



# DG Works

YOUR LOCAL EMPLOYABILITY  
AND SKILLS PARTNERSHIP

## DG WORKS EMPLOYABILITY PATHWAY

Programme Provision

OFFICIAL

# No One Left Behind

No One Left Behind continues to provide the opportunity to the Local Employability Partnership's to ensure that Scottish and local government joint ambitions are met by delivering transformational change and an employability system that improves outcomes for all users by working with partners to design and deliver person centered employability services that support people to move towards, into and within employment.

We aim to ensure that as many people as possible including those furthest from the labour market and those facing complex or challenging circumstances can access and progress within fair and suitable work.



Scottish Government  
Riaghaltas na h-Alba  
gov.scot



Funded by  
UK Government

# DG Works Eligibility



**You must meet all of the following criteria:**

- 16 years of age or older
- Resident in Dumfries and Galloway
- Have the right to work and live in the UK.
- Unemployed and looking to get back into work OR in employment and claiming an income-based benefit (e.g. Universal Credit)

# DG Works Eligibility



## **AND at least one of the following characteristics:**

- Parents with a child under the age of 19 (still registered in full time education)
- Armed Forces Veteran
- Asylum Seeker
- Care Experienced
- Caring responsibilities
- Childcare needs
- Criminal Convictions
- Homeless or affected by housing inclusion.
- Long Term health condition/ illness
- No / Limited work experience
- Refugee
- Substance related conditions
- Lack of Transport

# Employment Key Workers (EKW)



Employment Key Workers offer 1-2-1 and group work support to individuals looking to move into positive destinations (employment, FE/HE, training).

Participants are given a dedicated Key Worker who works with them identify their goals, plan their next steps and access further employability support with partner agencies.

Participants will also be supported to create CVs, job search, better understand job applications and how to apply, learn interview techniques and preparation, access work experience placements.



## Eligibility

Meets DG Works eligibility criteria.



## Referral Information

Referrals, including self referrals should be sent to  
[dgemployabilityreferrals@dumgal.gov.uk](mailto:dgemployabilityreferrals@dumgal.gov.uk)



## Named Contact

Keyworker Co-Ordinators,  
[greg.cameron@dumgal.gov.uk](mailto:greg.cameron@dumgal.gov.uk)  
[Lorraine.irving@dumgal.gov.uk](mailto:Lorraine.irving@dumgal.gov.uk)

# DFN Project SEARCH



The DFN Project SEARCH programme provides real work experience combined with training in employability and independent living skills delivered in a business setting to help young people make successful transitions to productive adult life.

It is a partnership between a **Employability and Skills Service, Dumfries and Galloway College**, and **Dumfries and Galloway Council**. The goal is to provide full/part -time paid work for our interns in an integrated setting.

Applications via the college website open in March 2025.



**Eligibility**  
Young people with a learning disability or autism spectrum conditions, or both.



**Referral Information**  
[projectsearch@dumgal.gov.uk](mailto:projectsearch@dumgal.gov.uk)



**Named Contact**  
Greg Cameron  
[projectsearch@dumgal.gov.uk](mailto:projectsearch@dumgal.gov.uk)

# Placement Plus



Placement Plus is a 6-month paid placement within Dumfries and Galloway Council, designed to support people with disabilities to get into work.

Clients will be supported by a designated Employability and Skills Service (ESS) Keyworker to ensure barrier removal and reasonable adjustments are in place within the internal organization to allow clients to thrive and gain experience.

Training opportunities are also available to develop and enhance skill sets.



## Eligibility

Meets DG Works eligibility criteria.  
Is registered and verified with DG Works.  
Has a disability



## Referral Information

[placementplus@dumgal.gov.uk](mailto:placementplus@dumgal.gov.uk)



Named Contact  
Donna Mann

[placementplus@dumgal.gov.uk](mailto:placementplus@dumgal.gov.uk)

# Participant Discretionary Funding



Participant Discretionary Funding is available to anyone registered with DG Works. It covers relevant costs to help participants progress on the employability pathway. Needs should be identified within the client's needs assessment and are costs which cannot be covered by other funding sources.

To apply for funding for a client requests must be made in writing and provide a clear justification.

Please note requests can be denied and therefore please seek approval before spend.



## Eligibility

Meets DG Works eligibility criteria.  
Is registered and verified with DG Works.



## Referral Information

To apply for funding please complete the request form and sent it to –  
[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Contact

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



# Participant Driving Lessons



Participant Driving Lessons can be provided to clients who meet the following criteria:

- Registered with DG Works
- Actively engaging with employability support in a consistent manner
- And where not being able to drive is their last remaining barrier to work or if driving would be required for their career choice.

Funding may be provided for up to 20 driving lessons. If participants require to pass their theory test, then 10 lessons will initially be provided until completion of a theory test, with 10 lessons thereafter.

To apply for funding for a client requests must be made in writing and provide a clear justification for the spend.

Please note requests can be denied and therefore please seek approval before spending money.



## Eligibility

Meets DG Works eligibility criteria.  
Is registered and verified with DG Works.



## Referral Information

To apply for funding please complete the request form and sent it to –  
[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Contact

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)

# Participant Travel Support



As part of a participants employability journey, we realise that individuals may face travel costs to help them engage with the support available on the DG Works pathway. Participant Travel Support provides pre-paid bus passes to enable participants to engage with employability support such as appointments, training and work placements.

To receive travel support clients must be:

- Registered with DG Works
- Actively engaging with employability support in a consistent manner



## Eligibility

Meets DG Works eligibility criteria.  
Is registered and verified with DG Works.



## Referral Information

To apply for funding please complete the request form and sent it to –  
[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Contact

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)

# Participant Clothing Support



DG Works recognise that for people receiving employability support, progression into a positive destination can come at a financial cost. Previously this type of support was provided on a 121 basis, however, to remove any stigma or reluctance to ask for support a £150 Love2Shop online clothing voucher is now issued to participants on confirmation of employment, training or further education.

Once an outcome is recorded on Hanlon the client will be automatically sent a Love2Shop voucher.

Note: this is attached a limited budget, so this funding is not guaranteed.



## Eligibility

Registered on Hanlon once a positive destination has been achieved.



## Referral Information

Completed automatically once a positive outcome is registered on Hanlon.



## Contact

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)

# No One Left Behind College Fee Waiver



DG Works are proud to be working in partnership with DG College to offer eligible participants the opportunity develop new work-related skills.

Participants can build the skills they need to move towards, into and within employment or undertake some training to progress their career to the next level.

Cost for chargeable course are covered once a client is registered with DG Works and the course is approved. Participants can only access one course within a 12-month period.

Please note requests may not be approved - no activity should be started until final approval has been awarded.



## Eligibility

Meets DG Works eligibility criteria.  
If employed, be in receipt of an income-based benefit.



## Referral Information

Verified participants can potentially access this funding otherwise they are required to complete online registration form through the college website.

<https://forms.office.com/e/Qp2EB3McZB>



## Named Contact

[Marie.McKeown@dumgal.gov.uk](mailto:Marie.McKeown@dumgal.gov.uk)

# Lifelong Learning



Lifelong Learning is a universal service which supports independence, self-confidence and essential skills for life and work.

The Service works with a wide range of third sector and public sector partners to deliver accredited and non-accredited learning opportunities which includes core life skills, literacy, numeracy, digital, communication, confidence, English for Speakers of other Languages (ESOL), Family Learning and Coach Education for Sports Coaches.



## Eligibility

Anyone living in Dumfries & Galloway region.



## Referral Information

Our web and social media links (inclusive of referral process and referral forms)

Website: [Lifelong Learning - Dumfries and Galloway Council \(dumgal.gov.uk\)](https://www.dumgal.gov.uk/lifelong-learning)

Linktree:

[https://linktr.ee/dglifelonglearningservice?utm\\_source=linktree\\_profile\\_share](https://linktr.ee/dglifelonglearningservice?utm_source=linktree_profile_share)



## Named Contact

Ann McShane

[Ann.mcchane@dumgal.gov.uk](mailto:Ann.mcchane@dumgal.gov.uk)

# Multiply

**Multiply**



Funded by  
UK Government



Multiply is a free maths tuition programme designed to address the needs of people identified in the 10 interventions identified by the UK Government which has been “translated”, locally, into:

- students being able to register for free on-line courses or attendance at a real-world class, in one of the region’s towns
- learning for parents in how to teach their kids maths through everyday activities, play and outdoor learning
- courses using real-world skills like cooking and managing shopping costs
- courses designed to help with budgeting and debt management
- courses deigned to help students get a basic Functional Maths qualification
- courses deigned to help students get a recognised maths qualification, up to Level 5, if they want to.



## Eligibility

Anybody over the age of 16 who is, or is at danger of becoming, NEET. Otherwise, anybody over the age of 19 in Scotland who wants to improve their ability to do maths.



## Referral Information

By completion of a MS Forms form, which can be found here: [Multiply in Dumfries and Galloway](#). Completion of the form will result in them being contacted by one of the Multiply team to sort out a suitable course



## Named Contact

Patricia Riley, Principal Officer  
Partnership Support,  
[Patricia.riley@dumgal.gov.uk](mailto:Patricia.riley@dumgal.gov.uk)

# Cost of Living Assessment



DG Works are proud to be working in partnership with Enable to offer participants free and confidential cost of living assessment which includes advice around benefits and financial support.

**The DG Works Cost of Living Assessment is delivered 121 online or via the phone and includes:**

- Checking participants are claiming everything that they are entitled to
- A better off in work calculation
- Advocacy and support to help challenge decisions



## Eligibility

Meets DG Works eligibility criteria.



## Referral Information

Referrals should be made via email to [betteroffinwork@enable.org.uk](mailto:betteroffinwork@enable.org.uk) and contain the participants basic contact details such as name, address, telephone number and email address.



## Named Contact

Steven McAvoy, Information and Advice Lead,  
[steven.mcavoy@enable.org.uk](mailto:steven.mcavoy@enable.org.uk)

# Engagement and Barrier Removal Support for Parents

Delivered by: Right Options and Let's Get Sporty



Right Options and Let's Get Sporty offer support to parents in the region to begin their engagement with the employability pathway.

Support is provided by a dedicated keyworker in the organisation who focuses on building a relationship with the participant to complete a personalised needs assessment and develop follow-on plans and engage support from other services. Time is taken with the parents who, due to circumstances, lack the knowledge, awareness or confidence may be unclear of the support they need.

Once the participant is ready, they will progress to being supported by an Employment Key Worker.



## Eligibility

Meets DG Works eligibility criteria.  
Must be a parent, in receipt of UC and have dependents up to age 19 (if left school they must be in full time education)



## Referral Information

Can be directly referred to the services  
[margaret@rightoptions.co](mailto:margaret@rightoptions.co) or  
[david.Bradbury@letsgetsport.com](mailto:david.Bradbury@letsgetsport.com) via  
[dgemployabilityreferrals@dumgal.gov.uk](mailto:dgemployabilityreferrals@dumgal.gov.uk)



## Named Contact

[margaret@rightoptions.co](mailto:margaret@rightoptions.co) or  
[david.Bradbury@letsgetsport.com](mailto:david.Bradbury@letsgetsport.com)



# Enterprise Support

CEIS ( locations to be confirmed)



Designed for those who are considering self-employment the programmes are delivered over 6 weeks. They are designed to inspire and give confidence as well as practical knowledge and skills to embark on self-employment or social enterprise.

The 6 weeks will be delivered largely online, with some in-person learning. The in-person portion will be facilitated peer-to-peer learning through collaborative discussions and problem-solving exercises. On completion of the programme, referrals will be made for parents to have continued support from partners, such as Business Gateway or South Of Scotland Enterprise.

**Start dates for these programmes TBC.**



## Eligibility

Is registered and verified with DG Works. Priority will be given to parents, in receipt of UC and have dependants up to age 19 (if left school they must be in full time education), who are thinking about self-employment. Places for nonparents will be considered



## Referral Information

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Named Contact

Kirsty Beattie, Employability Project Officer

[Kirsty.beattie@dumgal.gov.uk](mailto:Kirsty.beattie@dumgal.gov.uk)

# Volunteering for Employment

## Third Sector Dumfries & Galloway



The Volunteering for Employment service supports individuals who are looking to develop their employability skills, gain experience and/or boost their confidence through volunteering.

Participants will receive one-to-one support before, during and after volunteering to help them make the most of their experience. They will also be supported to find a suitable volunteering opportunity which aligns with their interest and aspirations.

This service does not provide paid employment opportunities and cannot guarantee that the individual will find work.



### Eligibility

Meets DG Works eligibility criteria.



### Referral Information

By completing this form <https://tsdg.tfaforms.net/113> and sending it to [employability@tsdg.org.uk](mailto:employability@tsdg.org.uk)



### Named Contact

Katia Mackley, Volunteer for  
Employment Development Officer  
[katia.mackley@tsdg.org.uk](mailto:katia.mackley@tsdg.org.uk)

# Preparation for Work (Training)

CEIS



Designed for younger candidates who lack confidence and resilience, this includes:

- Everyday Skills – Health and Wellbeing, confidence, skills and strengths, motivation, managing work and recreation, managing time and priorities
- Choosing a job – Looking at work that suits you, what job would you like, Exploring the Workplace SCQF Level 2, your personal training, education and qualifications and looking at job priorities
- Finding a job – Thinking about jobs, networking, doing online job search and not giving up
- Gaining a job – Investigating chosen jobs, getting ready to take the next step, talking confidently, issue CV template and interview skills workshop



## Eligibility

Meets DG Works eligibility criteria.



## Referral Information

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Named Contact

To find out when courses are coming up contact Joyce Houston, CEIS,  
[joyce.houston@ceisaryshire.co.uk](mailto:joyce.houston@ceisaryshire.co.uk)  
07904972451

# Steps to Work (Training)

CEIS



A comprehensive training package for all working ages. Provides candidates with 4 online accredited training modules relevant to their work choices. This will enhance their CV with up-to-date training making it more appealing to employers. Our experienced trainers deliver a variety of face-to-face workshops allowing candidates to identify and build on their own competencies, these include:

- Skills, strengths and qualities – allowing candidates to sell themselves better
- Interview techniques – Do's and don'ts in interview situations
- Elevator pitch – how to write a short elevator pitch to create an impression
- STAR techniques – preparation for competency-based interview questions
- Team building exercises and job search techniques



## Eligibility

Meets DG Works eligibility criteria.



## Referral Information

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Named Contact

To find out when courses are coming up contact Joyce Houston, CEIS,  
[joyce.houston@ceisaryshire.co.uk](mailto:joyce.houston@ceisaryshire.co.uk)  
07904972451

# Skills for Work (Training)

CEIS



As society progresses there will be more 'Green Jobs' being created. We need to prepare for this by understanding which skills are needed for the future. This course covers the most valuable transferrable skills and will explore some of the technical jobs emerging.

- Practical time and task management and tools through simulation and personalised planning to optimise productivity and achieve goals
- Explore the concepts of agility, flexibility and adaptability through real-world examples and brainstorming prepares candidates to navigate work environments
- Green Skills – we delve into green skills, exploring what green jobs entail, their benefits, and the key transferable skills required for success in this growing sector.
- Mental toughness, Mindset and Character



## Eligibility

Meets DG Works eligibility criteria.



## Referral Information

[DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Named Contact

To find out when courses are coming up contact Joyce Houston, CEIS,  
[joyce.houston@ceisaryshire.co.uk](mailto:joyce.houston@ceisaryshire.co.uk)  
07904972451

# Whole Family Approach

## Wigtownshire and Stewartry Partnership



DG Works is working with Wigtownshire and Stewartry Partnership to deliver a 'Whole Family Approach' across Wigtownshire to develop employability provision for disabled parents and parents of disabled children who have a level of unmet need.

The aim is to:

- Address the needs of the families (physical, mental, emotional, cognitive, financial).
- Signpost existing support services within the family's local community and support families attending these.
- Work with family members to address 'barriers' that prevent parents and young people from entering a positive destination.
- Remove 'barriers' by working collaboratively with stakeholders.
- Utilise the services available on a wider, local, community level.
- Transform household income and overall wellbeing.

By providing tailored support to all members in the household, the programme aims to enhance employability and job readiness. Sessions will be delivered in a friendly, nurturing approach in a safe, local space or in the comfort of the family's home.



### Eligibility

Meets DG Works eligibility criteria.  
If Employed, be in receipt of an income-based benefit  
Someone in the household must have a disability/additional support need.  
Must live in Wigtownshire.



### Referral Information

Joe Gough - [wigtownshirestuff4@gmail.com](mailto:wigtownshirestuff4@gmail.com)  
07428193627  
Or contact [DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



### Named Contact

Joe Gough -  
[wigtownshirestuff4@gmail.com](mailto:wigtownshirestuff4@gmail.com)  
07428193627

# Programme for Scotland's Childminding Future

Scottish Childminding Association (SCMA)



DG Works are working in partnership with SCMA to offer a unique package of dedicated support and training to help participants start a career in childminding.

The SCMA Package includes:

- Induction & Online Training.
- Recorded and Drop-in Support Sessions.
- A dedicated Workforce Officer to provide one to one support.
- Your first year of SCMA membership free!
- Minimum £750\* business start-up grant \*T&Cs apply.



## Eligibility

Meets DG Works eligibility criteria.

If Employed, be in receipt of an income-based benefit

Priority will be given (but not limited to) participants living in one of our priority areas.

DG1, DG2, DG4, DG8, DG9, DG12, DG16.



## Referral Information

Participants interested should follow this link and provide their email address

[app.childminding.org/wf/fe317d0d-9331-4203-8c23-8c4f208edaff](http://app.childminding.org/wf/fe317d0d-9331-4203-8c23-8c4f208edaff)

Or contact [DGEmployability@dumgal.gov.uk](mailto:DGEmployability@dumgal.gov.uk)



## Named Contact

Lucy Murray

[lucy.murray@dumgal.gov.uk](mailto:lucy.murray@dumgal.gov.uk)

# Participant Condition Management

FedCap



FedCap are delivering a Condition Management Service for participants requiring support to move into or sustain work.

Clients are provided with an initial Health Triage and biopsychosocial assessment will identify primary health needs, leading to the development of health action plan. Following this each participant will have access to a range of one-to-one and group workshops provided through in-person, virtual and telephone support alongside a case management approach incorporating practical problem-solving information, techniques, coaching and support.

Participants will then be provided with personalised support and an action plan.



## Eligibility

Is registered and verified with DG Works and benefit from support with their health condition.



## Referral Information

[https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=s\\_ad0lJOKkiPq79REZ89oM\\_Sy--FF-VDIMNMYfrfK6RUMEFFNjZWRVY0QU0zVUVKRU00REtGTUM4TC4u&Token=90878c5a8de0498b9470a5d2355481a3](https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=s_ad0lJOKkiPq79REZ89oM_Sy--FF-VDIMNMYfrfK6RUMEFFNjZWRVY0QU0zVUVKRU00REtGTUM4TC4u&Token=90878c5a8de0498b9470a5d2355481a3)



## Named Contact

Susan MacHarrison  
[Susan.macharrison@fedcap.org.uk](mailto:Susan.macharrison@fedcap.org.uk)



# Specialist support for those with Multy Agency Public Protection Arrangement

Apex



Apex will support individuals who are under MAPPA (multi agency public protection arrangements). The service will offer support from stage 1-5 on the employability pipeline, who are actively looking for work. Referrals can be made by DWP or Justice Social Work.



**Eligibility**  
Have a MAPPA



**Referral Information**  
Referrals for this service are only accepted from  
Justice Social Work or DWP



**Named Contact**  
Mark Dewar –  
[mark.dewar@apexscotland.org.uk](mailto:mark.dewar@apexscotland.org.uk)  
01776700973

# Supported Employment



Support will include:

- Vocational profiling (to determine aspirations, learning needs, skills, experiences, job preferences. Undertaking support and training with barrier resolution, personal development, locating skills, CV creation and job specific update, practical job search
- Employer engagement (preparation and undertaking employment related activity. May include work taster, meet and match employers, interview preparation including simulated interviews)
- Job matching (develop aspirational and realistic expectations, support with job applications and reviewing job descriptions. Job carving to suite the individual and employer's needs). Looking at funding available to support employers for adjustments required, including eligibility for ERI funding.
- Better off in work calculations can be provided as part of goal setting
- In-work support and career development (on and off the job support, rapid response to issues encouraging the employer and co-workers e.g. via workplace mentoring and buddy systems. Acting as an intermediary between the participant and employer if there are any concerns.



## Eligibility

Are eligible for NOLB support and have a disability



## Referral Information

Please note this project will go live on the  
1<sup>st</sup> October 2024



## Named Contact

[lisa.morrison@trriage.net](mailto:lisa.morrison@trriage.net)

# Disability Engagement and Barrier Removal



Support areas depending on individual need may include:

- Identifying relevant community-based support groups which align with the participants interests and hobbies to increase confidence and reduce isolation
- Confidence building throughout the programme
- Motivation and changing mindset/resilience
- Coping with anxiety
- Life skills
- Basic digital skills
- Signposting to specialist support with warm handovers i.e. mental health, debt etc
- Goal setting
- Better off in work calculations can be provided as part of goal setting and motivation



## Eligibility

Are eligible for NOLB support and have a disability



## Referral Information

Please note this project will go live on the  
1<sup>st</sup> October 2024



## Named Contact

[lisa.morrison@trriage.net](mailto:lisa.morrison@trriage.net)

# Advancing Innovative Manufacturing in the South of Scotland (AIMS Project) Skills Support



Funded by  
UK Government

**AIMS**  
Advancing Innovative Manufacturing  
in the south of Scotland

**Dumfries  
and Galloway**  
COUNCIL



Our skills offer covers a range learning levels from introductory to certificated courses on the following themes:

- Computer Numerical Control (CNC) Turning and Milling
- Robotic and Manual Welding
- 3D Modelling, Printing, Scanning and Probing
- Collaborative Robots (Cobots)
- Virtual and Augmented Reality
- Computer programming

These are aimed not only at individuals with an interest in manufacturing and engineering (including digital manufacturing), but also those looking to try something new and develop some basic skills e.g. problem solving. We hope to inspire individuals to either embark on further vocational courses , assist them to gain entry onto other training and provide support to gain employment locally.



## Eligibility

Anybody over the age of 16 who is, or is at danger of becoming, NEET. Otherwise, anybody over the age of 19 in Scotland looking to develop skills



## Referral Information

By link to registration for individual courses



## Named Contact

Joanne Johnstone, Business & Facilities Co-ordinator  
[Joanne.johnstone@dumgal.gov.uk](mailto:Joanne.johnstone@dumgal.gov.uk)

# DG Works Pathway referral form

<https://forms.office.com/e/cDQkiPPHMC>

