

# ACCESS PROGRESS

Helping parents  
overcome the challenges  
of looking for work





# Who We Support



**Access Progress** provides individual, tailored support to **parents** seeking employment. Our support is based on their specific needs and barriers.

Essential criteria for referral:

- ▶ Parent or carer with parental responsibility
- ▶ Unemployed
- ▶ Living in the City of Edinburgh

Each person should also fulfil one more criteria, being a:

- ▶ Lone parent
- ▶ Parent with a disability or parent who has a child/children with a disability
- ▶ BAME parent
- ▶ Parent under 25 years old
- ▶ Parent whose youngest child is under 1
- ▶ Parent of three or more children

However we are also happy to engage with any parents or carers outwith these groups on a case by case basis if our support will ultimately benefit their child/children

# What We Do

**Access Progress** provides 1:1 and group support for parents in 5 areas:

- ▶ Education and training
- ▶ Employability
- ▶ Personal development
- ▶ Health and wellbeing
- ▶ Practical knowledge

to help them build a brighter future for themselves and their families







## Education and Training

- ▶ Advice on further and higher education courses
- ▶ Support with education and training applications
- ▶ Access to education courses through our partners at Edinburgh College
- ▶ Caseworker qualifications
- ▶ Training at our Community College in the city centre
- ▶ CSCS, First Aid and Driving Theory courses

Potential to add new courses and one off training sessions to our portfolio dependent on demand



# Employability

- ▶ Skills audit/employment preferences
- ▶ Job targeting
- ▶ Improving skills
- ▶ Support with volunteering
- ▶ CV production and building
- ▶ Job searching
- ▶ Understanding job specifications
- ▶ Writing effective job applications
- ▶ Personal statements/cover letters
- ▶ STAR(R) competencies
- ▶ Interview training and practice
- ▶ Employer engagement



# Personal Development

- ▶ Confidence building
- ▶ Assertiveness
- ▶ Conflict resolution
- ▶ Time management and planning
- ▶ Goal setting
- ▶ Financial planning
- ▶ Parenting skills



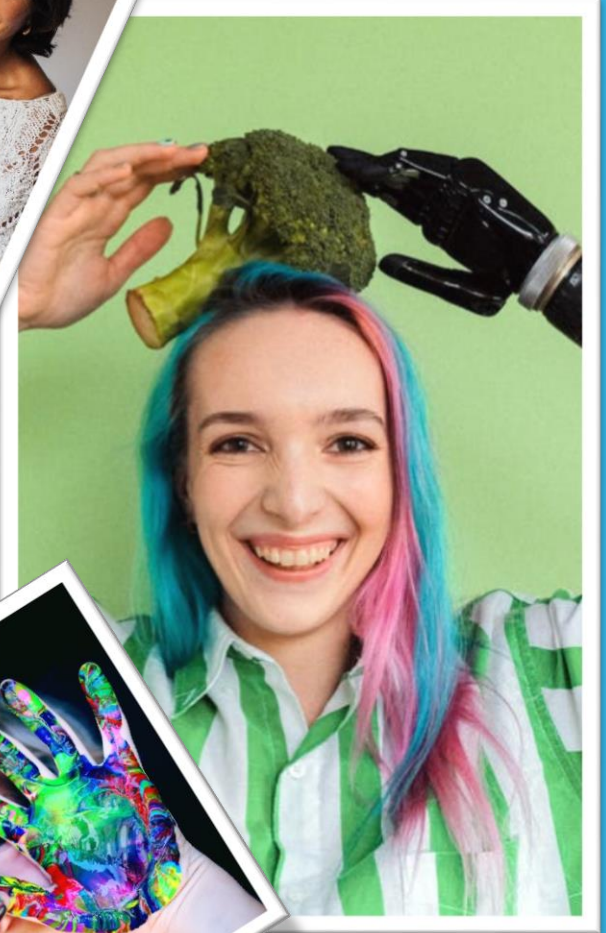


# Health and Wellbeing

- ▶ Relaxation and mindfulness
- ▶ Stress management
- ▶ Food and nutrition/Menu planning
- ▶ Yoga

# Practical Knowledge

- ▶ Benefits advice
- ▶ Help with benefits and finances
- ▶ Childcare information
- ▶ Housing advice
- ▶ Help with grant applications



# Referrals

**Access Progress** takes self-referrals and referrals from professionals, either directly through a caseworker or through our administrator, by phone or email. Referrals are contacted by a team member to check eligibility, identify their basic needs and provide information about the support we offer. A caseworker is allocated to them.

## What happens next

**Assessment and Action Planning** - We work with new referrals to identify their barriers to employment and form an individually tailored Action Plan to tackle those barriers and help them move forward towards education, training or sustainable employment that will take into account their work preferences and family responsibilities.

**Ongoing Support** – The service is flexible to fit the requirements of parents and we provide support at a time and place that suits them. Engagement is not time limited. We support the parents for as long as they need, even after they progress into work or education.

### Contact a Caseworker

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### Get in Touch

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### Find Out More



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