

**YOUR FUTURE'S
UNLIMITED**

JUST GO FOR IT!!



Opportunities for Young People in Fife

Opportunities

What opportunities are out there when you leave school?

Find out about all the options - including ones you may not have considered. And if any interest you, find out where you can get more information or scan the QR code to visit our web page →



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Did you know?

Whatever you do when you leave school, ILA funding is available for you to continue learning. ILA is £200 you are entitled to claim annually to pay for learning or training. Anyone age 16 or over can apply, provided you earn less than £22,000 a year. See www.myworldofwork.co.uk for details.

Quick Contacts

Online

Match your skills and interests to job information and opportunities:

- **My World of Work** www.myworldofwork.co.uk
- **PlanIT Plus** www.planitplus.net/careerzone
- **Young Scot** www.youngscot.org/info/jobs-careers

By phone

For more expert advice, call Skills Development Scotland on **0800 917 8000**
9am - 5.30 pm 7 Days a week

Skills Development Scotland (SDS) supports people to help them achieve career success.

They deliver face to face career information, advice & guidance in schools and SDS Centres, as well as support through their contact centre and a dynamic web service 'My World of Work'.

They help people build the skills to manage their career throughout their lifetime.

Face to Face

IN SCHOOL

Teachers will be able to help you discover your skills and strengths, as well as helping you to develop your skills further. They may also be able to advise you about careers related to your skills.

CAREERS ADVISER

The Careers Adviser, either in school or the local Skills Development Scotland Centre, will be able to discuss your skills and offer advice on where to go next.

| | |
|---------------------------------|-----------------------------------|
| Kirkcaldy Careers Centre | Dunfermline Careers Centre |
| 43-45 Whytescauseway | 29 East Port |
| Kirkcaldy KY1 1XF | Dunfermline KY12 7JG |
| T: 01592 645180 | T: 01383 745610 |

Additional Support

Many employers, as well as Colleges & Universities, are good at helping if you have additional support needs, and a careers adviser can help you find out about the support available.

Finding Work

The current job market is very competitive, and finding jobs can prove difficult with many companies not advertising them. There are still jobs out there if you know where to look and are willing to put in the effort to get them.

The key places to start are:

- Sending speculative applications to companies – but do your research first
- Check websites and social media pages of companies you are interested in
- Contact your local SDS centre, or Job Centre if you are over 18
- Search job websites such as s1jobs, monster.co.uk and gov.uk/jobsearch
- Recruitment agencies, if you are over 18
- Opportunities Fife → www.opportunitiesfife.org
- Asking family and friends – it's no secret that its often **who** you know that counts



Top Tip

Always prepare for an interview and dress to impress.

More interview tips can be found here

→ www.myworldofwork.co.uk/content/the-interview-top-10

Putting Together a CV

A CV is a list of your experience, skills and qualifications. It shows potential employers if you have the skills they are looking for.

For advice on what to put in your CV and how to lay it out, go to:

→ www.myworldofwork.co.uk/section/applying-for-a-job

→ www.myworldofwork.co.uk/landing-mycv

Application Forms

Many companies insist on using application forms. It is important that you tailor each application for each different employer and emphasise why your skills are exactly what they are looking for.

Most companies are now using online applications and you should remember they can 'time-out' if you are too slow in completing them.

You may be asked to have a 'telephone interview'.

Looking to Recruit?

Contact SOS Employer
Helpline 0800 783 6000

9am to 5pm Monday to Friday
to discuss how you can help



Modern Apprenticeships

Modern Apprenticeships are a great way of training while you work and are available in a range of industries.

As part of your apprenticeship you will be studying part time to gain qualifications as well as learning on the job.

Why choose a Modern Apprenticeship?

Modern Apprenticeships allow you to earn money while you train and gain an industry recognised qualification. You will also gain valuable skills such as communication, teamwork and IT skills, which are relevant to any employer, as well as skills specific to your industry.

Where can I find a Modern Apprenticeship?

- Apprenticeships can be advertised direct by employers - see our finding work section on page 3
- Specialist sites, such as www.mappit.org.uk and www.apprenticeshipsinscotland.com
- My World of Work → www.myworldofwork.co.uk
- Friends, family and other contacts may know about local companies looking for an apprentice
- Fife Youth Job Contract → www.opportunitiesfife.org
- My Job Scotland → www.myjobscotland.gov.uk

Did You Know?

In Fife over 2,500 Modern Apprentices were in training last year. With extra funding available from the Scottish Government this is likely to rise. And that's just in Fife – there are over 35,000 opportunities across Scotland.



Modern Apprenticeship Opportunities include:

- Administration, Business And Management
- Animals, Land And Environment
- Computers And IT
- Construction And Building
- Creative Industries (Film and TV, Advertising, Arts, Crafts)
- Energy
- Financial Services
- Food And Drink
- Health And Caring
- Manufacturing And Engineering
- Retail And Customer Services
- Sport And Leisure
- Tourism
- Transport

DID YOU KNOW?

Many modern apprenticeships offer salaries of over £25,000 once you complete your training



Training

If you're still unsure of what you want to do, there are a range of training opportunities available to help develop your skills - some directly linked to work.

Employability Fund

The Employability Fund is a programme designed to improve your employability. It is focused on delivering skills and real life work experience directly linked to the job market in Fife.

While on the Employability Fund programme, you will:

- be paid a training allowance
- get the chance to do a qualification
- have proper work experience placements.

To find out more about the opportunities provided by the Employability Fund, call Skills Development Scotland on **0800 917 8000**. If you are over 18, speak to your local job centre plus adviser.

Skills Academies

Supported by Opportunities Fife and involving many local employers, the Skills Academies provide training at a local centre whilst offering real life work experience in major businesses throughout Fife.

At the end, you will receive a recognised qualification, and could be offered a full time job.

To find out more call Opportunities Fife on 0844 855 2280 between the hours of 9am & 5pm Monday to Friday and ask about the Skills Academies.

Fife Job Contract

If you are aged 16 - 24, you may be eligible for support as part of the Fife Job Contract.

Funded by Fife Council and delivered by the Opportunities Fife partners, the 3 year programme aims to create between 500 and 600 apprenticeship opportunities for Fife's young people.

To find vacancies backed by the Fife Job Contract, go to → www.opportunitiesfife.org

DID YOU KNOW?

Over 100 young people in Fife last year were helped by an Activity Agreement and are now getting the help they need to find work.



"I am more confident and have really come out of my shell. It's not about 'if I get a job', it's about 'when I get a job...'"

Activity Agreement participant

Activity Agreement

If you have struggled at school or are finding it difficult to get or keep a job, Activity Agreements can help with the move into work or college.

The programme will improve your opportunities, and build your confidence. It can also allow you to gain formal and informal qualifications.

Activity Agreements give you the opportunity to try a variety of different activities, such as art, health and fitness, cooking and design. You can also take part in taster sessions for a variety of jobs.

To find out more contact your guidance teacher or Careers Adviser, or the 16+ Learning Choices Team

Call: 03451 555 555 Ext 441104

Email: 16PlusLearning.Choices@fife.gov.uk

Self Employment

Starting your own business can be a fantastic career choice and there are organisations who can help you along the way, from initial business idea to funding, training and support. They can also put you in touch with people, just like yourself, who have already made the jump and are now working for themselves.

Business Gateway

Business Gateway provides information, and practical help to entrepreneurs of all ages, whether they are starting a new business, or their business is growing. They will be able to provide loans and grants, advice from business experts, training and networking events and much more.

To find out more contact Business Gateway Fife on **01592 858333**.

Or find us on → www.businessgatewayfife.com

Shell LiveWIRE

This is the UK's biggest online community for entrepreneurs aged 16 to 30, providing free online business advice. Apply for start-up awards of £1000 and an annual £10000 award.

→ www.shell-livewire.org

Youth Business Scotland

Formerly known as the Princes Scottish Youth Business Trust (PSYBT), Youth Business Scotland helps young people aged 18 to 30 to start their own business and keep it going.

It can provide grants of up to £1000, loans of up to £5000, as well as advice on business plans, access to training and business mentors to help develop, test and support your business.

See the following websites for more information:

→ www.princes-trust.org.uk

DID YOU KNOW?

Forecasts show that approx 2,700 people will be self employed in the Construction sector by 2020.

Volunteering

Volunteering is a great way to learn new skills, build up your confidence and show potential employers you have the drive and the attitude to do something worthwhile.

With employers looking for more than just qualifications, volunteering can demonstrate strong personal qualities and key skills such as communication and time management.

There are thousands of volunteering opportunities out there, both home and abroad, and the experience you gain is every bit as valuable as paid work.

Further information is available from Fife Voluntary Action on **01592 645540** or **01383 3732136**

Or via their website → www.fifevoluntaryaction.org.uk.



**Volunteering also
means giving some
time to benefit the
local community**

College

Fife is home to two colleges – Fife College and Scotland's Rural College (SRUC).

Fife College offers a huge range of courses at Access, National Certificate, Higher National Certificate, Higher National Diploma and Degree level.

SRUC has a campus in Cupar delivering comprehensive skills, education and business support for Scotland's land-based industries. They offer courses from Access to PhD level.

Both colleges can provide you with the qualifications and skills to access the career opportunities you are looking for or provide the route for you to go onto University. Depending on your situation and the courses being taken, you may be eligible for an Education Maintenance Allowance or a college bursary.

For more information contact your local colleges:

- Fife College - www.fife.ac.uk
- SRUC Elmwood Campus, Cupar – www.sruc.ac.uk

Remember to apply early, as popular courses tend to fill up fast.

DID YOU KNOW?

Last year, approximately 70% of Fife school leavers went on to a course at college or university.



University degrees can be highly valued by employers and demonstrate not only a level of knowledge and understanding in your particular field, but also an ability to learn.

In Fife, the University of St Andrews supports people from Fife and across the world in their study. The University of St Andrews offers a wide range of subject at non-degree, degree and postgraduate level.

For more information contact the University of St Andrews at
→ www.st-andrews.ac.uk

Choosing your University course is something you should consider carefully. Courses are not always job related but can lead to a choice of options once you have finished. It also doesn't necessarily mean you have to continue down this particular path.

For more information visit → www.prospects.ac.uk

So do your research and apply for the courses you think are most suited to you and your career aspirations.

All applications for university are managed by the national university application system (UCAS) who can also help students find the right course.

For more information visit → www.ucas.com



DID YOU KNOW?

Gaining a degree can significantly improve your career prospects and your future earnings.

Funding

Education Maintenance Allowance

EMAs of £30 a week during term time may be available if you're a 16-19 year old from a family with a low income and you are staying on full time at school, college or a learning programme in a community or voluntary setting. Visit the EMA website at www.emascotland.com for more information.

Further Education

As well as EMAs, you can often apply for a bursary if you are going to college. Most colleges have student funding advisers who can help you to work out which one will be best for you. If you are under 18 years old and living away from home, you may be able to claim an EMA and part of the college bursary.

Higher Education

You can apply to The Student Awards Agency for Scotland (SAAS) which offers support such as student loans and supplementary grants. As long as you meet certain residency requirements the SAAS will pay your tuition fees.

For more information and to download their Student Support Information Guide visit www.saas.gov.uk or call them on 0300 555 0505.

Hardship or Discretionary Funds

These funds are run by individual institutions on a discretionary basis, so apply directly to your college or university. The funds are very limited. How much you get depends on your circumstances.

Educational Trusts and Charities

There are all sorts of trusts and charities that give money to students. The Student Awards Agency for Scotland (SAAS) holds a Register of Educational Endowments. Simply fill in the form REE1 from their website and they will search on your behalf. The Carnegie Trust also offers a number of different scholarships and bursaries. To find out more visit www.carnegie-trust.org or call 01383 724990.

ILA Funding

Whatever you do after school, you will be able to apply for Individual Learning Account (ILA) funding. This can be used for a huge range of different training courses, and is available for anyone aged 16 or over, who earns less than £22,000 a year. For more details, visit www.myworldofwork.co.uk

Youth Contract Wage Incentive

If you are aged 18-24 and have been claiming benefits for more than 6 months, future employers may be able to claim a wage incentive of £2,275 for employing you. Ask at your local Jobcentre Plus or go to www.dwp.gov.uk/youth-contract

Fife Employment Facts

Nearly 2,000 people from Fife have started their own businesses in the last 2 years.

In Fife over 2,500 Modern Apprentices were in training last year. With extra funding available from the Scottish Government this is likely to rise. And that's just in Fife – there are over 35,000 opportunities across Scotland.

More new jobs will be created in Residential Care and Social Work in Fife by 2020 - bringing the total amount employed to around 10,000 people.

The Professional Services sector is another important area, set to increase even further. That's jobs like engineers, accountants, lawyers, marketing consultants and public relations. Around 18,500 people are likely to be working in these areas across Fife by 2020.

Over 2,700 people are employed in Fife's Energy sector. This includes roles in mining, electricity and water supply.

Roughly 19,250 people currently work in Fife's Wholesale & Retail sector. This is forecast to rise to 20,550 by 2020.

1,500 are employed in Fife's agriculture, Forestry and Fishing sector. Job numbers are likely to remain steady in this industry until at least 2020.

Did you know, a CNC Machinist working in a Fife manufacturing company is likely to be earning around £40-45,000 within 4 years of starting their apprenticeship?

Manufacturing is still a very important sector in Fife, currently employing more than 17,000 people. This sector has lots of future opportunities for young people including Engineering, Research & Development, Design, Servicing and Repair.

Banking, Finance and Insurance is an important jobs area for Fife. Nearly 25,000 people are employed in these areas across Fife.

Almost 4,000 people were self employed in the Professional & Other Private Services sector. This figure is estimated to remain stable by 2020.

Forecasts show that 2,700 people approx. will be self employed in the Construction sector by 2020.

Over 56,000 people in Fife were in public service roles last year such as education, health and social work activities. This represents 33% approx. of all people working in Fife.

Over 2,500 jobs are forecast to be created in Fife's Tourism sector (Accommodation, Food Services & Recreation) by 2020.

Supported By



www.opportunitiesfife.org/yourfuturesunlimited

All information is correct at time of printing, but subject to change. Version 2 - Printed October 2014