that provides a variety of services to the traveller community. It offers an alternative education programme designed for young travellers between 14-17, who have left mainstream education.

The programme aims to enable young travellers to gain a range of accredited qualifications to increase their self-esteem, encourage active citizenship and seek to reverse barriers that lead to social exclusion. This provision also offers participants a six week work placement with statutory or community organisations.

| | Organisation | Address | Telephone | Website |
|----------------|---------------------------------------|--|--------------------------|--|
| Belfast | Ashton Community Trust | 5 Churchill Street, Belfast, BT15 2BP | 028 9074 2255 | www.ashtoncentre.com |

The Ashton Centre was established as a community initiative to aid the social and economic regeneration of the North Belfast area through initiatives and provision in employability, education and training.

The Women's Community Training Project is one such programme that focuses on those who are "hardest to reach", by improving the employability of women, especially those who are long term unemployed, lone parents or those with little or no qualifications.

A wide range of personal development and vocational programmes such as job search, career planning, essential skills, first aid, training in scaffolding and forklift operation are available to participants.

Other programmes include:-

- Progress to Employment
- North Belfast Works
- STEP to Work
- LEMIS & Job Assist Centre

| | Organisation | Address | Telephone | Website |
|---------|--|--|------------------|--|
| Belfast | ARC (Association for Real Change) | 30c Wildflower Way, Boucher Rd BELFAST BT12 6TA | 028 9038 0960 | www.arcuk.org.uk/northern_ireland |

The Association for Real Change (ARC) was established as a support network providing support to organisations which provide services for people with a learning disability.

ARC deliver two employability projects:-

- 'Get A Life!' project aims to stimulate and support the development of a range of family and community based micro-services in North Belfast.
- The Getting Started project is aimed at taking unemployed people through the 'Getting Started' programme, a comprehensive induction into working in social care, including the ECC exam. Area covered is Belfast and Co.Down

| | Organisation | Address | Telephone | Website |
|----------------|---------------------------------|--|--------------------------|--|
| Belfast | Ballybeen Women's Centre | Ballybeen Square, Dundonald, BT16 2QE | 028 9048 1632 | www.ballybeenwomenscentre.org |

Ballybeen Women's Centre is an integrated service provider committed to enabling women, young people and children to realise their potential and fulfil their aspirations.

Ballybeen Women's Centre utilises the "Steps to the Future" model that helps widen access to education and training opportunities and addresses the needs of its target population in response to gaps in provision. Its service identifies and addresses barriers faced by women returning to education and training, by providing job search provision and support which enables them to participate in the labour market and identify appropriate progression routes.

They also deliver the Skills to Employment Project (StEP) which assists women into or back into employment.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|----------------------|--|
| Belfast | Belfast Central Training Limited | 98-102 Donegall Street, Belfast, BT1 2GW | 028 9032 4973 | www.bctl.org |

Belfast Central Training Limited (BCL) provides vocational and educational training for people who are unemployed or entering the labour market for the first time. Its “Focus for Work” programme focuses specifically on the needs of unemployed people and aims to progress them through training and work experience into sustainable employment.

BCL further offers NVQs and Apprenticeships in a wide range of vocational areas through Training for Success and Steps to Work provision.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|----------------------|--|
| Belfast | Belfast City Council – Hospitality and Retail Training for Employment (HARTE) Programme | The Cecil Ward Building 4-10 Linenhall Street Belfast BT2 8BP | 028 9027 0736 | www.belfastcity.gov.uk |

The Hospitality and Retail Training for Employment Programme (HARTE Programme) sets out to build the capacity of unemployed individuals who have difficulty accessing employment opportunities provided within the tourism, hospitality and retail sectors, by offering a suite of short, sharp, personal and vocational courses deemed critical by local industry.

The project also provides a full range of support measures to maximise inclusivity, by fully addressing personal barriers and essential employability skills that enable each individual to be in a position to compete more effectively in the labour market.

The HARTE Programme is run in conjunction with Gem NI and Time Associates.

| | Organisation | Address | Telephone | Website |
|----------------|-------------------------------------|---|------------------|--|
| Belfast | Belfast Metropolitan College | | | www.belfastmet.ac.uk |
| Campuses | Titanic Quarter Campus | 7 Queens Road Belfast, BT3 9DT | 028 9026 5265 | |
| | The Gerald Moag Campus | 125-153 Millfield Belfast, BT1 1HS | 028 9026 5000 | |
| | Castlereagh Campus | Montgomery Road Belfast, BT6 9JD | 028 9079 7144 | |
| | Tower Street Campus | 4-84 Tower Street Belfast, BT5 4FH | 028 9026 5000 | |
| | Whiterock Campus | 99-135 Whiterock Road Belfast, BT12 7PH | 028 9026 5000 | |
| | e3 | Springvale Campus 400 Springvale Road, Belfast, BT12 7DU | 028 9090 0000 | |

Belfast Metropolitan College is the largest Further Education College in Northern Ireland and provides a range of academic and vocational, full time and part time courses as well as a range of Government mainstream course i.e. Training For Success, ApprenticeshipsNI etc.

Belfast Met has also developed links with industry to provide specific employability courses such as Further Progress and Engineering Skills Industry.

Belfast Met is committed to offering support and information for students with disabilities, learning difficulties or medical conditions to ensure that they can participate as fully as possible in the academic and social life of the College. Belfast Met's Learning Support Advisors will a range of support services to help you get the best from your course.

All courses for school leavers are delivered in the Belfast Metropolitan College's main sites which are: Millfield, Titanic Quarter, Castlereagh, Tower Street, and Whiterock.

| | Organisation | Address | Telephone | Website |
|---------|---|-----------------------------------|---------------|--|
| Belfast | Bryson Charitable Group – Future Skills (formerly known as North City Training) | 28 Bedford Street Belfast BT2 7FE | 028 9031 4666 | www.brysongroup.org www.nctni.com |

Bryson Charitable Group is committed to identifying and developing sustainable responses to existing and emerging social need. **Future Skills** (formerly known as North City Training), its training and employment arm, offers a range of programmes that aim to improve employability through structured learning for young school leavers, unemployed adults and other individuals.

To assist people from 16-50+, who are unemployed or economically inactive, to find and sustain employment, Bryson Charitable trust offers advice and guidance, job-search, CV preparation, on-the-job training through work placements and apprenticeships, as well as the opportunity to enhance existing skills through pre-employment training programmes and the gaining of recognised qualifications.

| | Organisation | Address | Telephone | Website |
|----------------|---|--|----------------------|--|
| Belfast | The BYTES Project – Young People Reconnection and Engagement Project | Head Office: Unit 5 The Filor Building, Twin Spires Centre 155 Northumberland Street, Belfast, BT13 2JF | 028 9068 2678 | www.bytes.org |
| | | Projects - Belfast Foyer Bytes 2-5 Malone Road Belfast BT9 6RT | 028 9028 8810 | |

The BYTES project was established to remove individual barriers to training and employment by assisting young people to overcome extreme social and educational disadvantage, so they can make a difference in their lives, enabling them to become economically active and make a positive contribution to their communities.

The Young People Reconnection and Engagement Programme aims to engage with disadvantaged, unemployed and homeless 16-25 year olds with learning and educational difficulties, through the creative use of ICT. The learning will be linked to an overall personal development plan and provide progression routes to further education, training and employment enabling participants to take control of, and make positive changes to their lives.

BYTES Projects are also located in:-

- Inverary Bytes based in Inverary Community Centre,
- Lower Shankill Bytes based in Townsend Outreach Centre,
- Newlodge Bytes based in St. Kevins Hall, off North Queen Street,
- Poleglass Bytes based in Sally Garden Community Centre, off Bells Road,
- Rathcoole Bytes, based in Rathcoole Youth Club,
- Short Strand Bytes based in Short Strand Community Centre
- Tullycarnet Bytes based in Tullycarnet Community Resource Centre.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|----------------------|--|
| Belfast | Cedar Foundation | Head Office, Malcolm Sinclair House 31 Ulsterville Avenue Belfast BT9 7AS | 028 90666 188 | www.cedar-foundation.org |
| | Cedar Foundation Training Services/Brian Injury Service | 1A Lisburn Road Belfast BT10 0GW | 028 9061 2424 | |
| | Kids & Teens | Adelaide House, Hawthorn Industrial Estate, Falcon Rd, Belfast, BT12 6SJ | 028 9038 7040 | |

The Cedar Foundation delivers a range of services that empower and support people with disabilities to be fully included in their communities. Through its Employment Development provision, a wide range of training, employment and support is offered that promotes social and economic inclusion of people with disabilities and supports their integration into the workplace.

Programmes include the Foundation Training Programme, Training for Success Programme (Specialist Support Provider), Workable NI, and Steps to Work (Enhanced Support) for Disabled People.

The Cedar Foundation also provides vocational training and employability skills through its Children Services (Transition Service) and Brian Injury Services.

The Cedar Foundation is a partner in Supported Employment Solutions a consortium of voluntary organisation delivering Workable NI across Northern Ireland.

The Cedar Foundation provides vocational training and employment services regionally.

| | Organisation | Address | Telephone | Website |
|----------------|-------------------------------------|---|----------------------|--|
| Belfast | Charter for Northern Ireland | 352 Newtownards Road, Belfast, BT4 1HG | 028 9045 9458 | www.charterni.com |

Charter for Northern Ireland is an organisation dedicated to the transformation of societies in conflict to a peaceful outcome resulting in sustainable peace and reconciliation. Utilising community development techniques, measured against National Occupational Standards (CD NOS) as a change management mechanism to deal with the social and economic deprivation that is associated with civil unrest and conflict. Its guiding principles are social justice based on equality, sustainable development and partnership working on regional and international bases.

Charter NI believes sustainability begins with developing good social and economic foundations therefore they provide Education and Vocational Training opportunities for all ages, whether it be first time or returner to learning, it is paramount in creating a society which helps itself prosper. Charter NI delivers, sign posts and supports individuals into and through training.

| | Organisation | Address | Telephone | Website |
|----------------|-----------------------------|--|----------------------|---|
| Belfast | Coiste na n-larchimi | 10 Beechmount Avenue, Belfast, BT12 7NA | 028 9020 0770 | www.coiste.com |

Coiste na n-larchimi is the umbrella organisation encompassing groups and individuals working for the social, economic and emotional well being of former Republican prisoners and their families.

Since its establishment in 1998 Coiste has played a key role in highlighting and lobbying against the social, economic, legal and societal barriers faced by former political prisoners and their families.

Despite the progress that has been made by the peace process, former political prisoners still face a range of obstacles and discriminatory practices in their daily lives, from employment through to the provision of services.

| | Organisation | Address | Telephone | Website |
|----------------|----------------------------|---|--------------------------|---|
| Belfast | CSV Media Action NI | BBC Broadcasting House Ormeau Avenue Belfast BT2 8HQ | 028 9033 8870 | www.csv.org.uk |

CSV Media Action NI is aimed at those most disadvantaged in the labour market. The project aims to make beneficiaries “employable” by providing them with transferable media skills and industry recognised qualifications in areas such as ICT, interpersonal skills, communication and teamwork. Participants will also gain practical experience through involvement in community related projects and have an opportunity of work experience within BBC departments that will help understanding of the media industry.

The programme will also help increase motivation and self-confidence required to overcome barriers, effectively manage change, realise potential and ultimately achieve sustainable employment within the media industry.

| | Organisation | Address | Telephone | Website |
|----------------|--------------------------|---|----------------------|--|
| Belfast | Disability Action | Portside Business Park 189 Airport Rd West Belfast BT3 9ED | 028 9029 7880 | www.disabilityaction.org |

Disability Action delivers a range of services that support people with disabilities to be fully included in their community, as well as services that businesses and other organisations may access to ensure they are meeting the needs of disabled people.

Disability Action provides a range of vocational training and employment services including:-

- Training Support Service – providing specialist support to trainees with disabilities participating on the Governments Training For Success Programme
- Support Works Programme – providing learning support (Essential Skills) to trainees with disabilities participating on the Governments Training for Success Programme
- Workable NI is a specialist Government Programme to assist people with disabilities access and stay in employment.

Disability Action also assists employers to recruit and retain disabled staff.

Disability Action provides services regionally and is based in a number of locations throughout NI.

| | Organisation | Address | Telephone | Website |
|----------------|---|--|--------------------------|--|
| Belfast | Dr B's Kitchen (Barnardo's NI) | 9 Bridge Street Belfast BT1 1LT | 028 90321 213 | www.barnardos.org.uk/drbsbelfast |

Dr B's Kitchen is a Barnardo's NI project. Barnardo's NI aims to improve the lives and opportunities of tens of thousands of children in communities across Northern Ireland.

Dr B's Kitchen offers opportunities for young people with learning disabilities to gain industry recognised qualifications and ultimately move on to employment within the hospitality sector. This project provides a unique opportunity to improve self-esteem and confidence by gaining relevant skills, qualifications, knowledge and practical experience, while working in the real working environment of its busy city centre public restaurant.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|----------------------|--|
| Belfast | East Belfast Mission – The Stepping Stone Project | 240 Newtownards Road Belfast BT4 1HB | 028 9073 8211 | www.ebm.org.uk |

The East Belfast Mission operates as a registered charitable organisation offering a wide range of services including a charity shop, café, meals on wheels, youth and community outreach as well as services to the homeless.

Its employability service, the Stepping Stone Project, provides information, advice and guidance on employment opportunities, training and education, through an independent, client focused, free service to those who are eligible.

Using a mentoring approach, it will review an individual's experience, skills and interests to match them up with the most relevant career path and employment opportunities. Individuals will receive assistance on all aspects of job search, access to a wide range of job vacancies, as well as help with application forms and interview techniques.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|--------------------------|------------------------|
| Belfast | Educational Guidance Service for Adults (EGSA) | 4th Floor 40 Linenhall Street Belfast BT2 8BA | 028 9024 4274 | www.egsa.org.uk |

EGSA (Educational Guidance Service for Adults) aims to encourage all adults to engage in learning and to manage their careers. EGSA is committed to the view that learning enables adults to take control of their lives.

EGSA is an independent organisation that delivers a range of services for adults who want to: - engage in learning, identify and develop new skills, gain qualifications, maximize potential and plan and manage their careers.

EGSA provides a range of services to individuals, community groups and employers including:-

- Community Outreach Programme – providing free career planning support to Adults living in Neighbourhood Renewal areas. The programme delivers free, impartial, confidential, one to one and group careers and educational guidance to adults living in Neighbourhood Renewal areas. Services are tailored to suit individual and group needs.
- The Redundancy Support service delivers free, impartial, confidential, one to one careers and educational guidance to employees at risk of, or facing, redundancy. It also provides flexible, tailor made group guidance workshops.

EGSA have offices located in L'Derry and Portadown.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|--------------------------|--|
| Belfast | Engineering Training Council Northern Ireland | Interpoint 20-24 York Street Belfast BT15 1AQ | 028 9032 9878 | www.etcni.org.uk |

The Engineering Training Council Northern Ireland is dedicated to supporting the engineering industry by coordinating training and learning opportunities for new entrants and those in the existing workforce.

To enter an apprenticeship, an unemployed individual must be at least of school leaving age, be about to take up permanent remunerative employment with a Northern Ireland based company, possess the relevant academic qualifications, have the potential to successfully complete all the requirements of a level 2/3 apprenticeship framework and pass a pre-set entry exam.

| | Organisation | Address | Telephone | Website |
|---------|--------------|--|------------------------------------|---|
| Belfast | An Eochair | 426 Falls Road, Belfast BT12 6EN | 028 9022 9366 028 9024 7291 | Email:- the.office@ireland.com |

An Eochair ex-prisoner support group was set up in 1998 and formally constituted in 1999 following the “Good Friday Agreement”/ “Belfast Agreement” and the continuing Peace Process.

The group’s remit was to identify and address the needs of ex-prisoners from the official Republican tradition.

In relation to employment issues An Eochair provides a range of services for ex-prisoners, their families and the wider community including access to educational and training opportunities, job search facilities as well as a lobbying and advocacy role on behalf of ex-prisoners with key agencies and organisations around issues of employability.

| | Organisation | Address | Telephone | Website |
|----------------|--------------|--|----------------------|--|
| Belfast | EPIC | 33A Woodvale Road, Belfast BT13 3BN | 028 9074 8922 | www.epic.co.uk |

EPIC has been operational since 1995, although its origins go back considerably longer. Initially, its primary objective was to address the problems surrounding the reintegration of politically motivated prisoners into the community and in particular those prisoners from an Ulster Volunteer Force (UVF) or Red Hand Commando (RHC) background.

Through the study of other conflicts throughout the world, EPIC has recognised the importance of successfully reintegrating former combatants in terms of consolidating the peace. Their wide-ranging activities include: employability initiatives, working to improve the employment opportunities available to ex-prisoners and former combatants, welfare advice, and conflict transformation.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|--------------------------|--|
| Belfast | Extern – Extern Recycle | 2 Trench Road Mallusk Newtownabbey BT36 4TY | 028 9084 6418 | www.externrecycle.org |

Extern works directly with children, adults and communities affected by social exclusion throughout Ireland.

Through its Extern Recycle programme, Extern aims to contribute to employment policies which increase the overall employment rate and reduce inactivity in Northern Ireland, by extending employment opportunities to those groups at a disadvantage in the labour market. Working with people at an early stage around motivation, to establish a “work-ready” attitude, it sets out to train individuals from the criminal justice system in essential skills and industry recognised qualifications. The programme also includes an employer-mentoring programme, which supports individuals in voluntary work placements with employers and in the early stages of employment within industry.

Extern also aims to contribute to skills policies to increase productivity, enterprise and competitiveness by raising the skills levels of workers and to ensure the right workforce skills are identified for future employment, particularly in the developing recycling industry.

| | Organisation | Address | Telephone | Website |
|----------------|----------------------------------|---|----------------------|--|
| Belfast | Footprints Women's Centre | 84a Colinmill, Poleglass, Belfast BT17 0AR | 028 9092 3444 | www.footprintswomenscentre.org |

Footprints Women's Centre was established with the intention of filling gaps and providing services, where there were none before, to meet the needs of women and children in the area. It offers a wide variety of academic, access, vocational and essential skill courses, with the intention of helping women to improve their employment and training opportunities.

Many of the courses are accredited and give the participants the opportunity to gain recognised qualifications, whilst availing of free childcare. Programmes are tailored to meet individual needs and mentors ensure that individuals set goals to encourage them to progress at their own pace.

| | Organisation | Address | Telephone | Website |
|----------------|--------------------------------------|---|--------------------------|--|
| Belfast | GEMS Northern Ireland Limited | Ascot House, 24-31 Shaftesbury Sq, Belfast BT2 7DB | 028 9033 2313 | www.gemsni.org.uk |

Established in January 2002, GEMS NI works to promote a socially inclusive labour market by supporting long term unemployed and economically inactive people to access employment through one to one mentoring support and through proactive engagement with employers – making the business case for unemployed people.

GEMS NI delivers a wide range of programmes primarily in South and East Belfast including:

- M-Power – Community Outreach Employability Service in South and East Belfast providing one to one mentoring support from community outreach hubs
- Minority Ethnic Employment Support Project (MEESP) – specialist one to one advice and guidance for minority ethnic job seekers including migrant workers
- Learning Language for Work – English Language for the workplace for non-native speakers of English
- Employer Relationship Management – working closely with employers to promote employment for long term unemployed people
- Kestrel – Specialist one- to-one advice and guidance for unemployed people in the 50+ age range
- South Belfast LEMIS Programme, a DEL programme which supports economically inactive people to access employment through one to one mentoring support and access to job and training opportunities.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|----------------------|--|
| Belfast | Gingerbread Northern Ireland – Choices Plus | 169 University Street Belfast BT7 1HR | 028 9023 1417 | www.gingerbreadni.org |

Gingerbread NI was set up in 1978 to support lone parents and their children in Northern Ireland.

Gingerbread NI is the lead agency working with and for lone parents and their children and they work with lone parents and other organisations to promote the integrity and life choices of one-parent families, challenge injustices, advocate for rights and positively respond to social change. Gingerbread NI provides a number of services to lone parents and their children including training and employment programmes.

Choices Plus aims to help lone parents into employment by providing a series of additional options to those returning to employment, whose needs are not accommodated by the Steps to Work provision. The programme will provide participants with professional careers advice and guidance, access to level two training or above and assistance with childcare and other costs. There are also access to work tasters with local employers and welfare rights advice provided through on-going mentoring.

Gingerbread provides services regionally.

| | Organisation | Address | Telephone | Website |
|----------------|---|--|----------------------|--|
| Belfast | Greater Village Regeneration Trust | 337 Donegall Road, Belfast BT12 6FQ | 028 9033 3527 | www.gvrt.org |

The Greater Village Regeneration Trust (GVRT) was established to help with the regeneration and redevelopment of the “Village” area of South Belfast. Through the development of social enterprises and training schemes, the Trust has helped to facilitate economic change in the area.

GVRT provides vocational training programmes such as Training for Success, and Steps to Work, as well as advice and support in finding a job, offering tailored job search, CV development and help with application forms and interview techniques. It also offers specialised courses and training schemes to educate and provide people with the skills necessary to gain employment.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|----------------------|----------------|
| Belfast | IMPACT Training Northern Ireland Limited | 16 Lanark Way, Belfast, BT13 3BH | 028 9033 9910 | |

IMPACT Training is a community-based, charitable organisation, managed by a committee whose members are drawn from the local community. It caters for 16-55 year olds, helping individuals make the next step towards rewarding and full-time employment.

The Training for Success programme enables trainees to work towards NVQs based on industry standards in a wide range of sectors including administration, childcare, retailing and warehousing, amongst others. On-going support in the form of advice and guidance and job search skills is also provided.

| | Organisation | Address | Telephone | Website |
|----------------|----------------------|--|--------------------------|--|
| Belfast | Include Youth | Alpha House 3 Rosemary Street Belfast BT1 1QA | 028 90311 007 | www.includeyouth.org |

Include Youth aims to improve the employability of young people aged 16-21 who are in or leaving care from all across Northern Ireland through the 'Give and Take Scheme'.

Running out of six Regional offices, Give and Take offers personally tailored plans to meet the needs of each individual. All participants are intensively supported by professional staff and have the opportunity to gain 7 (or more) accredited qualifications including Essential Skills.

The one year scheme consists of 4 key components of Work Experience, Training, Personal Development and Mentoring while a formal partnership with DEL Careers Service exists to ensure access to quality careers information, advice and guidance and positive move-ons into mainstream education, training and employment.

Include Youth's employability team also delivers the Employability Service in both the Belfast Health and Social Care Trust and Western Health and Social Care Trust areas for young people leaving care.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|--------------------------|--|
| Belfast | Lenadoon Community Forum – Training and Employment Project | 41A Suffolk Road Belfast Co. Antrim BT11 9PD | 028 9043 0003 | www.lenadooncommunityforum.org.uk |

The Lenadoon Community Forum was established in 1995 to address growing social and economic issues, particularly unemployment. Through its training and education programme, it looks to meet the needs of local, long-term unemployed, women returners, and disadvantaged people living in the Lenadoon neighbourhood.

It provides recognised IT, numeracy and literacy qualifications as well as help with job search, interview techniques and C.V. writing skills.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|----------------------|--|
| Belfast | Ligoniel Improvement Association – The Life Project | 148 Ligoniel Road, Ligoniel Belfast BT14 8DT | 028 9039 1225 | Email: administration@ligonielvillage.com |

The Life project seeks to provide advice and guidance on all aspects of the recruitment process for the most disadvantaged and furthest from the labour market. Support and encouragement is given to enable those long-term unemployed, economically inactive/workless people to take advantage of training and development opportunities, access to employment, with the added value of increasing their potential to contribute to capacity building in their own communities.

The provision of tailored, user-friendly, localised support, will encourage a sense of worth in many ways, such as maximising educational attainment and training opportunities, increasing skills based knowledge and employability, as well as developing working relationships with external support networks.

| | Organisation | Address | Telephone | Website |
|---------|----------------------------------|--|------------------|--|
| Belfast | MENCAP | Head Office Segal House 4 Annadale Avenue, Belfast, BT7 3JH | 028 9069 1351 | www.mencap.org.uk |
| | North and East Belfast Hub | 416 Ormeau Road, Belfast, BT7 3HY | 028 9049 2666 | |

MENCAP was established to work for people with learning disabilities in collaboration with their families and carers. Actively fighting for equal rights and looking for better opportunities for those with learning disabilities, MENCAP also provides assistance through supported employment and outreach.

The Pathways to Success programme helps people with a learning disability between the ages of 16-65 find suitable work opportunities. It assists each person to explore their options, provides skills training in the workplace and strives to remove barriers to work for each individual. Working in partnership with regional colleges, Pathways to Success provides additional learning support and practical experience to complement the students' vocational course work.

Mencap is a partner in the Supported Employment Solution Consortium delivering the Workable Programme across Northern Ireland.

Mencap provides services regionally and are based in a number of locations throughout NI.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|--------------------------|--|
| Belfast | New Start Education Centre – Realising Actual Potential | 1a Dunlewey BT12 2QU Belfast | 028 9031 5674 | www.newstarteducationcentrebtk.com |

One of the key aims of the Realising Actual Potential programme is to enhance the employability and life/social skills of adult groups and outside groups of young people in the community, through the provision of structured accredited programmes.

The programme provides a structured timetable curriculum for young people, adult learners, lone parents, economically inactive and unemployed people who no longer attend mainstream education. Participants are mentored to re-assess their position within their local community and wider society through a commitment to life-long learning.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|----------------------|--|
| Belfast | Northern Ireland Association for the Care and Resettlement of Offenders (NIACRO) | Amelia House 4 Amelia Street Belfast BT2 7GS | 028 9023 0157 | www.niacro.co.uk |

NIACRO aims to increase the employment opportunities and employability of offenders through a needs based service, across Northern Ireland. Working within a key stakeholder ethos it provides assessments, job preparation and sign posting to other services.

NIACRO promotes inclusion for those with convictions, working with employers and advocating fair treatment for criminals who disclose convictions. Offering numerous programmes it aims to equip people with the skills they need to re-enter the labour market. For example:

- **Youth Employability Programme** assists young people aged 15 – 18 who offend, to undertake training, education or employment. The programme is delivered in the following locations:- Belfast, Lisburn, Newtownabbey, East Antrim, Downpatrick, Banbridge, Craigavon, Armagh and North Down.
- **Jobtrack Programme** works to increase the employability of offenders and ex-prisoners and is based on the needs of the individual, and uses a structured programme of assessment and individual action planning, advice, training, and work sampling opportunities. This programme is delivered across Northern Ireland
- **Work with employers** - NIACRO works with employers to encourage fair treatment for job applicants who disclose criminal convictions. They provide a free information line to employers and job applicants.

NIACRO works in partnership with the Probation Service for NI, the Prison Service and the Youth Justice Agency.

| | Organisation | Address | Telephone | Website |
|---------|---------------------------------|--|---------------|----------------|
| Belfast | North Belfast Employment Centre | Unit 24, North City Business Centre, 24 Duncairn Gardens, Belfast BT15 2GG | 028 9075 6057 | www.nbec.co.uk |

North Belfast Employment Centre provides a range of services and programmes to assist people who are furthest removed from the labour market. Projects include:-

Improving Your Future Prospects:- aim is to improve people's future lives by using a one-to-one service engaging participants in specific programmes that will address their barriers to employment. It will target those receiving benefits such as incapacity benefit, income support with a disability premium, severe disablement allowance and other health related benefits.

LEAP seeks to increase employment by working with and supporting employers to recruit and offer job placements to those furthest from the labour market and in doing so, reducing unemployment and economic inactivity whilst supporting economic growth. Employer engagement is also crucial, with all participants being offered up to 6 months post placement support to maximise the chances of sustained employment through the Employment Liaison Service.

The Public Employment Partnership will match long-term unemployed and economically inactive jobseekers from throughout the Greater Belfast Area with entry-level public sector jobs. It offers flexible, bespoke, employer led training programmes for the public sector, as well as provision of post employment support to assist employment retention and progression. The programme supports employers to review and amend potentially restrictive HR policy and practice to ensure fair access to entry-level public sector employment for those furthest from the labour market.

| | Organisation | Address | Telephone | Website |
|----------------|----------------------------|--|----------------------|--|
| Belfast | North City Training | 275 Antrim Road, Belfast BT15 2GZ | 028 90745 408 | www.nctni.com |

The aim of the Grey Workers Project is to establish a 60-place intermediary Labour Market Programme for long-term unemployed and economically inactive adults (aged 50+) in the Shankill, Ardoyne, Shore Road, New Lodge and Rathcoole areas of Belfast.

Designed to combine employment and training opportunities for older economically inactive people living in some of the most disadvantaged areas of Northern Ireland, training and accreditation in essential skills are offered, along with employment opportunities on either a full-time or part time basis, over a 26-week period with local community and voluntary organisations, as well as major employers.

| | Organisation | Address | Telephone | Website |
|----------------|------------------------|---|----------------------|--|
| Belfast | The NOW Project | 428 Springfield Road, Belfast BT12 7DU | 028 90436 400 | www.nowproject.co.uk |

The NOW project provides training and employment services for local people with learning difficulties and disabilities, and people with Autism who are often furthest from the labour market. Its aim is to enable people with learning difficulties to get the job they want and keep it.

Project Workforce provides support and training for people with learning difficulties and disabilities aged 14-65 in North and West Belfast and the Lisburn area. The project aims to develop a strategic approach to the development of skills and employment opportunities for people with disabilities.

NOW project also delivers a range of training courses and qualifications, transition service for schools and operate number of catering social enterprises.

NOW is a partner in the Supported Employment Solution Consortium delivering the Workable NI Programme across N Ireland.

| | Organisation | Address | Telephone | Website |
|----------------|-------------------------------|---|----------------------|--|
| Belfast | Oasis Caring in Action | 102-108 Castlereagh Street Belfast BT5 4NJ | 028 90872 277 | www.oasis-ni.org |

Oasis Caring in Action is a community organisation established to provide local people with a varied range of programmes to tackle the high levels of social deprivation and unemployment around Inner East Belfast.

As well as managing a number of social enterprise schemes; Oasis offers 8-week courses that combine health topics with sessions on confidence building and employability. This provision is available to women who are unemployed, or on a low income, and who are living in East Belfast.

| | Organisation | Address | Telephone | Website |
|---------|-------------------|---|------------------|--|
| Belfast | Opportunity Youth | Hildon House 30-34 Hill Street, Belfast, BT1 2LB | 028 9043 5810 | www.opportunity-youth.org |

Opportunity Youth was established in 1993 with the goal of providing a comprehensive range of personal development and therapeutic services, dedicated to meeting the ever-changing needs of young people in Northern Ireland. Opportunity Youth constantly seek to work with anyone who could benefit from its services. As a result of working together with young people and other organisations throughout Northern Ireland, opportunity youth looks towards a better, brighter future for all ages in our society.

Opportunity Youth provide a range of innovative programmes and services, which can be easily adapted to meet specific issues faced by young people, including drug/alcohol misuse, mental and emotional health, barriers to employment or achievement, or lack of confidence and self-esteem.

They provide specific programmes on vocational training and employment such as "Switch on to Employment".

Opportunity Youth provide services across Northern Ireland.

| | Organisation | Address | Telephone | Website |
|----------------|---------------------------------|--|----------------------|--|
| Belfast | The Orchardville Society | Lagan Village Tower, 144-152 Ravenhill Road Belfast BT6 8ED | 028 90 732326 | www.orchardville.com |

The Orchardville Society is committed to working in partnership to ensure that a range of appropriate opportunities for personal, social and vocational development is made available to people with learning disabilities.

Its employment and skills service enables people with learning disabilities and people with Autism to obtain real and economically viable employment opportunities, by providing a wide range of person centred career development interventions. The project offers key specific measures in areas to develop employability, including skills and knowledge development, work experience, personal attributes and independence.

The Orchardville Society also delivers a range of training course and qualifications, a transition service for schools and operates number of catering social enterprises.

The Orchardville Society is a partner in the Supported Employment Solutions Consortium delivering the Workable NI Programme across N Ireland.

| | Organisation | Address | Telephone | Website |
|----------------|------------------------------|--|--------------------------|--|
| Belfast | People 1st | Suite 1, Ormeau House, Ormeau Road, Belfast BT7 1SH | 028 90875 875 | www.people1st.co.uk |

People 1st is a training organisation offering various government sponsored programmes including Apprenticeships, Steps to Work, Progress to Work and Training for Success.

The Training for Success Programme is designed for school leavers, to provide them with the skills, confidence and knowledge, within a supported learning environment, that will enable them to find work.

Depending on the needs of individuals, it carries out personal development training, or courses to help gain relevant work competencies, before progressing on to the apprentice-led programme. The programme covers areas such as administration, childcare, construction, distribution, retail and sports and recreation.

The programme's employability provision also includes job search, improving self-confidence and self-esteem as well as job sampling and work experience.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|----------------------|--|
| Belfast | PMST – Plumbing & Mechanical Services Training Limited | The Mount 2 Woodstock Link Belfast BT6 8DJ | 028 90737 294 | www.pmst.co.uk |

The Plumbing and Mechanical Services Training Limited is the industry-led training body set up to deliver modern apprenticeships in plumbing, mechanical services and gas installation and maintenance services, to level 3 in Northern Ireland.

Taking four years to complete, individuals are given the opportunity to gain practical hands-on experience in a chosen trade, whilst gaining the knowledge and theory needed to gain an NVQ level 3 at a designated college. Modern Apprenticeships are based upon real jobs from day one, with the emphasis on quality training provided by the employer.

| | Organisation | Address | Telephone | Website |
|----------------|-----------------------|---|--------------------------|--|
| Belfast | Prince's Trust | Block 5 Jennymount Court, North Derby Street, Belfast BT15 3HN | 028 90 745454 | www.princes-trust.org.uk |

The Prince Trust provides vocational training and employment opportunities (including self-employment opportunities) for young people aged 16 -25 year olds.

The Journey to Success Programme is a personal development programme, developed to support unemployed young people in the 16-25 age range back into education, training and/or employment, by improving their employability through vocational skills and national qualifications. The project will develop the basic skills, self-esteem and motivation of disadvantaged young people, equipping them to take advantage of opportunities that are available to them.

Specific objectives include increasing employability and achieving qualifications by developing a wide range of skills relevant to the workplace, including working with others, leadership and problem solving. Participants will also have the opportunity to complete a work experience placement in a local business or organisation.

Princes Trust provide service across Northern Ireland and all enquires should be made through their Belfast Office, Tel 028 90 745454.

| | Organisation | Address | Telephone | Website |
|----------------|------------------------|--|--------------------------|---------------------------------------|
| Belfast | Protocol Skills | Unit 19, Omerama Business Park, Belfast BT7 2JA | 028 90312 214 | www.protocol- skills.co.uk |

Protocol Skills provides government funded vocational training programmes and is currently recognised by the Department for Employment and Learning as a supplier of the Training for Success programme.

It offers Level 2 worked based apprenticeships for young people (16-18 year olds) in business administration, call handling, multi-skilled hospitality, retail and team leading. It also offers Level 3 Advanced Apprenticeships that are suitable to anyone over 16 years of age who has gained Maths/English GCSEs and is more likely to have some form of previous work experience or part-time work. In addition to the above sector areas, the level 3 provision also offers apprenticeships in contact centre operations, multi-skilled hospitality supervision and retail management.

| | Organisation | Address | Telephone | Website |
|----------------|---|-----------------------------------|----------------------|---|
| Belfast | Royal National Institute for the Blind (RNIB) – Employability & Skills Programme | 40 Linehall St Belfast | 028 9032 9373 | www.rnib.org.uk |

The objective of the Employability and Skills Programme is to get unemployed and economically inactive people into sustainable employment, by focusing resources on overcoming personal disability and employment barriers faced by blind and partially sighted people.

The project aims to build capacity and confidence by using positive self-awareness workshops, IT training to close the “e-gap” between disabled and non-disabled people and benefits advice in order to help individuals make informed decisions. It also provides an employment placement so that individuals may gain vocational experience.

In addition, visual awareness training is provided to employers to create a “receptive” work environment for partnership employers.

RNIB is a partner in the Supported Employment Solutions Consortium delivering the Workable NI Programme across N Ireland.

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RNIB provide services across NI.

| | Organisation | Address | Telephone | Website |
|----------------|---------------------|--|----------------------|---|
| Belfast | Rutledge | Link House 86 Great Victoria Street Belfast BT2 7BD | 028 9024 6888 | www.rutledgegroup.co.uk |

Rutledge Recruitment and Training is one of the largest vocational training and recruitment service company in Northern Ireland and have offices across NI.

Rutledge is a recruitment and training organisation that specialises in temporary and permanent recruitment within the nursing, healthcare, industrial and international recruitment sectors as well as offering vocational training expertise in Training For Success, ApprenticeshipsNI private and corporate training programmes.

It has a wide range of provision of vocational training includes modern apprenticeships and Training for Success.

| | Organisation | Address | Telephone | Website |
|----------------|-----------------------------------|---|----------------------|--|
| Belfast | Shankill Job Assist Centre | 252 Shankill Road Belfast BT13 2BL | 028 9024 6226 | www.shankilljac.org.uk |

Shankill Job Assist Centre offers a confidential one-to-one mentoring and support service to a wide target group of individuals who are experiencing barriers to employment. This includes long-term unemployed, women returners, ex-prisoners and those experiencing personal problems.

Placing a big emphasis on building the confidence of its clients, it can signpost to mainstream education and training providers, or one of its own tailored programmes, which best meets the individual's needs. It also provides assistance with job search, CV development, application form filling and interview techniques.

| | Organisation | Address | Telephone | Website |
|----------------|--------------------------------|--|----------------------|--|
| Belfast | Shankill Women's Centre | 151/157 Shankill Road, Belfast BT13 1FD | 028 9024 0642 | www.shankillwomenscentre.org.uk |

The Shankill Women's Centre is a key provider of education and training provision that includes health awareness, childcare and young women's activities, in the Greater Shankill and beyond.

Its education, training and employability project focuses on delivering programmes that service individual need, involving women in education with the goal of becoming employable. Classes range from confidence building and personal development, to GCSEs, University Access courses, CV writing, interview techniques, business start up and employability programmes.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|--------------------------|--|
| Belfast | Springboard Opportunities Limited | 108-112 Royal Avenue Belfast BT1 1DL | 028 90315 111 | www.springboard-oppos.org |

Springboard Opportunities Limited strives to build people, build communities, build peace and a better society for all. It believes in young people working with others and actively in the world around us.

The Wider Horizons Programme enables individuals to develop and gain skills and build confidence through work experience in the emergency services, youth work and media sectors throughout Europe, North and South America and Africa.

It also offers the Options and the Directions Programmes. The Options Programme includes a 6-week placement in Montreal, designed to suit individuals who would like to gain work experience in other areas, whilst the Directions programme aims to build the confidence of individuals through study visits and residentials.

| | Organisation | Address | Telephone | Website |
|----------------|----------------------------|--|--------------------------|--|
| Belfast | Springvale Learning | 200 Springfield Road Belfast BT12 7DR | 028 90242 362 | www.springvalelearning.com |

Springvale Learning provides a wide range of vocational training including Training for Success and ApprenticeshipsNI for young people and young adults with the aim of facilitating employment advancement.

The Training for Success programme on offer is designed and tailored to suit the needs, skills, interests and goals of the 16-24 age group. It offers to equip individuals with many skills that employers are looking for, through a flexible approach that enables them to enhance practical skills, find work and follow the career they always wanted.

Apprenticeships are nationally designed, work-based learning programmes, which offer learners the opportunity to enhance their skills, through a combination of work place learning and training. They are made up of three elements NVQs, Key Skills and Technical Certificates, which focus on different aspects of a learner's development. Full apprenticeship frameworks are available to those aged 16 to 25, while standalone NVQ qualifications are available to those aged 15 and over.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|----------------------|---|
| Belfast | Swann Training Services Limited | 387 Holywood Road Belfast BT4 2LS | 028 9047 3000 | www.swanntraining.com |

Swann Training Services is a charitable organisation, Limited by guarantee and established as a direct response to youth unemployment in the East Belfast area. It is contracted to supply training for the Department for Employment and Learning through ApprenticeshipsNI and the Training for Success programme.

The Training for Success programme is designed and tailored to suit the needs, skills, interests and goals of those aged 16 to 24 years old. It offers many skills, which employers are looking for, through a flexible approach that enables individuals to enhance practical skills, find work and follow the career they have always wanted.

| | Organisation | Address | Telephone | Website |
|----------------|------------------------|--|----------------------|----------------|
| Belfast | Teach na Failte | 392 Falls Road Belfast BT12 6DH | 028 9032 1024 | |

Teach Na Failte is the support group for former INLA ex-prisoners and their families and have been helping these former prisoners and their families for over ten years. When released, political former prisoners, need help in resettlement both into their families and the community in general.

Teach Na Failte has identified places of employment that will offer work to political former prisoners without letting their imprisonment being a barrier to work. They have also identified the places that will not employ former INLA prisoners and we are meeting with these employers to change these policies towards former prisoners. Teach Na Failte have offices in Belfast, Derry and Strabane.

| | Organisation | Address | Telephone | Website |
|----------------|--------------------------------|--|--------------------------|---|
| Belfast | TIME Associates – HARTE | TIME Associates 8 Elmwood Avenue, Belfast BT9 6AY | 028 9066 7557 | www.timeireland.com |

The Hospitality, Retail and Training Programme targets long-term unemployed people throughout all areas of Belfast by providing job training across each of these sectors.

Throughout the duration of the project, 200 long-term unemployed people will receive personal mentoring and a period of fast-tracked NVQ training. This approach will enable participants to gain relevant qualifications to find work in the hospitality and retail sectors, with on-going support offered to both the employer and employees, when they find a suitable job.

Delivered by TIME Associates, in partnership with the Belfast Metropolitan College and GEMS NI, the programme is jointly funded and supported by the European Social Fund and the Department of Employment and Learning.

| | Organisation | Address | Telephone | Website |
|----------------|---|--|----------------------|--|
| Belfast | Training for Women Network Limited – Advancement for Women Project | Unit 10b Weavers Court Linefield Road, Belfast BT12 5GH | 028 9031 9888 | www.twnonline.com |

Training for Women Network (TWN) is Northern Ireland's leading network for the promotion of women's training and development, through policy, training, networking and education.

TWN is ideally placed as a first stop shop for women in Northern Ireland seeking information on training, development and entrepreneurship. TWN is one of the largest network's in Northern Ireland with a membership that encompasses a wide variety of groups, individuals and organisations from the public, private and voluntary/community sectors. TWN's activities seek to encourage women to look at opportunities for advancement in a variety of ways.

The Advancement for Women Project is a regional support mechanism developed to increase the employability of unemployed and economically inactive women. Its aim is to reduce economic inactivity in general and assist women to overcome barriers to economic participation, particularly those who have been out of the labour market for a long time.

Activities to combat inactivity, address barriers to women's participation and improve employability, include direct and indirect training courses, awareness raising, policy development and research projects that promote and improve knowledge of key issues.

| | Organisation | Address | Telephone | Website |
|---------|--------------------|---|---------------|--|
| Belfast | USEL | 182-188 Cambrai Street, Belfast. BT13 3JH | 028 90356 600 | www.usel.co.uk |
| | Aspire Training | Suite One, Belfast Cathedral Centre, Talbot Street, Belfast. BT1 2LD | 028 9024 5284 | |
| | Aspire Training | 1ST Floor, Albany House, 73-75 Great Victoria Street, Belfast. BT2 7AF | 028 9031 4212 | |

Ulster Supported Employment Limited (USEL) provides arrange of vocational training and employment opportunities for people with disabilities. The aim of USEL is to promote progress and support disabled people into and within employment. It aims to provide paid employment opportunities with accredited training outcomes for disabled people, which facilitate movement off incapacity benefits, enhance employability characteristics and increase levels of work qualifications.

USEL operate a sheltered factory for people with disabilities which makes for example, beds and equipment bags.

USEL also provides a range of services and programmes which assist people with disabilities and health condition to access employment such as the Workable NI. Steps to Work and S.T.E.P (Skills Training for Employment Progression).

USEL deliver services across Northern Ireland.

| | Organisation | Address | Telephone | Website |
|----------------|---|--|----------------------|--|
| Belfast | Upper Anderstown Community Forum | Tullymore Community Centre, 37a Tullymore Gardens, Belfast BT11 8NE | 028 9062 2201 | www.uacf.info |

The Upper Andersonstown Community Forum (UACF) was established in 1995 in response to the local community's identified need. The Forum has been the main driving force for the implementation of a strategy to tackle poverty and disadvantage through regeneration and community development. The Forum has played a pivotal role in building a community infrastructure in an area where there was no provision of services of any kind.

For over fifteen years staff and management have worked to create an infrastructure which includes a new build community and enterprise facility. The Forum have, through the various projects, increased the skills capacity of local people and provided employment opportunities to deliver high quality essential services, programmes and projects within the community.

UACF offer training through various programmes, including Steps to Work and our Jet programme. The training is tailored to the individuals need and enhancing employability. Training offered includes, Essential skills, ICT, Vocational training, i.e childcare, wood occupations, bricklaying, construction training, forklift, CSR etc. but other training can be provided if there is a proven need for it..

The Jobs, Education and Training Project (JET Project) aims to equip the long term unemployed, women, disabled and young people with the necessary skills they need to progress into the labour market or further education and training. The project establishes a fast track to employment, based on the skills gaps as identified by potential employers and participants.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|--------------------------|--|
| Belfast | Upper Springfield Development Trust | Top of the Rock Centre 689 Springfield Road Belfast BT12 7GF | 028 9023 6677 | www.upperspringfield.com |

The Upper Springfield Development Trust is an initiative established to tackle and enhance economic, community and environmental regeneration in West Belfast.

‘Jobs on the Move’ aims to increase employability and reduce unemployment and economic inactivity of people within West Belfast who may be experiencing significant barriers to employment. Offering a support package for those furthest from the labour market, the programme includes delivering mentoring on an outreach basis throughout the area, consisting of barrier assessments, advice, information and guidance, personal development and employability mentoring, as well as referral to specialised organisations, to overcome obstacles to employment.

A demand led education and training fund is also offered in certain circumstances, to help overcome barriers and improve employment opportunities.

| | Organisation | Address | Telephone | Website |
|----------------|---|---|----------------------|--|
| Belfast | Visual Access Northern Ireland Limited | Unit 6 North City Business Centre, 2 Duncairn Gardens Belfast BT15 2GG | 028 9075 5005 | www.visualaccessni.co.uk |

The Skills for Future Employment project targets people with disabilities and health conditions who have limited opportunities relating to training and employment. The purpose of the programme is to train a total of 24 candidates in IT and personal development skills, in order to maximise their opportunities to access the employment market and/or allow access to additional training.

The training is designed to address “hard skills” such as OCR CLAIT, Microsoft Office and OCR Entry Level 3 Preparation for Employment, as well as “softer skills” such as confidence building, personal development, team building and interview skills.

| | Organisation | Address | Telephone | Website |
|----------------|-------------------------------|--|----------------------|--|
| Belfast | Windsor Women's Centre | 136 – 144 Broadway Belfast BT12 6HY | 028 9023 5451 | www.windsorwomanscentre.co.uk |

Windsor Women's Centre was established with the intention of providing vital services for the diverse needs of women in the community and offers much needed provision in education, training, advice and information, capacity building and developing confidence.

The Thalia Education and Training project aims to increase the employability of women through providing the opportunity to gain qualifications and undertake vocational courses, as well as capacity building. The project aims to make women aware of other opportunities available to them, and help them to progress from low paid unskilled jobs.

| | Organisation | Address | Telephone | Website |
|---------|--------------------------------|--|------------------|--|
| Belfast | Women into Business NI Limited | Unit 3, Weavers Court Business Park, Linfield Road, Belfast BT12 5GH | 028 9022 4006 | www.womenintobusinessni.com |

Women into Business NI Ltd aims to encourage and support women to enter or re-enter the workplace, through employment or self-employment, by providing a combination of information, guidance and networking activities.

The Women Returners Network targets women who are currently not working, or deemed difficult to reach by normal mainstream enterprise promotion and aims to promote, support and empower women who have been out of the workforce for a period of time to re-enter the workforce. Lone parents and those women with disabilities and health conditions are particularly targeted.

The aim of the network is to increase women's skills, confidence and understanding of enterprise through non-traditional learning, which will enable them to progress successfully into employment and self-employment.

Activities and resources available include e-learning, e-mentoring, discussion forums, networking events, signposting, a job posting board, visits to local businesses, work placements and participation in cross border visits.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|--------------------------|--|
| Belfast | Women's TEC – Extending Training in Communities | 161-163 Duncairn Gardens Belfast BT15 2GE | 028 9074 9810 | www.womenstec.com |

The Women's TEC aims to provide facilities to advance women's involvement in sectors of training and employment in construction and IT and specifically women targets who are socially and economically disadvantaged.

Extending Training in Communities (ETC) aims to increase employment opportunities and reduce unemployment and inactivity for women. The project aims to upskill women aged 16+ years, raise awareness and provide training that will engage women to consider employment.

Commencing at stage 1, participants will take part in personal development, ICT and skills sampling, job readiness and CV training, as well as life coaching/mentoring. Stage 2 consists of determining career progression in areas such as community/voluntary volunteering and non-traditional employment sectors, before taking up a tailored training programme that focuses on the skills and competencies of that sector.

| | Organisation | Address | Telephone | Website |
|----------------|---------------------------------------|---|----------------------|--------------------------------|
| Belfast | Workforce Training Service Ltd | 90/120 Springfield Road Belfast BT12 7AJ | 028 9024 7016 | www.workforceonline.org |

Workforce Training Services is a training and employment provider with the aim of providing recognised qualifications and full-time employment opportunities.

The “Employment Connections” programme offers skills training and employment support for those most marginalised and furthest removed from the labour market. Its target is to promote social and economic inclusion through the development of cross community relationships, diversity awareness and self-esteem for participants, alongside employment skills to fulfil sector skills needs. Key elements of the programme include one-to-one tuition and access to a quality placement with employers from various sectors.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|----------------------|--|
| Belfast | Workers Education Association (WEA) | 3 Fitzwilliam Street Belfast BT9 6AW | 028 9032 9718 | www.wea-ni.com |

The Workers Education Association (WEA) provides adult education in community and workplace settings for all types of people, particularly those who have missed out on learning the first time around.

The “From Learning to Earning” Programme targets unemployed/economically inactive individuals, particularly in the 50+ age group, in eight neighbourhood renewal areas.

Supported by mentors at all stages participants will progress from short basic courses in practical soft-skills, to nationally recognised qualifications in ICT and employment skills.

| | Organisation | Address | Telephone | Website |
|----------------|--|--|----------------------|--|
| Belfast | Youth Action Northern Ireland – The Reach Project | 14 College Street North Belfast BT1 6AS | 028 9024 0551 | www.youthaction.org |

Youth Action Northern Ireland works with young people to support them as active and equal citizens whose voices are heard, respected and valued.

The REACH project supports unemployed/inactive young people facing multiple barriers to employment, who are not involved in/or are underachieving under mainstream government programmes, to gain the skills necessary to improve their employability and inclusion in society.

The programme is delivered in three stages around the specific needs of the group. It includes stage one engagement that sets out to establish the needs of the young people and the barriers they face. Stage two, developing a progression route that addresses the generic skills required to move into employment and stage three which aims to enhance specialised skills that cover the specific competencies and skills of their specific path.

| | Organisation | Address | Telephone | Website |
|----------------|--|---|--------------------------|---|
| Belfast | Youth Link: NI – Rank Foundation GAP Scheme | 143c University Street Belfast BT7 1HP | 028 9032 2217 | www.youthlink.org.uk |

Youthlink is the inter-church youth service for Northern Ireland established by the Roman Catholic church, the Church of Ireland, the Methodist Church in Ireland and the Presbyterian Church in Ireland. It exists to provide support and training for youth workers and community relations experience for young people.

The Rank Foundation GAP Scheme offers people of 17-24 years the chance to undertake full-time youth work placements in Rank Funded initiatives. The foundation runs and funds the scheme involving 30-40 volunteers at any one time.

Belfast - Regional Organisations

| Name | Contact Details | Website |
|---|--|--|
| Action Mental Health (AMH) | Level 2 Fisherwick Building 9 Upper Queen Street Belfast BT1 6FB Tel: 028 9027 8283 | www.amh.org.uk |
| Employers for Childcare | Free phone 0800 028 6538 Tel 028 9267 8200 | www.employersforchildcare.org |
| Northern Ireland Union of Supported Employment | Tel: 028 7137 7709 | www.niuse.org.uk |

SECTION 4: COUNTY DERRY/LONDONDERRY

| County | Organisation | Address | Telephone | Website |
|-----------------------|---------------------------------|---|------------------|--|
| Derry/ Londonderry | Austin's Quality Training | 4 th Floor Austin's Building 2 The Diamond Derry/ Londonderry BT48 6HR | 028 7126 9324 | www.austinstraining.com |

Providing training since 1991 to the retail, hospitality and business community in the North West of Ireland. Austins Quality Training Services provide a wide range of short, medium and fulltime training programmes which can be tailored to meet specific needs. We encourage an ethos of continual professional development and strive to meet the needs of a continually changing employer base and regional workforce.

Trainees spend the majority of their time with the employer, experiencing and learning in the workplace as well as attending structured training sessions. Austins Quality Training services also delivers training programmes for 18- 28 year unemployed individuals through the Wider Horizon's Programme.

| County | Organisation | Address | Telephone | Website |
|-----------------------|------------------------------------|--|------------------|--|
| Derry/ Londonderry | CRAFT Recruitment & Training | Unit 3-4 44 Springtown Ind. Est L'Derry BT48 OLY | 028 7137 0384 | www.craftrecruitment.com |

Located in Strabane, Londonderry and Omagh, Craft Recruitment and Training is a provider of training in the construction and furniture manufacturing sectors throughout Ireland, delivering NVQs, as well as basic, intermediate and advanced qualifications in numerous areas including plastering, bricklaying, joinery and kitchen manufacturing.

Based on workplace apprenticeships, its Training for Success and Steps to Work programmes offer 16-24 year olds the skills necessary to progress in their career by offering sampling of different vocational areas, as well as professional and technical training opportunities.

| County | Organisation | Address | Telephone | Website |
|-------------------------------|--|---|--------------------------|--|
| Derry/ Londonderry | Creggan Neighbourhood Partnership | Central Drive Creggan BT48 9QG | 028 7128 1900 | www.cregganneighbourhood.com |

The Creggan Neighbourhood Partnership offers a range of services to local residents and organisations. Through its CORE programme, people who are unemployed, economically inactive or at risk of social exclusion are encouraged to begin a process of learning that will ultimately lead to further training and employment. It is open to those from the community who suffer from multiple disadvantages through lack of essential skills, education and qualifications and/or dependency on long-term benefits. Based on individual need, the overall aim of the project is to build confidence and increase educational attainment which place participants on a pathway to sustainable employment.

| County | Organisation | Address | Telephone | Website |
|-----------------------|---|---|------------------|--|
| Derry/ Londonderry | Customised Training Services Open Learning Centres | Glendermot Road, Waterside L'Derry BT47 6BG | 028 7134 5533 | www.ctsolc.co.uk |

Customised Training Services Open Learning Centre provides training for personnel in the small business sector and community organisations, under the Department for Employment and Learning provisions such as Training for Success and Apprenticeships NI.

Catering for unemployed individuals from the age of 16, including lone parents, it offers opportunities to gain a wide range of nationally recognised qualifications, whilst providing work and volunteer placements with employers from numerous vocations and sectors.

| County | Organisation | Address | Telephone | Website |
|-----------------------|--|--|--|--|
| Derry/ Londonderry | Derry 2020 – Triax, NRPB's and RAPID Consortium | Triax, The Gasyard Centre, 128 Lecky Road, Derry, BT48 6NP. | 028 7126 2812 | www.triaxtaskforce.org |
| | Creggan Neighbourhood Partnership | Central Drive, Creggan, Derry, BT48 9QG | 028 7128 1900 | |
| | Dove House Community Trust | 32 Meenan Square, Derry, BT48 9EX | 028 7126 9327 | |
| | Glenview Community Centre | Cedar Street, Derry, BT48 0EG | 028 7126 2171 0287 1862 171 | |
| | Greater Shantallow Area Partnership, | Northside Village Centre, Glengalliagh Road, Derry BT48 8NN | 028 7135 8787 | |
| | Waterside Neighbourhood Partnership | Clondermot School, Irish St, Derry/Londonderry BT47 2DB | 028 7134 2959 | |

The Derry 2020 project is a consortium bid, led by Triax, the Neighborhood Renewal Partnership Boards (NRPB's) and RAPID who work in conjunction with local community delivery agents – Dove House, Greater Shantallow Area Partnership (GSAP), Glen Development Initiative (G.D.I), Waterside NRPB, Rural Area Partnership and Creggan Neighborhood Partnership (CNP) throughout the DCC area including the rural.

The aim of DERRY 2020 is to increase the employability of the residents within the Triax and other neighbourhood renewal areas of Derry/Londonderry. Participants are recruited from these areas to take part in a one-year training programme to increase essential skills and the confidence of groups experiencing significant employment gaps. Individuals will be assigned to a mentor who will take them through a bespoke assessment that provides a personal action plan based on their own particular needs.

Employability training and links with local employers are also seen as crucial elements of the project, in order to provide opportunities for participants to access and gain sustainable employment.

For those wishing to progress DERRY 2012 offers opportunities through the Intermediary Labour Market Programme. The main aim of the ILM programme is to give those who are most removed from the labour market a bridge back to employment. The core feature is paid work on a temporary contract together with training, personal development and job search activities.

| County | Organisation | Address | Telephone | Website |
|-------------------------------|---|---|--------------------------|---|
| Derry/ Londonderry | Derry City Council kickSTART To Work | Derry City Council Offices 98 Strand Road Derry BT48 7NN | 028 7130 8466 | www.derrycity.gov.uk/kickstart |

The kickSTART To Work project engages the long-term unemployed and economically inactive to avail of its one-to-one mentoring and employment service, by focusing on the supply and demand issues of labour market engagement. It utilises a flexible outreach and signposting approach, centred on personal support for individual jobless people, helping them to match their abilities and interests with jobs or training opportunities. The project also assists employers in finding the right staff with the right training.

A bus, fully equipped with laptops, internet access and a TV screen is used to assist in job search activities throughout the wider community.

| County | Organisation | Address | Telephone | Website |
|-----------------------|------------------------------------|---|---------------|----------------|
| Derry/ Londonderry | Derry Youth and Community Workshop | 6 – 8 Society St Derry/L'Derry BT 48 6PJ | 028 7126 8891 | www.dycw.co.uk |
| | Job Assist Centre | Butcher Street (opposite The Tower Hotel) Derry/L'Derry BT48 6HL | 028 7137 0603 | |
| | | 68A Spencer Road Derry / L'Derry BT48 6HL | 028 7134 9478 | |
| | Jobs for Us | 5 Butcher Street, Derry / L'Derry. BT48 6HL | 028 7126 5152 | |

Derry Youth and Community Workshop (DYCW) was founded in 1978 with an aim to facilitate the personal development of the young person. DYCW have evolved immensely as an organisation over the years and now provide training in a variety of vocational areas to those aged 16-60.

DYCW believes that development isn't restricted to training and aims to create a culture and environment that helps their students grow in their own ability, skills, confidence, tolerance, commitment, initiative, understanding, self-control, motivation and much more.

DYCW provide a range of programmes vocational training and employment for individuals of all ages. This includes:-

- Training For Success
- Apprenticeship NI
- Steps to Work
- Wider Horizons Programme
- Job Assist Centres (LEMIS)
- Jobs For Us

| County | Organisation | Address | Telephone | Website |
|-----------------------|--|--|------------------|--|
| Derry/ Londonderry | Liberty Consortium - Hope Project | The Playtrail 15 Racecourse Rd Derry/Londonderry BT48 7RE | 028 7136 8173 | www.playrail.com |

Liberty Consortium is an assemblage of representatives from local schools, community, voluntary and the statutory sector. Based at the “inclusive” Playtrail site, which has been leased from the Western Education & Library Board (WELB) for a period of 25 years. The purpose is to provide an inclusive approach to play and provide increased training & employment opportunities for young adults with learning disabilities. The site also incorporates a large community garden and allotment area which is used for training purposes.

The HOPE (Horticulture, Organic Produce and Environment) Project is an educational programme to enhance vocational, employment, personal, social and independence skills for young people with a learning disability aged 15-20 years. The training course will provide young people with the vital life skills and knowledge to cope with transition. Participants will have the opportunity to undertake ASDAN “Towards Independence” training and a City & Guilds qualification in Horticulture, as well as been involved in community, volunteering and teambuilding activities.

| County | Organisation | Address | Telephone | Website |
|-----------------------|---------------------------------|--|------------------|--|
| DERRY/ LONDONDERRY | Network Personnel Limited | 80-82 Rainey Street Magherafelt BT45 5AJ | 028 7963 1032 | www.networkpersonnel.org.uk |

Network Personnel Limited delivers training initiatives throughout Northern Ireland specialising in helping unemployed individuals return to work. Programmes available at present include Steps to Work, open to anyone 18 years of age or over who is not in employment and Progress to Work, which provides specialist employability support to people who are claiming benefits and experiencing significant barriers to employment.

Network Personnel also provide an “Up for Work” Programme which aims to help people fulfill their potential by giving them better skills and improved job prospects. This includes individualized support, Job Search Skills, Motivational Courses, work related courses, work experience etc.

| County | Organisation | Address | Telephone | Website |
|-----------------------|--------------|--|------------------|--|
| Derry/ Londonderry | NIUSE | 58 Strand Road Derry Co. Londonderry BT48 7AJ | 028 7137 7709 | www.niuse.org.uk |

The Northern Ireland Union of Supported Employment is a networking organisation representing individuals and organisations providing vocational training and employment for people with significant disabilities and people from disadvantaged situations to find and maintain employment through the model of Supported employment.

Supported Employment assists people with disabilities and people from disadvantaged situations to find and stay in employment. NIUSE delivers a range of services including training courses to employers and supported employment organisations.

NIUSE can assist employers to identify Supported Employment organisations in their area.

| County | Organisation | Address | Telephone | Website |
|-----------------------|--|---|------------------|--|
| Derry/ Londonderry | North West Academy of English Pathway to Employment Programme for International Nurses | 6A Northland Road The Old Fire Station Derry/ Londonderry BT48 7HU | 028 7137 0773 | www.northwestacadmey.net |

The North West Academy for English is an English language School in Derry/Londonderry specialising in tailored language provision. The NW Academy of English was established in 2003. Initially the school operated as a hosting organisation for international students participating in 'Leonardo Da Vinci' study and work programmes. They are also the single largest hosting organisation for Leonardo Da Vinci students coming to Northern Ireland and since then the school has continued to grow in popularity.

The North West Academy for English have many different nationalities studying at the school and have hosted students from throughout the world including: Italy; Spain; France; Hungary; Slovenia; Poland; Bulgaria; Turkey; Romania; Iran; and China to name a few.

They also provide language and work placement opportunities to students and have target course to met specific vocational areas needs such as specialist nurses who are interested in employment in the United Kingdom health sector.

| County | Organisation | Address | Telephone | Website |
|-------------------------------|---|---|----------------------|---|
| Derry/ Londonderry | North West Lifelong Learning Association (NWLLA) | 63 Irish Green Limavady Co. Londonderry BT49 9AA | 028 7776 4429 | www.nwlla.com |

The NWLLA was established to provide computer and educational training to the local community, designed specifically to help women, mothers, disabled people, carers and retired people. The Skills Development Project aims to provide those furthest from the labour market with the opportunity to acquire skills and gain employment by addressing their specific needs to overcome barriers. Activities in the project include job search, as well as help and support in gaining accredited qualifications.

| County | Organisation | Address | Telephone | Website |
|-------------------------------|--|--|--------------------------|--|
| Derry/ Londonderry | North West Regional College | Strand Road Londonderry BT48 7AL | 028 7127 6000 | www.nwrc.ac.uk |
| Campuses | Limavady | Main Street Limavady BT49 0EX | 028 7127 8700 | |
| | Strabane | Derry Road Strabane BT82 8DX | 028 7138 2317 | |
| Other sites | Glendermott | Glendermott Business Park Church Brae Londonderry BT47 3QR | 028 7134 2617 | |
| | Greystone | 11 Greystone Road Limavady Co. Londonderry BT49 0ND | 028 7127 8750 | |
| | Maydown | 5 Carrakeel Drive Maydown Londonderry BT47 6UQ | 028 7138 2317 | |
| | Northside | Northside Village Centre Glengalliagh Road Londonderry BT48 8MN | 028 7135 1282 | |
| | Springtown | Springtown Training Centre Springtown Road Londonderry BT48 0LY | 028 7127 6222 | |

The North West Regional College was established in August 2007, bringing together Limavady College, and the North West Institute to create a larger, stronger area-based college to provide the highest quality of education and training.

North West Regional College provides a range of academic and vocational courses at all levels from NVQ Level 1 to National Diplomas and Degree courses across a range of subjects and vocational areas.

The college also delivers the Department for Employment and Learning mainstream training programmes - Training for Success (TfS) Programme and ApprenticeshipNI Programme.

North West Regional College, Learning Support Team provides additional support for students who require extra assistance with their studies. The support is designed to be flexible to meet the needs of individual students and enable them to work independently and achieve their goals. Specialist support is available for students with physical and learning disabilities. The North West Regional College welcomes students with a variety of abilities and will make every effort to assist them with their studies.

| County | Organisation | Address | Telephone | Website |
|-----------------------|--|--|--|--|
| Derry/ Londonderry | Roe Valley Community Education forum – More Flexible Steps | 136 Roemill Road, Limavady BT49 9BG | 028 7776 8094 028 7776 9469 | www.roevalleyeducationforum.org |

The More Flexible Steps programme was established to increase the economic activity and prosperity of the Borough by engaging with those not targeted or otherwise unaware of current central, regional or government provision.

All members of the community, who engage with the outreach centre and are interested in returning to or gaining employment, are signposted to the programme. Each individual will then have a mentor assigned to them, who, through regular one-to-one meetings, will carry out a detailed individual action and progression plan, to ensure it is bespoke to the individual's needs and provides access to a pool of training providers with a proven record of delivery. A number of employability workshops are also available. These address interview and presentations skills, application form filling, personal development planning, confidence building and dealing with workplace conflict.

| County | Organisation | Address | Telephone | Website |
|-------------------------------|---|--|--------------------------|---|
| Derry/ Londonderry | Strathfoyle Women's Activity Group | Strathfoyle Women's Centre, 12 Bawnmore Place, Strathfoyle Co.L/Derry | 028 7186 0733 | www.strathfoylewomenscentre.org |

Strathfoyle Women's Activity Group provides high quality individual, family and community support for people living in the Strathfoyle area. Central to this is the provision of a range of education and training opportunities, tailored in response to need and supported with high quality childcare. It also seeks to influence and encourage other agencies to address social and economic needs and other specific issues facing the community.

Strathfoyle Women's Activity Group prioritises working in partnership with others to achieve its strategic aims.

| County | Organisation | Address | Telephone | Website |
|-----------------------|---|--|------------------|--|
| Derry/ Londonderry | The Women's Centre – PROSPER Project | Beibinn House 5 Guildhall St L'Derry BT48 6BB | 028 7126 7672 | www.thewomenscentre.co.uk www.getajobinderry.com |

The Women's Centre, Derry and Waterside Women's Centre deliver The PROSPER project which is a unique programme of personal development and employability skills for women in particular those furthest from the labour market (unemployed or economically inactive). The first batch of courses and programmes will run from 2011 until 2012.

As part of the PROSPER Project, the Women's Centre has developed a website containing up to date local jobs – www.getajobinderry.com

Free childcare places are available for mothers who have children between 0-4years.

| County | Organisation | Address | Telephone | Website |
|--|---|---------------------------------------|---------------|---------|
| Western Area:- Tyrone Enniskillen L'Derry | Western Area Disability Training & Employment Consortium (WADTEC) | 58 Strand Road, Derry, BT48 7AJ | 028 7136 0811 | |

The Western Area Disability Training & Employment Consortium has been established to enable collaboration between voluntary & statutory organisations and people with physical and sensory disabilities living in the Western Trust Area. The primary aim of the Consortium is to improve access to training and employment opportunities for people with disabilities living in the west of Northern Ireland.

Activities of the consortium include: research, conferences, events and awareness raising about issues relating to people with disabilities accessing and maintaining training and employment opportunities.

| COUNTY | Organisation | Address | Telephone | Website |
|-----------------------|---|---|-------------------------------|--|
| Derry/ Londonderry | Western Health and Social Care Trust – Day Opportunities Service (CAWT EU INTERREG IVA CITIZENSHIP PROJECT) | C/O Evergreen Centre, Gransha Park BT47 6WJ | 028 7186 0261 extn: 219184 | www.cawt.com/citizenship |

Western Health and Social Care Trust, Day Opportunities Service (funded under CAWT) assists people with a physical, sensory or learning disability, aged 18-64 to find suitable work opportunities in the Western Health and Social Care Trust departments, for example, the hospitals, health centres, day centres, residential homes, administration hubs etc.

They are assisted to explore their work options, get skills training in the workplace and remove barriers to work.

The Community Access Worker supports each person to identify their interests and skills, set goals, choose the area of work within the Western Trust they would like to get experience in, as well as providing on the job support, advice and assistance with any issues in work and help to make decisions about future career opportunities.

County Derry/Londonderry - Regional Organisations

| Name | Contact Details | Website |
|--|---|---|
| Action on Hearing Loss (formerly RNID) | First Floor Embassy Building, 3 Strand Road, L'Derry BT48 7BH Tel: 028 7136 6060 Text: 18001/ 028 7136 6060 | www.actionhearingloss.org.uk |
| Action Mental Health (AMH) | Foyle, Unit 13 Springtown Industrial Estate, Springtown Road, L'Derry BT48 0LY Tel: 028 7137 3502 | www.amh.org.uk |
| Bytes NI | The Strand Foyer 79 Strand Road Londonderry BT48 7BW Tel: 028 7126 1114 | www.bytes.org |
| Cedar Foundation – Employment and Learning, Kids and Teens and Brain Injury Service | Balliniska Business Park Springtown Drive Derry Co Londonderry BT48 0NA Tel: 028 7136 0136 | www.cedar-foundation.org |
| Coiste Network - Tar Abhaile, Derry & Iar Chimí Doire Theas (Magherafelt) | Derry – Tel: 028 7126 6675 Magherafelt, - Tel: 028 964 4550 | www.coiste.ie |
| Disability Action | 58 Strand Road, L'Derry, BT48 7AJ. Tel: 028 71 360811 | www.disabilityaction.org |
| EGAS (Educational Guidance for Adults Service) | 58 Strand Road, L'Derry Tel: 028 71 271899 | www.egsa.org.uk |
| EPIC (North Ulster) | Tel: 028 7134 4812 | Email: epic_norhtulster@hotmail.com |

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|---|--|--|
| Employers for Childcare | Free phone 0800 028 6538 Tel 028 9267 8200 | www.employersforchildcare.org |
| Gingerbread | One Plus Centre, 7 Bayview Terrace, L'derry, BT48 7EE, T: 028 71 377066 | www.gingerbreadni.org |
| Include Youth | Include Youth – Give & Take Tracey House, 29 Clarendon Street, L'Derr, BT48 7ER Tel: 028 7127 2760 | www.includeyouth.org |
| | Include Youth - Employability 101A Strand Road, L'Derry BT48 7NU Tel: 028 7126 6422 | |
| Mencap | South and West Mencap Hub 17-19 Bishop Street L'Derry, BT48 6PR Tele: 028 7126 2227 | www.mencap.org |
| NIARCO | 9 Queen Street, L'Derry BT48 7EG. Tel: 028 7126 4555 | www.niacro.co.uk |
| Northern Regional College | Union Street, Coleraine, BT52 6AE Te: 028 70354714 | www.nrc.ac.uk |
| | 22 Moneymore Rd, Magherafelt, BT45 6AE Tel: 028 79632462 | |
| Princes Trust | Tel: 028 90745454 | www.princes-trust.org.uk |
| RNIB | 1 st Floor, Embassy Building, 3 Strand Road, L'Derry, BT48 7BH Tel: 028 71 366060 | www.rnib.org.uk |
| | 37 Abbey Street, Coleraine, BT52 1EX, Tel: 028 70320333 | |
| Teach na Failte | Unit 7-8 Lenamore Business Park, Lenamore Road, L'Derry BT48 8NA Tel: 028 7135 3090 | |
| Triangle Progression to Employment | Unit 7, Hillmans Court, Hillmans Way, Ballycastle Rd, Coleraine. Tel: 028 70358719 | www.trianglehousing.org.uk |

| | | |
|-------------|--|--|
| USEL | 75 Strand Road,L'Derry, BT48 7BW Tel : 028 7126 8826 | www.usel.co.uk |
| WEA | Magazine Studios, Magazine St, L'Derry BT48 6HJ Tel: 02871 369947 | www.wea-ni.com |

SECTION 5 - COUNTY DOWN

| County | Organisation | Address | Telephone | Website |
|--------|----------------------------|---|------------------|--|
| Down | Action Mental Health (AMH) | <u>Central Office</u> 27 Jubilee Road NEWTOWNARDS Co Down BT23 4YH | 028 9182 8494 | www.amh.org.uk |
| | | <u>North Down & Ards</u> 27 Jubilee Road Newtownards BT23 4YH | 028 9182 2410 | |
| | | <u>Bangor</u> 82 Main Street Bangor BT20 4AG | 028 9127 0979 | |
| | | <u>AMH Promote</u> 6 Enterprise Road Conlig Bangor BT19 7TU | 028 9127 5953 | |
| | | <u>Downpatrick</u> Ballydugan Industrial Estate Ballydugan Road, Downpatrick BT30 8HG | 028 4461 3791 | |
| | | <u>Newry</u> An Stóras, 28 Cornmarket, Newry BT35 8BG | 028 3026 6117 | |

Action Mental Health (AMH) aims to address the inequalities people with mental health problems face when seeking employment, as well as enhancing the employability of people with mental health problems.

AMH offers several courses such as the New Horizons Project which aims to improve the employability and employment options of those with a mental health problem by

providing accredited training relating to essential skills, occupational skills and employability preparation.

Action Mental Health is a partner in Supported Employment Solutions Consortium which delivers the Workable NI programme across NI.

Action Mental Health is a regionally based organisation.

| County | Organisation | Address | Telephone | Website |
|---------------|---|---|----------------------|---|
| Down | Banbridge District Council Re-use Facility | Banbridge Re-use Facility, Civic Building, Downshire Road, Banbridge | 028 4066 0604 | www.banbridge.gov.uk |

The main objective of the Re-use provision is to create an innovative and practical skills-based facility for placements and volunteering in the Banbridge District and its neighbouring local authorities. The direct hands-on skills and training opportunities offered in areas such as administration, retail, furniture restoration and electrical testing, will provide the positive effect of being out in the work place and dealing with colleagues and members of the public.

Targeted at the long-term unemployed, people with disabilities and health issues, older people and women, participation on the programme will not only increase the confidence, capacity and employability of individuals, but also increase knowledge and awareness of waste, landfill and the re-use of products.

| County | Organisation | Address | Telephone | Website |
|--------|---|---|----------------------|--|
| Down | Clanrye Group (Employment & Training Services) | Slieve Gullion Courtyard 89 Drumintee Road Killeavy Newry BT35 8SW | 028 3084 9220 | www.clanryegroup.com |
| | ClanryeIT (formerly known as Newry Technolgy Centre) | 7 Monaghan Street Newry BT35 6BH | 028 3026 1711 | www.clanryegroupit.com |

The Clanrye Group provides a range of specialist training and employment services for people with disabilities living in the Co Down and Co Tyrone areas.

Clanrye Training delivers Training for Success Programme in conjunction with the Southern Regional College.

ClanryeIT is a unique training provision that delivers IT courses and qualifications to people with physical disabilities throughout the southern regional area. Formerly known as Newry Technology Centre (NTC), ClanryeIT has been successful in providing training and employment opportunities to people with physical disabilities and boast a high success rate of participants progressing to employment, further education and voluntary/community work.

ClanryeIT has been established in Newry for many years, and have now expanded their services offering the same training provision at outreach centres in Armagh, Dungannon and Portadown.

| County | Organisation | Address | Telephone | Website |
|--------|----------------------------|--|---------------|--|
| Down | Conservation Volunteers NI | Clandeboyne Estate Bangor BT19 1RN | 028 9185 2817 | www.cvni.org.uk |

Conservation Volunteers Northern Ireland provides volunteering opportunities for unemployed people experiencing multiple barriers to employment, as well as social problems and/or learning difficulties. The programmes which are tailored to meet the needs of the participant group and provide people with the opportunity to gain recognised accredited qualifications.

The Training for Employment programme aims to help disabled people, lone parents, older people, young people not in education, women and people with low or no qualifications, by offering essential skills and training in vocational courses such as NVQ in Amenity Horticulture. The project also provides individual training plans, guidance and support, assistance with job search, career planning and CV development.

| County | Organisation | Address | Telephone | Website |
|--------|-----------------------------|--|---------------|--|
| Down | Employers for Disability NI | Banbridge Enterprise Centre Scarva Road Industrial Estate Banbridge BT32 3QD | 028 4062 4526 | www.efdni.org |

Employers for Disability NI is a not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally.

As an independent organisation, owned and funded by members, Employers for Disability NI recognises the changing needs of employers and service providers in a dynamic and challenging legal and economic environment, and ensures that services are flexible, relevant and beneficial.

Being a member of Employers for Disability NI gives employer representatives the opportunity to share experiences, lessons, advice and resources with other professionals facing similar responsibilities and challenges.

| County | Organisation | Address | Telephone | Website |
|--------|--|--|---------------|--|
| Down | HJ O'Boyle Training/Belfast Centre of Learning | 114 Irish Street Downpatrick County Down | 028 4461 6438 | www.o'boyletraining.com |

HJ O'Boyle Training and the Belfast Centre of Learning provide training courses and a recruitment service to school leavers and unemployed adults in the South and East Belfast and County Down areas.

Aimed at equipping clients with the necessary skills they need to succeed in employment, HJ O'Boyle offers courses that cover a range of careers in areas from business and administration, to supervision, hospitality and bar work. Many of the courses are free to candidates on Steps to Work and Training for Success programmes, with many courses coming with financial incentives and paid holidays. Operating on a roll on/ roll off basis means that clients can sign up any time they wish. HJ O'Boyle also helps clients to gain the confidence and skills they need to get a job through the Job Ready programme.

| County | Organisation | Address | Telephone | Website |
|---------------|---------------------|---|--------------------------|---|
| Down | Link Works | 48 Monaghan Street Newry Co. Down BT35 6AA | 028 3026 2777 | www.thelinkworks.co.uk |

Established in 1988, Link Works provides a number of government-funded programmes to school leavers and the unemployed throughout Newry and Mourne in order to improve their employment and career prospects.

Training for Success aims to provide 16-18 year olds with the skills, qualifications, knowledge and confidence to find work and start to build a career, while Apprenticeships NI, developed jointly by employers and trainers, strives to deliver the necessary training and qualifications to follow a chosen career in a number of sectors.

Finally, Steps to Work offers a flexible menu of work related activities that can be suited to meet employment needs. Each individual is allocated an advisor who can provide relevant support and guidance throughout the project.

| County | Organisation | Address | Telephone | Website |
|---------------|----------------------------|--|--------------------------|---|
| Down | North Down Training | 31 Regent Street Newtownards BT23 4AD | 028 9182 2880 | www.northdowntraining.co.uk |

North Down Training provides training, assessment and employment opportunities through the Apprenticeship NI and the Training for Success Programmes. Apprenticeship NI is open to people of all ages who are in work for at least 21 hours per week with one employer and covers a wide range of sectors including business and administration, catering and hospitality, warehousing and storage or retail skills. The level 2 programme offers paid training and development opportunities with employers in the Ards, Castlereagh, and North Down Borough Council areas. Participants in the apprenticeship programme will work towards NVQ and Technical Certificate Qualifications and be able to develop their essential skills in literacy, numeracy and ICT.

| County | Organisation | Address | Telephone | Website |
|-----------------|---------------------------------------|---|--------------------------|-----------------------|
| Down | South Eastern Regional College | | | www.serc.ac.uk |
| Campuses | Bangor | Castle Park Road Bangor BT20 4TD | 028 9127 6600 | |
| | Downpatrick | Market Street Downpatrick County Down BT30 6LZ | 028 4461 5815 | |
| | Lisburn | Castle Street Lisburn County Antrim BT27 4SU | 028 9267 7225 | |
| | Newtownards | Victoria Avenue Newtownards County Down BT23 7ED | 028 9127 6800 | |
| | Newcastle | Castlewellan Road Newcastle County Down BT33 0UR | 028 4461 5815 | |
| | Ballynahinch | Church Street Ballynahinch County Down BT24 8LP | 028 4461 5815 | |

South Eastern Regional College provides a range of academic and vocational courses at all levels from NVQ Level 1 to National Diplomas and Degree courses across a range of subjects and vocational areas.

The college also delivers the Department for Employment and Learning mainstream training programmes - Training for Success (TfS) Programme and ApprenticeshipNI Programme.

SERC is committed to offering support and information for students with disabilities, learning difficulties or medical conditions to ensure that they can participate as fully as possible in the academic and social life of the College. SERC Learning Support Advisors will offer a range of support services to help you get the best from your course.

Examples of difficulties include dyslexia, Autism or Asperger's Syndrome, mental health difficulties or mobility difficulties. Examples of support include additional one-to-one tuition, special exam arrangements or equipment loan.

SERC has four main campuses in Bangor, Downpatrick, Lisburn and Newtownards as well as campuses in Newcastle and Ballynahinch and also a number of out-centres.

County Down - Regional Organisations

| Name | Contact Details | Website |
|--|---|--|
| Action on Hearing Loss (formerly RNID) | Tel:- 028 9023 9619 Textphone:- 028 9024 9462 | www.actionhearingloss.org.uk |
| Cedar Foundation – Employment and Learning and Brain Injury Service | An Stóras, Ballybot House 28 Cornmarket, Newry BT35 8BG Tel: 028 3026 3791 | www.cedar-foundation.org |
| Clanrye Group/ ClanryeIT | Tel: 028 3084 9220 Tel: 028 3026 1711 | www.clanryegroup.com www.clanryegroupit.com |
| Disability Action | 028 90 297880 | www.disabilityaction.org |
| Employers for Childcare | Free phone 0800 028 6538 Tel 028 9267 8200 | www.employersforchildcare.org |
| Include Youth | 18 South Street, Newtownards BT23 4JT, Tel: 028 9181 1429 | www.includeyouth.org |
| Mencap | North and East Mencap Locality Office (Bangor) Unit 96 Enterprise House, 2-4 Balloo Avenue, Bangor BT19 7QT Tel: 028 9146 6606 North and East Mencap Locality office (Downpatrick) Disability Resource Centre Downshire Hospital, Ardglass Rd Downpatrick, BT30 6RA Tel: 028 4461 6766 South and West Mencap Locality officers (Newry) Ballybot House, 22 Corn Market Newry, BT35 8BG Tel: 028 3026 7077 | www.mencap.org |
| NIARCO | Tel: 028 90230157 | www.niacro.co.uk |

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| NI Union of Supported Employment | Tel 028 7137 7709 | www.niuse.org.uk |
| Opportunity Youth | Tel: 028 90435810 | www.opportunity-youth.org |
| Princes Trust | Tel: 028 90745454 | www.princes-trust.org.uk |
| RNIB | Tel:028 90 329373 | www.rinb.org.uk |
| Southern Area Supported Employment Consortium (SASEC) | Tel: 028 87722821 Ext 3860 | |
| Southern Regional College | Banbridge Campus, Castlewellan Road, Banbridge, Co. Down BT32 4AY Tel: 028 3839 7700 | www.src.ac.uk |
| | Kilkeel Campus, GreenCastle St. Kilkeel, BT34 4BH Tel: 028 4176 2582 | |
| USEL | Tel: 028 90356600 | www.usel.co.uk |

SECTION 6 – COUNTY FERMANAGH

| County | Organisation | Address | Telephone | Website |
|-----------|--------------------------------------|---|---------------|--|
| FERMANAGH | Fermanagh Rural Community Initiative | Unit 3 56a Tempo Road Enniskillen County Fermanagh BT74 6HR | 028 66326 478 | www.frci.org.uk |

The Fermanagh Rural Community Initiative was established for the benefit of the inhabitants of County Fermanagh in an effort to alleviate poverty.

Fermanagh Rural Community Job Search programme sets out to raise awareness and skills in job hunting, which will enable individuals to display greater confidence, be able to extract relevant information from a job advertisement and write effective letters of application. Participants will also pick up the skills to construct a CV and fill in employment application forms.

County Fermanagh - Regional Organisations

| Name | Contact Details | Website |
|---|---|--|
| Action on Hearing Loss (formerly RNID) | Drumcoo Centre, Cornagrade Road, Enniskillen BT74 6AY Tel: 028 6632 4400 or Textphone: 028 9024 9462 | www.actionhearingloss.org.uk |
| Action Mental Health (AMH) | Drumcoo, Enniskillen BT74 4FY Tel: 028 6632 3630 | www.amh.org.uk |
| Cedar Foundation – Employment and Learning, Kids and Teens and Brain Injury Service | Drumcoo Centre, Enniskillen Co. Fermanagh, BT74 6AY Tel: (028) 6632 4400 | www.cedar-foundation.org |
| Disability Action | Tel: 028 8775 2372 | www.disabilityaction.org |
| Employers for Childcare | Free phone 0800 028 6538 Tel 028 9267 8200 | www.employersforchildcare.org |
| Include Youth | Tel/Fax : 028 8224 7526 | www.includeyouth.org |
| Mencap | Tel: 028 8225 9249 | www.mencap.org |
| NIARCO | Tel: 028 7126 4555 | www.niacro.co.uk |
| NI Union of Supported Employment | Tel: 028 7137 7709 | www.niuse.org.uk |
| Opportunity Youth | Tel: 028 82241525 | www.opportunity-youth.org |
| RNIB | Tel: 028 82250220 | www.rnib.org.uk |
| South West College | Fairview, 1 Dublin Road, Enniskillen, BT74 6AE Tel: 0845 603 1881 | www.swc.ac.uk |
| | Technology & Skills Centre, Killhevin Ind. Est. Enniskillen, BT74 4EJ Tel: 0845 603 1881 | |
| USEL | Tel : 028 8225 0342 | www.usel.co.uk |

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| Western Area Disability Training & Employment Consortium (WADTEC) | Tel: 028 7136 0811 | |
| WHSCT Day Opportunities Services | Tel: 028 71 860261 extn: 219184 | www.cawt.com/citizenship |

SECTION 7 – COUNTY TYRONE

[Back to top](#)

| County | Organisation | Address | Telephone | Website |
|--------|--|---|------------------|--|
| Tyrone | Dungannon & South Tyrone Borough Council – Skills, Education, Employment, Knowledge (S.E.E.K.) | 24 Northland Row Dungannon Co. Tyrone BT71 6AP | 028 87728 122 | www.dungannon.gov.uk |

Over a three-year period the aim of the SEEK Project is to increase the supply of skilled, educated and knowledgeable workers in our economy by giving females who have been unemployed, or are economically inactive, the opportunity to return to study, build their confidence and gain a range of qualifications which should assist them in their search for employment.

A wide range of industry-recognised qualifications is on offer including ECDL, Welcome Host, Health and Safety at Work as well as essential skills and English for Speakers of Other Languages. The women will also have the opportunity to take up a work experience placement lasting from two days to two weeks.

| County | Organisation | Address | Telephone | Website |
|--------|---|---|------------------|--|
| Tyrone | First Steps Women's Centre – Women Towards Greater Education & Employment | 21a William Street Dungannon BT70 1DX | 028 87727 648 | www.southtyronewomenscentre.org |

First Steps Women Centre was established in 1998 as a place for women from both sides of the community to come together to socialise, talk and to take part in different types of activities. Since then FSWC has developed into a Centre providing 300-350 course placements per year with 110 childcare places per week in a newly refurbished, state-of-the-art Childcare facility. The aim of FSWC is "To improve the quality of life for women through education and personal development, supporting women to make choices for the future"

First Steps Plus is an innovative programme that incorporates education, training and work placement experience as a means of assisting women entering and remaining in the employment market.

This will be achieved through a range of work placements for women wishing to test or try working, in a non-paid capacity, from four to six months, to prepare them for life in the labour market, gain an understanding of work culture and assess the best fit for them and their families. A wide range of educational and vocational courses is also on offer, ranging from essential skills and ICT, to NVQ level 4 in Child Care and Development, which will help to address identified employment gaps for females particularly in the accountancy and childcare sectors.

| County | Organisation | Address | Telephone | Website |
|---------------|------------------------|---|--------------------------|---|
| Tyrone | Jobs Directions | Unit 10 Upper Main Street, Strabane BT82 8AR | 028 7188 3662 | www.jobdirectionsni.com |

Job Directions Ltd was established in May 1995 operating as Strabane and District Community Work Programme until June 2010. Job Direction have focused on assisting those out of work to find work or take up training or work experience which will improve their prospects of finding employment.

Job Directions mission statement is “To help people compete for and secure permanent employment through the provision of relevant work experience, training and support”.

Job Direction provide a variety of services and programmes to individuals in receipt of Job Seekers Allowance and lone parents, drug and alcoholic additions, person with criminal convictions, health conditions and disability and homelessness people.

| County | Organisation | Address | Telephone | Website |
|--------|-------------------------|---|------------------|---|
| Tyrone | New Horizon Partnership | 45c Derry Road Strabane BT82 8DY | 028 7188 3114 | http://www.newhorizonspartnership.co |

New Horizons Partnership is a cross-border, cross-community organisation that provides services to people with learning disabilities and people from other disadvantaged groups.

New Horizons Partnership provides a range of services including vocational training and Supported Employment for people with learning disabilities and people from other disadvantaged groups.

New Horizon Partnership has also established a number of Social Enterprises that employ services users and provides training in a real business environment.

| County | Organisation | Address | Telephone | Website |
|---------------|--|---|----------------------|--|
| Tyrone | Omagh District Council for Omagh District Training Consortium | 2 Mountjoy Road Omagh Co Tyrone BT79 7AH | 028 82246 535 | www.odtc.info |

OTES (Omagh Training and Employment Support) is a project that works with individuals who have a range of complex needs and are not catered for by current programmes, with a clear focus on progression and employment. Participants are given structured careers advice, job search activity and life skills to enhance their personal development and employability skills.

A wide range of employers and support agencies engage in the programme by contributing to its design and development and identifying skills gaps that will ultimately strengthen and expand cooperation.

| County | Organisation | Address | Telephone | Website |
|--------|-------------------|---|-----------------|--|
| Tyrone | Parkanaur College | 57 Parkanaur Road, Dungannon, Co. Tyrone' BT70 3AA | 028 87761272 | www.parkanaurcollege.org |

Parkanaur is a residential college which provides the opportunity for people with disabilities to bridge the gap and facilitate the transition between school or the sheltered home environment, to employment and independent living.

The college provides a range of NVQ Courses such as Commercial Horticulture, Catering & Hospitality and Assembled & Upholstered Furniture Production. Also available is Business Administration including Information Technology, with a variety of packages.

Training is offered on a residential and day release basis with a wide variety of educational, vocational and leisure facilities.

| County | Organisation | Address | Telephone | Website |
|---------------|--|---|-------------------------------|---|
| Tyrone | Positive Steps Community Centre | 2c Park Avenue Cookstown Co. Tyrone BT80 8AH | 028 867761 020 | www.positivestepscommunitycentre.org |

Positive Steps was formed in January 1997 to meet the needs of all women within the Cookstown District Council and surrounding areas. Although predominately a women's group, most of the courses are also open to men from the area.

The Steps to Success and Skills for Employment Programmes aim to improve women's access to and involvement in the labour market, as well as improving entrepreneurial skills. The Steps to Success Programme, in particular, contains elements of maths, English, managerial and business skills that can lead to participants attaining a level 3 in first line management.

| County | Organisation | Address | Telephone | Website |
|--------|---|--|--------------------------|---------|
| Tyrone | Southern Area Supported Employment Consortium | c/o Willowbank Community Resource Centre | 028 87722821 Ext 3860 | |

The Southern Area Supported Employment Consortium consists of people with disabilities and a range of statutory and voluntary organisations which aims to collaborate strategically to enable people with disabilities living in the SHSCT Area to achieve the right to economic and social inclusion through the development of education, training and employment opportunities.

Organisations involved in the consortium:-

- Action on Hearing Loss
- Cedar Foundation
- Clanrye Group
- Disability Action
- Dungannon and South Tyrone Borough Council
- Northern Ireland Union of Supported Employment (NIUSE)
- Southern Health and Social Care Trust
- Willowbank Community Resource Centre

The Consortium are involved in a range of events and activities such as information seminars, information sharing, conferences and policy development to promote vocational training and employment for people with disabilities living in the SHSCT area.

| County | Organisation | Address | Telephone | Website |
|---------------|---|--|--------------------------------|--|
| Tyrone | South West College | | | www.swc.ac.uk |
| Campuses | Cookstown | Burn Road, Cookstown Co.Tyrone BT80 8DN | 0845 603 1881 | |
| | Dungannon | Circular Road Dungannon Co.Tyrone BT71 6BQ | 0845 603 1881 | |
| | Enniskillen | Fairview, 1 Dublin Road, Enniskillen Co.Fermanagh BT74 6AE | 0845 603 1881 | |
| | Omagh | 2 Montgomery Road Omagh BT79 7AH | 028 82245 433 0845 603 1881 | |
| | Technology & Skills Centre, Enniskillen | Killyhevlin Industrial Estate Enniskillen BT74 4EJ | 0845 603 1881 | |

The South West College provides a range of academic and vocational courses at all levels from NVQ Level 1 to National Diplomas and Degree courses across a range of subjects and vocational areas.

The college also delivers the Department for Employment and Learning mainstream training programmes - Training for Success (TfS) Programme and ApprenticeshipNI Programme.

South West Regional College, Learning Support Team provides additional support for students who require extra assistance with their studies. The support is designed to be flexible to meet the needs of individual students and enable them to work independently

and achieve their goals. Specialist support is available for students with physical and learning disabilities. The South West Regional College welcomes students with a variety of abilities and will make every effort to assist them with their studies.

The College has also developed strong links with employers on programmes such as Training for Success and Apprenticeship NI as well as specific programmes to develop local labour market skills.

| County | Organisation | Address | Telephone | Website |
|--------|---|--|------------------|--|
| TYRONE | South Tyrone Empowerment Project Northern Ireland (STEP NI) | Unit 7 Dungannon Enterprise Centre 2 Coalisland Road Dungannon BT7 6JT | 028 87750 211 | www.stepni.org |
| | | Unit C2 The Rainey Centre 80 -82 Rainey St Magherafelt Co. L/Derry BT56 5AJ | 028 7963 3079 | |

STEP NI provides development and training services in the Tyrone area with its work especially guided towards helping marginalised sectors of the community. STEP NI has recently opened an office in Magherafelt.

It established the Migrant Workers Support Project in order to provide advice and guidance to Migrant Workers coming to the Dungannon area, offering individual support, language support and training opportunities, as well as interpreting and translation services.

STEP NI also provides tailored training packages to meet the needs of individual learners, encouraging participants to progress from basic to higher levels of accreditation. It further offers essential skills courses, ESOL classes and vocational training to all members of the community.

| County | Organisation | Address | Telephone | Website |
|--------|----------------|---|-----------------------------|--|
| Tyrone | Willowbank Ltd | Willowbank Community Resource Centre | 028 87722821 Ext 3860 | www.willowbankcommunity.org.uk |

Willowbank Ltd is a community hub based in Dungannon & South Tyrone Borough Council. A service user controlled organisation, Willowbank exists “To work in partnership with persons with disabilities and users of Willowbank services to provide a supportive and empowering environment. With a community development ethos we support people by supporting them to challenge the barriers to socioeconomic inclusion. We enable people through provision of appropriate training, learning and mentoring to maximise their potential as citizens”.

Social Enterprise:

Mindful of the demographic of the local area and despite boom and subsequent recession the fact that work opportunities for people with disabilities are neither widely nor readily available.

Willowbank has within the last six years created a number of Social enterprises that have the purpose of providing quality training, work sampling and work opportunities for people with disabilities.

These include the establishment of “Get Up & Grow” a fully functioning garden centre and experiential learning environment, The Resource Centre has also taken on the role of a community hub offering room hire, training, and catering services at competitive rates.

Willowbank delivers a contracted Day service for SHSCT and is committed to ensuring that persons using this service have the opportunity for personal and career development. This is supported through a Big Lottery funded Community Integration project.

County Tyrone - Regional Organisations

| Name | Contact Details | Website |
|---|---|--|
| Action Mental Health (AMH) | Tel: 028 6632 3630 | www.amh.org.uk |
| Appleby Trust - Print It | 25 George Street, Dungannon BT70 1BT. Tel: 028 8772 4795 | www.applebyprintit.co.uk |
| Cedar Foundation – Employment and Learning | Unit 2 Bridge House, Omagh Road Dromore, BT78 3AH Tel: (028) 8289 7772 | www.cedar-foundation.org |
| Coiste Network - Éirí na Gréine (Omagh)& Cairde (Strabane) | James Street, Omagh, Tel – 028 8225 3048 Unit 4, 1A Melvin Road, Strabane, Co Tyrone, BT82 9PP Tel - 028 7188 6824 | www.coiste.ie |
| Disability Action | Tel: 028 8775 2372 | www.disabilityaction.org |
| Employers for Childcare | Free phone 0800 028 6538 Tel 028 9267 8200 | www.employersforchildcare.org |
| Include Youth | Ground Floor, 12 Holmview Terrace, Omagh, BT79 0AH Tel/Fax : 028 8224 7526 | www.includeyouth.org |
| Mencap | South and West Mencap Hub (Omagh) Omagh Community House, 2 Drumragh Avenue, Omagh BT78 1DP Tel: 028 8225 9249 | www.mencap.org |
| NIACRO | Tel: 028 7126 4555 | www.niacro.co.uk |
| NI Union of Supported Employment | Tel: 028 71377709 | www.niuse.org.uk |
| Opportunity Youth | Anderson House, 7a Dublin Road, Omagh, BT78 1ES. Tel: 028 82241525 | www.opportunity-youth.org |
| Princes Trust | Tel: 028 90745454 | www.princes-trust.org.uk |
| RNIB | 24 Mountjoy Road, Omagh, BT79 7AY. Tel: 028 82250220 | www.rnib.org.uk |

| | | |
|--|---|--|
| Teach Na Failte | Patrick Street, Strabane BT82 8DQ. Tel:028 7188 4616 | |
| Triangle Progression to Employment | Unit 34, Derryloane Industrial Estate, Sandholes Road, Cookstown, BT80 9LU Tel: 028 8676 2641 | www.trianglehousing.org.uk |
| USEL | 2nd Floor, Anderson House Market Street, Omagh Tel : 028 8225 0342 | www.usel.co.uk |
| Western Area Disability Training & Employment Consortium (WADTEC) | Tel: 028 7136 0811 | |
| WHSCT Day Opportunities Services | Tel: 028 71 860261 extn: 219184 | www.cawt.com/citizenship |

Section 8 – Government Programmes

Department for Employment and Learning (DEL)

The Department for Employment and Learning is responsible for careers, further and higher education, vocational training and employability services across Northern Ireland.

DEL provides both mainstream and specialist vocational training and employability programmes to assist the unemployed and economically inactive enter and or maintain employment. The programmes are available across Northern Ireland through a network of Job and Benefits Offices /Job Centres and are delivered by the community and voluntary sector or private sectors.

The Department for Employment and Learning also provides support to employers to assist them to recruit and upskill staff as well as advice on employment law.

Jobs and Benefit Offices and Job Centres

The Department for Employment and Learning deliver their programmes and services through a network of 35 Jobs and Benefits Offices and Job Centres across the Northern Ireland.

To locate a Jobs and Benefits Offices and Job Centres near you go to:-

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

Programmes and Services

1. Careers Service NI

The Department for Employment and Learning provides an impartial, **all age careers information, advice and guidance service throughout Northern Ireland – Careers Service NI**. Professionally, qualified Careers Advisers are based in Careers Resource Centres (Belfast and L'Derry)/Jobs and Benefits Offices and Job Centres throughout NI.

The Career Service can assist you with the following:-

- Careers information, advice and guidance
- Help with CVs
- Mock Interviews
- Application Forms
- Postgraduate information
- Working overseas
- Information about jobs
- Vacation/voluntary work
- Labour market information

The Career Service NI will provide their service to individuals:-

- Looking for Education/Training/ Employment opportunities
- Thinking of changing jobs or career direction
- Facing redundancy
- Ready for a new challenge
- Thinking of starting your own business
- Unsure what career might suit you
- Looking for information on a particular career
- Unsure of how to plan your next step

To locate your local Careers Service go to:-

<http://www.nidirect.gov.uk/index/comtacts-az/careers-service-ni.htm>

2. Employer Contact Managers

Employer Contact Managers provide the vital link between employers and the Department for Employment and Learning. Their role is to engage with the local business community to promote the services and programmes provided by the Department and will work with employers on a one to one basis to help with their recruitment needs. The Employer Contact Manager can:-

- provide information on the Department's free online recruitment service – www.employersonlineni.com
- provide a tailored service to assist employers with their recruitment needs
- provide information on the full range of employment and training programmes
- provide advice on the Employer Subsidy – a financial incentive available to employers who recruit unemployed clients (eligibility conditions apply)
- provide information on the assistance and support available for the Disability Employment Support Service (Tel: 028 9025 2085 or 028 9025 2279 (Monday-Friday 9.00 am-5.00 pm) Answer Machine: 028 9025 2268 (outside office hours) Fax: 028 9025 2330 Text Phone: 028 9025 2363)
- assist in a redundancy situation by offering advice to staff affected
- direct you to specialist help where appropriate

Employer Contact Managers are based in Jobs & Benefit Offices/Job Centres throughout Northern Ireland. Contact your local Jobs & Benefit Office/Job Centre

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

For further information on Employer Contact Manager's service visit –

<http://www.delni.gov.uk/index/finding-employment-finding-staff/fs-help-to-find-staff/employercontactmanagers.htm>

Specialist Programmes

Summary of Programmes:-

- **Disability Employment Service (DES)**
- **Workable (NI)**
- **Job Introduction Scheme**
- **Access to Work NI (AtW)**
- **Condition Management Programme**
- **Occupation Psychology Service**
- **Pathways to Work Initiatives**
- **Permitted Work (Social Security Agency)**
- **LEMIS Programme**

Financial Support and Programmes to assist people back in to work

- **Return to work Credit**
- **Job Grant**
- **Tax Credits**

Disability Employment Service (DES)

The Disability Employment Service is an integral part of The Department for Employment and Learning's Employment Service Division. It provides support to employers to help them recruit people with health issues or disabilities and enable them to retain employees who become sick or disabled in their jobs.

Additionally, DES assists people who are sick and disabled find employment and has responsibility for the Choices Package available under the Pathways to Work Initiative (Workable NI, Job Introduction Programme, Access to Work NI, Condition Management Programme, Return to Work Credit) and also has an Occupational Psychology Service.

For further information contact:-

Disability Employment Service (DES)
Department for Employment and Learning
2nd Floor
Gloucester House
Chichester Street
Belfast BT1 4RA

Tel: 028 9025 2085 or 028 9025 2279 (Monday-Friday 9.00 am-5.00 pm)
Answer Machine: 028 9025 2268 (outside office hours)
Fax: 028 9025 2330
Text Phone: 028 9025 2363

<http://www.delni.gov.uk/index/finding-employment-finding-staff/fe-fs-help-to-find-employment/das.htm>

- **Workable (NI)**

Workable (NI) provides a flexible range of long term support to assist people with disabilities with substantial barriers to employment, find and keep work.

Workable (NI) is delivered by a range of providers contracted by the Department for Employment and Learning (DEL). These organisations have extensive experience of meeting the vocational needs of people with disabilities.

Workable (NI) tailors support to individuals to meet their specific needs. The provision can include support such as a Job Coach to assist the worker with disabilities and their colleagues adapt to the needs of the particular job; developmental costs to the employer; extra training, and disability awareness training.

In addition to assisting people with disabilities to find and maintain employment the programme also assists people with disabilities already in work and keep them in work (i.e. job retention). One of the main criteria to access the programme is that employment must be for 16 hours or more.

For further information contact the Pathways to Work Advisory in your Jobs and Benefit or Job Centre

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

Workable NI is delivered by the following providers:-

| Organisation | Address | Telephone | Area Covered |
|---|---|---|-----------------------|
| Supported Employment Solutions Consortium members:- Cedar Foundation, Action Mental Health, Mencap, NOW Project, Orchardville Society, RNIB and Action on Hearing Loss | Lead Partners Greater Belfast Area - The Cedar Foundation, 1A Upper Lisburn, Belfast BT10 OGW North/South areas - Action Mental Health, 4A Steeple Road, Antrim BT41 1AF. | 028 9061 2424. 028 9442 8081 | Northern Ireland wide |
| Disability Action | Portside Business Park 189 Airport Road West, Belfast BT3 9ED | 028 90 297880 | Northern Ireland wide |

| | | | |
|--|---|---------------|--------------------------|
| Ulster Supported Employment Limited (USEL) | 182 -188 Cambrai Street Belfast BT13 3JH | 028 90 356600 | Northern Ireland wide |
|--|---|---------------|--------------------------|

- **Job Introduction Programme (JIP)**

The Job Introduction Scheme is a job trial lasting 13 weeks. It offers both the employer and the person with the disability, the opportunity to try work and see if the requirements of the job and the skills of the person with the disability match. It offers employers a weekly grant towards the cost of employing a person with a disability.

Employers receive a grant of £75 per week for the duration of the job trial while the employee with the disability is employed under the same terms and conditions as any other employee of that company and receives a wage at the 'going rate for the job'. Payment will be made in a lump sum at the end of the 13 week job trial period.

The grant is available to employers who employ people with disabilities either full-time or part-time. The job should be permanent and expected to last at least 32 weeks.

At the end of the 13 weeks, the Employment Service Adviser from the Jobs & Benefits office/JobCentre will meet with the employee and the employer to review the job trial and arrange for the grant to be paid.

For further information contact the Pathways to Work Advisor in your local Jobs and Benefit Office.

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

- **Access to Work NI (AtW)**

Access to Work NI provides individually assessed support to assist disabled people find and keep suitable employment. A range of one off or longer term, often indefinite, supports are offered.

Access to Work NI provides support under the following areas:-

- **Communication support** at interviews (i.e. sign language interpreters, lip reader service, type text etc)
- **Adaptation to premises** (i.e. ramped access, hand rails, signage etc)
- **Special aids and Equipment** (i.e. desks and chairs, computers, computer packages etc)
- **Assistance to travel to work**
- **Support Worker**
- **Miscellaneous** (i.e. Disability Awareness and Disability Equality Training)

For further information contact Pathways to Work Advisor in your local Jobs and Benefit Offices/Job Centres:-

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

- **Condition Management Programme**

The Condition Management Programme (CMP) is a Pathway to Work initiative which aims to assist people on an Incapacity Benefit or Severe Disablement or Employment and Support Allowance to return to work.

CMP is a work-focused support and advice programme which lasts up to 12 weeks. It is delivered by health care professionals who will assist clients to understand and manage their conditions and assist in getting them back to work. Health care professionals will provide support and advice to assist clients manage arthritic complaints, back and neck problems, chronic

fatigue depression, pain and stress, as well as heart, circulatory and respiratory disorders.

CMP is available in all areas of NI and information on the programme can be obtained from Pathways Personal Advisers in local Jobs & Benefits offices or JobCentres. If Personal Advisers and clients agree that CMP might assist a return to work, clients will be referred to a team of health care professionals (known as Providers) in their local area. If the programme is suitable, the health professionals will devise an Action Plan to help clients manage their condition and will work with and support them as the action plan is delivered.

For further information contact Pathways Advisor in your local Job and Benefits Office or Job Centre.

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

- **Occupational Psychology Service**

Occupational Psychology Service (OPS) offers consultancy, advice and guidance in areas relating to work, disability and health. It is based in Belfast and provides services across Northern Ireland. OPS is available to support employers, clients with disabilities, Employment Service Advisers and also provides occupational psychology consultancy to the Department and other agencies.

For further information contact

Occupational Psychology Services

Ground Floor

Gloucester House

57-63 Chichester Street

Belfast BT1 4 RA

Tel: 028 9025 2365

Fax: 028 9025 2386

Text Phone: 0800 0284716

Pathways to Work

Pathways to Work assists people with health conditions and disabilities to consider their options for returning to work. Under this initiative, there are a number of options of help available to assist customers to progress towards work, or find and retain suitable employment. These include Condition Management Programme, Return to Work Credit, Advisers Discretionary Fund. Anyone who is not in work because of an illness or disability can volunteer to participate in Pathways to Work.

Pathways to Work Initiatives are available to anyone who is not in work because of an illness or disability and are in recipient of the one or the following Social Security Benefits:

- Employment and Support Allowance
- Incapacity Benefit
- Income Support (because of incapacity)
- Severe Disablement Allowance

Anyone who is appealing against a decision which embodies a determination on incapacity for work will be required to participate in Pathways to Work in return for receiving these benefits.

If you make a fresh (or repeat) claim for Incapacity Benefit or Employment and Support Allowance you will automatically be referred to a Pathways Adviser in your local Jobs and Benefits office or Job Centre.

Individuals accessing the programme will be allocated their own specially trained Pathways Personal Adviser who will arrange a series of meetings with you.

At these meetings your adviser will:

- discuss with you any difficulties you are encountering which make it difficult to work

- help you consider a range of choices which may provide the practical, health and financial supports you might need to make decisions about work

The Pathways Personal Adviser will help you consider the range of choices:

Choice 1 - Condition Management Programme

Help to better understand and manage your health condition or disability through the Condition Management Programme which we run along with the health service. (See Condition Management Programme above for further details.)

Choice 2 - Permitted Work Scheme

Learn more about what work you might be able to do and what you can earn and still maintain your benefits and hopefully progress off your benefits in to employment. (**See further information below regarding Permitted Work Scheme**)

Choice 3 - Return to Work Credit

Extra financial support while you work. The **Return to Work Credit** is a tax free payment of £40 per week for up to 52 weeks if you work for at least 16 hours a week and earn up to £15,000 per year.

There is also a **Back to Work Bonus**, a one off payment of £100.00

(**See further information below regarding Return to Work Credit and Back to Work Bonus**).

The Pathways Personal Advisers can also access a discretionary fund to help support a return to work activity.

Choice 4 - Other Help and Support

The Pathways Personal Adviser can provide information on an extensive range of existing help and support such as the Travel to Interview scheme and Job Grant.

Throughout the participation in Pathways to Work your adviser will assist clients select the help and support suitable for their needs and circumstances.

For further information contact Pathways to Work Advisor in your local Jobs and Benefit Office or Job Centre:-

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

- **Permitted Work Scheme (Social Security Agency)**

Generally, you are not allowed to work while you are getting Employment and Support Allowance/Incapacity Benefits/Severe Disability Allowance/Income Support because of an illness or disability.

However, claimants may be able to do some types of work and within certain limits. This is called 'Permitted Work' and it allows you to test your own capacity for doing some work and perhaps gain new skills.

Claimants must check that the work you want to do is allowed under the Permitted Work rules. You should discuss this with your Employment Service Adviser in your local Social Security or Jobs and Benefits office.

Alternatively you can contact the Permitted Work Team on:

- 028 9033 6699 (for Northern Ireland customers only)

You do not need approval from your doctor or have to have a medical assessment just because you are doing Permitted Work. If a medical assessment is due as part of your ongoing benefits-related review, it will go ahead as planned.

There are three levels of Permitted Work

- **Lower rate permitted works**

Work and earn up to £20 a week, at any time, for as long as you are receiving Employment and Support Allowance/Incapacity Benefits/Severe Disablement Allowance. Earnings have to be at least the **National Minimum Wage***

- **Higher rate permitted**

Work for less than 16 hours a week on average, with earnings up to £97.50 a week for 52 weeks. On the Higher rate of permitted work you can only claim for 52 weeks. After the 52 weeks you can either reduce your hours and claim lower rate permitted work or try to increase your hours and come off benefits or remain on your benefits. Earnings have to be at least the **National Minimum Wage***

- **Supported permitted work**

Earn up to £97.50 a week for as long as you are receiving Employment and Support Allowance, provided you continue to satisfy the Supported Permitted Work criteria

Supported Permitted Work means work that is supervised by someone who is employed by a public or local authority or a voluntary organisation, and whose job it is to arrange work for people with disabilities. This could be work done in the community or in a sheltered workshop. It also includes work as part of a hospital treatment programme. Earnings have to be at least the **National Minimum Wage***

***National Minimum Wage Rates (March 2012)**

- **£6.08 – for workers over 21 years of age**
- **£4.98 – for workers aged 18 – 20 year of age**
- **£3.68 – for workers aged 16 -17 years of age**
- **£2.60 – the apprentice rate for Apprentice under 19 or over and in the first year of Apprenticeships.**

PLEASE NOTE THE NATIONAL MINIMUM WAGE CAN CHANGE EVERY YEAR. THE RATE ABOVE IS FOR MARCH 2012.

9. LEMIS Programme

Local Employment Intermediary Service (LEMIS) is an initiative designed to help unemployed people in the community overcome those issues that may be preventing them from finding and keeping a job. The service is provided by local community and employment organisations in Belfast area, Londonderry, Strabane, Newry and Mourne, Cookstown and Moyle District Council Areas (see list of contact below) .

In addition to these areas LEMIS is also available on a referral/out research basis throughout NI to individuals with a common employability barrier to employment, that is, homelessness, ex-offenders/ex-prisoner, individuals with a history of drug/alcohol misuse and looked after children/care leavers.

LEMIS is delivered through a person centred approach which puts the needs of the client first. You can use the service on a voluntary basis at a time that suits you and this will not affect any benefits you may receive.

An Employment Advisor will provide you with one-to-one support and create an action plan to help you find a job.

Participants accessing the LEMIS Programme will not receive any additional money on top of their benefits. However, there may be some limited funding available to help remove barriers participants may have to getting a job.

While using the service participants can participate in other programmes options delivered by the Department for Employment and Learning eg Steps to Work and Pathways to Work.

LEMIS Providers:-

Belfast – North

Ashton Community Trust
Ashton Centre
5 Chruchill Street
Belfast BT15 2BP
Tel: 028 9074 2255

Belfast – South

Gems NI
Ascot House (2nd Floor)
24 – 31 Shaftesbury Square
Belfast BT2 7DB
Tel: 028 90 332313

Belfast – East

Stepping Stone Project
240 Newtownards Road
Belfast BT4 1HB
Tel: 028 90 458560

Belfast – West

Job Assist Centres West Belfast

Top of the Rock Centre
689 Springfield Road
Belfast BT12 7FP
Tel: 028 90 322003
Email: admin@jacwb.org
Web: www.jobassistcentre.co.uk

Belfast – Greater Shankill

Shankill JAC (Job Assist Centre)

252 Shankill Road
Belfast BT13 2 BL
Tel: 028 90 246226

Derry City Council Area – Cityside
Derry JAC (Job Assist Centre)
20-22 Butcher Street
Londonderry BT48 6HL
Tel: 028 71 308638 or 028 71 370603
Email: info@job-assist-centre.co.uk

Derry City – Waterside
Derry JAC (Job Assist Centre)
68a Spencer Road
Londonderry BT47 6AD
Tel: 028 71 349478
Email: info@job-assist-centre.co.uk

Strabane District Council Area
Jobs 1st
JOB Directions
Unit 9 - 10
Upper Main Street
Strabane BT82 8AR
Tel: 028 71883662 or 028 71 382260

Newry and Mourne District Council Area
People 1st
Ballybot House
28 Cornmarket
Newry BT35 8BG
Tel: 028 30825535
Email: lemis@people-1st.co.uk

Cookstown District Council Area
Network Personnel
3rd Floor
Union House
Union Place
Cookstown BT80 8NP
Tel: 028 86766078
Email: info@networkpersonnel.org.uk

**Moyle District Council Area
Network Personnel**

2 Quay Road
Ballycastle BT54 6BH
Tel: 028 79631032
Email: info@networkpersonnel.org.uk

LEMIS Providers in other areas – for those individuals with a common employability barrier that is homelessness, ex-offender/exprisoners, individuals with a history of durg/alcoholabuse and looked after children/care leavers that live in the District Council areas listed below.

Should contact the appropriate LEMIS provider and they make arrangement to meet you in your local area:-

- **Ards, Armagh, Banbridge, Castlereagh, Craigavan, Down, Lisburn & North Down District Council Areas contact:-**

People 1st

Tel: 028 40669855
Email: lemis@people-1st.co.uk

- **Dungannon, Fermanagh, Magerafelt & Omagh District Council Areas contact:-**

Network Personnel

Tel: 028 86766078
Email: info@networkpersonnel.org.uk

- **Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Limavady & Newtownabbey District Council Areas contact:-**

Network Personnel

Tel: 028 79 631032
Email: info@networkpersonnel.org.uk

Mainstream Government Programmes:-

Summary of Programmes:-

- **Training for Success (TfS)**
- **Apprenticeship NI Programmes – Programme and Employer Led**
- **Steps to Work**
 - **Step A Head**
 - **GAP (Graduate Accelerated Programme)**
- **Bridge To Employment Programme**

Training for Success (TfS) Programme

Training for Success is designed for young people aged 16 - 18 (for those requiring additional support which includes people with disabilities they can join up to their 22 birthday and can get up to three years on the programme) and provides training to give them the tools and skills they need to get a job. This training provides young people with relevant qualifications as well as the required personal and behavioural skills to progress into work.

Training for Success is delivered across three components

- Skills for your Life - Addressing personal and development needs
- Skills for Work - Helping you gain skills and a vocationally related qualification at Level 1 to be able to gain employment to progress to Pre-Apprenticeship or Apprenticeship provision or to further education.
- Pre-Apprenticeship - Please note that this is suspended with effect from 23 June 2009 until further notice and has been replaced with the Programme-Led Apprenticeship

Training for Success providers deliver the above components across a number of vocational areas and it is delivered by arrange of providers across N Ireland from the:-

- Community and Voluntary sector
- Private Training Providers

- Further and Higher Education Colleges

For further information contact your local Career Services, based in Jobs and Benefits Offices and Job Centres across NI.

For Training for Success providers in your area visit:-

<http://www.nidirect.gov.uk/suppliers-for-trainingforsuccessni>

Training for Success - Specialist Support

Additional support for trainees with disabilities or from disadvantaged situations is provided by Specialist Support Providers (SSPs) so trainees can benefit fully from training.

SSPs work closely with the Department for Employment and Learning (DEL), Careers Advisers and the Training Suppliers. All Training Suppliers should have this list of the Department's contracted SSPs. The Training Suppliers specify programmes of work and select the most appropriate SSP to ensure delivery of the individual participant's Personal Training Plan. The programme of work will be approved by DEL before the SSP is engaged.

The SSP will be required to provide:

- Counseling - to increase and improve a young person's confidence, self-esteem and value, enabling them to progress within their training, and
- Pastoral Care - to ensure that appropriate child protection and equality policies are provided and observed.

Specialist Support Providers include:-

- **Cedar Foundation**

1a Woodside Road Industrial Estate
Woodside Road
Ballymena BT42 4QJ
Telephone: 028 2565 9111

- **Disability Action**

Portside Business Park
189 Airport Road
Belfast BT3 9ED
Telephone: 028 9029 7880

- **Include Youth**

Alpha House
3 Rosemary Street
Belfast BT3 7TR
Telephone: 028 9031 1007

- **Opportunity Youth**

Hildon House
30-34 Hill Street
Belfast BT1 2LB
Telephone: 028 9043 5810

- **Sensory Learning Support**

85 Jordanstown Road
Newtownabbey BT37 0QE
Telephone: 028 9086 8361

- **Programme Led Apprenticeships NI**

It is acknowledged that the present economic situation has made it increasingly difficult for would-be apprentices to find paid-for employment whilst completing their training. The Programme-Led Apprenticeships (PLA) initiative is an intervention measure during these times.

Programme Lead Apprenticeships NI gives 16 and 17 year old school leavers (and up to 24 years for those requiring additional support which includes people with disabilities) the opportunity to gain a full apprenticeship qualification in a chosen skill area. They access this through a combination of in-house directed training and work-based learning placement opportunities with an industry-appropriate employer.

The Programme Led Apprenticeships NI provision is running parallel to the 'employer-led' ApprenticeshipsNI programme

Additional support is also provided by the Specialist Support Service.

- **Employer Led ApprenticeshipsNI**

ApprenticeshipsNI is a Northern Ireland Apprenticeship programme that offers Apprenticeships in many occupational areas. To access the ApprenticeNI Programme you have to meet the entry requirements (these differ depending on the occupational area) and you need to find an employer who will take you on as an apprentice (minimum 21 hours which include off-the-job training). As an apprentice, you can expect to be treated as any other employee and receive quality training in your workplace and also while on your 'off-the-job' training. You will work alongside experienced staff to learn the trade and achieve your Vocational Qualifications. Apprenticeships usually take between two to four years to complete depending on the level of study. A Personal Training Plan is discussed and agreed between you, your employer and a partnered Training Supplier at the beginning of your apprenticeship.

Additional support is also provided by the Specialist Support Service.

For further information contact your local Careers Service, based in Jobs and Benefits Offices and Job Centres across NI.

For Training for Success providers in your area visit:-

<http://www.nidirect.gov.uk/training-providers-for-apprenticeshipsni>

- **Steps to Work**

Steps to Work (StW) offers a number of different choices around work related activities that can be fitted to suit your needs when it comes to finding you employment

Steps to work provides

- Personalised advice and guidance to help you make the right choices
- Help to find and remain in work
- You can re-train while remaining on benefit plus receive a weekly Training Bonus
- The opportunity to gain a recognised qualification
- The opportunity to improve existing skills
- Opportunities for work experience

Anyone over 18-years-old, lone parents aged 16 and over, who is not working or working less than 16 hours each week is eligible. You will be able to participate in StW if you are claiming benefit or if you are not working and not claiming benefit.

Steps to Work is delivered in a 'three-step' process.

Step One offers anyone who is nearly ready for work ongoing one-to-one support and guidance from an adviser that's aimed at helping you to find work as soon as possible. It also offers a range of short courses that can help you develop your confidence and motivation, improve your jobsearch skills and 'accredited' courses, that can help you find work.

Step Two offers a wider range of longer term support if you need more help to find work. Your adviser can put together a package of support to best meet your training and work experience needs and the needs of employers.

Step Two can last from three weeks to 52 weeks depending on what you are doing. While you are on Step Two you will receive £15.38 per week in addition to any other benefits you are entitled to.

Step Three provides additional support and advice from your adviser for up to six weeks to help you find a job. This is known as enhanced support.

Steps to Work - Childcare Assistance

Are you a lone parent or the partner of a benefit claimant and looking for work? Extra money to help with your childcare costs is now available to make it easier for you to take part in Steps to Work and find a job.

- **Step Ahead Programme**

Step Ahead 2012 is part of the Steps to Work Programme will provide employment lasting up to 10 weeks and will be targeted at:

- **18 to 24 year olds** in receipt of either Jobseeker's Allowance, Income Support, Incapacity Benefit or Employment and Support Allowance for three months or more;
- **lone parents** in receipt of either Jobseeker's Allowance, Income Support, Incapacity Benefit or Employment and Support Allowance, with no qualifying period;
- **50 year olds and over** in receipt of either Jobseeker's Allowance, Income Support, Incapacity Benefit or Employment and Support Allowance for three months or more.

These three groups are considered to be particularly disadvantaged in finding work in the current economic climate.

Participants availing of Step Ahead 2012 must commence employment on or before 30 January 2012 and must be paid at least the National Minimum Wage. Employing organisations will qualify for a subsidy, funded by the Department, and will provide participants with up to date and relevant work experience to assist them in their search for permanent work.

Step to Work Lead Providers:-

| Area | Jobs and Benefits and Job Centres | Lead Provider |
|---------------------------------|---|---|
| Foyle | Foyle & Lisnagelvin | North West Regional College Tel: 028 71 276400 |
| Western | Strabane, Omagh, Enniskillen & Dungannon | South West College Tel: 08456031881 |
| North West | Coleraine, Limavady, Magherafelt & Cookstown | Network Personnel Tel: 028 79631032 |
| Antrim | Ballymoney, Ballymena, Antrim, Carrickfergus & Larne | A4E Tel: 028 90744944 |
| Southern | Lurgan, Portadown, Armagh and Newry | Wade Training Tel: 028 38337000 |
| South Eastern | Liburn, Banbridge, Kilkeel, Ballynahinch, Downpatrick & Newcastle | People 1 st Tel: 028 91 276827 |
| North Down | Bangor & Newtownards | South Eastern Regional College Tel: 028 91276827 |
| South & East Belfast | Hollywood Road, Knockbreda & Shaftesbury Square | North City Training Tel: 028 90 745408 |
| West Belfast | Falls Road, Shankill & Andersonstown | Springvale Learning Tel: 028 90 242362 |
| North Belfast | North Belfast & Newtownabbey | North City Training Tel: 028 90 745408 |

- **GAP Programme (Graduate Acceleration Programme)**

The Steps to Work programme has been enhanced to meet the needs of unemployed graduates with the introduction of the Graduate Acceleration programme. This offers graduates an opportunity to kickstart their career through a 6 month work placement and a management qualification from Queens University or the University of Ulster.

GAP is a work placement programme, lasting up to 26 weeks, designed to improve your employability skills and to help accelerate your job prospects. As well as the opportunity to gain up to six months of meaningful work experience with some of Northern Ireland's top employers, it also provides the chance to study for a qualification at no cost to you. This study element is an EDI Leadership and Management Certificate and has been specially designed for GAP.

GAP is delivered by Business in the Community in conjunction with Steps to Work providers.

For further information contact your local Steps to Work Provider (see above list of providers) or

Business in the Community
Bridge House
2 Paulette Ave
Belfast
BT5 4HD
Tel: 028 90 460606

Email – Graduates: graduates@gapni.com
Email - Employers: employers@gapni.com

Steps to Work and Employers

Employers also play an important role in the Steps to Work Programme by providing:-

- **Work Experience** placement by contacting your local Steps to Work Lead Contractor. Generally speaking placements can range from 13 weeks up to 52 weeks
- **Offering a job** to someone who is out of work and getting a subsidy for 6 months - Employer Subsidy
- **A Graduate with a 6 month** work placement under the Graduate Acceleration Programme.

For more information contact your local Jobs & Benefits office / Job Centre and ask to speak to a Pathways Team Leader or Employer Contact Manager.

- **Bridge to Employment Programme**

Bridge to Employment programme provides assistance to inward investment companies and local companies who are taking on new staff. The Programme helps with vacancy advertising, customised training of unemployed people to the job requirements and other associated recruitment services at no cost to the employer. The Department fully fund the costs of the recruitment process and the training programme.

The Bridge to Employment programme is open to any employer needing to recruit staff. The average number of participants on a Bridge to Employment programme is 10 however programmes can be arranged for one company or a group of companies with similar needs.

The programme will assist with:-

- Recruitment and training costs
- Access to a wide recruitment base
- Testing and interviewing of applicants
- Customised training programmes focused on your company's needs

For further information contact the Department's Skills Delivery Branch:

- Tel: 028 90905251 or
- Email: skillsdeliverybranch@delni.gov.uk

- **Financial Assistance provided to assist your back to work and while in work**

WARNING - This section does not cover Social Security Benefits and the implications of moving from benefits in to work but the financial assistance provided to assist you back in to work.

WARNING - BEFORE TAKING UP ANY EMPLOYMENT PLEASE CONTACT YOUR LOCAL WELFARE RIGHTS ORGANISATION OR YOUR LOCAL CITIZENS ADVICE BUREAU TO SEEK ADVICE AND CARRY OUT A BETTER OFF CALUATIONS.

This information was correct as of 1 May 2012.

1. Return to Work Credit

The Return to Work Credit is a tax free payment of £40 a week paid directly to the individual on top of your wages for 52 weeks if you work for 16 hours or more a week and earn less than £15,000 a year.

The criteria to claim the Return to Work Credit includes claiming one of the following for 13 weeks or more:-

- Employment Support Allowance
- Incapacity Benefit (including credits only)
- Income Support (because of your incapacity)
- Severe Disablement Allowance
- Statutory Sick Pay for 13 weeks or more and are now claiming an Incapacity Benefit

Additional Criteria:-

- You will be working 16 hours or more a week.
- You expect your personal annual salary before deductions (or income from trading) to be £15,000 or less a year,
- You expect your job to last more than five weeks,

- You are you starting work or have you started work in the past five weeks,

The Return to Work Credit will not affect any amount you are paid for Housing Benefit, Working Tax Credit or Child Tax Credit. The Return to Work Credit will not affect the amount you pay for Income Tax or National Insurance contributions. Social Security Agency will also ignore the Return to Work Credit if you or your partner claim Income Support or Carer's Allowance or if your partner claims Jobseekers Allowance (income based), or Employment Support Allowance.

Application forms for the Return to Work Credit can be obtained from the Jobs and Benefits Office or Job Centre from your Pathways Adviser.

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

2. Job Grant

Job Grant is a work related payment you may get when you or your partner move directly from social security benefits into to work.

Work has to be at least 16 hours a week. This could be starting a new job, increasing the hours you work in an existing job or having combination of jobs. You may also get Job Grant if your partner starts working at least 24 hours a week and as a result your benefits stop.

The work must be expected to last for at least 5 weeks and you must notify Social Security or Jobs and Benefits offices within 21 days of starting work. You must also be claiming on or a combination of the following benefits for at least 26 weeks immediately before moving in to work:-

- Job Seekers Allowance
- Income Support
- Incapacity Benefit
- Employment and Support Allowance
- Severe Disablement Allowance

- Training Allowance payments where the allowance is based on Jobseeker's Allowance, Income Support, Incapacity Benefit, Employment and Support Allowance or Severe Disablement Allowances

Any period where you are not entitled to a payment of benefit does not count towards the 26 week qualifying period.

The amount of the Job Grant you will get will depend on your circumstances i.e.

- £100 for single people or couple without children
- £250 for lone parents and couple with children

The Job Grant is a tax free payment and does not reduce other benefits or tax credits you may get when you start work.

For further information contact Pathways to Work Advisor in your local Jobs and Benefit Office or Job Centre:-

<http://www.nidirect.gov.uk/index/information-and-services/employment/jobseekers/looking-for-work/find-your-local-jobs-and-benefits-office.htm>

3 Tax Credits – HM Inland Revenue and Customs

Tax Credits are payments from the Government and are made up of two components:-

- **Child Tax Credit** – if you are responsible for at least one child or young person
- **Working Tax Credit** – if you are working in a low income

You can qualify for Child Tax Credit and Working Tax Credit. Both these benefits are not taxable

Child Tax Credit is paid to you if you are responsible for at least one child or young person who normally lives with you. You do not have to be

working to claim Child Tax Credit. The amount of tax credits you get depends on a number of factors.

Working Tax Credit is based on the hours you work and get paid for or expected to be paid for. You can claim whether you are an employee or a self employed person. But unpaid work does not count for Working Tax.

From April 2012, under the Welfare Reform Bill the criteria for applying for Working Tax Credits changed from 16 hours per week to 24 hours per week. **However** there was **one exemption** to this is lone parents or parents with a child with a disability, the number of hours remained at 16 hours per week.

The amount of Tax Credits you receive depends on a number of factors. Please seek advice from your local welfare rights organisation for advice or contact the Tax Credits Helpline:- 0345 3003900, textphone:- 0345 300 3909.

Appendix 1

Support organisations not included in the "Directory of Employability Projects for NI".

Every effort has been made to identify and record the employability projects in Northern Ireland in the Directory. If your organisation is not included please complete and return it to information@equalityni.org

NB: Please include details for all the location your service is based or delivered (i.e. your organisation may not have a office in an county but your organisation still provides services in the area.

| County | Organisation | Address | Telephone | Website |
|-------------------------|--------------|---------|-----------|---------|
| | | | | |
| Approximately 150 words | | | | |

Appendix 2

Role of Equality Commission for Northern Ireland

The Equality Commission for Northern Ireland is an independent public body established under the Northern Ireland Act 1998 to advance equality, promote equality of opportunity, encourage good relations and challenge discrimination through provision, advice and enforcement.

The Commission's duties and functions are set out in the legislation for which they are responsible. General duties include:

- Working towards the elimination of discrimination
- Promoting equality of opportunity and encouraging good practice
- Promoting affirmative/positive action
- Promoting good relations between people of different racial groups
- Overseeing the implementation and effectiveness of the statutory duty on public authorities and
- Keeping the relevant legislation under review

Appendix 2

Research Rationale

The Equality Commission for Northern Ireland had commissioned GEMS Northern Ireland in 2010 to research and collate information detailing:

- A list of all current employability projects across Northern Ireland, alphabetically by county; and
- A brief outline of each employment project (100 words max), including contact and website details

Following on from this the Equality Commission for NI commissioned the **Northern Ireland Union of Supported Employment** to up date the information and to add a new section, Section 8 on Government specialist and mainstream vocational training and employment.

For the purpose of the research, GEMS NI will refer to an employability initiative as any programme that “increases a person’s capability of gaining initial employment, maintaining employment and obtaining new employment if required” (Hillage J & Pollard E 1998 – Employability: Developing a Framework for Policy Analysis – Department for Employment and Learning). In simple terms, employability is about being capable of gaining and retaining fulfilling work.

Employment initiatives have proved to be an extremely effective mechanism for engaging and working with the most disadvantaged, the long term unemployed throughout Northern Ireland. Their fundamental aim is to bridge the gap between long-term unemployment and work, by assessing client needs and wishes within the context of employer requirements, attitudes and plans. Their services include assessing need and providing developmental and careers advice which ultimately matches individuals to appropriate training, education and then necessary skills to return to work.

Many of these initiatives develop and work within a dynamic platform of stakeholders which enables the highly effective bringing together of the “supply and demand” elements of the local labour market. Their skill in

reconciling the two and the use of their extensive knowledge of employers and unemployed people is key to achieving successful outcomes. Employment Initiatives also bring in-depth knowledge of the local organisational infrastructure and excellent networking links with practical referral arrangements that are key to ensuring that clients have the optimum support to meet their employment goals, whilst availing of other specialist support. This includes relationships with public sector agencies, employers and specialist support and community organisations, to ensure access to those furthest from the labour market.

Finally, employment initiatives are instrumental in developing close working relationships with key stakeholders which inform policy in terms of sharing information, best practice and providing much needed expertise in the whole area of employability.

Appendix 4

Limitations within the Research

While the information presented in this report may suggest that there is more provision in some counties than in others, it should be noted that a number of organisations such as the Department for Employment and Learning, Rutledge Job link and the Further Education Colleges, have numerous satellite offices all over Northern Ireland. If any information is required on your nearest office, please do not hesitate to contact the Equality Commission for Northern Ireland.