



# PARTNERSHIP FOR PARENTS COURSE DESCRIPTOR



PARTNERSHIP  
FOR PARENTS

## CAFÉ SKILLS

For those seeking to gain hospitality skills and progress towards work in the hospitality sector, this five week programme combines accredited training with supported, real life practical experience in one of the larders Community Café's.

<b>Provider</b>	The Larder
<b>Date</b>	18/3/2024 for four weeks (not on during Easter break) and 29/4/2024 for four weeks
<b>Time</b>	9.30 to 1.30
<b>Duration</b>	Every Monday for 4 weeks
<b>Location</b>	The Larder, Kirkton House
<b>Content</b>	Small group of 6 with topics covered including: ·Barista training ·Preparing café style food ·Front of house ·Food hygiene Customer service
<b>Qualification</b>	SQA – Skills for Customer Care SCQF 4 Level 2 Food Hygiene & Safety Certificate (Online)
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available



PARTNERSHIP  
FOR PARENTS

## COMMUNICATING EFFECTIVELY

Giving participants the necessary skills and confidence to support participants in their journey to employment and to communicate effectively with colleagues whilst in the workplace. On completion, participants will gain an SQA qualification.

<b>Provider</b>	The Larder
<b>Date</b>	05/02/2024
<b>Time</b>	9.30 to 1.30
<b>Duration</b>	One day per week for 4 weeks
<b>Location</b>	The Larder, Kirkton House – week 1 to 4
<b>Content</b>	Participants will gain: <ul style="list-style-type: none"><li>• An understanding of effective communication in the workplace</li><li>• Practical communication skills</li><li>• Understanding of the importance of being clear when speaking</li><li>• An understanding of being an active listener</li></ul>
<b>Qualification</b>	SQA – Workplace Communication SCQF 4
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available



PARTNERSHIP  
FOR PARENTS

## POWER TO GROW +

PTG+ supports participants to re-engage with learning, build confidence, start to think about their work aspirations and how to get there. Each participant will have a personalised action plan and access to a minimum of 6 hrs support per week, group work or one to one session plus optional health and wellbeing sessions. Volunteering and work experience will be offered if the participant is ready.

<b>Provider</b>	The Larder
<b>Date</b>	Rolling programme with flexible start dates
<b>Time</b>	Flexible to support parental needs
<b>Duration</b>	2-3 days per week
<b>Location</b>	Community settings in West Lothian
<b>Content</b>	Participants will gain: <ul style="list-style-type: none"><li>·Barrier identification and removal support</li><li>·Supportive, bespoke career coaching</li><li>·Learn how to complete job applications, cover letters and CV's</li><li>·Access to live apprenticeship/employment opportunities</li><li>·Researching and accessing education/training courses and work experience</li><li>·Interview techniques and employers' expectations workshop</li><li>·Self-confidence and motivation workshops</li></ul>
<b>Qualification</b>	SQA – Workplace Communication SCQF 4
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available



PARTNERSHIP  
FOR PARENTS

## COOKING ON A BUDGET

The Larder is offering a fun and interactive cookery sessions for parents in a small group setting. Working with our experienced chef you will make 2 one-pot recipes that you can then make at home alongside take away what you have made, as well as a recipe book with further recipes and opportunity to gain qualifications. Please note we can welcome up to 2 children per parent.

<b>Provider</b>	The Larder
<b>Date</b>	Rolling programme with flexible start dates
<b>Time</b>	Flexible to your needs
<b>Duration</b>	1-4 sessions. 2-3 hours each
<b>Location</b>	Community settings in West Lothian
<b>Content</b>	<ul style="list-style-type: none"><li>• Leave with quick one pot recipes,</li><li>• Suggestions for freezer friendly meals</li><li>• The knowledge to optimise your food budget, and strategies for combining cooking and a busy family life.</li><li>• Take away the dishes you've prepared—a convenient, ready-made family dinner for the evening!</li><li>• Receive a recipe book with more one pot recipes to try out in your own kitchen.</li><li>• For those wishing to progress into new or improved employment, there is also an option to undertake certified courses out with this course</li></ul>

<b>Qualifications available</b>	<ul style="list-style-type: none"><li>• Personal Development – Practical Abilities SCQF 4 or 5</li><li>• Food Hygiene</li></ul>
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available



PARTNERSHIP  
FOR PARENTS

## TARGETED TRAINING

The Larder offers a suite of SQA qualifications that can help you build your confidence, learn new skills and gain accreditation to help you on your journey towards a positive destination

<b>Provider</b>	The Larder
<b>Date</b>	Rolling programme with flexible start dates
<b>Time</b>	Flexible to suit needs of parents
<b>Duration</b>	Various
<b>Location</b>	The Larder, Kirkton House, 1 Allen Road, Livingston, EH54 6TQ The Larder, Blackburn The Larder, Strathbrock Partnership Centre
<b>Content</b>	Each qualification content will differ depending on what qualification and skills you are looking to gain, please contact us for more information or pop along and meet the team
<b>Qualifications available</b>	<ul style="list-style-type: none"><li>• Professional Cookery</li><li>• Bakery</li><li>• Front of House</li><li>• Intro to Events</li><li>• Food Hygiene</li><li>• Barista</li><li>• Customer Service</li><li>• Personal Development</li><li>• Communication</li><li>• Working with Others</li></ul>

	<ul style="list-style-type: none"><li>• Problem Solving</li><li>• Numeracy</li><li>• IT</li><li>• Tenancy and Citizenship</li><li>• Wellbeing</li><li>• Employability</li></ul>
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available





PARTNERSHIP  
FOR PARENTS

## INTRODUCTION TO BAKING

The Larder is offering a fun and interactive baking sessions for parents in a small group setting. Working with our experienced baker you will make a selection of baked goods that you can then make at home alongside take away what you have made, as well as a recipe book with further recipes and opportunity to gain qualifications. Please note we can welcome up to 2 children also too if supports childcare concerns

<b>Provider</b>	The Larder
<b>Date</b>	Rolling programme with flexible start dates
<b>Time</b>	Flexible to your needs
<b>Duration</b>	1-4 sessions. 3-4 hours each
<b>Location</b>	Community settings in West Lothian
<b>Content</b>	<ul style="list-style-type: none"><li>• Leave with quick bakery recipes, made with your own hands!</li><li>• Learn to make Cupcakes, Cookies, Scones &amp; 10" Fondant Cake</li><li>• Suggestions for cost effective equipment needed to make at home</li><li>• Take away the dishes you have prepared—a convenient, ready-made family treat for the week!</li><li>• Receive a recipe book with more bakery recipes to try out in your own kitchen.</li><li>• For those wishing to progress into new or improved employment, there is also an option to undertake certified courses out with this course</li></ul>

<b>Qualification</b>	<ul style="list-style-type: none"><li>• Personal Development – Practical Abilities SCQF 4 or 5</li><li>• Food Hygiene</li></ul>
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available



PARTNERSHIP  
FOR PARENTS

## FIRST AID FOR MENTAL HEALTH

This qualification provides learners with the knowledge to recognise a range of mental health conditions, how to start a supportive conversation and when and how to signpost a person to seek appropriate professional help. Participants will know how to recognise and manage stress and understand the impact of substance abuse. They will learn about the first aid action plan for mental health, be able to put it in place and know how to implement a positive mental health culture in the workplace. Participants will not diagnose or treat mental health conditions as this can only be carried out by healthcare professionals but will gain the knowledge to identify when a person may have a condition and know where they can go to get help.

<b>Provider</b>	EnvironMental Health CIC
<b>Date</b>	1st course: 12th,13th and 19th February (all 3 sessions must be attended) 2nd course: 21st, 22nd and 28th March (all 3 sessions must be attended) 3rd course:18th, 19th and 25th April (all 3 sessions must be attended) 4th course:6th, 13th and 20th June ((all 3 sessions must be attended)
<b>Time</b>	9.30 - 12.30
<b>Duration</b>	Delivered over 3 x 3 hrs sessions
<b>Location</b>	Online via ZOOM

<p><b>Content</b></p>	<p>Giving participants the necessary skills to become a qualified First Aider for Mental Health and make a positive impact on yourself, family, friends and work colleagues. This qualification will be a valuable addition to any workplace with participants becoming named First Aiders for Mental Health within their organisations.</p> <p>The course content is delivered via Powerpoint presentation and small group activities. There will also be a written assessment at the end of the course. Should participants require additional support or reasonable adjustments for aspects of this course, please contact us as soon as possible.</p> <p>The topics covered include:</p> <ul style="list-style-type: none"> <li>·Stress</li> <li>·Anxiety</li> <li>·Depression</li> <li>·Self Harm</li> <li>·Eating Disorders</li> <li>·Drugs &amp; Alcohol</li> <li>·Psychosis</li> <li>·Suicide</li> </ul> <p>Participants will gain awareness of how they can prepare to make a positive impact on mental health and by becoming a qualified First Aider for Mental Health, will:</p> <ul style="list-style-type: none"> <li>·Increase understanding of their own mental health and well-being and that of others around them</li> <li>·Increase their confidence, skills and knowledge needed to support those around them who are experiencing mental ill-health or distress</li> <li>·Become named First Aider For Mental Health within businesses and organisations</li> </ul>
<p><b>Qualification</b></p>	<p>Level 5 (SCQF) First Aid for Mental Health</p>
<p><b>Other Information</b></p>	<p>Following this course, peer support sessions will be offered across West Lothian, providing support and building on knowledge gained.</p>



PARTNERSHIP  
FOR PARENTS

## LIVING LIFE TO THE FULL

"Living Life to the Full" is a self-help program based on principles of Cognitive Behavioural Therapy (CBT). CBT is a widely used therapeutic approach that focuses on how thoughts, feelings, and behaviours are interconnected. The program aims to teach individuals practical skills and strategies to manage their mental health and well-being.

Cognitive behavioural therapy (CBT) is an evidence-based treatment approach that is widely recommended for problems such as low mood/depression, anxiety, worry and panic, phobias, obsessive-compulsive disorder (OCD) and more.

<b>Provider</b>	EnvironMental Health CIC – <a href="mailto:info@environmentalhealthcic.org">info@environmentalhealthcic.org</a>
<b>Date</b>	1st Programme – 19th March - 23rd April 2024 2nd Programme – 7th May – 11th June 2024
<b>Time</b>	12-2pm
<b>Duration</b>	Delivered over 6 weeks
<b>Location</b>	1st Programme – Kidzeco, Bathgate 2nd Programme – Kidzeco, Livingston
<b>Content</b>	<p>Key features of Living Life to the Full CBT life skills training:</p> <ul style="list-style-type: none"><li>·CBT Principles: The program is rooted in the principles of CBT, which involves identifying and challenging negative thought patterns, changing behaviours, and developing healthier coping mechanisms.</li><li>·Life Skills Training: Living Life to the Full provides training in various life skills that can help individuals deal with challenges and stressors more effectively. These skills may include problem-solving, communication, stress management, goal setting, and relaxation techniques.</li></ul>

<b>Content (cont.)</b>	<p>Practical Exercises: Living Life to the Full typically includes practical exercises and activities to help individuals apply the principles of CBT in their daily lives. These exercises are designed to promote reflection, self-awareness, and skill development.</p> <p>·Focus on Well-Being: The overarching goal of the program is to enhance overall well-being. This includes not only addressing symptoms of mental health issues but also promoting a positive and fulfilling life.</p>
<b>Qualification</b>	Certificate of Achievement
<b>Other Information</b>	Following this programme 2 catch up sessions shall be organised to check in to see how participants are implementing the strategies learned



PARTNERSHIP  
FOR PARENTS

## CAB ADVISER

Participants will gain the necessary skills and confidence to provide effective and efficient advice to members of the public. The Adviser Training programme enables participants to interview clients as well as resource, interpret and communicate relevant information to the client. It assists in building excellent verbal and written communication skills and completing case records.

<b>Provider</b>	Citizens Advice Bureau (CAB)
<b>Date</b>	Flexible up to the end of March 2024
<b>Time</b>	Flexible hours to suit the participant (minimum 6 pw)
<b>Duration</b>	Flexible hours to suit the participant (minimum 6 pw)
<b>Location</b>	Almondbank Library, Craigshill, Livingston
<b>Content</b>	<p>The Adviser Training Programme consists of elearning, face to face and practical training. It consists of 4 stages which provide the participant with the relevant knowledge and skills to become a competent adviser:</p> <p>Stage 1- Induction</p> <ul style="list-style-type: none"><li>• Welcome to the Citizens Advice network</li><li>• Aims and Principles of the Citizens Advice network</li><li>• Equality, Diversity and Inclusion</li><li>• Information System</li><li>• Interview Skills 1: The Interview Process</li></ul> <p>Stage 2 – Shadowing</p> <ul style="list-style-type: none"><li>• Case Recording 1: The Principles</li><li>• Law and Government</li><li>• Immigration 1: Diagnosing Immigration Enquiries</li></ul>

<p><b>Content (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Benefits 1: Introduction to the Benefits System</li> <li>• Benefits 2: Ill Health and Disability</li> <li>• Debt 1: Diagnosing Debt Advice Issues</li> <li>• Consumer</li> <li>• Employment 1: Diagnosing the Issues</li> <li>• Housing 1: Diagnosing Housing Issues</li> <li>• Benefits 3: Universal Credit</li> <li>• Family and Personal Problems</li> <li>• Interview Skills 2: Providing Holistic Advice</li> <li>• Case Recording 2: Statistical Recording</li> </ul> <p>Stage 3 – Supported Interviewing</p> <ul style="list-style-type: none"> <li>• Interview Skills 3: Telephone and Written Advice</li> <li>• Debt 2: Debt Advice Options and Actions</li> <li>• Benefits 4: Other Welfare Assistance</li> <li>• Discrimination</li> <li>• Employment 2: Options and Action</li> <li>• Housing 2: Housing Options and Action</li> <li>• Social Policy</li> <li>• Mediation, Negotiation and Representation</li> </ul> <p>Stage 4 – Solo Practice</p> <ul style="list-style-type: none"> <li>• Benefits 5: Carrying Out a Benefit Check</li> <li>• Neighbour Disputes and Antisocial Behaviour</li> </ul> <p>Immigration 2: Applications, Options and Action</p>
<p><b>Qualification</b></p>	<p>Certificate of Achievement</p>
<p><b>Other Information</b></p>	<p>Travel costs will be refunded and refreshments/snacks available</p>





PARTNERSHIP  
FOR PARENTS

## PATHWAY TO EMPLOYMENT

Giving participants the opportunity to progress into the workplace at their pace, building confidence and skills in a supportive real life work environment. This work experience opportunity, tailored to individual needs, provides up to six months work experience within the third sector prior to progressing into a paid work opportunity within their chosen sector.

<b>Provider</b>	Partnership for Parents Consortium
<b>Date</b>	Flexible up to end March 2024
<b>Time</b>	Flexible hours to meet individual circumstances
<b>Duration</b>	Up to six months based on participant need
<b>Location</b>	Flexible tailored to client need - consortium locations across West Lothian
<b>Content</b>	<p>Participants will gain:</p> <ul style="list-style-type: none"><li>·An understanding of the workplace</li><li>·Communication, problem solving and teamwork skills</li><li>·Understanding of workplace expectations</li><li>·Sectoral experience</li></ul> <p>Participants will also have the opportunity to participate in wider Consortium upskilling opportunities and to benefit from employability support. Once in work, they will benefit from in-work mentor support.</p>
<b>Qualification</b>	SQA – Workplace Communication SCQF 4
<b>Other Information</b>	Travel costs will be refunded and refreshments/snacks available



## IN-WORK MENTOR PROGRAMME

West Lothian parents have the opportunity to take part in a paid work placement with a supportive local employer, with family friendly work opportunities. Parents are also offered the chance to benefit from a positive relationship with a Mentor, who can help each parent to create a personalised support plan which considers strengths, areas of development, future goals, help to achieve good health and wellbeing, and support to become work-ready. Mentor support can help parents to achieve good health and wellbeing, achieve a positive work life balance or even support parents to become a mentor themselves.

Through our support, parents can also sign up to take part in 1:1 support around access to employment. This includes help to break down barriers to work, CV writing, job applications, interview planning and practice, building confidence, the opportunity to take part in volunteering, training parents to become a mentor themselves, and more.

<b>Provider</b>	Volunteering Matters
<b>Date</b>	Rolling programme with flexible start date
<b>Time</b>	Flexible according to parent's needs – work/volunteering placements, mentoring and bespoke 1:1 support arranged at suitable times and locations for parents
<b>Duration</b>	Flexible – normally weekly or fortnightly
<b>Location</b>	Various locations across West Lothian communities
<b>Content</b>	
<b>Qualification</b>	N/A
<b>Other Information</b>	Please contact <a href="mailto:scotinfo@volunteeringmatters.org.uk">scotinfo@volunteeringmatters.org.uk</a> or call 0131 564 1951 for further information, or to take part



## NEXT STEPZ FOR PARENTS—RETAIL

Next Stepz for Parents. A work experience-based training programme with on-job support. The training programme also consists of 1:1 weekly support, as well as various employability and wellbeing workshops in a group setting.

<b>Provider</b>	Kidzeco
<b>Date</b>	Rolling programme with flexible start dates
<b>Time</b>	<p>Wednesday 10-12 for group session            1 hour per week for 1:1 (Mon-Fri between 10-3/flexibility)            7 hours per week work experience (Mon-Sat between 9-5/flexibility)</p> <p>1:1 sessions and work experience hours will be discussed with each participant with times and locations tailored to suit individual needs as best as possible.</p>
<b>Duration</b>	12 weeks
<b>Location</b>	<p>Livingston store for group sessions            Work experience (4 spaces in Kidz n Kin, Livingston, 3 in Livingston store and 3 in Bathgate store)</p>
<b>Content</b>	<p>Work experience in either retail (stores) or community cafe (KNK) with on job support being trained to key holder level.            Workshops:</p> <ul style="list-style-type: none"> <li>· Week 1: Registration, participation agreement signed, action plan agreed and complete, work experience hours agreed, WorkPlace Star assessment undertaken and referral to CAB for income maximisation assessment.</li> <li>· Week 2: CV and Confidence building</li> <li>· Week 3: Cover letters and Resilience</li> <li>· Week 4: IT and Effective job searching</li> </ul>

<p><b>Content (cont.)</b></p>	<ul style="list-style-type: none"> <li>• Week 5: LinkedIn and Time management</li> <li>• Week 6: Review/Touch points</li> <li>• Week 7: Further Education and Work life balance</li> <li>• Week 8: Barriers to work and how to access support</li> <li>• Week 9: Interview skills and Goal setting</li> <li>• Week 10: Mock interviews and Childcare search</li> <li>• Week 11: What's next?</li> <li>• Week 12: Exit interview, WorkPlaceStar review and group celebration</li> </ul>
<p><b>Qualification</b></p>	<p>N/A</p>
<p><b>Other Information</b></p>	<p>Participants will benefit from a weekly 1:1 support session with their adviser with topics covered including: action plans, clarifying or supporting on a more individual basis anything from workshops as needed, supporting where possible anything not covered in workshops. These sessions will be participant led, based on individual need.</p> <p>Work experience must be face to face, and whilst it is preferable that workshops and 1:1's are face to face, this is flexible based on participants' individual circumstances. However, this cannot be for more than half the programme length.</p>



PARTNERSHIP  
FOR PARENTS

## NEXT STEPZ FOR PARENTS – WORKING WITH CHILDREN AND FAMILIES IN THE COMMUNITY

If you want to work with children and families, Next Stepz for Parents is offering the opportunity to gain invaluable skills and qualifications whilst undertaking a 12 week work experience placement in KidzEco. This experience-based training programme with on-job support also offers 1:1 weekly support, as well as various employability and wellbeing workshops in a group setting.

<b>Provider</b>	Kidzeco
<b>Date</b>	Rolling programme with flexible start dates
<b>Time</b>	Wednesday 10-12 for group session 1 hour per week for 1:1 (Mon-Fri between 10-3/flexibility) 7 hours per week work experience (a choice of hours within KidzEco opening times of Mon-Sat between 9-5/tailored flexibility depending on participant need) 1:1 sessions and work experience hours will be discussed with each participant with times and locations tailored to suit individual needs as best as possible.
<b>Duration</b>	12 weeks
<b>Location</b>	Livingston store for group sessions Work experience - Kidz n Kin, Livingston, Livingston store and Bathgate store

<p><b>Content</b></p>	<p>Over 12 weeks, you will have the opportunity to:</p> <ul style="list-style-type: none"> <li>• Support community officers in classes</li> <li>• Learn how to plan and deliver classes parental information classes and sessions</li> <li>• Become HENRY qualified</li> <li>• Help in our community café (cash handling, customer service, food prep)</li> <li>• Ensure a safe community space for families</li> </ul> <p>You will also benefit from support to access, apply and secure employment via workshops and one to one support.</p>
<p><b>Qualification</b></p>	<p>HENRY in addition to a range of targeted qualifications tailored to career aspirations.</p>
<p><b>Other Information</b></p>	<p>Participants will benefit from a weekly 1:1 support session with their adviser with topics covered including: action plans, clarifying or supporting on a more individual basis anything from workshops as needed, supporting where possible anything not covered in workshops. These sessions will be participant led, based on individual need.</p> <p>Work experience must be face to face, and whilst it is preferable that workshops and 1:1's are face to face, this is flexible based on participants' individual circumstances. However, this cannot be for more than half the programme length.</p>