

YOUR GUIDE TO ADULT LEARNING & EMPLOYMENT

Edinburgh and the Lothians 2009



A Guide for Learners and Advisers

دليلك إلى فرص تعليم البالغين 2009
أدلبره ولوثيانز

Edinburgh and the Lothians 2009
Adult Learning and Employment

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Joined Up for Jobs

Joined Up for Jobs, Edinburgh's Jobs Strategy, is designed to reach the people who are furthest from the jobs market, or who are in low paid and insecure work, to help them get into long-term sustainable employment. It's also about helping employers find the workers they need.

It involves a wide range of public and voluntary sector organisations, employers, and intermediaries who are aligning policy and practice to optimise results for those ready to move towards work.

Contact us at:

The Jobs Strategy Team
Capital City Partnership
The Canon Mill
1-3 Canon Street
Edinburgh
EH3 5HE

Tel: 0131 270 6030
Email: info@joinedupforjobs.org.uk

www.joinedupforjobs.org.uk

Capital City Partnership

The Capital City Partnership is a partnership of key statutory, voluntary and community agencies in the city working together to promote social inclusion and achieve social justice for the people of Edinburgh.

We exist to find creative and sustainable solutions to overcome social exclusion and to promote joined up governance in the city.

The key challenges which we work towards are early intervention and employability.

Contact us at:

Capital City Partnership
The Canon Mill
1/3 Canon Street
Edinburgh
EH3 5HE

Tel: 0131 270 6030
Email: info@capitalcitypartnership.org

www.capitalcitypartnership.org



CLAN Edinburgh

CLAN Edinburgh produced this free guide with support from the Scottish Government and Edinburgh's City Strategy.

For more information on *your guide* or if your organisation would like to be included in next year's edition, please contact:

tel: 0131 270 6072
fax: 0131 270 6074
e-mail: admin@clanedinburgh.org
web: www.clanedinburgh.org

CLAN EDINBURGH

city literacy and numeracy

Want to improve your reading, writing and number skills?

For details of **FREE** courses for adults call: **0800 085 7672** or e-mail **learn@clanedinburgh.org**

- Tell us what you want to learn
- Learn in a small friendly group
- Learn at your own pace

We can help you with a wide range of things including:

- filling in forms
- dealing with bills and bank statements
- email and internet
- reading to your children

0800 085 7672

18001 0800 085 7672
(typetalk)

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Welcome

Who is this book for? **You** if you want to:

- get a job
- discover new interests
- meet new people
- volunteer your time and skills
- work on your reading, writing or numbers
- get a better job
- return to education
- get to college or university
- learn English
- get some qualifications
- help your kids with their learning
- take an evening or community class

And since we know quite a lot of Advisers use this booklet, it's for Advisers also.

(Let us know how we can improve it for you – call CLAN on 0131 270 6076 or e-mail angus@clanedinburgh.org).

How do you use this book?

Step 1

Begin with the section on Getting Advice. You'll find some helpful places in the list we've made on pages 4-7.

Step 2

Now you've got an idea of what you'd like to do, think about what support you might need:

- Support with the cost of learning?
- Sorting out your benefits?
- Advice about getting a job?
- Support with childcare?
- Support with reading, writing or numbers?
- Support with languages?
- Support with health and disabilities?
- Help if you've had an addiction?

You'll find solutions for these on page 8

Step 3

Now, you're getting sorted, what's next?

Let's talk to the organisations that offer learning and employment opportunities. We've sorted these into categories to help you choose. Give them a phone or visit them, or ask your Adviser in Step 1 for more help. They'll be pleased to help you.

When you've finished with this book, pass it to a friend or relative or recycle it. Tell us if it helped you - call CLAN on 0131 270 6076 or e-mail angus@clanedinburgh.org

Step 1 – Get Advice

The following organisations are excellent places to start. You will find them happy to help you explore your options. Choose any one of them that's convenient for you. Give them a call or go in and ask for advice.

GAPs (Guidance Access Points)

GAPs are a network of points across the city where you can talk to a trained adviser who will explore options with you to engage in education, employment, training or volunteering. Look for the sign GAP.



The following organisations are GAPs. Just turn up or give them a call:

Access to Industry (including Transition & Passport)

Contact: 15 Blair Street, Edinburgh, EH1 1QR
tel: 0131 226 3006

Adult Learning Link

Contact: 58-60 Niddrie Mains Road, Edinburgh, EH16 4BG
tel: 0131 652 6324

Careers Scotland

Visit Careers Scotland website at www.careers-scotland.org.uk or call 0845 8 502 502.
 Or you can visit a local Careers Scotland office listed below:

Edinburgh

Contact: 79 Shandwick Place, Edinburgh, EH2 4SD
tel: 0845 8 502 502
Contact: 22 Hailesland Place, Edinburgh, EH14 2SL
tel: 0131 453 5781

The Community Empowerment Project

Contact: 3 Sighthill Wynd, Edinburgh, EH11 4BL
tel: 0131 442 3535

Edinburgh's Telford College

Contact: 350 West Granton Road, Edinburgh, EH5 1QE
tel: 0131 559 4000

Four Square Spectrum

Contact: Lorraine Buckley-Black, Project Manager
 4th Floor, 28 North Bridge, Edinburgh EH1 1QG
tel: 0131 225 6662

Jewel & Esk College

Contact: Eskbank Campus, Newbattle Road, Dalkeith, EH22 3AE
tel: 0131 660 1010

Kirkliston Community Centre and Norwood Community Wing

Contact: Station Road, Ratho Station
 Opening times: 10am – 1pm, Monday to Friday
 Contact: Anne Paterson or Fran Punton
tel: 0131 333 4214
e-mail: anne.paterson@ea.edin.sch.uk

Napier University
Lifelong Learning

tel: 0131 455 6114

Platform Adult Learning Centre

Contact: 96 Wester Hailes Road, Edinburgh, EH14 3HR

tel: 0131 458 5082

Ratho Community Centre

Contact: School Wynd, Ratho
Opening times: 9am – 12pm, Tuesdays only

tel: 0131 333 1055

e-mail: dave.stewart@ea.edin.sch.uk

**South Queensferry and Roseberry Hall
Community Education Association**

Contact: Steven Stewart / Janis MacLean
Roseberry Hall, High Street, South Queensferry
Opening times: 1pm – 3pm, (excluding Thursdays)

tel: 0131 331 2113

e-mail: steven.stewart@ea.edin.sch.uk

Stevenson College Edinburgh

Contact: Student Advice Centre, Bankhead Avenue,
Edinburgh, EH11 4DE

tel: 0131 535 4700

The Volunteer Centre Edinburgh

Contact: 45 Queensferry Street Lane, Edinburgh EH2 4DF

tel: 0131 225 0630

The Volunteer Centre, South Edinburgh

Contact: 64 Gilmerton Dykes Street, Edinburgh, EH17 8PL

tel: 0131 664 8511

West Edinburgh Action

Contact: 16 Hailes Place, Edinburgh, EH14 2SL

tel: 0131 477 2800

Wester Hailes Education Centre

Contact: 5 Murrayburn Drive, Edinburgh, EH14 2SU

tel: 0131 442 2201

Working for Families

Advice for parents/carers who want to access training, work or volunteering

tel: 0800 432 0044

Jobcentre Plus

Call 0845 60 60 234 or visit your local Jobcentre Plus office listed below.



Edinburgh

Contact:	South St Andrew Street, EH2 2BT
tel:	0131 456 3300
fax:	0131 456 3347
Contact:	20 High Riggs, EH3 7HU
tel:	0131 456 4000
fax:	0131 456 4001
Contact:	199 Commercial Street, Leith, EH6 6QP
tel:	0131 555 8000
Contact:	Murrayburn House, Westside Plaza, Wester Hailes, EH14 2SP
tel:	0131 456 4300
fax:	0131 456 4343

Outwith Edinburgh, the following Jobcentre Plus offices and Careers Scotland offices offer advice and support –

Jobcentre Plus Offices

East Lothian

Contact:	22 Hardgate, Haddington, EH41 3JR
tel:	01620 644900
fax:	01620 644911
Contact:	North House, Eskmills Park, Station Road, Musselburgh, EH21 7DU
tel:	0131 456 5100
fax:	0131 456 4769

Mid Lothian

Contact:	7 Buccleuch Street, Dalkeith, EH22 1HB
tel:	0131 456 4300
fax:	0131 456 4780
Contact:	7 Polton Road, Loanhead, EH20 9BX
tel:	0131 456 5656
fax:	0131 456 5657
Contact:	25 John Street, Penicuik, EH26 8HN
tel:	01968 623200
fax:	01968 623201

West Lothian

Contact:	Units 15 & 16B, Almondvale South, Livingston, EH54 6NQ
tel:	01506 772600
fax:	01506 772681
Contact:	97/99 East Main Street, Broxburn, EH52 5EE
tel:	01506 772800
fax:	01506 772881
Contact:	83-93 North Street, Bo'ness, EH51 9PT
tel:	01506 772900
fax:	01506 772915
Contact:	Government Buildings, 31-33 Whitburn Road, Bathgate, EH48 1HG
tel:	01506 772000
fax:	01506 772701

Careers Scotland Offices**Edinburgh****Contact:** 79 Shandwick Place, Edinburgh, EH2 4SD**tel:** 0845 8 502 502**Contact:** 22 Hailesland Place, Edinburgh, EH14 2SL**tel:** 0131 453 5781**East Lothian****Contact:** Adam Ferguson House, Station Road, Musselburgh,
EH21 7PQ**tel:** 0131 665 3120**Mid Lothian****Contact:** 29 Eskbank Road, Dalkeith, EH22 1HJ**tel:** 0131 663 3688**West Lothian****Contact:** Cairngorm House, Almondvale Boulevard,
Livingston, EH54 6QN**tel:** 01506 434249

Step 2 – Get Help

You may want special advice or help. This section will tell you where to get it. We have listed sources of advice and help with the following:

1. Help with the cost of learning page 8
2. Sorting out your benefits page 10
3. Advice about getting a job page 11
4. Help with childcare page 12
5. Help with reading, writing and numbers page 14
6. Help with languages page 15
7. Help with health & disabilities page 16
8. Help if you've had an addiction page 18

1. Help with the cost of Learning

Getting financial help for your course will depend on your circumstances, the type and length of your course and who provides it. There are many sources of help available so ask your course provider or guidance adviser for information on funding.

If you aren't working, many courses are free or offered at a reduced rate. You can study for up to 21 hours without losing your benefit but it's important that you check with your local Jobcentre Plus office.

Funding for Further Education

Bursaries are grants administered by each FE college to help support students through approved courses leading to qualifications below HNC level. Many colleges will offer a fee reduction or will not charge a fee if you are in receipt of benefit, Job Seekers Allowance or if you are on a low income. Funds such as *Access Funds*, *College Hardship Funds* and *College Trust Funds* provide help for those in need of additional financial assistance. Check with individual colleges for further details.

Funding for Higher Education

Student Awards, Grants, Loans and Bursaries are available for higher education students at undergraduate level and further grants may be offered at postgraduate level. Certain eligibility criteria need to be met.

The Student Awards Agency for Scotland

(SAAS) is responsible for the administration of tuition fees and financial assistance for Higher Education Students.

tel: 0131 476 8212
web: www.student-support-saas.gov.uk

ILA Scotland

ILA Scotland is a Scottish Government scheme that helps you pay for learning that you can do at a time, place, pace and in a way to suit you. It's for people who have an income of £18,000 a year or less, or who are on benefits. If you are 16 or over and live in Scotland, you could get up to £500 towards the cost of learning with a learner account from ILA Scotland.

tel: 0808 100 1090
e-mail: enquiries@ilascotland.org.uk
web: www.ilascotland.org.uk

Career Development Loans (CDLs)

You can apply for loans between £300 and £8,000 to pay for up to 2 years of job related education or training. It can cover up to 80% of your fees, books and learning materials. If you have been unemployed for 3 months or more, you may be able to apply for a loan to cover the full cost of the course fee. Request a CDL booklet by calling free –

tel: 0800 585 505

Trusts and Charities

Trusts and Charities can offer assistance with the cost of education and course fees. Most have eligibility criteria and limitations on the amount that can be offered. The Students Award Agency (see page 8) maintains a Register of Educational Endowments with information on Trusts.

Skill Scotland

Skill Scotland produces advice and information for students with a disability. All further and higher education providers have a disability office to provide support and advice with some form of additional financial support.

tel: 0800 328 5050
web: www.skill.org.uk/scotland

One Parent Families Scotland

OPFS produces a range of information for lone parents and runs a helpline on topics such as benefits, employment, maintenance and funding for education. Their booklets on Further and Higher Education for Lone Parent students in Scotland contain information on funding, childcare and many other aspects of life as a lone parent student. Free copies are available to individual lone parents. Ring to request a copy, or see the website.

tel: 0808 801 0323
e-mail: info@opfs.org.uk
web: www.opfs.org.uk

Child Poverty Action Group

CPAG produces the Benefits for Students in Scotland Handbook. The current 6th edition for 2008/09 is available online at www.cpag.org.uk

Scottish Government

The Scottish Government produces a guide to funding – Helping You Meet the Costs of Learning. Go to www.scotland.gov.uk

2. Sorting out your benefits

You may want to get benefits advice if you are thinking of starting work or going to college some time in the future. The following organisations offer independent information and advice on benefits:

The City of Edinburgh Council Advice Shop

Contact: 85 – 87 South Bridge, Edinburgh, EH1 1HN
tel: 0131 225 1255

Granton Information Centre

Contact: 134 – 138 West Granton Road, Edinburgh, EH5 1PE
tel: 0131 551 2459

CHAI: Community Help & Advice Initiative

Contact: 13 – 14 Hailesland Place, Edinburgh, EH14 2SL
tel: 0131 442 2100

Citizens Advice Bureau

Edinburgh Central Citizens Advice

Contact: 58 Dundas Street, Edinburgh, EH3 6QZ
tel: 0131 557 1500
fax: 0131 557 3543

Gorgie Citizens Advice

Contact: Fountainbridge Library,
137 Dundee Street, Edinburgh, EH11 1BG
tel: 0131 474 8080
fax: 0131 474 8082

Leith Citizens Advice

Contact: 166 Great Junction Street, Edinburgh, EH6 5LJ
tel: 0131 554 8144
fax: 0131 553 5984

Pilton Citizens Advice

Contact: 661 Ferry Road, Edinburgh, EH4 2TX
tel: 0131 332 9434
fax: 0131 332 8549

Portobello Citizens Advice

Contact: 8a – 8b Bath Street, Portobello, EH15 1EY
tel: 0131 669 7138
fax: 0131 657 3943

Haddington Citizens Advice

Contact: 46 Court Street, Haddington, EH41 3NP
tel: 01620 824 471
fax: 01620 822 390

Livingston Citizens Advice

Contact: Shiel House, Shiel Walk, Livingston, EH54 5EH
tel: 01506 432 977
fax: 01506 441 986

Musselburgh Citizens Advice

Contact: 141 High Street, Musselburgh, EH21 7DD
tel: 0131 653 2748
fax: 0131 665 1141

Penicuik Citizens Advice

Contact: 14A John Street, Penicuik, EH26 8AB
tel: 01968 675 259
fax: 01968 677 047

In addition, colleges, universities and Jobcentre Plus will offer benefits information and advice in relation to a course or job you are thinking of taking.

3. Advice about getting a job

Where can I get advice about getting a job or support in getting a job? It makes sense to get good practical advice if you are either re-entering the workplace or you have never had a job before. You might think that you need to get a bit more education or training before you start applying for jobs but you want to make sure that any preparation you do will fit you for the job you want. There are several organisations across the city that give this sort of advice:

Careers Scotland Offices

For a full list of Careers Scotland Offices see pages 4 and 7 of this Guide.

web: www.careers-scotland.org.uk

Jobcentre Plus Offices

For a full list of Jobcentre Plus offices in Edinburgh and the Lothians see page 6 of this Guide.

web: www.jobcentreplus.gov.uk

Edinburgh Advice Shop

Free confidential information and advice service on welfare benefits and welfare rights and money and debt advice.

Contact: 85-87 South Bridge, Edinburgh, EH1 1HN

tel: 0131 225 1255

fax: 0131 225 4989

e-mail: advice.shop@edinburgh.gov.uk

West Lothian Council Advice Shop

Contact: Units 9-12 Waverley Street, Bathgate

tel: 01506 776 444

e-mail: advice.shop@westlothian.gov.uk

West Lothian Access2employment

Aims to provide free advice and assistance for local residents who wish to work. Employment advisers can help with CV's, interview skills, job searches, application forms, childcare, training and education.

tel: 0800 032 9768

Local Employment Intermediaries

see page 35 of this Guide for more information.

4. Help with Childcare

Don't be put off learning or working because you have to look after children. Any parent or carer knows how much time it takes to look after children. This can sometimes make learning or working difficult but childcare needn't be an issue. Increasingly there is help around to make it easier for you to juggle family life with successful learning and/or employment.

For example, more and more learning places, such as colleges, now offer crèche facilities - you should ask the organisation of your choice what help is available. Learning is also becoming more flexible, with learning centres and other providers offering flexible learning where you can choose when to study, rather than having to be there at certain times. There is also a wide range of childcare available in most areas, from childminders to nurseries.

The following organisations provide information on out-of-school care, holiday playschemes and support and advice for all families.

Childcare Information Service

Edinburgh's Childcare Information Service provides comprehensive advice and information about childcare and early education. Parents can now contact a telephone helpline to find out about the most suitable childcare for their family's needs. Information is available on all different types of registered childcare – whether provided by the private, voluntary or statutory sectors – including Council nurseries, private nurseries, childminders, playgroups, out-of-school care and crèches. This service is **FREE** to anyone with childcare responsibilities.



As part of the National Childcare Strategies, the Childcare Information Service offer national and local information on childcare via its website at www.childcarelink.gov.uk.

City of Edinburgh Childcare Information Service

tel: FREE 0800 032 0323

Midlothian Childcare Information Service

tel: 0131 271 3754

East Lothian Childcare Choices

tel: FREE 0800 028 8629

West Lothian Childcare Information Service

tel: 01506 776660

web: www.edinburgh.gov.uk/childcare

Gingerbread

We provide practical and emotional support for lone parent families



GINGERBREAD

through our information/advice office, legal and counselling clinics, after-school care clubs, school holiday playschemes, breakfast clubs and wraparound. Holiday packs are available on request.

Contact: Carole Anne Parker/Janice Threlfall,
Edinburgh & Lothian Project,
Gingerbread House, 19 Chester Street, Edinburgh,
EH3 7RF

tel: 0131 220 1585

e-mail: GINGERBREADED@aol.com

Scottish Childminding Association

Scottish Childminding
Association Vision
statement:



Quality Childminding...building confident children within a family childcare experience.

The Scottish Childminding Association (SCMA) is the only dedicated support organisation in Scotland for registered childminding. SCMA is committed to the development needs of registered childminders and actively promotes registered childminding as a quality childcare choice.

To find out more about registered childminding and SCMA, contact our Head Office:

Contact: Scottish Childminding Association (SCMA),
7 Melville Terrace, Stirling, FK8 2ND

tel: 01786 445 377

fax: 01786 449 062

advice line: 01786 449 063
Tuesday and Thursday, 1.00 pm – 4.30 pm

e-mail: information@childminding.org

web: www.childminding.org

Alternatively contact Enid Lowe, Regional Team Leader for City of Edinburgh on 0131 449 4614

Working for Families

Working for Families is an initiative funded by the Scottish Government to help parents access employment or training courses. Our community based advisers provide friendly and practical support with:

- Childcare advice, options and costs
- Advice on job opportunities, training, volunteering and work placements
- Money and benefits solutions.

Contact: Working for Families, The City of Edinburgh Council,
Economic Dept, Waverley Court, 4 East Market
Street, Edinburgh, EH8 8BG

tel: Freephone 0800 432 0044

e-mail: workingforfamilies@edinburgh.gov.uk

5. Help with Reading, Writing & Numbers

If you live, work or study in Edinburgh and would like to learn more about reading, writing, spelling or numbers, the best place to start is by contacting CLAN Edinburgh. Over 8000 learners join CLAN groups each year. You can learn more about computing, cookery, football, the driving theory test and help kids with homework and get support with your reading, writing and numeracy at the same time.

- You decide what you want to learn and work at your own pace
- Groups are small and friendly
- You can learn in lots of different places in Edinburgh
- It's not like school
- It's FREE!

Contact: CLAN Edinburgh
tel: 0800 085 7672
fax: 0131 270 6074
e-mail: learn@clanedinburgh.org
web: www.clanedinburgh.org

For support with reading, writing and numbers in East, Mid and West Lothian contact the following:

East Lothian

tel: 01620 827492 / 827280
e-mail: ccrawford@eastlothian.gov.uk

Mid Lothian

tel: 01875 825086
fax: 01875 825192
e-mail: malani@midlothian.gov.uk

West Lothian

tel: 01506 776093
e-mail: ruth.plevin@westlothian.gov.uk
web: www.getonlineandlearn.org.uk

Adult Basic Education

Contact: 6-8 Glasgow Road, Bathgate, EH48 2AA
Freephone: 0800 7311831
e-mail: janice.davidson@westlothian.gov.uk

6. Help with English for Speakers of Other Languages (ESOL)

If you need help with English as it's not your first language, contact the following:

CLAN ESOL Helpline	0800 085 7672
City of Edinburgh's Adult Education Programme (Enquiries taken between Nov 08 – Jan 09 and July 09 – August 09)	0131 469 3250
Stevenson College Edinburgh (Community based ESOL)	0131 535 4630
Edinburgh's Telford College	0131 559 4000
The Welcoming at the Adult Learning Project, Tollcross	0131 221 5800
Central Edinburgh	0131 550 6801
East Edinburgh	0131 652 6324
North Edinburgh	0131 551 2197
South / Central Edinburgh	0131 558 3545
South West Edinburgh	0131 458 5082
West Edinburgh	0131 333 0041
East Lothian	0131 653 4074
Mid Lothian	01875 825 086
West Lothian	01506 776 093

7. Help with Health & Disabilities

Do you have a health issue or disability (including a learning disability and sensory impairment)? The following organisations can offer support and advice:

Access to Work

Jobcentre Plus programme that helps people to overcome the practical problems resulting from disability or health problems. It offers practical advice and help in a flexible way that can be tailored to suit the needs of an individual in a particular job. It pays a grant towards extra employment costs that result from a person's disability or health problem. For example, communication support at interviews, a support worker, adaptation to premises, special aids and equipment and help with additional costs of travel to work for people unable to use public transport.

Who can use it? It can help anyone with a disability who is already in work (part-time, full-time, permanent or temporary) or someone with a disability starting a new job. The disability must meet the definition of disability under the Disability Discrimination Act. An application can be made when someone has secured work or is in work and finds they need equipment or support for the workplace.

Where can I get more information? Contact your Disability Employment Adviser at your local Jobcentre Plus office and they will put you in touch with an Access to Work Adviser. Go to page 6 of this guide for contact details of your local office. For information on the Disability Discrimination Act visit www.direct.gov.uk and search for "Disability Discrimination Act".

Disability Employment Adviser

Disability Employment Advisers (also called DEAs) work in Jobcentre Plus offices. They provide support to people with health conditions or disabilities who want work. They support disabled people who are having difficulty in getting a job because of their disability and also disabled employees who are concerned about losing their job because of a disability.

Who can use it? Anyone with a disability who needs additional support to find a job or to stay in their current job.

Where can I get more information? You can arrange an appointment with a DEA at your local Jobcentre Plus office. Details of your local office are found on page 6 of this guide.

Pathways to Work

Programme run by Work Directions on behalf of Jobcentre Plus. It was developed to provide greater support to people claiming incapacity benefits to help them get back into or closer to work. It offers people a range of incentives to get back to work including:

- support from a Personal Adviser
- support to understand and better manage their health condition, called the Condition Management Programme
- a Return to Work Credit of £40 a week for the first year in employment if earning under £15,000 a year
- support in work

Who can use it? Anyone on Incapacity Benefit, Income Support because of their health or severe disablement allowance. From October 2008 people on Employment Support Allowance (ESA) will also qualify. If you have just started claiming Incapacity Benefit etc you will be invited for an interview which you must attend unless your health stops you. If you are already claiming incapacity benefits you can volunteer to use Pathways and the programmes it offers at any time.

Where can I get more information? For more information on Pathways To Work ask at your local Jobcentre Plus office (page 6) or phone Work Directions on 0800 321 3139 (free from landlines).

Voluntary Sector Organisations (Charities)

The term 'voluntary sector organisation' is often used to describe a charity. Charities are not-for-profit organisations. In Edinburgh, the voluntary sector runs various employability services with funding from a range of sources such as Social Work Services, the NHS, and Jobcentre Plus. The voluntary sector tends to cover all stages of the employability pathway depending on where their funding comes from. They also offer non-employability services such as supported living services.

Who can use them? Voluntary Sector organisations are often for specific groups such as people with mental health issues, people with a disability or local unemployed people.

Where can I get more information? There are too many voluntary sector organisations in Edinburgh to be able to mention them all in this guide. Information on the voluntary sector organisations in Edinburgh can be found on the Edinburgh Voluntary Organisations' Council (EVOC) website www.evoc.org.uk

Work Preparation

Individually tailored programme designed to help people with health conditions or disabilities return to work following a long period of sickness or unemployment. It can help people to build confidence and stamina and to identify and assess their abilities in employment. It can also be used by people with a disability who are already working and perhaps want to try a different job. It can last for a few days or weeks depending on the person's specific needs. People can work part-time or full-time hours.

Who can use it? People with a disability or health issue who want to consider work or remain in work.

Where can I get more information? The organisation that runs Work Preparation in Edinburgh is Remploy. Their contact details are on page 47.

Workstep

Programme that can provide on-the-job support to disabled people who face more complex barriers to getting or keeping a job but who can work with the right support. It enables disabled people to realise their full potential to work with a commercial environment and provide them wherever possible, with an opportunity to progress into open employment. The programme also offers practical advice to employers.

Who can use it? Anyone with a disability who needs support to take up work.

Where can I get information? Contact your local Jobcentre and ask to be put in touch with a Disability Employment Adviser (DEA). Your Disability Employment Adviser will tell you whether you're eligible for the programme and help you decide whether it is right for you.

8. Help if you've had an Addiction

If you are recovering from drug and alcohol addiction and interested in finding out about education, training and employment opportunities contact the following:

Transition

Transition is a mini college offering a rolling programme of training for recovering substance users to help you move on to education, training and employment. Delivered in partnership with Jewel and Esk College a range of SQA qualifications are offered, including IT and Communications. One to one support is provided by Case Workers to enable you to achieve your goals. Transition students have access to personal and vocational development opportunities including work placements, specialist training (First Aid, CSCS and Driving Theory) and jobseeking support.

To qualify for Transition you need to be:

- Recovering from drug/alcohol misuse
- Unemployed
- Over 16 & looking to get a job or move on to college

To help you participate in the course, benefits are not affected and travel and lunch expenses are covered.

Other Groups

Transition is part of the Access to Industry - Passport Project.

Passport provides one-to-one support for Care Leavers, Adult Prison Leavers, Polmont Young Offenders and Homeless to move on to Education, Employment, and Training. Clients can access SQA qualifications, work placements, specialist training (CSCS and Driving Theory), jobseeking support, personal and vocational development opportunities.

Passport and **Transition** can help you get wherever you want!

Contact	Passport and Transition, 15 Blair Street, Edinburgh, EH1 1QR
tel:	0131 226 3006
web:	www.accesstoindustry.co.uk



Step 3 – Contact the Organisations

Access Courses

Access courses offer the opportunity for adults, usually over the age of 21, with few or no formal qualifications, to return to learning and to prepare for higher education study such as degree courses. Access courses share common areas of study such as Information Communication Technology (ICT) and study skills and are available in a number of varied disciplines ranging from general humanities courses to nursing or IT. Access courses also let you explore options for further study in higher education.

Edinburgh's colleges and universities offer a wide range of Access Courses with many leading to acceptance onto associated degree courses.

See Universities and Colleges starting on page 74

Newbattle Abbey College

Newbattle Abbey College provides an opportunity for adult learners who have 'missed out' during their school years to attain their full potential at a level which will allow entry to university or further education study or will provide opportunities to change career direction.



The Newbattle Abbey College Arts and Social Science Award is a one year full-time residential course. Full board and accommodation is provided and a Grant (not a loan) is available. We provide learning support and guidance for adult learners returning to education so that they will have a positive life changing educational experience.

Contact: Jackie Kane, Administrative Supervisor,
Newbattle Road, Dalkeith, EH22 3LL

tel: 0131 663 1921

e-mail: office@newbattleabbeycollege.ac.uk

web: www.newbattleabbeycollege.ac.uk

Scottish Wider Access Programme (SWAP)

SWAP provides advice to mature students about opportunities to access higher education.



Most Access programmes take one year to complete and are mainly provided by local colleges. They are available in a wide range of subjects and prepare students without traditional qualifications for entry to university. Programmes are designed to build confidence and to develop study skills, so that those who may not have had the opportunity at an earlier stage of life can realise their potential and gain entry to university.

Contact: Tracey Kerr, Student Adviser,
25 Buccleuch Place, Edinburgh, EH8 9LN

tel: 0800 731 0949

e-mail: swapeast@ed.ac.uk

web: www.scottishwideraccess.org

Core Skills

Getting help with your core skills – reading, writing, spelling, number, ICT and communications skills – can help you both at home and in work. It will boost your confidence and enable you to develop the key skills to take your learning further.

There are a number of organisations that can help you improve your core skills and some offer a wider range of courses leading to a qualification. Usually help is **FREE** and courses are available to suit individual needs.

Further Education Colleges also give help with Adult Literacy and Numeracy opportunities - see Universities and Colleges starting on page 74.

Adult Literacy and Numeracy

Adult Literacy and Numeracy provides **FREE** courses for all adults who want to improve their writing, reading, everyday number and communication skills. We welcome people with few or no qualifications. Our courses are for everyone, including people who are deaf or hard of hearing, or who have a learning disability.



- You tell us what you want to learn
- You work at your own pace
- You learn in small, friendly groups

City of Edinburgh Council
Adult Literacy and Numeracy General Enquiries:

web: www.cbal-literacies.edin.org

Community Learning and
Development Neighbourhood Contacts:

South Edinburgh
 South Bridge CLD Base / The Number Shop

tel: 0131 558 8222 (minicom) / 0131 668 4787

East Edinburgh
 Craigtinny CLD Centre / Adult Learning Link

tel: 0131 661 8188 / 0131 652 6234

North Edinburgh
 Broughton CLD Base

tel: 0131 332 6316

West Edinburgh
 Carrickvale Community Centre

tel: 0131 443 6971

South West Edinburgh
 Platform Adult Learning Centre

tel: 0131 458 5082

CLAN Edinburgh (City Literacy & Numeracy)

For help with reading, writing and numbers call the free phone helpline 0800 085 7672

Please refer to page 1 and the advert on the back cover of this Guide for more information. For details of your local CLAN Project Worker, please see below:

In Community Learning and Development

East Edinburgh Karen McLean
tel: 0131 661 2912
fax: 0131 661 0236
e-mail: karen.mclean@ea.edin.sch.uk

North Edinburgh Siobhan Cavanagh
tel: 0131 551 2197/554 9951
fax: 0131 551 2650/555 5097
e-mail: siobhan.cavanagh@ea.edin.sch.uk

South Edinburgh Merlyn Bell
tel: 0131 668 3020
fax: 0131 668 4787
e-mail: merlyn.bell@ea.edin.sch.uk

South West Edinburgh Sue Cameron
tel: 0131 445 2871
fax: 0131 445 4392
e-mail: susan.cameron@ea.edin.sch.uk

South West Edinburgh Susan Rogers
tel: 0131 453 4561
fax: 0131 453 4561
e-mail: susan.rogers2@ea.edin.sch.uk

West Edinburgh Lorna McCulloch
tel: 0131 443 6971
fax: 0131 455 7362
e-mail: lorna.mcculloch@ea.edin.sch.uk

Youth Literacies Workers

South Edinburgh Stephen Hamilton
tel: 0131 558 3545
fax: 0131 558 9355
e-mail: stephen.hamilton@ea.edin.sch.uk

North Edinburgh & Leith Kirsteen Watson
tel: 0131 332 7360
fax: 0131 332 5744
e-mail: kirsteen.watson@ea.edin.sch.uk

East Edinburgh Isabel Macrae
tel: 0131 661 8634
fax: 0131 652 2658
e-mail: isabel.macrae@ea.edin.sch.uk

West Edinburgh Carol Tuzun
tel: 0131 443 6971
fax: 0131 453 6495
e-mail: carol.tuzun@ea.edin.sch.uk

South West Edinburgh Jennifer Scougall
tel: 0131 445 5559
fax: 0131 445 4392
e-mail: jennifer.scougall@ea.edin.sch.uk

In Further Education

Jewel and Esk College Eleanor Symms
tel: 0131 344 7433
e-mail: esymms@jec.ac.uk

Amanda Reynolds
tel: 0131 344 7429
e-mail: areynolds@jec.ac.uk

Edinburgh's Telford College Diane Truscott

tel: 0131 559 4651
e-mail: diane.truscott@ed-coll.ac.uk

Tisha Shaw

tel: 0131 559 4234
e-mail: tisha.shaw@ed-coll.ac.uk

Audrey Everiss

tel: 0131 559 4236
e-mail: audrey.everiss@ed-coll.ac.uk

Stevenson College Edinburgh Evelyn Freeman

tel: 0131 535 4641
fax: 0131 535 4666
e-mail: efreeman@stevenson.ac.uk

Working with Ethnic Minority Learners Haidar Mahmoud

tel: 0131 535 4630
e-mail: hmahmoud@stevenson.ac.uk

Working with the Voluntary Sector

Joanna Patterson & Kerry McDonald

tel: 0131 550 6801
e-mail: joannap@eus.org.uk
e-mail: kerrym@eus.org.uk

Workplace Learning Vickie Hobson

tel: 0131 226 9174
fax: 0131 226 4210
e-mail: v.hobson@weascotland.org.uk

Health & Literacy**Health & Literacy Office**

Jo Aitkenhead / Elspeth Hosie / Janet Cole

tel: 0131 537 4230
fax: 0131 537 4201
 (see below for email addresses)

South West Edinburgh Janet Cole

tel: 0131 458 5082 or 0131 537 7215
e-mail: janet@clanedinburgh.org

North West Edinburgh Jo Aitkenhead

tel: 0131 537 4230 / 07736 401 394
fax: 0131 537 4201
e-mail: jo@clanedinburgh.org

South East Edinburgh Jacqui Bain

tel: 0131 537 4230
e-mail: jacqui@clanedinburgh.org

North East Edinburgh Donna Buchan

tel: 07793 557 208
e-mail: donna@clanedinburgh.org

Prison**Prisons Worker** Karen Riddell

tel: 0131 444 3000 ext 5201
e-mail: karen.riddell@sps.gov.uk

Working with Ex-Offenders Linda Pender

tel: 0131 622 7500
e-mail: linda@clanedinburgh.org

East Lothian Continuing Education

East Lothian offers free help with writing, spelling and number skills. Maybe you missed out at school or want to help your children with their school work? Maybe you're thinking of college and need extra support? Contact us to see how we can help. We also have lip-reading classes, and some English language provision for speakers of other languages.

Adult Literacy and Numeracy:

tel: 01620 827492/827280

West Lothian Community Education**Adult Basic Education:**

tel: 01506 776333

EUS Community Learning Centre

EUS Community Learning Centre offers people from disadvantaged groups the opportunity to take up computer training using the latest technology with the facility of a personal tutor. We also provide tuition for core skills, literacy and numeracy, childcare programmes and career guidance.
(For more information see our main entry on page 72)

Contact: Ron McFarlane, Training Manager
EUS Community Learning Centre,
New Parliament House, Building 3, 5-7 Regent Road,
Edinburgh, EH7 5BL

tel: 0131 550 6808
e-mail: ronmcf@eus.org.uk
web: www.eus.org.uk

MALANI

MALANI is a project which helps adults become more confident with their everyday reading, writing, number, communication and language skills.



If you want to help your kids with homework, need help preparing to go to college, want to improve your job prospects - or just want to brush up your skills - we can help.

We run a wide variety of free daytime and evening classes and short courses.

You

- tell us what you want to learn
- work at your own pace
- learn in small, friendly groups
- can get an SQA qualification
- can learn to use computers
- become more confident in everyday skills

Please give us a call if you would like help yourself - or need to find out more.

English for Speakers of Other Languages (ESOL)

MALANI now has a new ESOL service which provides English language courses throughout Midlothian. Classes are FREE to anyone over 16 and run daytime and evening. There are no tests and you will be matched into a class that suits you.

You will:

- learn in small friendly groups
- become more confident in language skills
- feel more part of the local culture
- make new friends from different cultural backgrounds
- improve your job prospects

Contact: MALANI,
(Midlothian Adult Literacy and Numeracy Initiative),
Stephanie Heasman, Project Manager,
Room 105, Greenhall Centre, Gowkshill, Gorebridge,
EH23 4PE

tel: 01875 825086
fax: 01875 825192
e-mail: malani@midlothian.gov.uk
web: www.malani.org.uk

Platform Adult Learning Centre

Platform offers classes for 'Everyday English' and 'Everyday Maths' skills and basic computing. Some of the courses can lead to a recognised qualification. Other courses are offered on other topics of interest e.g. creative writing, psychology, astronomy, 'Scottish Parliament and Democracy'. Platform study groups are small, informal and geared to people's learning needs and interests. All classes and crèche facilities are **FREE**.

• Platform • Adult Learning Centre

Contact: Jennie Geddes,
96 Wester Hailes Road, Edinburgh, EH14 3HR

tel: 0131 458 5082

e-mail: jennie.geddes@ea.edin.sch.uk

web: www.platform.edin.org

Scottish Storytelling Centre

The Scottish Storytelling Centre promotes oral storytelling for people of all ages and abilities through workshops and training, clubs, printed resources, public performances and the Scottish International Storytelling Festival. The Centre works with various partner organisations including libraries, schools, arts venues, heritage and community groups, and over 100 professional and community storytellers, to help support individuals' skill development.



Contact: Jill Bush, Communications & Marketing Officer,
The Scottish Storytelling Centre, 43-45 High Street,
Edinburgh, EH1 1SR

tel: 0131 652 3272

e-mail: jill@scottishstorytellingcentre.com

web: www.scottishstorytellingcentre.co.uk

The Number Shop

The Number Shop is part of the City of Edinburgh Council's Children and Families Department and provides **FREE** help with numbers and maths.



Tuition is available to adults who want to improve their numeracy skills and to feel more confident with numbers for everyday use. Please drop in, or phone, for an interview with a friendly member of staff.

Contact: Maria McCathie,
Community Learning and Development Worker,
188-190 Pleasance, Edinburgh, EH8 9RT

tel: 0131 668 4787

e-mail: maria.mccathie@ea.edin.sch.uk
grace.ferrier@ea.edin.sch.uk

web: www.numbershop.edin.org

Community Based Adult Learning Opportunities

There is a diverse range of learning opportunities available through local authorities and community-based projects.

Each local authority provides a full range of adult, day, evening and weekend programmes including leisure and certificated courses. Programmes are advertised in the local press or you can contact your nearest library, community centre or community high school for information.

As well as advertised courses, there are many community-based adult learning opportunities and projects available in your local area. These cater for a range of needs and interests. Opportunities available include return to learning, family learning, ICT skills, literacy, numeracy and communication skills.

Adult Learning Project (ALP)

We are a community based adult education organisation working in the Tollcross area of Edinburgh. The ALP Programme is aimed at helping people to become active in the life of their communities through programmes of study and action which address the problems of everyday life.



Courses include politics and democracy; culture and identity; history and modern life; expressive arts including traditional music, song and dance; writing and photography. ALP also has a programme of weekend schools and international cultural exchanges.

While ALP is based in Tollcross, it welcomes people from across the city and beyond. ALP is developing all aspects of access and will ensure that its activities are available to all. Childcare is available. ALP is the home for ENACT Women's Group and "The Welcoming" refugee & Asylum Seeker + ethnic minority cultural exchange project.

Contact: Sarah Sibbert, Facilities Co-ordinator,
Tollcross Community Education Centre,
117 Fountainbridge, Edinburgh, EH3 9QG

tel: 0131 221 5800

e-mail: Sarah.Sibbert@ea.edin.sch.uk

web: www.tollcross.edin.org/alp

Broxburn Family & Community Development Centre

Broxburn Family Centre is a voluntary organisation based in the Kirkhill area of Broxburn. We provide a wide range of classes around the themes of health, IT and the arts. Most classes are free or involve a small nominal charge. We welcome everyone, but give priority to those with young families. Our 'Wee Nursery' runs alongside the adult programme to provide a positive play environment for pre-school children whilst their parents are in classes or using the family centre. We also run family workshops and trips each term. We have a healthy cafe which provides a range of healthy and affordable meals and snacks, as well as a relaxed environment to have a cup of tea and a chat. Our website contains details of the current adult education programme and other activities on offer.

Contact: Simon Henderson, Programmes Manager,
Broxburn Family Centre, 1-3 Henderson Place,
Broxburn, EH52 6EY

tel: 01506 857158

e-mail: simon@broxburnfamilycentre.org

web: www.broxburnfamilycentre.org

EUS Community Learning Centre

EUS Community Learning Centre offers people from disadvantaged groups the opportunity to take up computer training using the latest technology with the facility of a personal tutor. We also provide tuition for core skills, literacy and numeracy, childcare programmes and career guidance.
(For more information see our main entry on page 72)

Contact: Ron McFarlane, Training Manager,
EUS Community Learning Centre,
New Parliament House, Building 3, 5-7 Regent Road,
Edinburgh, EH7 5BL

tel: 0131 550 6808

e-mail: ronmcf@eus.org.uk

web: www.eus.org.uk

City Of Edinburgh Council Community Learning and Development

Community Learning and Development makes provision for a wide range of adult learning opportunities in your community. We offer **FREE** tuition for people who want to improve their reading, writing or numeracy skills, or want to use these skills in a different way.



As well as an extensive citywide programme of adult education courses, there are many community based adult learning groups and classes which cater for people returning to learning, those who want to improve their skills for employment, learn about healthy lifestyles, or learn about becoming involved in their local community.

We strive to provide inclusive educational opportunities. Information is available on access and every effort is made to support learners with disabilities. **FREE** crèches are available in some venues. A language translation service and Braille or large print materials can be made available.

To find out what is available in your area, contact us as detailed below:

North Edinburgh

Broughton Office

tel: 0131 332 6316

East Edinburgh

Castlebrae Office

tel: 0131 661 7463

South Edinburgh

Gracemount Office

tel: 0131 664 5101

South Bridge Resource Centre

tel: 0131 556 2944

South West Edinburgh

South West Office

tel: 0131 458 5959

Broomhouse Office

tel: 0131 443 4886

West Edinburgh

Norwood Office

tel: 0131 333 0047

Headquarters:

Pat Brechin

City of Edinburgh Council, Children & Families,
Business Centre 1/4, Waverley Court, 4 East Market Street,
Edinburgh, EH8 8BG

tel: 0131 469 3373

e-mail: pat.brechin@edinburgh.gov.uk

web: www.edinburgh.gov.uk/adultcourses

Do you live in South West Edinburgh?

If so, please log onto the following websites to find out more about local learning opportunities in your area.

web: www.westedinburgh.org.uk

web: www.swelearning.org.uk

Deaf Action – Community-based Adult Learning

Deaf Action offers an exciting programme of courses to Deaf and hard of hearing adult learners, which include:



- Literacy & Numeracy
- Information Technology
- Art
- Patchwork & Quilting
- Health & Fitness
- Parenting skills for Deaf parents

The courses are held in the organisation's "deaf-friendly" Learning Centre, using Deaf and hard of hearing tutors whenever possible, to deliver the courses in the first language of the learners, either British Sign Language or spoken English, using appropriate communication tactics.

Contact: Sophie Driver, Learning Centre Co-ordinator,
49 Albany Street, Edinburgh, EH1 3QY

tel: 0131 556 3128

e-mail: admin@deafaction.org

web: www.deafaction.org

East Lothian Council



East Lothian Council

Our vision is of an East Lothian where, through learning together, everyone can fulfil their potential, enrich their personal lives and participate in and benefit from a healthy community and economy.

East Lothian Council promotes learning opportunities in partnership throughout the authority and offers the following local services:

- a range of day and evening class programmes offering subjects from art and embroidery to Tai Chi and languages
- 'Computing for the Terrified' courses for a gentle introduction to computers and courses leading to recognised qualifications
- English for Speakers of Other Languages (ESOL) day and evening classes from Beginner level to Intermediate.
- community based adult learning opportunities are available in every community
- **FREE** adult guidance to all adults living and working in East Lothian
- **FREE** adult literacy help with writing skills, spelling, reading and numeracy either in groups or one-to-one
- the People's Network will be available in 12 libraries offering a range of online learning materials and video conferencing facilities

The East Lothian Learning Partnership includes representatives from community groups, voluntary organisations, business, further and higher education and the local authority. The partnership is evolving and is open to everyone with an active interest in promoting learning opportunities.

Currently, Learning Action Zones are being established across the authority, which will develop learning plans with communities who want to engage in learning that is relevant to their needs.

Local Area Offices:

Musselburgh CLD Office

tel: 0131 653 4060

e-mail: cldmusselburgh@eastlothian.gov.uk

Haddington CLD Office

tel: 01620 827606

Contact: Myra Galloway, Principal Officer,
Musselburgh East Community Learning Centre,
Haddington Road, Musselburgh, EH21 8JJ

tel: 0131 653 4075

e-mail: mgalloway@eastlothian.gov.uk

web: www.eastlothian.gov.uk

www.ellp.info

Midlothian Council Community Learning and Development Community Based Adult Learning and Midlothian Adult Literacy and Numeracy Initiative (MALANI)

Midlothian Council Community Learning and Development

Midlothian Council offers a range of learning opportunities in the towns and villages of Midlothian for all ages and sections of the community. Venues include schools, libraries, halls, community learning centres and pavilions. 7 new schools with substantial community facilities have opened in the last 6 months.

Opportunities are both informal and formal and aim to create an environment where learning throughout life is valued as a powerful agent of change for individuals, groups and communities. We only provide part-time classes.

Formal opportunities are offered through classes leading to certification (SQA) and others where participants gain skills and knowledge without going through assessment procedures. Classes include IT, languages, arts and crafts etc.

Informal groups and classes are also offered in community venues aimed at adults returning to or having little previous experience of out-of-school learning.

Courses and groups in: essential skills in reading, writing and numeracy, are offered through the Adult Literacy and Numeracy Service.

Many classes begin in the autumn and course information will appear in the Midlothian News in early September and will be delivered to every household in Midlothian. Further details are available on our website, www.midlothian.gov.uk/learning. The details are also available from Libraries, Community Learning Centres and other public offices from August onwards. Other classes are set up by the four neighbourhood teams operating in Midlothian as needs are identified and these are advertised through schools, community learning centres and local newspapers.

Local Area Offices:

Penicuik Area Office

tel: 01968 664114

Lasswade Area Office

tel: 0131 663 8170

Newbattle Area office

tel: 01875 825091

Dalkeith Area Office

tel: 0131 271 3481

Midlothian Adult Literacy and Numeracy Initiative (MALANI)

Provides **FREE** courses for anyone who wants to improve their spelling, reading and everyday numbers and communication.

Contact: MALANI
(Midlothian Adult Literacy and Numeracy Initiative)

tel: 01875 821765

fax: 01875 825940

e-mail: malani@midlothian.gov.uk

web: www.malani.org.uk

Contact: Anne McConaghy, Team Leader
Fairfield House, 8 Lothian Road,
Dalkeith, EH22 3ZG

tel: 0131 271 3708

fax: 0131 271 3712

e-mail: anne.mcconaghy@midlothian.gov.uk

web: www.midlothian.gov.uk

Living Memory Association

The aim of the Living Memory Association is to bring people together in order that, through reminiscence and oral history work, they can share memories, learn from one another, feel valued and pass on their knowledge of the past to younger generations. Information gathered is archived and accessible to the public. Volunteers are involved in interviewing, IT, photography and admin support as well as bringing to fruition their own project ideas. We also offer reminiscence training for anyone interested in working with older people, especially care workers and community workers. Visit www.livingmemory.org.uk or email john@livingmemory.org.uk



Contact: Miles Tubb, Photography/Reminiscence Worker,
101 St Leonard's Steet, Edinburgh, EH8 9QY

tel: 0131 667 0761
e-mail: comhist@lineone.net
web: www.livingmemory.org.uk

Pilmeny Development Project

We offer information and a programme of activities for 50+ people, youth groups, women's groups, older men's groups, minority ethnic communities and other community based services for residents in the Leith/North East Edinburgh area.



Contact: Anne Munro, Community Worker
19-21 Buchanan Street, Edinburgh, EH6 8SQ

tel: 0131 553 2559
e-mail: pilmenyproject@btconnect.com
web: www.pilmenydevelopmentproject.co.uk

Scots Music Group

Scots Music Group gives everyone the chance to learn Scots music, song and dance in a friendly, supportive and informal environment. They have classes in accordion, bodhran, cello, clarsach, fiddle, guitar, mandolin, moothie, pipes and whistle, song, ceilidh and Scots step dance as well as a number of mixed instrument and playing together sessions.



'Absolute Beginners' classes start in September and January every year. Day and evening classes are held in city centre venues. They also run sessions, ceilidhs, performances and lots of other exciting, social events. 'Community Project of the Year' - Scots Trad Music Awards 2007.

Contact: Sheila Capewell, Administrator,
St George's West, 58 Shandwick Place, Edinburgh,
EH2 4RT

tel: 0131 555 7668
e-mail: info@scotsmusic.org
web: www.scotsmusic.org

The CA(i)RE Project

In order to give informal carers a short break from caring, the CA(i)RE project provides:



- a supportive service that offers **FREE** adult education courses on subjects suggested by participants. These include courses in the Arts, complementary therapies, history, health and many others
- informal lunches, social events and open days
- weekly drop in every Tuesday

Our tutors are chosen for their expertise in their subjects and for their understanding of carers' needs. Classes are held in various venues across the city.

Contact: Sunil Bhatnagar, Co-ordinator,
The Eric Liddell Centre, 15 Morningside Road,
Edinburgh, EH10 4DP

tel: 0131 446 3317/3321

e-mail: caireproject@ericliddell.org
bhatnagars@ericliddell.org

web: www.ericliddell.org

The University of the Third Age U3A

This is a self-help organisation for people no longer in full-time employment providing educational, creative and leisure opportunities in a friendly environment.



There are a variety of regular Study groups, which draw upon the knowledge, experience and skills of their own members to organise and provide interest groups in accordance with the wishes of the membership. Monthly meetings with visiting speakers, reasonable priced monthly lunches and a selection of interest outings from May-September.

Contact: Mrs R Skinner, U3A Membership Secretary,
36 Alnwickhill Road, Edinburgh, EH16 6LN

tel: 0131 621 2713

e-mail: info@edinburghu3a.org.uk
membership@edinburghu3a.org.uk

web: www.edinburghu3a.org.uk

East Lothian U3A

Contact: Glenys McLenaghan

tel: 01875 852568

e-mail: membership@eastlothianu3a.org.uk

or

Contact: Elizabeth Lockwood

tel: 01620 826320

e-mail: secretary@eastlothianu3a.org.uk

web: www.eastlothianu3a.org.uk

West Lothian U3A

Contact: Mrs Mary Clark

tel: 01506 671348

e-mail: enquiries@westlothianu3a.org.uk

web: www.westlothianu3a.org.uk

West Lothian Council Community Learning and Development

The Adult Learning Centre in Bathgate offers Adult Basic Education to brush up on basic skills; SQA qualifications and basic computer skills; community based adult learning opportunities; adult guidance; practitioner/assessor courses and further training opportunities.



The Adult Guidance Service offers advice on learning and education options via an appointment with a Community Learning and Development Worker to look at your personal circumstances and identify your own learning plan. General information and advice is also available by phone. Call 01506 776333 for information.

Contact: Derek Catto, Community Learning and Development, Adult Learning Centre, 6-10 Glasgow Road, Bathgate, EH48 2AA

tel: 01506 776333

e-mail: cbal@westlothian.gov.uk

web: www.getonlineandlearn.org.uk

WHALE Arts Agency

Based in a purpose built arts space in Wester Hailes, we offer opportunities to access courses and projects in a wide range of art forms. Courses include the Access to Creative Arts course, delivered by Stevenson College which is made up of eight entry level modules in photography, drama, music appreciation, radio, video and multi-media. Projects this year include Art Attack weekly visual art class, Let's DANCE! social dance sessions and Chattering Chapters book group. We also offer opportunities for volunteers and trainees to work alongside artists to gain skills that will move them towards further education and employment.



Contact: Alison Reeves, Manager, 30 Westburn Grove, Edinburgh, EH14 2SA

tel: 0131 458 3267

e-mail: info@whalearts.co.uk

web: www.whalearts.co.uk

Workers' Educational Association (WEA)

The WEA offers informal educational courses for adults of all ages. Courses include workplace literacy, confidence building, return to learning/study, women's studies, social history, political studies, social documentary photography, creative writing and art workshops, and Preparation for Retirement classes for older workers. Some courses are **FREE**. Some courses are held in central Edinburgh, others take place in local communities and workplaces across Edinburgh and the Lothians. No qualifications are needed to take part but some courses can lead to a nationally recognised qualification from the SQA.



Contact: Elizabeth Bryan, Area Tutor Organiser, Riddle's Court, 322 Lawnmarket, Edinburgh, EH1 2PG

tel: 0131 225 2580

e-mail: e.bryan@weascotland.org.uk

web: www.weascotland.org.uk

Community High Schools

Community High Schools can offer a wide range of courses and leisure options at many different levels during the day and evening.

These include:

- Access courses into learning and further or higher education
- work related/vocational skills
- academic qualifications and SQA Modules
- **FREE** sessions for target groups, e.g. people with disabilities or unemployed people
- Adult Guidance support, information and advice

Childcare and carer support is usually available. For information and support:

- call in to the Community Learning and Development Office or Adult Education link at your local high school and/or
- contact the Senior Community Learning and Development Worker or Adult Education Programme Organiser attached to the following community high schools

City of Edinburgh Community High Schools

Balerno Community High School

5 Bridge Road, Balerno, EH14 7AQ

tel: 0131 477 7788

Castlebrae Community High School

2a Greendykes Road, Edinburgh, EH16 4DP

tel: 0131 661 1282

Craigroyston Community High School

Pennywell Road, Edinburgh, EH4 4QP

tel: 0131 477 7801

Currie High School

31 Dolphin Avenue, Currie, EH14 5RD

tel: 0131 449 2165

Drummond Community High School

41 Bellevue Place, Edinburgh, EH7 4BS

tel: 0131 556 2651

Leith Academy

20 Academy Park, Edinburgh, EH6 8JQ

tel: 0131 554 0606

Queensferry High School

Ashburnham Road, South Queensferry, EH30 9JN

tel: 0131 319 3200

Wester Hailes Education Centre

5 Murrayburn Drive, Edinburgh, EH14 2SU

tel: 0131 442 2201

East Lothian Community Schools Initiative

Prestonpans Partnership

Gardiner Terrace, Prestonpans, EH32 9RT

tel: 01875 814897

Midlothian Community High Schools

Beeslack Community High School

Edinburgh Road, Penicuik, EH26 0QF

tel: 01968 678060

Newbattle Community High School

64 Easthouses Road, Dalkeith, EH22 4EW

tel: 0131 663 4191

Lasswade High School Centre Community Learning and Development

Eskdale Drive, Bonnyrigg, EH19 2LA

tel: 0131 663 7171

West Lothian Community High Schools

Deans Community High School

Eastwood Park, Livingston, EH54 8PS

tel: 01506 497090

Inveralmond Community High School

Willowbank, Ladywell, Livingston, EH54 6HW

tel: 01506 438093

Leith Academy

Leith Academy offers a wide ranging programme of 100 plus adult classes over three terms. From absolute beginners to the more advanced learner, the programme includes languages, cookery and crafts, creative and performing arts, computing and photography and fitness and well-being.

Our aim is to make learning fun and to provide opportunities for new friendships to be forged. For those on benefits the fee for a 10 week course is £12, standard fee for an employed person is £50. An excellent crèche is available for daytime classes. Contact us to receive a Community booklet with full details.



Contact: Any member of the Community Team can help.
A line is dedicated for our use.
20 Academy Park, Edinburgh, EH6 8JQ

tel: 0131 553 2810
e-mail: admin@leith.edin.sch.uk
web: www.leith.edin.sch.uk

Employment Services

Edinburgh

Joined up for Jobs, Edinburgh's Jobs Strategy, is a partnership of key public and private sector organisations which aim to assist:

- *Unemployed* people who need work to get a job and sustain long-term employment.
- *Employers* find the workers and skills they need.
- *Workers* with low incomes and insecure work increase their chances of having a job with a long-term future.

The Strategy is overseen by the Job Strategy Group. Membership consists of: Capital City Partnership; City of Edinburgh Council; Jobcentre Plus; Skills Development Scotland; Careers Scotland; the Chamber of Commerce; NHS Lothian and the three Edinburgh Colleges. This group is supported by the Joined up for Jobs Partnership which consists of over 75 private, voluntary and not-for-profit organisations who offer employment support in the City. The partners work together to co-ordinate provision and to create partnerships which will facilitate their clients' return to work. Through a 'jobseeker offer' the partners are working to ensure that 'no door is the wrong door' and that anyone accessing a service within the Joined up for Jobs network will be assisted or referred to a more appropriate service. For employers the network is also working on a single offer of support and assistance when recruiting from Joined up for Jobs target groups.

Capital City Partnership hosts the Jobs Strategy Team and is the first point of contact for information on the Strategy and for general enquiries and further information on the services offered by the Joined up for Jobs Network.

Contact: Matthew Crighton, Job Strategy Manager, Capital City Partnership, The Canon Mill, 1-3 Canon Street, Edinburgh, EH3 5HE

tel: 0131 270 6030

e-mail: matthewcrighton@capitalcitypartnership.org

You can find much more information and a full directory of services in Edinburgh on our website: www.joinedupforjobs.org.uk

East Lothian

Guideline (East Lothian Adult Guidance Service)

Guideline provides impartial information, advice and guidance on careers, training and education opportunities, funding for study and related support services. Computer-assisted guidance and access to information databases are also available.

Our service is client-centered, confidential and FREE to people of any age (post school) living or working in East Lothian. Appointments are offered in various venues to suit the client. We also offer help with CVs, applications and interview preparation, as well as group work including confidence building, and jobsearch.

Contact: Eileen McLachlan/Nancy Patterson
Adult Guidance Development Officers,
Community Learning and Development,
9-11 Lodge Street, Haddington, EH41 3DX

tel: 01620 827606

e-mail: cldhaddington@eastlothian.gov.uk

web: www.eastlothian.gov.uk

Midlothian

Midlothian Employment Action Network (MEAN)

After a successful conference in October 2003, organised by Midlothian Council's Regeneration and Social Work departments, an agreement was reached to develop a formalised network of local agencies (statutory, local government, voluntary sector and private) who were involved in providing training, development and employment services to local disadvantaged people.

The MEAN network is split into two groupings: the Strategy Group, which is made up of service managers and provides the strategic direction for the network; and the Operations Group, which is made up of practitioners and provides practical input to the network's day to day practice. The Chair of the MEAN Strategy Group is currently held by JobCentre Plus.

Midlothian Council's Regeneration Section (part of the Education and Communities Division) currently provides co-ordination and development support to the network.

The MEAN website has a directory of employability providers:

web: <http://www.mean.org.uk/directory>

West Lothian

Access2employment

- Access2employment provides access to job search resources and vacancies, help with CVs, assistance in securing suitable childcare, funding to help you move into work (if eligible), training opportunities - to all West Lothian residents.
- Clerical workshops are delivered in Craigshill and in Whitburn, creating an opportunity for people to 'refresh' their office skills and enhance job prospects.
- Redundancy response, job matching and vacancy handling is available for local employers.
- For the second year, TEEN OPTIONS is being delivered in two high schools. This is a practical employability programme aimed at young people who are most at risk of requiring More Choices, More Chances. This programme was designed and initiated by A2E and is delivered in partnership with a range of partner organisations including Careers Scotland, West Lothian Youth Action, Credit Union, Scottish Business in the Community and others.

tel: 0800 032 9768
e-mail: Access2employment@westlothian.gov.uk
web: www.westlothian.gov.uk/access2employment

General Services and Programmes

Skills Development Scotland/Careers Scotland

Scotland's new skills body brings together four partner organisations (Careers Scotland; Scottish University for Industry (learndirect scotland, learndirect scotland for business, ILA Scotland, The Big Plus); and the Skills departments in Scottish Enterprise and Highlands and Islands Enterprise). Skills Development Scotland delivers comprehensive information, advice and guidance for careers and learning as well as extensive support for skills development to individuals and employers.



Careers Scotland is part of Skills Development Scotland. As a national organisation operating throughout Scotland, Careers Scotland delivers high quality career guidance and employability services which support the people of Scotland to:

- Be better informed, prepared and ready for work in a changing and dynamic labour market
- Have the self confidence and motivation to constantly develop their skills and take part in lifelong learning
- Make well informed, effective career choices throughout life, beginning with the first step into the world for work
- Be equipped with employability skills that meet the needs of employers in order to succeed and progress in the workplace.

Our high quality career guidance and employability services are available to people of all ages and are impartial, confidential and based on individual need. Personalised services are delivered in conjunction and in consultation with a range of partners.

For your local Careers Scotland Office see pages 4 and 7 of this Guide or call: 0845 8 502 502 or log onto www.careers-scotland.org.uk

Contact: Careers Scotland Office
tel: 0845 8 502 502
web: www.careers-scotland.org.uk

Modern Apprenticeships

Aimed at those aged 16 or above and capable of achieving a vocational qualification (VQ) at Level Two or above. The programme can be used to train existing employees or new employees. Any company in Scotland - whatever its size - can take part in the programme. Potential trainees need to get a job before they can take part in the programme. People without a job, however, can try Skillseekers as an alternative.

Contact: your local Careers Scotland office
tel: 0845 8 502 502

Skillseekers

A vocational training programme for young people who want to develop skills and equip themselves for the world of work. It is open to people who have left school and have a job or who are looking for work. However, the Scottish Government indicated in the recent 'Skills for Scotland' Strategy that the Skillseekers programme would be phased out in Scotland as the MA programme is extended to S/NVQ Level 2 (SCQF 5). Young people between the ages of 16 and 19 can take part in Skillseekers. The only exception is students who are still at school or who are in further or higher education.

Contact: your local Careers Scotland office
tel: 0845 8 502 502

Get Ready for Work

Supports young people to move into a job, further training or college, by helping them focus on what they want to do. They can also learn new skills and get the confidence they need to move on to further training, learning or into work.

Get Ready for Work is open to 16 to 19 year olds. All trainees are paid a training allowance.

Contact: your local Careers Scotland office

tel: 0845 8 502 502

Jobcentre Plus

Jobcentre Plus, part of the Department for Work and Pensions, brings together employment and benefit services for people of working age and is a key element in the Government's objectives to help people based on 'Work for those who can, support for those who cannot'. It provides a professional and modern service to meet the diverse needs of employers and those seeking work, including:



- Personal advisers to provide practical support and advice to help those in need find and keep work, including training provision and benefits guidance
- A dedicated service to support employers in filling their vacancies quickly and successfully, including the ability to place jobs online
- Ability to search for jobs both online and over the phone through Jobpoints in Jobcentre Plus offices, the Jobseeker Direct phone line and through the website
- Swift, secure and professional access to benefits for those entitled to them.

There are Jobcentre Plus offices throughout Edinburgh and the Lothians. For details of your nearest office see page 6 of this Guide or log onto the website at

web: www.jobcentreplus.gov.uk

Training for Work

Provides training support for people who are unemployed and actively looking for work. The programme allows people to undertake vocational training linked to local labour market opportunities, enabling individuals to secure and sustain employment.

Training for Work is open to adults who are 18 and over, who have been unemployed for at least 6 months within the previous 52 weeks.

If you are an employer and wish to become involved with any of these programmes contact Business Gateway: 0845 609 6611.

Contact: your local Jobcentre Plus

tel: 0845 609 6611

Area-based Employability Services

Area focus projects:

Joined up for Jobs and the European Competitive Communities Programme support two Area Focus projects in Edinburgh. One is in a small area within Muirhouse and the second is in Craigmillar. The projects will engage with long-term unemployed and economically inactive people. Using a community development approach, the aim is to reach individuals/families within specified areas who are not engaging with employability services and work with them to achieve long-term goals. The projects will engage the support/participation of mainstream and other existing services (JCP, employability services, NHS and Social Care), thus facilitating better joining up of services for individuals.

Contact: For Muirhouse: Nigel Green – Manager,
Community Renewal, 11 Pennywell Court,
Edinburgh, EH4 4TZ

tel: 0131 332 8773

e-mail: nigel@communityrenewal.org.uk

Contact: For Craigmillar: Contractor not yet appointed

web: see directory entry at: www.joinedupforjobs.org.uk

Midlothian Training Services

Midlothian Training Services (MTS)

Midlothian Training Services (MTS), part of the Regeneration section of the Development unit, provide a range of employment training programmes offering vocational training and personal development. These programmes incorporate local market needs in order to match the clients' training with employers' needs.



Employers can benefit from the wide ranging skills and qualifications gained by trainees of Midlothian Training Services by offering work experience placements or employment opportunities to trainees

Contact: Alasdair Mathers

tel: 0131 271 3438

web: www.midlothian.gov.uk

new leaf

Adult Guidance and Development Service

new leaf's friendly team of advisers provide impartial, confidential and **FREE** advice through FSF, ESF - Skills For Midlothian Businesses (Staff Development Human Resource Business Advice), PACE & PTLM for all Midlothian citizens. Assistance to explore options in employment, education and training is available including:

- **Adult Guidance** Community based careers and learning information, advice, guidance and careers signposting for adults in Midlothian
- **HR Business and Staff Development Advice** Free advice and assistance for small businesses on issues concerning human resource management and people development
- **Redundancy Response (PACE)** Advice and information on coping with redundancy and finding new work. Supporting businesses through the redundancy process.
- **PTLM** Progress through Learning Midlothian works with FSF (WFF), local colleges and universities to offer the courses, advice, guidance and support you need to help you progress to college or university. Build your confidence, skills and potential in Midlothian!

Appointments are available in Dalkeith from Monday to Friday. Appointments can also be arranged in other locations if required.

Contact Ian McDougall, Project Co-ordinator,
5 Eskdail Court, Dalkeith, EH22 1AG

tel: 0131 271 3455

e-mail: new.leaf@midlothian.gov.uk

web: www.midlothian.gov.uk

West Edinburgh Action

West Edinburgh Action (WEACT) provide advice and guidance on employment, training and education to residents of West Edinburgh. Services on offer include jobsearch, CV preparation, letter writing and interview techniques. Guidance is available on career choices, routes into work, training and further education courses. Employability development and motivational courses are also available. They also offer computer facilities, web access, newspapers and local job vacancy bulletins. Small grants are available to assist people in their search for employment.



Contact: Bruce Penman, Manager
16-17 Hailesland Place, Wester Hailes, Edinburgh
EH14 2SL

tel: 0131 477 2800

web: weact@mail.wh1.org.uk

Working Links

Working Links offers a service to people wanting to get back to work in North Edinburgh. You get your own personal consultant who'll work with you one-to-one - to really get to know your skills, needs and goals, and advise you on what sort of jobs to go for, and what support you need. It's completely flexible and you have a real say in the kind of support you get. Whether it's training or work experience, help with your CV or interview skills, or even money to pay for practical things like transport or childcare.

Contact: Catherine Cranmer, 28-30 Ferry Road Drive,
Edinburgh, EH4 4BR

tel: 0131 332 5016

fax: 0131 332 2834

web: www.workinglinks.co.uk

WORKTRACK

WorkTrack offers a range of employment related information and guidance to residents of Craigmillar.



- Access to Jobs, Training, a Future
- CVs
- Assistance with application forms
- Interview Skills Techniques
- Up to date job and training vacancies

Our Training Division also provides courses which are demand led to meet employers requirements and provides a 'tailored' experience for service users with possible job outcomes.

Contact: Martin Smith, Chief Executive, Worktrack,
32 Niddrie Mains Road, Edinburgh, EH16 4BG

tel: 0131 620 6220

e-mail: info@worktrack.co.uk

web: www.worktrack.co.uk

Sectoral Academies

One of the specific initiatives under Joined up for Jobs is the creation of sectoral employment academies which tailor training to the needs of their industries. They aim to assist employers and people seeking work to find the training and employment opportunities they need. Information about them can be found at www.joinedupforjobs.org.uk/Employment_Academies.

Current information and contacts for employment academies are given below:

Academy @ St James

The Academy's vision is to provide employability support to the employers within the St James Centre, Multrees Walk and throughout the City Centre. As a Training Provider and Employer Intermediary, the Academy is working to provide Edinburgh Employers with fully prepared, high quality candidates for the job. This is achieved by working closely with prospective candidates delivering employability skills sessions, specific skills training, assisting them to construct a CV and fully preparing them for interview.

Contact: Unit 100, St James Centre, Edinburgh, EH1 3SS

tel: 0131 556 9026

Childcare Academy

The Childcare Academy provides the opportunity to work with children and to gain a recognised childcare qualification for those who are unemployed.

Contact: North Edinburgh Childcare,
18b Ferry Road Avenue, Edinburgh, EH4 4BL

web: www.northedinburghchildcare.co.uk

Construction Academy

The Construction Academy provides a number of training programmes aimed at the unemployed in Edinburgh and the Lothians who are seeking a career in the construction industry. The programmes include Get Ready for Work that is aimed at 16-18 year olds, New Deal 18-24 and the Capital Build programme for those who are aged 18 and over.

Contact: Capital Skills, Inch Park, Old Dalkeith Road,
Edinburgh, EH16 4SU

tel: 0131 672 3540

web: www.edinburgh.gov.uk

Creative Industries Academy

The Creative Industries Academy provides a portfolio of education programmes and training designed to get people back into education or employment in the creative industries. Includes short courses which last 13 weeks with progression to National Certificate programmes.

Programme timetable:

NC programmes run September until June

Short courses start in Easter each year

Creative Industries course starts October

Training Programmes start June & November

Contact: 22 Palmerston Place, Edinburgh, EH12 5AL

tel: 0131 260 9721

e-mail: mail@accesstoindustry.co.uk

web: www.accesstoindustry.co.uk

Edinburgh Community Technology Academy

A Joined Up For Jobs initiative delivered across the City of Edinburgh.

Involving the Capital City Partnership, City of Edinburgh Council, Careers Scotland, Jobcentre Plus, Scottish Enterprise Edinburgh and Lothian, Edinburgh Chamber of Commerce and other key partners including Cisco Systems and Microsoft Inc, and with the help of an European Social Fund grant, ECTA programmes are offered at a range of training centres throughout the city of Edinburgh.

ECTA is part of the LearnDirect Scotland sponsored Industry Alliance for Jobs programme, which aims to improve the IT skills of 100,000 Scots by 2010, and help them to find long-term employment.

Contact: Karen Malone,
1 Hailesland Road, Wester Hailes, Edinburgh,
EH14 2QS

tel: 0131 442 1400
e-mail: info@ecta.org.uk
web: www.ecta.org.uk

Healthcare Academy

The Healthcare Academy offers a six week pre-employment course to prepare individuals for a clinical position and a career in the NHS. The course runs for three days a week (Tuesday to Thursday inclusive) from 09.30hrs to 16.00hrs. It includes team working, communication, moving & handling, basic life support, practice interviews, application forms and confidence building. The course includes two clinical placements.

Applicants must fit 'Training For Work' criteria.

Contact: Lesley Betts,
CPPD Department, Edenhall Hospital,
Musselburgh, East Lothian,
EH21 7TZ

tel: 07825 861 566 or 0131 536 8039 (ext 58039)
e-mail: lesley.betts@luht.scot.nhs.uk

Jobzone Plus at the Waterfront

A collaborative initiative between Edinburgh's Telford College, The City of Edinburgh Council, Capital City Partnership and Jobcentre Plus which provides a recruitment service for the North Edinburgh Community. The team provides a job matching service to link suitable candidates with job vacancies available within the Edinburgh waterfront regeneration project while providing information on training initiatives.

Contact: Edinburgh's Telford College
350 West Granton Road, Granton,
Edinburgh, EH5 1QE

tel: 0131 559 4951
web: www.jobzoneplus.co.uk

Public Sector Academy

The City of Edinburgh Council has more than 20,000 employees and over 4,000 vacancies each year. The Public Sector Academy helps unemployed city residents access these vacancies through a range of initiatives. These include training in filling out application forms, interview practice, training in the Council's core competencies and work experience placements.

Contact: Business Centre G6,
Waverley Court,
Edinburgh, EH8 8BG

tel: 0131 529 3727
fax: 0131 529 6210
e-mail: www.edinburgh.gov.uk/jobs

Social Care Academy

Runs four six week part-time courses per year covering, pre-employment social care sector skills training including work tasters with voluntary sector employers.

Craigmillar Social Enterprise and Arts Centre – SPACE

Contact: Pauline King,
11 Harewood Road, Edinburgh, EH16 4NT

tel: 07929 161716 or 0131 659 4706
e-mail: pauline.king@placesforpeople.co.uk

Other employment intermediaries

There are over 50 organisations varying in size from 4 to 40 staff who are listed in the Joined up for Jobs Directory. They provide specialist services to people with specific needs or barriers to work. See Joined Up For jobs directory at <http://www.joinedupforjobs.org.uk/directory/index.asp>

A4e Ltd

Job broker service offering customised training to help people in receipt of sickness or a disability related benefit and considering returning to work. Provides training and employment opportunities to unemployed people and offers New Deal programmes for those who qualify.

Contact: A4e Scotland Ltd, Southern Exchange House,
34 Earl Grey Street, Edinburgh, EH3 9BN

tel: 0131 228 8219
fax: 0131 228 9602

Apex Scotland

Apex Scotland addresses the employability needs of offenders, ex-offenders and young people at risk, improving their employment prospects and helping create safer communities. Clients within the City of Edinburgh can be referred through any agency or self-referral. Clients in the West Lothian Area can also be seen, however they must be referred through West Lothian Criminal Justice Services.

Contact: Unit 1, Bonnington Business Centre,
106 Jane Street, Edinburgh, EH6 5HG

tel: 0131 467 8300
fax: 0131 467 7914
web: www.apexscotland.org.uk

Bridges Project

The Bridges Project offers services for young people in East Lothian and Midlothian including employability support and personal development.



The Way2Work service is available to young people in both East Lothian and Midlothian. This service uses supportive local employers to provide flexible opportunities for work practice placements. The aim of the service is to help young people to acquire the 'soft' employability skills which are so valued by employers.

Contact: Bridges Project, Bogpark Road, Musselburgh,
East Lothian, EH21 6RT

tel: 0131 665 1621
e-mail: mail@bridgesproject.org.uk
web: www.bridgesproject.org.uk

Enable Scotland

Enable is a national charity for people with learning disabilities and their carers. In Edinburgh a service is available which helps people with learning disabilities to find the job they want and be supported through all parts of the job hunting process.

Contact: 46 Old Dalkeith Road, Edinburgh, EH16 4TD

tel: 0131 672 1541
fax: 0131 672 1877

High Support Needs

Consortium made up of organisations who enable disabled adults with complex and long term support needs to progress into employment with appropriate support.

Members include:

The Action Group

Contact: Norton Park, 57 Albion Road,
Edinburgh, EH7 5QY

tel: 0131 475 2315

fax: 0131 475 2316

Forth Sector

SPACE

Contact: 11 Harewood Road, Edinburgh, EH16 4NS

tel: 0131 659 4710

fax: 0131 659 4760

Intowork

Contact: Norton Park, 57 Albion Road
Edinburgh EH7 5QY

tel: 0131 475 2369

fax: 0131 475 2379

Passport and Transition Project

Passport, managed by Access to Industry, is a programme of personal support for those moving out of care, prison, drug and alcohol use, sex work and homelessness. Clients will be supported, challenged and motivated to move on into training, education and employment. Passport includes the Transition Project, a structured daily programme of study for recovering substance users.

Contact: 15 Blair Street, Edinburgh, EH1 1QR

tel: 0131 226 3006

fax: 0131 226 6277

web: www.accesstoindustry.co.uk/passport

PETE Project

PETE stands for Pathways to Education, Training & Employment. We work with adults of all ages who have a background of recent, significant substance misuse but are now stable and motivated to move forward with their lives. We work with each client to ensure that there are practical and solid goals for the future that will result in progression towards education, training or employment. We will fully support the client through this process. We offer a flexible programme that clients can adapt to suit their needs and we work closely with other organisations and agencies, to ensure that every individual receives the support that best fits their needs. PETE is funded by the Big Lottery and ELDAAT.



Contact: Therese Sives,
PETE Project Leader, 46 Millhill, Musselburgh,
East Lothian, EH21 7RN

tel: 0131 665 1067 or 07817162029

e-mail: tsives@eastlothian.gov.uk

web: www.peteproject.org

Remploy

Provides quality jobs and personal development for disabled people to enable them to fulfill their potential. Aim is to maximise the number of disabled people that gain and sustain employment.

Contact: 22-24 Earl Grey Street, Edinburgh, EH3 9BN

tel: 0845 1552590

fax: 0845 1552593

Skillnet

Skillnet works with black and ethnic minority people, including refugees and asylum seekers, within Edinburgh and the Lothians. Clients access education, training and sustainable employment opportunities.

Contact: Norton Park, 57 Albion Road, Edinburgh EH7 5 QY

tel: 0131 475 2451

fax: 0131 475 2496

web: www.skillnetedinburgh.org.uk

Spectrum

Spectrum is a person centred guidance, training and employability support service for vulnerable people with multiple and complex needs. The project can provide fast-track support into education, training and employment, or long term support to progress through a range of life transition stages.

Contact: Lorraine Buckley-Black,
28 North Bridge, Edinburgh, EH1 1QG

tel: 0131 225 6662

fax: 0131 226 3972

web: www.foursquare.org.uk

Turning Point Scotland (Pilot 9)

The programme includes 1:1 support and group work for individuals wishing to recover from their substance misuse.

Contact: Dave Crosbie,
Pilot 9 (Turning Point Scotland),
9 Forrest Road, Edinburgh, EH1 2QH

tel: 0131 226 5453

fax: 0131 226 5130

web: www.turningpointscotland.com

Women Onto Work

WOW provides women-only pre-vocational training courses for Edinburgh's most disadvantaged women, including those from BME communities. Personal development, job seeking skills and a work placement are key components of the course. Outcomes can be employment, education or training. Free childcare is provided. Benefits are not affected. Clients must be over 21.

Contact: Hazel Smith – Manager
Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

tel: 0131 475 2622

fax: 0131 475 2628

web: www.womenontowork.org

WorkDirections Ltd

Pathways to Work is a key part of the Government's aim to help more people on Incapacity Benefits find employment. We work in partnership with Jobcentre Plus and offer a variety of free services which can help you to find the job you want.

Managing your health: If you need assistance to manage your health condition while you look for work and when you start work, our in-house health specialists run workshops and offer one-to-one advice and support to help you prepare for employment.

You can access WorkDirections' Pathways to Work provision if you qualify under one of two criteria:

1. If you are making a new or repeat claim for Incapacity Benefits from December 3rd 2007 in one of the areas listed below, you will automatically become a client on a WorkDirections Pathways to Work programme (unless you are exempted from the programme on health grounds).
2. If you were already claiming Incapacity Benefits before December 3rd 2007 and live in Edinburgh, Lothians and Borders, you can choose to join our Pathways to Work programme and benefit from the support on offer.

Offices:

Edinburgh:

Ground Floor, Capital House, The Exchange,
2 Festival Square, Edinburgh EH3 9SU
tel: 0800 321 3139 (free from landlines)
e-mail: info@workdirections.co.uk

West Lothian:

Stadium House, Alderstone Road, Livingston,
EH54 7DN
tel: 0800 321 3139 (free from landlines)
e-mail: info@workdirections.co.uk

East Lothian:

Lauder College, Eskmills Park,
Musselburgh Business Park, Station Road,
Musselburgh, EH21 7PQ
tel: 0800 321 3139 (free from landlines)
e-mail: info@workdirections.co.uk

Working for Families

Free, confidential support for parents/carers within the Edinburgh area (including Kirkliston, Newbridge, Queensferry and Ratho), who are working, wanting to work or who may want to access training, work placements, volunteering or other relevant opportunities. Provides job related advice, support and funding, such as help with CVs, job applications and interview skills. They can also provide links to job clubs, workshops and sessions to support your plans to return to work as well as practical support and grants to help with work related expenses – such as travel expenses and clothes for interview and work.

They can help with information on a wide range of courses offered by local colleges and community education providers. Courses supplied by employment academies can help you access jobs in childcare, construction, healthcare and IT. If you need advice, support and funding for childcare they can help you work out childcare solutions to meet your needs while you are training or starting work.

tel: 0800 432 0044
fax: 0131 529 6210
e-mail: workingforfamilies@edinburgh.gov.uk
web: www.edinburgh.gov.uk/workingforfamilies

Family Learning

Family Learning encourages parents to develop their own learning along with that of their children.

Family Learning

Family Learning is a Council initiative, working with parents and carers who wish to stay involved in their children's learning and to develop their own learning.



web: www.familylearning.edin.org

City of Edinburgh

South Edinburgh

Pauline Ross
South Bridge CE Base, Infirmary Street, EH1 1LT

tel: 0131 558 3545

e-mail: pauline.ross@ea.educ.sch.uk

Jane Prowse
Goodtrees Neighbourhood Centre,
5 Moredunvale Place, EH17 7LB

tel: 0131 672 2629

e-mail: jane.prowse@ea.educ.sch.uk

North Edinburgh

Karen Buist
Duncan Place Resource Centre, 4 Duncan Place, EH6 8HW

tel: 0131 555 6035

e-mail: karen.buist@ea.educ.sch.uk

Alan Addison (Tues, Wed, & Thurs mornings)
Community Education Office, Broughton Community High School
1 Carrington Road, EH4 1EG

tel: 0131 332 6316

e-mail: alan.addison@ea.educ.sch.uk

South West Edinburgh

Lorna Hoy
Platform Learning Centre, 96 Wester Hailes Road, EH14 3HR

tel: 0131 458 5082

e-mail: lorna.hoy@ea.educ.sch.uk

East Edinburgh

Barbara Middleton

tel: 0131 661 7463

e-mail: barbara.middleton@ea.educ.sch.uk

Helen Purves
Castlebrae Community Education Base, Greendykes Road,
EH16 4DP

tel: 0131 661 7463/ 4754

e-mail: helen.purves@ea.educ.sch.uk

West Edinburgh

Mhairi McNeill
Broomhouse Community Learning & Development Office,
Broomhouse Primary School, 39 Saughton Road, EH11 3RQ

tel: 0131 443 4886

e-mail: mhairi.mcneill@ea.educ.sch.uk

Citywide work with targeted groups

Heather Muchamore
(Secondment: Work with black and ethnic minority ethnic
parents/inclusion) Duncan Place Resource Centre,
4 Duncan Place, EH6 8HW

tel: 0131 555 6035

e-mail: heather.muchamore@ea.edin.sch.uk

East Lothian Council

Connie Crawford, Continuing Education Unit,
31 Court Street, Haddington, EH41 3AE

tel: 01620 827492/7280

Midlothian Council

Anne McConaghy, Team Leader,
Community Learning and Development,
Fairfield House, 8 Lothian Road, Dalkeith, EH22 3ZG

tel: 0131 271 3708

e-mail: anne.mcconaghy@midlothian.gov.uk

Family Learning MALANI

tel: 01875 825086

e-mail: malani@midlothian.gov.uk

Family Literacies

Jenny McPherson

tel: 01875 821765

e-mail: jenny.mcpherson@midlothian.gov.uk

Family Learning

PEEP (Peers Early Education Project)

Jan McHaffie

tel: 01968 674081

e-mail: strathesk.NS@midlothian.gov.uk

Working for Families

Elaine Brown

Exploring ways of helping parents and carers into employment
and training.

tel: 0131 561 5401

e-mail: elaine.brown@midlothian.gov.uk

West Lothian Council

Simon Henderson
Broxburn Family Centre, 1-3 Henderson Place,
Broxburn, EH52 6EY

tel: 01506 857158

e-mail: simon@broxburnfamilycentre.org

web: www.broxburnfamilycentre.org

The CA(i)RE Project

The Ca(i)re Project provides free classes for carers (such as art, relaxation, computing and more), and support for anyone who cares for someone on an unpaid basis.

(See our main entry on page 22)

Contact: Sunil Bhatnagar, Co-ordinator

tel: 0131 446 3321

e-mail: bhatnagars@ericliddell.org

First Step Community Project

We are a community managed project for families with young children living in the East Musselburgh area.

We offer parents the opportunity to gain skills and confidence through learning and involvement in the decision making and management of the project. We also run a programme of adult learning opportunities which is varied and offers learning opportunities suggested by parents, from computing to assertiveness training.



First Step provides quality childcare to local families and a weekly crèche session. We also provide an outreach service, a sleep clinic and a drop-in for young parents. Dads work project, based at First Step, provides a weekly support group for dads.

Contact: Allie Cherry, Project Manager,
37 Galt Avenue, Musselburgh, EH21 8HU

tel: 0131 665 0848

e-mail: firststep1@btconnect.com

Stepping Stones for Young Parents

We offer young parents and pregnant teenagers the opportunity to access a wide variety of courses, educational and recreational. The courses are ongoing and individuals are encouraged to work at their own pace. Some courses are supervised by community education staff and are certified. Each individual is given regular appointments where they can be helped to plan their future educational and training needs. All courses plus childcare are **FREE**. We also offer individual and/or family counselling and offer support with welfare and housing issues.



Contact: Marilyn Keilloh, Co-ordinator,
10 Wardieburn Road, Edinburgh, EH5 1LY

tel: 0131 551 1632

e-mail: ststnorthed@hotmail.com

Libraries

Did you know that there are over 140 libraries in the City of Edinburgh alone, along with many others in East, Mid and West Lothian? Many are run by the local authority in your area and their details can be found on each local authority's website (see Useful Information Sources page 80). Within Edinburgh, you can obtain the Edinburgh Libraries Guide which summarises what resources are held at which libraries, where and how you can get access, and the specialist areas covered by particular libraries.

Many libraries have information on local learning opportunities and on help and support services that are available. Many more have online computers you can use to access the Internet and a number of libraries have learning centres with staff on hand to assist you with a variety of learning materials.

East Lothian Library Services

We provide free public internet access in all libraries. We provide a free ECDL-type learning package, though registration for exams etc has to be done with an official provider. We run a computer buddy scheme to help anyone get started using computers or anyone who is having problems using software packages.



Contact: Alison Hunter, Principal Libraries Officer,
Library & Museum HQ, Dunbar Road, Haddington,
EH41 3PJ

tel: 01620 828200

e-mail: jstevenson@eastlothian.gov.uk

web: www.eastlothian.gov.uk

Edinburgh City Libraries and Information Services

Edinburgh City Libraries provide information and resources for leisure and educational pursuits at 26 locations citywide and via the mobile library service.



Your local library provides information on education and training. This includes local and national long and short courses, newspapers and company information. The People's Network gives free access to PCs with Microsoft Office applications, Internet and web-based e-mail at all libraries. Learning Centres based within certain libraries offer flexible learning opportunities and materials to suit your needs. Check the libraries website for current information and new developments and look at the Learning Sphere on the site for more ideas for learners.

Resource Centre for People with Disabilities

tel: 0131 242 8136

Library Headquarters,

Central Library, George IV Bridge, Edinburgh, EH1 1EG

tel: 0131 242 8000

Find your local library's contact details on the website at:
www.edinburgh.gov.uk/libraries
and click on List of Libraries

Midlothian Libraries Live IT

All libraries in Midlothian have Live IT Learning Centres with up to 10 bookable computers. Courses on various aspects of computing are run on a regular basis such as "Computing for the Terrified" and web page design. Taster sessions showing you how to use the Internet can often be arranged at a time to suit you. Live IT Sidekicks are available to help if you prefer personal assistance. Assistive technology and software are available for those with physical or learning disabilities, including dyslexia. Access to the computers and the Internet is **FREE**.



Contact: Philip Wark, Principal Librarian,
Midlothian Libraries, Library HQ, 2 Clerk Street,
Loanhead, Midlothian EH20 9DR

tel: 0131 271 3971
e-mail: library.hq@midlothian.gov.uk
web: www.midlothian.gov.uk/library

Scottish Poetry Library

The Scottish Poetry Library has an unrivalled collection of 30,000 items, many of which are available to borrow in person or by post. Visit our award-winning building to discover:



- twentieth century and contemporary Scottish poetry
- a wide range of poetry from around the world
- a children's area with a junior collection
- poetry for young people
- CDs and tapes
- braille and large print material
- literary magazines
- an extensive cuttings collection
- resources for teachers
- readings and events ...and more

Find us just along from the Scottish Parliament and Our Dynamic Earth.

Contact: Julie Johnson, Librarian,
5 Crichton's Close, Canongate, Edinburgh,
EH18 8DT

tel: 0131 557 2876
fax: 0131 557 8393
e-mail: inquiries@spl.org.uk
web: www.spl.org.uk

Specialist Opportunities

The organisations listed in this Guide have developed their courses and learning opportunities to enable all learners to participate. However, the needs of specific groups, or learners with a particular area of interest, are also catered for.

Specific learning opportunities include those for Women, Minority Ethnic Groups, Homeless People, People With Disabilities, People with Mental Health Issues, the 50+ and specialist interest groups including ICT. Other providers, such as universities and colleges also offer opportunities aimed at specific groups so also see:

Core skills starting on page 20
Community based learning opportunities starting on page 25
Universities and colleges starting on page 74

50+

Age Concern Edinburgh Computer Project

This project encourages new and non-confident members of the public aged 50+ to learn skills in basic computing, how to send e-mails and access the Internet thus broadening their education. The project offers the opportunity to make new friends and enable people to keep in touch with family and friends locally, nationally and internationally.



Contact: Jenny Ridge, Chief Exec,
Caledonian House, 42 Caledonian Crescent,
Edinburgh, EH11 2AG

tel: 0131 477 3883

e-mail: ageconcernedinburgh@btinternet.com
jenny@aceit.org.uk

web: www.aceit.org.uk
www.edinburghsilversurfers.co.uk
http://www.aceit.org.uk/moose.htm

Ageing Well – North East and South Central Edinburgh

Ageing Well projects aim to improve health and well-being amongst older people (those aged 50+). Volunteers are recruited to the project in order to provide their peers within the local community with the support, encouragement and information they require to lead a more healthy, active lifestyle. Volunteers undertake an induction programme that explores topics such as team work, communication & listening skills and health promotion for example. Should a Volunteer wish to undertake further training, there are opportunities to become qualified Walk, Cycle and Seated Exercise Leaders and undertake First Aid training for example.



Contact: Anita Jefferies, Ageing Well Manager,
141 London Road, Edinburgh, EH7 6AE

tel: 0131 652 2178

e-mail: AnitaJefferies@edinburghleisure.co.uk

web: www.edinburghleisure.co.uk

Dove Centre

We support older people to remain as independent as they can be through mentally stimulating activities, the promotion of physical well-being and socially interactive activities. Older people are also encouraged to be volunteers and to support less able-bodied older people. Our programme offers opportunities for personal development, support and learning in computing, art/craft, social history, aromatherapy, needlecraft and gentle exercise. We also offer a programme in volunteer training and development.



Contact: Caroline McKinna, Administrator,
26 Hailesland Place, Edinburgh, EH14 2SL

tel: 0131 453 4656

e-mail: dovecentre@hotmail.com

Get up and go

Get up and go is an activities and opportunities programme aimed at people aged 50 years and over, including elders from the black minority ethnic community. It provides you with details of social, educational, cultural, sport and leisure opportunities that are currently running in the city.



Contact: Ruth McAlpine, Special Projects Officer,
City of Edinburgh Council,
Corporate Services Department, Culture and Sport
Level C:1, Waverley Court, 4 East Market Street
Edinburgh, EH8 8BG

tel: 0131 529 7988

e-mail: getupandgo@edinburgh.gov.uk

web: www.edinburgh.gov.uk/getupandgo

The Discovery Award Association

This Association is a voluntary group for people aged 50+, based on the Duke of Edinburgh Award Scheme. We are a social group, encouraging members to further their knowledge and experiences and to take up new challenges. Although we do not offer classes, we can point members in the right direction, talk through their interests, and can often form groups for various hobbies and activities. Our group meets at Drummond Community High School.



Contact: Mandy Toogood, Community Programme Manager,
Drummond Community High School
41 Bellevue Place, Edinburgh, EH7 4BS

tel: 0131 556 2651

e-mail: Mandy.Toogood@drummond.edin.sch.uk

Homelessness

Bethany Christian Trust

Bethany works with homeless and vulnerable people by providing training in English, maths, IT, distance learning as well as life skills and job seeking skills. We offer courses at a basic or more advanced level leading to a qualification. Other courses offered include creative writing, an art group and anger management, men's and women's groups.



Contact: Bethany Hall, 18 Jane Street, Edinburgh, EH6 5HD
tel: 0131 467 3030
e-mail: info@bethanyct.com
web: www.bethanychristiantrust.com

Bridges Project

Bridges Project offers young people in Midlothian and East Lothian an education and training programme to develop the confidence and core skills necessary to sustain mainstream employment, training and education. Most work is done on a one-to-one basis, including literacy and numeracy support, either in our own premises or on outreach. The service is customised to the requirements of each individual and takes into account their personal interests as well as barriers. We also offer small group work to enhance young people's employability skills.



Contact: Fiona Langskaill,
 Head of Education and Employability,
 Bogpark Road, Musselburgh, EH21 6RT
tel: 0131 665 1621
e-mail: mail@bridgesproject.org.uk
web: www.bridgesproject.org.uk

Edinburgh Cyrenians

The Trust works with homeless people to provide access to recreation, training, volunteering, educational and employment opportunities.



Edinburgh Cyrenians provides a flexible range of learning opportunities and support for people who are rebuilding their lives after homelessness. Many of our clients are being provided with housing by the charity although external referrals are accepted.

Contact: 57 Albion Road, Norton Park, Edinburgh, EH7 5QY
tel: 0131 475 2354
e-mail: admin@cyrenians.org.uk
web: www.cyrenians.org.uk

Spectrum

Spectrum is an integrated service of guidance, learning and progression support working with individuals and groups from the 'hardest to reach' client groups, including those with a background of homelessness, offending, drug/alcohol problems, mental health issues, attitudinal/behavioural issues, etc.



The service is designed to accommodate and facilitate both gradual and fast-track advancement of individuals with complex issues and needs, towards accessing and sustaining progress in education, training and/or employment.

The Spectrum support service and capacity building programme can be used equally effectively by individuals who are new to learning, those who want to prepare for a return to education or employment, or to complement/supplement work being undertaken with other education, training or employment agencies.

The Spectrum service offers:

- Literacy, learning and employability guidance and assessment
- Individual learning/career planning
- A pre-employability capacity building programme – '**Personal Power and Effectiveness**'
- Ongoing one-to-one guidance and learning support
- Progression strategy planning and placement negotiation
- Negotiated aftercare co-ordinated with other agency support
- Facility for re-entry into guidance/support services if progression breaks down

Contact: Lorraine Buckley-Black, Project Manager,
4th Floor, 28 North Bridge, Edinburgh, EH1 1QG

tel: 0131 225 6662

e-mail: spectrum@foursquare.org.uk

web: www.foursquare.org.uk

ICT

Adult Learning Link

Adult Learning Link offer a free and impartial service to adult learners in the greater Craigmillar area. Our drop-in centre offers a constantly evolving range of courses including everyday reading and writing support, working with numbers, preparation for the driving theory test, introductory computing and dedicated careers guidance.



We also offer broadband computer access, study support, job search skills and a large careers and information library. Our job search skills include CV writing, preparing for selection interviews, writing effective letters of application, local labour market information and redundancy counselling. Our service includes 1-1 support as well as a series of groups and workshops in our centre and various outreach locations.

Contact: Mark Robertson/Fiona Evans,
58-60 Niddrie Mains Road, Edinburgh, EH16 4BG

tel: 0131 652 6324

e-mail: adultlearning.link@zen.co.uk

web: www.adultlearninglink.edin.org

Digital Unite Edinburgh

Digital Unite Edinburgh is one of over 70 mature, patient and professional trainers in the UK (3 of us in Scotland). I specialise in teaching beginners and the hard to reach of any age or ability. I will give you 100% attention in your own home or workplace on your own computer, with time by arrangement to suit you.



I also have experience of working in sheltered housing complexes, libraries and working with people who are physically disabled.

I am a Branded Learning Centre with learndirect scotland and qualified to teach and test the European Computer Driving Licence. As an ILA Scotland learning provider you could get up to £200 towards the cost of your training.

Contact: Bob Orr, Trainer,
Digital Unite Scotland
14 Halmyre Street, Edinburgh, EH6 8PZ

tel: 0131 554 5735

e-mail: bob.orr@digitalunite.net

web: www.digitalunite.net

Holyrood Community ICT Association

This project aims to promote access to ICT and offer accessible learning opportunities to people in the Holyrood/Old Town and Southside areas in Edinburgh. Currently, we offer open access, using computer based training, and there are plans to work in partnership with further education institutions to broaden the range of learning and training opportunities offered. The facilities include ten networked computers with Internet access. Use of the facilities and Internet access is **FREE**.



Contact: Stephen Martin, Project Co-ordinator,
Holyrood Court, Dumbiedykes Road, Edinburgh,
EH8 8AN

tel: 0131 558 7804

e-mail: staff@holyroodcommunity.org.uk

web: www.holyroodcommunity.org.uk

JHP Training – Edinburgh

We are a city centre learning centre offering flexible computer training and certificated courses. A wide variety of opportunities are available and are tailored to individual needs. Working closely with Careers Scotland, we can advise on the best route forward at a pace and level to suit everyone.



Contact: Mary Anne Watson, Training Manager,
25 Frederick Street, Edinburgh, EH2 2ND

tel: 0131 226 1647

e-mail: edinburgh.business.centre@jhp-group.com

web: www.jhptraining.com

Midlothian Text

We offer opportunities for **FREE** computer training in a friendly, relaxed, supportive environment to anyone who has/is suffering from mental health problems, unemployment or redundancy. Students are encouraged to learn at their own pace, in a learndirect branded learning centre, in any of the following training courses: keyboard skills, Internet, e-mail, word processing, basic computing or general office skills. Courses leading to a European Computer Driving Licence (ECDL) qualification are offered. We offer the opportunity to move on to college courses and provide a stepping-stone to supported or mainstream employment. **FREE** taster sessions are available.



Contact: Charlie Parker, Locality Manager,
Community Education Offices, 8 Academy Lane,
Loanhead, EH20 9RP

tel: 0131 448 2965

e-mail: midtext@btconnect.com

MiTech – Midlothian IT Training Centre

A PC training group that offers a package of support designed to assist women in Midlothian to gain skills and qualifications for entry to the workplace including IT training, personal development, core skills, job search, work experience placements, guidance and support into employment or a higher skills course. All training courses are **FREE**. Childcare and travel costs are met. Courses are run in a friendly supportive environment where you learn at your own pace with lots of help from tutors. Courses last 19 weeks with a minimum attendance of 22 hours per week at the training centre. Flexible attendance pattern available. Part financed by the European Union.



Contact: Marina Miller, Project Manager,
Greenhall Centre, Gowkshill, Gorebridge, EH23 4PE

tel: 01875 825004

e-mail: mitech@midlothian.gov.uk

Nisus Scotland

We provide free integrated training courses in Information & Communication Technology, personal development and employability skills for unemployed people living in Edinburgh. We support individuals who:



- Have a disability or a health concern
- Have care responsibilities
- Are from black and minority ethnic communities
- Have refugee or asylum seeker status
- Are female with no, low or outdated qualifications
- Are women returners
- Lone parents

Courses normally last 12-20 weeks.

Contact: Administrator,
121 Giles Street, Edinburgh, EH6 6BZ

tel: 0131 554 5656

e-mail: info@nisusScotland.org.uk

web: www.nisusScotland.org.uk

Quaytech Training at Nisus Scotland

Quaytech offers a range of IT training services including short courses in computer software applications, room hire and training materials. Courses can be tailor-made to an organisation's unique requirements. We are an ECDL testing centre and offer ECDL and advanced ECDL qualifications. We are also a recognised MOS Academy, and offer accredited Microsoft Office Specialist. The project is part funded by the European Social Fund, which enables Quaytech to subsidise training costs for the voluntary sector. Quaytech is part of Nisus Scotland, which is a recognised ILA Scotland provider. For some of our courses there may be £200 ILA Scotland funding available - subject to eligibility.



Contact: Melissa Grenfell, Project Co-ordinator,
121 Giles Street, Edinburgh, EH6 6BZ

tel: 0131 554 5656

e-mail: Melissa.Grenfell@nisusScotland.co.uk

web: www.nisusScotland.co.uk

Telford Learning

The Centre offers adults an opportunity to learn about computers and learn with computers in a friendly and supportive environment. Students can also use the Centre for independent study. While the Centre specialises in courses for beginners, students can achieve SQA modules. Students can use the Centre as a bridge to further study at college.



Contact: Dave Stewart and Linda McCormick,
Centre Administrators,
Muirhouse Shopping Centre, Pennywell Road,
Edinburgh, EH4 4TZ

tel: 0131 332 2310
e-mail: telfordlearning@btinternet.com

User Friendly Professional Computer Services

At User Friendly we are dedicated to delivering a high quality, tailored service to the local and wider community for those who wish to learn new computer skills and gain qualifications, enhancing an individual's value for both themselves and an employer.



We have equipment from Abilitynet, specially adapted for people with a wide range of disabilities.

User Friendly is a mobile testing centre for the European Computer Driving Licence (ECDL) and ECDL Advanced programmes. We also offer distance learning opportunities for self-paced study towards these qualifications. Testing carried out at student's home or place of work.

We are a learndirect scotland Branded Centre and are accredited to accept individual learning account vouchers (ILAs) for these qualifications.

Contact: Janet Mundy, Owner,
55 Broombank Terrace, Edinburgh, EH12 7NZ

tel: 0131 467 1872
e-mail: Janet@user-friendly.co.uk
web: www.user-friendly.co.uk

Minority Ethnic Groups

APNA (Wester Hailes Asian Women's Group)

We aim to bring isolated women together, to provide support to Asian families in West Edinburgh and to develop better relationships between communities. APNA is working to raise awareness of Asian culture. The group meet on Tuesdays between 11.30 - 2.30pm, in Clovenstone Community Centre and activities include a lunch club, outings and visits for women and children. Occasional courses include Family Literacy, 'Options and Choices' and Health Issues in the Community. Childcare facilities are available.

They also provide occasional 'English as a Second Language' classes during group meeting times. Contact Nargus Masood on 453 4561 for further details.

Contact: Nargus Masood,
Clovenstone Community Centre,
54 Clovenstone Park, Edinburgh

tel: 0131 453 4561

e-mail: Janet.Easton@ea.edin.sch.uk

Black Community Development Project – Greater Pilton

We provide advice, information, support, education, training and cultural activities to black/minority ethnic people of all ages in Greater Pilton. We also provide youth groups for children & young people between the ages of 5 and 16 years old.



Contact: Adil Ibrahim, Community Development Worker,
Room D6, Craigmoynton Community High School,
Pennywell Road, Edinburgh, EH4 4QP

tel: 0131 467 7990

e-mail: administrator@bcdp.org.uk

web: www.bcdp.org.uk

Community Based ESL

English language provision for speakers of other languages who are permanent residents or refugees. Courses run from one day a week to full-time and cater for a range of interests such as: general English; preparation for work or vocational training; using computers to learn English; and public service interpreting. Courses are run in a variety of community-based centres, some of which have crèches.



Contact: Ann Morgan-Thomas, Curriculum Leader,
Stevenson College Community-based ESL, Duncan
Place Resource Centre, 4 Duncan Place, Edinburgh,
EH6 8HW

tel: 0131 535 4630

e-mail: cbesl@stevenson.ac.uk

web: www.stevenson.ac.uk

Edinburgh Chinese Elderly Support Association (ECESA)

We provide educational and recreational activities such as a lunch club, day care, home visits and welfare rights information and advice to the elderly Chinese community in Edinburgh and the Lothians.



Contact: Ben Yuen, Co-ordinator,
25 Home Street, Edinburgh, EH3 9JR

tel: 0131 228 5808

e-mail: ecesa@fsmail.net

Edinburgh Chinese School

We have Cantonese and Mandarin language classes running every Saturday from 1-3pm at Drummond Community High School, 41 Bellevue Place, Edinburgh EH7 4BS. They are from beginners to GCSE/A-Level.



There are also cultural classes such as Chinese dance, Chinese calligraphy and Chinese painting from 11-1pm. The aims of the classes are to offer opportunities for the public to learn these traditional Chinese art forms.

We also provide information and talks on Chinese Festivals and/or stories.

Contact: Kathy Miller, Head Teacher
PO Box 6888, Portobello, Edinburgh EH15 2WQ

tel: 07946 429 475

e-mail: edinchineseschool@yahoo.co.uk

web: www.edinchineseschool.uk.org

Edinburgh Ethnic Enterprise Initiative

Edinburgh Ethnic Enterprise Initiative provides advice, guidance, support and training to suit the needs of the ethnic business community.



We also promote opportunities and signposts to other sources of additional support in the public and private sectors.

We offer networking opportunities through business showcase events and seek to inform the ethnic business community of current news and issues.

Contact: Roger Horam, Projects and Partnerships,
Capital House, 2 Festival Square, Edinburgh,
EH3 9SU

tel: 0131 221 2999

e-mail: ethnicenterprise@edinburghchamber.co.uk

web: www.edinburghchamber.co.uk

Edinburgh & Lothians Racial Equality Council

Edinburgh & Lothians Racial Equality Council (ELREC) is a voluntary body and charitable company made up of individual members and representatives from a wide range of organisations. ELREC has a remit to work across the areas of the City of Edinburgh, East, West and Midlothian Councils.



We aim to work towards the elimination of racial discrimination and harassment, promote equality of opportunity and good relations between persons of different racial groups, and organise co-operation of the statutory authorities and voluntary organisations. We can help if you have been racially harassed or discriminated against.

Contact: Nina Giles, Director,
14 Forth Street, Edinburgh, EH1 3LH

tel: 0131 556 0441

e-mail: admin@elrec.org.uk

web: www.elrec.org.uk

LINKnet Mentoring Ltd.**General Mentoring****Project**

By providing one-to-one support, mentors will help individuals develop their skills and knowledge to enable them to achieve their goals in their career, education or personal life.

'16-24 -Job Ready' Project

Once minority ethnic (Black Minority Ethnic) school leavers and graduate mentees are recruited they will be given induction by public or private sector employers. They are then allowed to pick one or two potential employers of their choice. At the next stage LINKnet attempts to provide a mentor to the mentee from the potential employer. Mentoring then starts to help the mentee to get employment with the desired employer or at least with an employer in a similar field.

Political Mentoring Project

To develop 10-15 people from disadvantaged groups (minority ethnic, refugees, disabled people, gender/trans-gender, faith communities, different sexual orientations, traveller communities etc) to play leading roles in civic engagements in Scottish society. They can aspire to become an MSP, a Councillor, area organizer, representative of a public body or an employee at policy making level etc.

LINKnet's Resource Centre

It is operational with 10 brand new computers with broad-band internet facilities. Resource centre also holds other relevant information regarding further / higher education and employment. All minority ethnic people can use the resource centre free of charge.

Open Monday and Friday, 10am – 4pm. Booking is essential.

LINKnet Forum

Our new online forum will provide you with information and resources to support your mentoring partnership including:

- Current Job Vacancies
- CVs and Application Forms
- Interview Skills
- Information on Training
- Language support resources
- Events – seminars, careers fairs, etc
- Important Notices
- Useful Websites
- Frequently Asked Questions

Please visit: www.linknetmentoring.org.uk/forum

Contact: Lisa Lam & Deborah Byrne,
Out-Reach Mentoring Development,
31 Guthrie Street, Edinburgh, EH1 1JG

tel: 0131 225 6284

e-mail: info@linknetmentoring.org.uk

web: www.linknetmentoring.org.uk

MILAN (Senior Welfare Organisation)

Milan is a charity for Asian people over the age of 50 from India, Pakistan, Bangladesh and Mauritian communities in Edinburgh and Lothians. The organisation meets social, cultural, recreational, language and care needs. It provides information/advice and a befriending service/Home visiting and Community Planning Services.



It also provides a Lunch Club three days per week.

Tues 10.00am to 3.00pm- 44 Buchanan Street
Wed 10.00am to 3.00pm - 44 Buchanan Street
Thurs 10.00am to 3.00pm - 23 Jameson Place

The Thursday group is specifically for people suffering from Dementia & Physical Disabilities.

Contact: Neena Agarwal, Manager,
Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

tel: 0131 475 2307
fax: 0131 475 2319
e-mail: admin@milanswc.org

Nari Kallyan Shangho (NKS)

NKS is a health and welfare organisation for South Asian women and children in Edinburgh. Some of the services provided are:



- outreach/befriending service
- one-to-one advice, information, support
- advocacy work
- training/courses
- conferences/seminars
- group work
- health education/promotion
- childcare
- newsletter

Contact: Khalda Jamil, Administrative Worker,
Darroch Annexe, 7 Gillespie Street, Edinburgh,
EH3 9NH

tel: 0131 221 1915
e-mail: nks@nkshealth.co.uk
web: www.nkshealth.co.uk

Saheliya

Provides a safe and confidential service which supports the mental health and well-being of black and ethnic minority women in Edinburgh. Some of the services include counselling, befriending, one to one support and complementary therapies. A **FREE** crèche is provided for under 5s. Most of the main community languages are spoken within the staff team.



Contact: Samina Dignpal, Finance Officer,
10 Union Street, Edinburgh, EH1 3LU

tel: 0131 556 9302
e-mail: saheliya@connectfree.co.uk
web: www.saheliya.org.uk

Sikh Sanjog

Sikh Sanjog provides advice, information and a link to members of the Edinburgh Sikh community and local resources, taking into account cultural issues which may affect women in particular. We offer a range of activities that reflect cultural and social needs and an employment guidance service to help members access appropriate training and employment opportunities.



Contact: Sikh Sanjog,
22 Laurie Street, Edinburgh, EH6 7AB

tel: 0131 553 4737

e-mail: info@sikh-sanjog.com

web: www.sikh-sanjog.com

Skillnet Edinburgh

Skillnet Edinburgh aims to increase access to training, education and sustainable employment for black and minority ethnic communities living in Edinburgh and the Lothians. We offer a package of pre-vocational training, workshops, adult guidance and advocacy support. Structured courses comprise personal development, employability, language support and ICT.



Contact: John Singh, Development Officer,
Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

tel: 0131 475 2451

e-mail: admin@skillnetedinburgh.org.uk

web: www.skillnetedinburgh.org.uk

People With Disabilities

Artlink Edinburgh & Lothians

Artlink is a disability arts development organisation for Edinburgh and the Lothians. Artlink provides a variety of services that offer people the opportunity to access and/or participate in the arts.



Contact: Vanessa Cameron, Administrative Co-ordinator,
13a Spittal Street, Edinburgh, EH3 9DY

tel: 0131 229 3555
e-mail: info@artlinkedinburgh.co.uk
web: www.artlinkedinburgh.co.uk

EUS Community Learning Centre

EUS Community Learning Centre offers people from disadvantaged groups the opportunity to take up computer training using the latest technology with the facility of a personal tutor. We also provide tuition for core skills, literacy and numeracy, childcare programmes and career guidance.

(For more information see our main entry on page 72)

Contact: Ron McFarlane, Training Manager
EUS Community Learning Centre,
New Parliament House, Building 3, 5-7 Regent Road,
Edinburgh, EH7 5BL

tel: 0131 550 6808
e-mail: ronmcf@eus.org.uk
web: www.eus.org.uk

FlexIT at Nisus Scotland

FlexIT provides eligible adults with free training and support into employment.



Our course is student-centred, with a flexible booking system.

Students are supported by IT tutors and volunteers to work on a wide range of SQA, ECDL (European Computer Driving Licence) and Microsoft qualifications. Students are able to access Personal Development sessions e.g. confidence building.

Students can become a volunteer trainer or complete a voluntary work placement. In addition to our IT training, we also offer support for people with their Literacy and Numeracy.

FlexIT is jointly funded by the ESF and the Big Lottery Fund.

Contact: Jacqueline Wilson, Administrator,
121 Giles Street, Edinburgh, EH6 6BZ

tel: 0131 554 5656
e-mail: info@nisusscotland.co.uk
web: www.nisusscotland.co.uk

Incapacity Benefit Advisers (Jobcentre Plus) Lone Parent Adviser Team

The team of specialist advisers helps lone parents and people with health conditions find and retain employment through a network of Specialist Advisers based in every Jobcentre Plus Office.



We offer support on an individual basis to identify and overcome barriers, providing information on a huge range of issues including financial assistance, childcare, training, the local labour market, benefits and entitlements.

We work in partnership with local organisations such as WorkDirections who deliver the Pathways to Work Programme and support people with health conditions into suitable and lasting jobs.

We also work with employers looking to retain people with a new disability or health problem. Contact your local Jobcentre Plus Office.

Contact: Elaine Brown, Adviser Services Manager,
High Riggs Jobcentre, 20 High Riggs,
Edinburgh, EH3 9HU

tel: 0131 456 4045

e-mail: Elaine.Brown2@jobcentreplus.gsi.gov.uk

web: www.jobcentreplus.gov.uk

Lead Scotland

Lead (Linking Education and Disability) in Edinburgh and the Lothians supports disabled 16-25 year olds to access learning. Organisers provide guidance on what resources and services are available; help to develop a personal action plan; provide a trained volunteer to support learning in a place to suit the student e.g. home, community centre or college. They can provide a computer to help the student with their studies. Their services are **FREE**. Agency or self-referrals are welcome.



Contact: Celia Ogilvie, Lead's Edinburgh Organiser,
Lead Scotland, Queen Margaret University College,
Clerwood Terrace, Edinburgh, EH12 8TS

tel: 0131 331 3237

e-mail: cogilvie@lead.org.uk

web: www.lead.org.uk

Leonard Cheshire Workability

The project provides adults with a disability, with computer equipment in their own homes, training them in new skills and providing them with help in the job search process.



As well as free computer equipment (delivery expenses must be paid), Workability participants will be given Microsoft software and will become registered college students studying via distance learning or with other locally based training organisations. Training in Information Technology applications is offered, leading to nationally accredited qualifications.

A network of 'computer volunteers' is available to provide advice on setting up and using equipment at home.

Contact: Doug Ross,
Innovative Project Officer,
Leonard Cheshire Scotland, Murrayburgh House,
17 Corstorphine Road, Edinburgh, EH12 6DD

tel: 0131 346 9040

e-mail: workability@scot.leonard-cheshire.org.uk

web: www.leonard-cheshire.org

Lung Ha's Theatre Company Enabling Inclusion in Theatre

Lung Ha's Theatre Company provides opportunities for adults with learning difficulties to become actively involved in the performing arts. The company produces two new plays each year – one for the Full Company of forty in Edinburgh and Glasgow and the other a small-scale production that tours the country. Lung Ha's Theatre Company also runs an extensive outreach and education programme.



The Company has produced over 30 original works for the stage since its inception in 1984. Lung Ha's Theatre Company gratefully acknowledges the support of the Scottish Arts Council, the City of Edinburgh and Midlothian Council.

Contact: Michael Fraser, Company Manager,
Eric Liddell Centre, 15 Morningside Road,
Edinburgh, EH10 4DP

tel: 0131 447 8496
fax: 0131 447 3290
e-mail: info@lunghas.co.uk
web: www.lunghas.co.uk

RNIB (Edinburgh and the Lothians)

We offer a range of services to all blind and partially sighted people. Our main service is social work, rehabilitation and mobility which includes instruction in Braille, typing and Moon, and daily living skills. A library, a resource and equipment centre with items such as radios and talking book machines are available. Training is also given to volunteers who work with the visually impaired. Sighted guide training is offered to other agencies who work with the visually impaired.



In November 2004 we opened The Vision Support Centre, an innovative assessment and information project at the Princess Alexandra Eye Pavilion in Edinburgh, which will be of benefit to patients with home addresses in Midlothian. Patients will be able to learn more about their eye condition and try out aids to daily living, including low vision aids.

Contact: Duty Officer (available Mon-Fri 9am to 1pm),
Service Provision Manager,
12-14 Hillside Crescent, Edinburgh, EH7 5DZ

tel: 0131 557 1004
e-mail: rniblothian@rnib.org.uk
web: www.rnib.org.uk

People with Mental Health Issues

Employment Support Service (NSF) Scotland

The service provides free, confidential, one-to-one support, advice and guidance to adults with mental health issues. An employment support worker will guide people through education, training, employment and voluntary work opportunities in Edinburgh. An appropriate level of ongoing support and advice is available if required. Other services include CV preparation, help with application forms, mock interviews, links to information/advice on benefits, student finance and disability discrimination.



Contact: Fiona Ross/Isobel Campbell,
Employment Support Workers,
Stafford Centre, 103 Broughton Street, Edinburgh,
EH1 3RZ

tel: 0131 557 0718

e-mail: employmentsupport@staffordcentre.co.uk

web: www.nsfscot.org.uk

Forth Sector

Forth Sector offers adults experiencing mental health difficulties, supported employment whilst still receiving benefits within one of its five social firms based in Edinburgh. Individuals can choose between outside caterers, commercial laundry service, embroidery service, soap manufacturing/sales or a small hotel to work in.



Individuals working within these social firms often find an increase in their confidence, work experience and employability.

Contact: Angus Gunn, Information Co-ordinator,
Unit 1, Block 3, Peffermill Industrial Estate,
King's Haugh, Edinburgh, EH16 5UY

tel: 0131 539 7374

e-mail: info@forthsector.org.uk or
firstname.lastname@forthsector.org.uk

web: www.forthsector.org.uk

Orchard Centre Services

Mental health service, which includes:



- Orchard Centre which is open daily and offers evenings and weekend service, social contact, range of groupwork, individual support, advice, information, volunteering opportunities (in cafe, office, garden etc.), skill development
- Support from home, 1:1 community based support service
- Early Intervention Crisis Response Service crisis service offering support to those with mental health difficulties
- Midlothian in mind development project offering awareness raising events throughout Midlothian and weekly services in Penicuik and Dalkeith
- Arts Therapies and arts project offering range of one to one and group activities including, one to one art therapy, open art therapy groups, creative arts and craft groups, dance group, exhibitions and gallery visits.



Contact: Joan Johnson, Manager,
14 Lothian Street, Bonnyrigg, Midlothian, EH19 3AB

tel: 0131 663 1616

e-mail: joanjohnson@orchardcentreservices.org.uk

web: www.health-in-mind.org.uk

Outlook Project

Outlook is part of the City of Edinburgh Council's Community Learning & Development service. The Project enables adults who use mental health services to take up a variety of educational opportunities through offering individual guidance and support. Outlook also offers a range of **FREE** short adult education courses providing a space for people to gain the confidence and skills they need to access wider options.



Contact: Jackie Barber, Information Worker,
Springwell House, Ardmillan Terrace, Edinburgh,
EH11 2JL

tel: 0131 537 7571

e-mail: outlook@ceceducation.fsnet.co.uk

Signposts

Signposts assists people with mental health problems into employment, training and education. It is a **FREE** service and provides support, information and practical advice to people resident in East Lothian. Write or telephone for more information or drop in for a coffee and a chat.



Contact: Peter D. Inglis, Depute Service Manager,
The Fisherrow Centre, South Street, Musselburgh,
EH21 6AT

tel: 0131 653 3334

e-mail: signposts@samhservices.org.uk

web: www.samh.org.uk

Women

ENACT for Women

Our vision is to strengthen the links between women's organisations and to raise the profile of women and women's groups and organisations in Edinburgh and beyond.



We organise an annual 'Women's Festival' and volunteers are welcome to gain valuable experience in assisting with the organisation and running of this event.

Contact: Joan Bree, Convenor,
Tollcross Community Education Centre,
117 Fountainbridge, Edinburgh, EH3 9QG

tel: 0131 346 7990

e-mail: enactforwomen@uk2.net

EUS Community Learning Centre

Edinburgh University Settlement (EUS) Community Learning Centre incorporates what used to be Microbeacon & Second Chance to Learn Programmes. We offer disadvantaged groups the opportunity to take up computer training using the latest technology with the facility of a personal tutor. We also provide tuition for core skills, literacy and numeracy, childcare programmes and career guidance.



The Centre has a welcoming environment where participants work in small groups. We are a branded learning centre with learndirect scotland and offer a variety of web based training. We are also accredited through SQA to provide various qualifications.

We are accredited by Investors in People (IIP) awards and are working towards EFQM accreditation.

We have a Surestart programme for childcare and provide some outreach courses in local community centres.

The Centre also contains a CLAN project, teaching literacies with disadvantaged groups in the voluntary sector.

We have a Core Skills Plus programme in collaboration with Jewel & Esk College, teaching adults who have left school with no formal qualifications.

Contact: Ron McFarlane, Training Manager,
EUS Community Learning Centre,
New Parliament House, Building 3,
5-7 Regent Road, Edinburgh, EH7 5BL

tel: 0131 550 6808

e-mail: ronmcf@eus.org.uk

web: www.eus.org.uk

Women Onto Work (WOW)

WOW offers pre-vocational courses to women whose circumstances and lack of self-confidence make a return to the labour market and/or access to training and educational opportunities difficult. WOW provides courses throughout Edinburgh and also courses for women from the black and ethnic minority community. Courses run for 36 days over a 10-12 week period and are based within the local community. There is a nine day work placement, and employment guidance both during and after the course. Full support is also provided in the form of FREE childcare and training allowances.



Contact: Hazel Smith, Project Manager,
Norton Park, 57 Albion Road, Edinburgh, EH7 5QY

tel: 0131 475 2662

e-mail: mail@womenontowork.org

web: www.womenontowork.org

YWCA Roundabout Centre

We offer a variety of groups, courses, volunteer and training opportunities for black, minority ethnic women and white women and can also offer general access information. Volunteer opportunities are available working on local or global campaigns with the Scottish and World YWCA's, in a children's crèche or in an intercultural childrens' summer school during the summer. For volunteer training and opportunities, contact Emma Crawshaw.



The YWCA is a women's movement sharing the vision of a fully inclusive world where justice, peace, health, human dignity, freedom and care for the environment are promoted and sustained through women's leadership.

Contact: Emma Crawshaw or Laura Tomson
Centre Manager/Administrator
4b Gayfield Place, Edinburgh, EH7 4AB

tel: 0131 556 1168

e-mail: info@ywcaroundabout.org

web: www.ywcascotland.org

Universities and Colleges

Whether you are looking to gain a qualification, learn new skills for employment or leisure or aim to pursue higher education study, Edinburgh's colleges and universities offer a wealth of learning opportunities.

As well as the traditional ranges of qualification based study courses, most universities and colleges also offer:

- guidance and support for learners
- Adult Literacy and Numeracy
- English Language courses for speakers of other languages
- outreach courses in community based locations

You will find opportunities for adults to learn a wide range of subjects at various levels from beginner to advanced.

Many courses are offered either full or part-time. Flexible and open learning is available in many subject areas to enable you to tailor your learning to fit in with other commitments. For more information on courses, subject areas, flexibility and support available, ask your chosen learning organisation for full details.

Edinburgh College Of Art

Offers a wide range of courses and opportunities for adults to explore and develop their creative potential. Full details are outlined in a series of **FREE** publications available from the College or from the College website.



Contact: Registry, Lauriston Place, Edinburgh, EH3 9DF
tel: 0131 221 6000
e-mail: registry@eca.ac.uk
web: www.eca.ac.uk

Edinburgh College Of Art Centre for Continuing Studies

The CCS offers an extensive range of art study courses all year round, including daytime classes, evening classes, weekend courses and short, one week courses in the spring and summer. Students may study either for personal interest or apply for acceptance on the part-time degree programme. Credits are available for most courses leading to the award of a BA in Combined Studies allowing students the opportunity for flexible study over a number of years.



Contact: Lauriston Place, Edinburgh, EH3 9DF
tel: 0131 221 6000
e-mail: Continuing.studies@eca.ac.uk
web: www.eca.ac.uk

Edinburgh's Telford College

Edinburgh's Telford College is located on West Granton Road in the heart of North Edinburgh. The new purpose built complex provides the most up-to-date technology giving access to the very best equipment and resources. The College offers a huge variety of subjects ranging from Introductory through to Degree. You can choose from over 1,000 courses spread throughout our six teaching departments:



- Construction
- Creative Arts
- Engineering, Business and Design
- Health and the Sciences
- Leisure Industries
- Sport and Care

Our courses have been created to meet the needs of thousands of students and can be adapted to suit your needs. You can choose to study full-time or on a part-time basis either through work based, day release, evening, Saturday or by open learning.

Contact: Course Information Office,
Edinburgh's Telford College,
350 West Granton Road, Edinburgh EH5 1QE

tel: 0131 559 4000

fax: 0131 559 4111

e-mail: mail@ed-coll.ac.uk

web: www.ed-coll.ac.uk

Heriot-Watt University

Heriot-Watt University has a strong tradition of providing practical education geared towards the needs of business and industry. Founded in 1821 as a 'People's College', the University has grown to be one of the most modern, culturally diverse and friendly centres of study in the UK.



Contact us to find out more about opportunities available to you in the following subject areas: Built Environment, Life Sciences, Mathematical and Computer Sciences, Engineering & Physical Sciences, Management and Languages, Textiles and Design; or to arrange an informal visit to Heriot-Watt.

Contact: The Wider Access Unit, Heriot-Watt University,
Edinburgh, EH14 4AS

tel: 0131 451 8144

e-mail: wideraccess@hw.ac.uk

web: www.hw.ac.uk

Jewel & Esk College

Jewel and Esk is a large FE college offering a wide range of courses. For full details check out www.jec.ac.uk.



We offer additional support in Communication and Numeracy across the college and also discrete courses for those who wish to improve Communication and Literacy skills from Access 2 to Intermediate 1. We also have a part-time course, Adult Returners, for those who have few or no qualifications and are thinking of moving on but may not be sure of their skills or potential areas of study.

We offer evening classes in British Sign Language and a course for professionals in supporting individuals with dyslexia in learning and workplace settings.

Contact: Jewel & Esk College, Eskbank Campus,
Newbattle Road, Dalkeith, EH22 3AE

tel: 0131 660 1010

e-mail: info@jec.ac.uk

web: www.jec.ac.uk

Leith School of Art

Leith School of Art is a college offering full and part-time courses for people wishing to study art and design from beginner level to more advanced. Classes are offered during the day, evening, weekend and throughout the summer in a wide variety of subjects. Structured teaching is provided in a supportive and positive environment.



Contact: Therese Christie, Administrator,
25 North Junction Street, Edinburgh, EH6 6HW

tel: 0131 554 5761

e-mail: enquiries@LeithSchoolofArt.co.uk

web: www.LeithSchoolofArt.co.uk

Napier University

Napier University is an inclusive modern



NAPIER UNIVERSITY
EDINBURGH

University providing first rate learning opportunities.

Not everyone arrives at university via the route of school and exams, and some people prefer more informal ways of learning. If you don't have the standard qualifications to enter higher education we can offer a range of different entry routes.

We also recognise that becoming a student at university for the first time can be challenging. To help you settle into university life we provide a variety of services including an individual mentor to support you through the early days.

For more info on any of the above visit www.napier.ac.uk/depts/lis/wideraccess

Contact: Ruth Lough, Academic Development

tel: 0131 455 3509

e-mail: info@napier.ac.uk

web: www.napier.ac.uk

Oatridge College

The College offers training in the land-based industries. Full and part-time courses are available in Animal Care, Agriculture, Horticulture, Greenkeeping, Landscaping, Engineering, Farriery, Equine Studies and Countryside Management. We also recruit and deliver training as part of Scottish Racing Academy. In addition, various short industrial courses and leisure classes are offered in a variety of subject areas. Further details relating to short courses can be obtained from the Commercial Training Services office.



Contact: Hilary Morton, Team Leader,
Ecclesmachan, Broxburn, EH52 6NH

tel: 01506 864800
e-mail: info@oatridge.ac.uk
web: www.oatridge.ac.uk

Queen Margaret University

A small and friendly university, QMU is the perfect place to get back into education. Based at a purpose-built new campus on the east side of Edinburgh, we can offer you high quality teaching and all the encouragement you need to succeed.



Our undergraduate and postgraduate courses include: Healthcare (Physiotherapy, Radiography, Podiatry, Nursing, Occupational Therapy, Art Therapy, Speech Therapy and Audiology); Consumer, Business, Retail and Marketing; Dietetics, Nutrition and Biological Sciences; Hospitality and Tourism; Media, Film and PR; Social Science; Production, Drama and Performance.

Contact: Admissions

tel: 0131 474 0000
web: www.qmu.ac.uk

Stevenson College Edinburgh

As one of the largest Further Education Colleges in Scotland we provide high quality learning opportunities to students of all ages. Our courses are designed to provide you with skills and qualifications to lead you into further study, employment, or to advance your professional development. We offer programmes in the following areas:



- Access to Work, College and University
- Business, Management, Accounting and Computing
- Early Education, Health and Social Care
- Hair, Beauty and Complementary Therapies
- Languages and Tourism
- Media, Audio-Visual, Music, Drama, Photography and Communication
- Sport, Science and Engineering

We offer student support that provides advice on finance, childcare and the wider range of concerns you may have when returning to education. We can also ease you back into studying by providing help with study techniques, time management, essay writing and other skills that will benefit you in your studies.

Contact: Student Advice Centre,
Bankhead Avenue, Edinburgh, EH11 4DE

tel: 0131 535 4700
e-mail: info@stevenson.ac.uk
web: www.stevenson.ac.uk

The Open University in Scotland

The Open University offers hundreds of courses in a wide variety of subjects. You can choose to study a single course or work towards a diploma, BA/BSc degree, or a postgraduate or professional qualification. For many courses, you do not need any formal qualifications and extra support is available if you have not studied for some time. The Open University offers supported open learning - which allows students to work at home in their own time within a structured framework and with tutor support. This makes the Open University ideally suited to people wishing to work and study at the same time. Financial support may also be available for students on low income.



Contact: Courses and Qualification Planning,
10 Drumsheugh Gardens, Edinburgh, EH3 7QJ

tel: 0131 226 3851
e-mail: scotland@open.ac.uk
web: www.open.ac.uk/scotland

The Moray House School of Education, The University of Edinburgh

The School of Education offers courses in Teacher Education (primary and secondary), Sports related degrees, Community Education, Chartered Teacher Programme, TESOL and Continuing Professional Development courses for teachers. Courses are available at undergraduate, postgraduate and research level. Full details are available at www.education.ed.ac.uk



Contact: Allan Shanks, CPD and Marketing Officer,
University of Edinburgh, Old Moray House,
Holyrood Road, Edinburgh, EH8 8AQ

tel: 0131 651 6348
0131 651 6263
fax: 0131 651 6052
e-mail: allanshanks@ed.ac.uk
web: www.education.ed.ac.uk

University Of Edinburgh

The University of Edinburgh is a large and exciting place to study with a worldwide reputation for its teaching and research activities. Emphasis is placed on breadth as well as depth of knowledge, with a flexible degree structure offering 600 degree programmes. The University combines its traditions with cutting edge research and facilities in a vibrant and cosmopolitan environment.



Each year, the Office of Lifelong Learning (0131 650 4400) also provides evening and daytime courses in a wide variety of subjects for over 12,000 people in the community at large.

Contact: Student Recruitment & Admissions,
University of Edinburgh
57 George Square, Edinburgh, EH8 9JU

tel: 0131 650 4360
e-mail: sra.enquiries@ed.ac.uk
web: www.sra.ed.ac.uk

University of Edinburgh - Institute for Applied Language Studies

French, Italian, German, Japanese, Portuguese and Spanish Language courses throughout the year.



- Fully qualified teachers are native-speakers of the target language
- Tutors create their own materials for each lesson, drawing on IALS resources and up-to-date news from abroad
- Emphasis is on oral communication
- Weekly classes begin in October, January, April and June
- Students are assigned to classes by the Course Directors, who assess their level at the Open Day or over the telephone.

Contact: Modern Languages Secretary,
21 Hill Place, Edinburgh,
EH8 9DP

tel: 0131 650 6200
e-mail: IALS.enquiries@ed.ac.uk
web: www.ials.ed.ac.uk

University Of Edinburgh, Office of Lifelong Learning

The University of Edinburgh Office of Lifelong Learning provides hundreds of short part-time courses for adults throughout the year (including the summer). A wide variety of subjects are offered including archaeology, art history, computing, creative writing, film, history, literature, music, personal development and health, philosophy, science and social and political studies. Courses may be taken for interest and pleasure or for academic credit which can lead to a certificate award or university entry.



We also offer a successful Access course, run in conjunction with Stevenson College, and various opportunities to help you:

- decide which course might suit you
- get started as a learner
- succeed with academic work if you opt for credit

Help with fees is available for all courses.

Contact: Lorna Ketchion, Enrolment Secretary,
11 Buccleuch Place, Edinburgh, EH8 9LW

tel: 0131 650 4400 / (24 hours) 0131 662 0783
e-mail: oll@ed.ac.uk
web: www.lifelong.ed.ac.uk

West Lothian College

The College offers an exciting range of programmes from Access level to Higher National Diploma, and in some subjects Degree level.



Programmes are available across a range of subject areas and can be studied on a full-time, part-time, evening, flexible and open learning basis.

In addition, the College offers a range of leisure classes at the College and various locations throughout West Lothian, eg. Community Centres and local Secondary Schools.

Given the range and flexibility of our programmes we are confident we have something to suit everyone, whether looking to improve career prospects, update existing skills, change career, or simply learn for pleasure.

Contact: Maria Montgomery, Information Officer,
Almondvale Crescent, Livingston, EH54 7EP

tel: 01506 427605
e-mail: enquiries@west-lothian.ac.uk
web: www.west-lothian.ac.uk

Useful Information Sources

Citizens Advice Bureau

The Citizens Advice Bureau (CAB) service in Scotland is an independent network that helps people resolve their money, legal and other problems. It provides information and advice, and influences government and organisations to bring about changes in policy and law.



Advice provided by the CAB service is **FREE**, independent, confidential and impartial, and available to everyone. Most CAB staff are trained volunteers, working from more than 200 locations across Scotland.

If you need help, or would like to gain new skills and help make a difference by volunteering your time, Citizens Advice Scotland will help you find your nearest Citizens Advice Bureau.

Contact: Citizens Advice Scotland,
1st Floor, Spectrum House, 2 Powderhall Road,
Edinburgh, EH7 4GB

tel: 0131 550 1000

e-mail: info@cas.org.uk

web: www.cas.org.uk

City of Edinburgh Council Children and Families Department

Useful information on the City of Edinburgh's Children and Families Department and Community Learning and Development. The Community Learning channel lists an A-Z of Edinburgh Community Centres and the current Adult Education Programme details can be found here.



web: www.edinburgh.gov.uk/adultcourses

Edinburgh Voluntary Organisations Council

EVOC Learning provides training courses and other learning aids for employees who work within the voluntary sector within Edinburgh. We provide:



- programmes of short-course non-accredited training
- accredited management and professional training in partnership with local colleges
- tailored in-house training for voluntary organisations

Contact: 14 Ashley Place, Edinburgh, EH6 5PX

tel: 0131 555 9100

e-mail: Learning@evoc.org.uk

web: www.evoc.org.uk/learning

Edinburgh and Lothians Council Websites

City of Edinburgh Council Website:

web: www.edinburgh.gov.uk



East Lothian Council Website

web: www.eastlothian.gov.uk



Midlothian Council Website

web: www.midlothian.gov.uk



West Lothian Council Website

web: www.wlonline.org.uk



Joined Up For Jobs

See inside front cover and page 35 for information on Edinburgh's *Joined Up For Jobs Strategy*.

web: www.joinedupforjobs.org.uk

learndirect scotland

learndirect scotland is a **FREE** service which will put you in touch with learning opportunities anywhere in Scotland.



- our advisers will help you find what you want to learn, at the time and place that suits you best
- we do this by searching through thousands of different subjects offered by learning centres, universities, colleges and private training providers throughout Scotland
- we can also help you with advice on what funding is available and where to find childcare
- Our advice - like your phone call - is absolutely **FREE**

Contact: learndirect scotland,
FREEPOST RRKE-KCTH-RASX
learndirect scotland
PO Box 26891
Glasgow
G2 9BU

tel: 0808 100 9000

e-mail: info@learndirectscotland.com

web: www.learndirectscotland.com

Learning Link Scotland

Learning Link Scotland is an intermediary organisation that aims to advance the education of adults by offering support, training, promotion and representation to our membership of over 100 voluntary adult learning organisations.



The learning provided by our members ranges from basic skills, guidance, literacy and numeracy, confidence building, to vocational training and work experience opportunities.

Learning Link Scotland is recognised by strategic bodies, committees and agencies as well as member organisations, as the voice of the voluntary adult learning sector. It is the reference point for information, views and advice within the sector and provides a mechanism for shaping Scotland's politics and influencing change.

Contact: Jayne Stuart, Director,
Suite 6, 2 Commercial Street, Leith, Edinburgh,
EH6 6JA

tel: 0131 553 7992

e-mail: info@learninglink.org.uk

web: www.learninglinkscotland.org.uk

National Museums Scotland

National Museums Scotland offer a range of activities including short study courses (no previous experience required), evening lectures, informal study days, practical workshops and public events.



Many events and workshops are suitable for families with a chance to watch or take part e.g. a living history demonstration, traditional crafts, music, dance or art activities.

Our Volunteer Guides and Visitor Services staff offer a range of free guided tours, and you can visit our Library for more in-depth learning.

We work with schools, colleges, community groups and other organisations to tailor learning opportunities.

Contact: The Information Desk or Fiona Ferguson,
Learning & Programmes Administrator,
National Museums Scotland,
Chambers Street, Edinburgh, EH1 1JF

tel: 0131 247 4041
e-mail: f.ferguson@nms.ac.uk
web: www.nms.ac.uk

One Parent Families Scotland

Our voluntary organisation supports lone parents throughout Scotland and offers information through factsheets and telephone support. In Edinburgh, a Lone Parent Support Worker can offer one-to-one interviews. Topics covered include 'Going Back to Work', 'Housing', 'Legal Issues', 'Money for Lone Parent Students in Higher Education', 'Working Tax Credit' and information on 'Educational and Family Need Trust Funds' and 'Family Need'. A Sure Start funded project provides support and activities for lone fathers with pre-school children.



Contact: Susan Rew, Information and Training Manager,
13 Gayfield Square, Edinburgh, EH1 3NX

tel: 0808 801 0323/0131 556 3899
e-mail: info@opfs.org.uk
web: www.opfs.org.uk

Pilmey Development Project

We offer information and a programme of activities for 50+ people, youth groups, women's groups, older men's groups, minority ethnic communities and other community based services for residents in the Leith/North East Edinburgh area.



Contact: Anne Munro Community Worker
19-21 Buchanan Street, Edinburgh, EH6 8SQ

tel: 0131 553 2559
e-mail: pilmeyproject@btconnect.com
web: www.pilmeydevelopmentproject.co.uk

Scottish Council for Voluntary Organisations

This website is a 'must' to access information on voluntary organisations in Scotland with excellent links and information on resources, learning and funding opportunities.

web: www.scvo.org.uk

Scottish Government

The website for the Scottish Government with up-to-date information on lifelong learning opportunities and student support opportunities in Scotland.

web: www.scotland.gov.uk

Scottish Qualifications Authority

Scotland's national body responsible for the development, accreditation, assessment and certification of qualifications (other than degrees).



Contact: The Optima Building,
58 Robertson Street, Glasgow, G2 8DQ

tel: Customer Contact Centre 0845 279 1000

e-mail: customer@sqa.org.uk

web: www.sqa.org.uk

The City of Edinburgh Council Website

www.edinburgh.gov.uk is the City of Edinburgh Council website. It provides details of Council services and community information via the Internet and through dedicated computers at all public libraries in the city of Edinburgh. Course information is available and the website acts as a gateway to other local careers and course information on the web.



Contact: Team Leader:
Web and New Media, Corporate Services
329 High St, Edinburgh, EH1 1PN

tel: 0131 529 4935

e-mail: Web@edinburgh.gov.uk

web: www.edinburgh.gov.uk

The Royal Zoological Society of Scotland

The Royal Zoological Society of Scotland's Adult Training Centre provides training and work experience in hard landscaping, greenhouses, poly tunnels and a Simulation Area with Edinburgh Zoo. This training and work experience is provided through the Government Sponsored New Deal Initiative and provides the prospective learner with a minimum of four units towards a level 2 qualification. The training and work experience lasts for 13 weeks and is provided by our own experienced and qualified staff.



Contact: Stuart Jenkinson/Sharon Ancell, Training and Health and Safety Manager/Admin Support,
Edinburgh Zoo, Murrayfield, Edinburgh, EH12 6TS

tel: 0131 314 0343/0131 314 0344

e-mail: Stuart.jenkinson@rzss.org.uk

or
sancell@rzss.org.uk

web: www.edinburghzoo.org.uk

Voluntary Arts Scotland

Voluntary Arts Scotland is part of Voluntary Arts Network. Our aim is 'to promote participation in the arts & crafts' across the UK and Republic of Ireland.



Voluntary Arts Scotland offers:

- Helpful information sheets covering everything from funding to child protection
- E-newsletters filled with news, funding, arts jobs, training and events
- Extensive website including a thematic 'running your group' section
- Training and Events
- Publications
- A voice for the voluntary cultural sector

We work with: voluntary arts and crafts groups, umbrella art-form bodies, local authorities, government departments, funders, cultural and voluntary sector organisations.

Contact: Fiona Campbell, Executive Officer,
54 Manor Place, Edinburgh, EH3 7EH

tel: 0131 225 7355

e-mail: info@vascotland.org.uk

web: www.voluntaryarts.org (main website)
www.vascotland.org.uk
(Scottish part of the website)

Worktrain

Government website providing access to information on jobs, training, careers, childcare providers and voluntary work.

web: www.worktrain.com

Workwithus.org

Workwithus.org is a not for profit company owned and managed by the umbrella organisations in the Scottish Voluntary Sector.



Services we provide...

Workwithus Membership has everything your charity needs, from online fundraising to marketing & campaigning, all packaged in one neat solution.

CampaignHelper is our revolutionary email marketing and management tool, which dazzles your supporters with corporate-quality email newsletters.

Professional Website Manager is designed for organisations that have lots of information and really want to make a big impact.

DIY Website Builder offers organisations that do not yet have a website an affordable and easy-to-use solution. Special offer – free for first year.

Managed IT Service, whatever you require to support your computers and IT - we can provide it quickly, cost effectively and successfully.

BT Broadband for Charities when a supporter signs up for broadband through your charity, BT contribute funds direct to your organisation.

Contact: Colette Osborne, Business Account Manager,
Mansfield Traquair Centre, 15 Mansfield Place,
Edinburgh, EH3 6BB

tel: 0131 474 8026

e-mail: Colette@workwithus.org

web: www.workwithus.org

YoungScot

The Edinburgh YoungScot is a youth information and discount initiative that supports young people's involvement in decision making. The Edinburgh YoungScot website and youth information book offers young people aged 11-18 information on a wide range of subjects including training, job and learning opportunities.

Contact: Edinburgh YoungScot, Youth Services,
City of Edinburgh Council, Atholl House,
2 Canning Street, Edinburgh, EH3 8EG,

tel: 0131 222 4820
e-mail: info@edinburghyoungscot.org
web: www.edinburghyoungscot.org

Young People Speak Out

We bring people together to encourage them to co-operate to plan and make videos using both simple and sophisticated equipment. We encourage young people to:



- Be creative and put forward ideas
- Perform and present drama sketches and do spoof interviews in front of a camera
- Speak out on matters which affect them
- Use the camera to draw members of the public and figures of authority into dialogue with them

Contact: 25a South West Thistle Street Lane
Edinburgh, EH2 1EW

tel: 0131 220 4244

YouthLink Scotland

As the National Youth Work Agency in Scotland our mission is to be the collective voice of youth work and to represent the needs and interests of the youth work sector.



Aims:

- To offer services which support the field and improve the quality of youth work.
- To raise and improve the profile of the youth work sector with regard to its ability to deliver on the National Youth Work Strategy.
- To inform and influence policies and associated resourcing which relate to young people and to those who work with them.
- To champion in partnership with others the potential and achievements of Scotland's young people.
- To achieve these aims using the three pillars of information, formation and influence.

Contact: Susan Symington, Information and Events Officer,
Rosebery House, 9 Haymarket Terrace, Edinburgh,
EH12 5EZ

tel: 0131 313 2488
e-mail: info@youthlink.co.uk
web: www.youthlink.co.uk

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GAPs

In Edinburgh there is a new place to go to get friendly help and advice about:

- education opportunities
- getting a job or training
- volunteering

It's called a GAP or GUIDANCE ACCESS POINT. The good news is there is a GAP near you and the service is completely free.

SO HOW DOES IT WORK?

Look up pages 4, 5 & 6 in this Guide, and select a GAP near you.

Drop in to the GAP (most are open Monday to Friday) or give them a call. Take this Guide with you if you have it.

WHAT HAPPENS THEN?

A trained adviser will see you. The adviser will discuss with you whatever ideas, plans or queries you have about getting a job, doing some education or volunteering, then give you advice on the next steps to take. The adviser will suggest some options for you, and if you agree the adviser will also help you make the next steps.

Many people have already contacted their local GAP, and the service is helping them make a difference in their life. It can do this for you too.

Make contact with a GAP today.

CLAN Edinburgh is a partnership project funded by the Scottish Government. Based on clear principles of inclusion and lifelong learning, it aims to increase and improve literacy and numeracy learning opportunities in Edinburgh.

Over 8000 learners join CLAN groups each year. The majority are people from priority groups including: young people, unemployed adults, people with disabilities, people with English as a second language, those living in disadvantaged areas, those in low paid low skill jobs, people with health issues and people with dyslexia.

The funding we receive from the Scottish Government is used to employ project workers working in all parts of the city – in Community Learning and Development and Further Education Colleges as well as others with specialist briefs such as Workplace Learning, English as a Second or Alternative Language, Health and Literacy, Young People and the Voluntary Sector.



If you know of people who could be interested in getting into learning:

- talk to them about the opportunity to improve their skills
- ask them if they would like a literacy tutor to contact them
- reassure them that adult learning is not like school.

Let them know that:

- learners decide what they want to learn and work at their own pace
- they can learn in small friendly groups
- learning can take place in a variety of locations in Edinburgh
- lots of people need help with reading, writing and numbers.

Challenge Fund

The Challenge Fund supports bids to run innovative literacies projects. Any organisation can apply for a grant and there are application submission dates several times a year.

Contact information

For Challenge Fund and general CLAN information:
tel: 0131 270 6072

If you would like to refer a learner call:

tel: 0800 085 7672
email: learn@clanedinburgh.org

Or visit our website at:

www.clanedinburgh.org