

EASYP is a partnership between Fife Council Communities & Neighbourhood, Employability and Education services and 3rd sector partner Apex.

Information Pack

EASYP is for young people who are leaving school or already left school under the age of 19 who are at risk of, or who are already not in education, training or employment.

EASYP helps young people consider their circumstances and plan for their future.

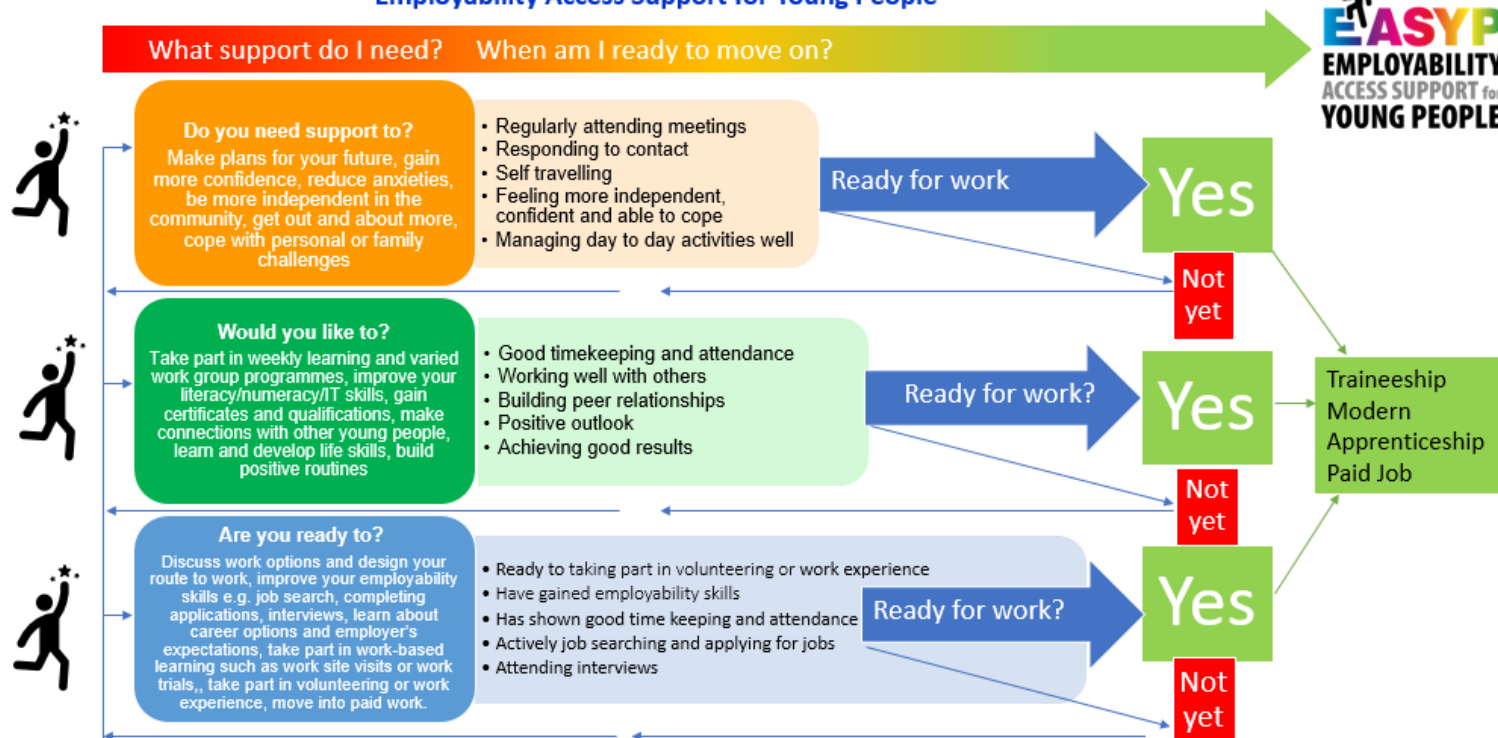
EASYP has a range of personal development and employability training programmes, structured learning in the community, work placements and one to one support throughout the young person's journey to a positive outcome.

What is on offer?

- ❖ Provides digital skills training and resources to connect young people with training, learning and recruitment opportunities
- ❖ Helps young people deal with personal, family and health challenges that may be holding them back from moving on
- ❖ Offers advice and support to help improve young people's mental wellbeing
- ❖ Provides funding to help improve young people's chances of finding a job. This can pay for things such as qualifications, accredited training, clothing, equipment, health or lifestyle resources and other provisions that help them progress on their journey to work

What does the EASYP journey look like?

Employability Access Support for Young People



How do young people join the EASYP journey?

An EASYP referral form is provided on the next pages for your convenience.

You can complete this copy and return to an EASYP representative¹, or scan and send the complete form to:

easyp@fife.gov.uk

If you want to:



find out who your local EASYP representatives are
obtain more hard or electronic copies of the EASYP referral form
chat about EASYP to find out more about what we do contact us at:

easyp@fife.gov.uk and we'll get back in touch.

¹ EASYP representatives attend local Opportunities for All meetings.



EASYP is for young people at risk of leaving education and not achieving a positive outcome and young people under the age of 19 who are not in education, training or employment.

EASYP helps young people engage on a progressive journey that suits their circumstances and goals for the future. EASYP staff support young people to cope with personal, family, financial and health challenges that may be holding them back from taking part in training, employability programmes, work placements or paid work. Depending on young people's circumstances, we may be able to provide funding to pay for clothing, resources and other provisions that improve young peoples' ability to achieve their potential.

EASYP contributes to Fife's Opportunities for All commitment to engage with young people at risk of not achieving a positive outcome and supporting them to progress to further learning, training and employability opportunities.

Referring agency or Self-referral	
Date of Referral	
We aim to contact the referrer within 5 working days of receiving a referral. If you are making the referral on behalf of a young person, please provide your details if you wish us to contact you in the first instance.	Agency: Relationship with young person: Your name: Contact details:

The **young person is aware** this referral is being made. ☐

CLIENT NAME		SCHOOL (if applicable)			
ADDRESS		DATE OF BIRTH		AGE	
		PHONE NO. (1)			
		PHONE NO. (2)			
POSTCODE		EMAIL			
N.I NUMBER (if known)		SCN (if known)			
GENDER	Male ☐	Female ☐	Transgender ☐	Do not wish to specify ☐	

Please highlight below how you wish EASYP staff to make first contact:

Phone no. (1) Phone no. (2) Mobile text Email contact
Other (please specify)

1. REASON FOR REFERRAL Tick as many boxes relevant to you					
Column 1 You would like...		Column 2 You are interested in...		Column 3 You are ready to...	
Support to help you plan for your future		Taking part in a structured weekly learning and varied work programme		Discuss work options and design your work action plan	
Help to cope with anxieties you may have about your future		Improving your literacy, numeracy or IT skills		Improve your employability skills such as CV development, job search, completing applications, interviews skills	
Support to manage personal and family challenges		Gaining certificates and qualifications		Take part in sector and work-based learning such as work site visits, learning about specific trades or job types, work trials	
Encouragement to build your confidence and make choices		Making connections with other young people		Undertake Voluntary Work/work experience	
Help to be independent e.g using public transport, social engagement, being out and about in the community		Learning and developing life skills such as cookery and money management.		Move into paid employment	
Assistance/guidance to cope with day-to-day activities and making plans for your next steps		Building positive routines			

PLEASE FEEL FREE TO PROVIDE MORE DETAILS ON WHY YOU ARE MAKING A REFERRAL AND WHAT YOU HOPE TO ACHIEVE?

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2. CURRENT CIRCUMSTANCES <i>Please tick a minimum of two relevant boxes.</i>					
Asylum seeker		No or limited work experience		At risk of not entering education, training or employment	
Criminal convictions		Living in a jobless household		Homelessness or affected by housing exclusion	
Disability		Primary carer of an older person		Young person (16-18) impacted by COVID-19	
Mental health issues		Long-term physical illness		From employment deprived areas	
Refugee		Care-experienced young person		Households where youngest dependent is < aged 1	
From rural area		Substance-related conditions		Primary carer of a child / children or adult	
From remote rural area				Migrants, foreign background, minorities	

EDUCATIONAL ATTAINMENT / RESULTS PENDING: Please tick boxes that apply if known			
SCQF level 1-3	Subjects	Gained	Expected
National 1			
National 2			
National 3			
SCQF Level 4-5	Subjects		
National 4			
National 5			
Other Course, Qualifications or Certificates			

ETHNIC GROUP					
White (Scottish)		Asian (Bangladeshi)		Black (Other)	
White (English)		Asian (Chinese)		Gypsy/Traveller	
White (Irish)		Asian (Indian)		Polish	
White (Northern Irish)		Asian (Pakistani)		Mixed Background	
White (Welsh)		Asian (Other)		Other Ethnic	
White (Other)		Black (African)		Background	
Arab		Black (Caribbean)		Not Known/Prefer not to say	

3. EASYP is a partnership of four organisations:

- ✓ Apex
- ✓ Communities and Neighbourhood Services
- ✓ Education 16+ Key Worker team
- ✓ Supported Employment Service

These organisations can provide you with the support you need based on your **reasons for referral** and **current circumstances** sections you have completed on page 2.

If you have a preference on which EASYP organisation you wish to contact you in the first instance, please provide the name of the organisation below and explain the reasons for this and we will attempt to accommodate your request.

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4. DATA NOTICE

Fife Council Employability Service – Privacy Notice

Information on how we handle/process your personal data in relation to our service can be found at <https://www.fife.gov.uk/kb/docs/articles/privacy-notices/employability-services>

5. REFERRAL AGREEMENT

(Signatures required if referral is provided as a hard copy document)

SIGNATURE OF REFERRER: _____

SIGNATURE OF CLIENT: _____

DATE OF REFERRAL: _____

Once completed, hard copy referrals forms can be passed to EASYP staff at joint partner meetings such as Opportunities for All meetings.

We also accept electronic referrals (taken as signed) when attached to a direct email from the young person's email address or from the referral agent with the young person's email address copied in the email.

Electronic EASYP referrals to be sent to easyp@fife.gov.uk

EASYP is a partnership between Apex, Community & Neighbourhood Services, Education 16+ Key Worker Team and Supported Employment Service.



no  one
left behind