



**WEST DUNBARTONSHIRE COUNCIL  
DEPARTMENT OF EDUCATIONAL SERVICES**

<b>Employability Review September 2012</b>				
<b>Action point</b>	<b>Action</b>	<b>Lead Staff</b>	<b>Timescale</b>	<b>Resources</b>
<b>Continue awareness raising of Skills for Learning, Life and Work</b>	<b>Professional Development</b> <ul style="list-style-type: none"> <li>• Early years</li> <li>• Probationers</li> <li>• Included in senior Phase Planning days</li> </ul>	<b>ESO DHT planning group/ESO/ QIO</b>	<b>June 2013</b>	<ul style="list-style-type: none"> <li>• Training room</li> <li>• Training materials</li> </ul>
<b>Encouraging school to expand options for skills development</b>	<b>Support staff to develop facilitates, resources, knowledge</b>	<b>ESO/QIO/DHT's</b>	<b>Sept. 2013</b>	<ul style="list-style-type: none"> <li>• Contact centres OLSP/CBHS</li> <li>• WDC Contact Centre / Employer partners</li> <li>• School vocational premises</li> <li>• Writing teams</li> </ul>
<b>Work towards improving preparation for placement, within the planned curriculum</b>	<ul style="list-style-type: none"> <li>• Explore possible methods of delivery of awards to support placement preparation.</li> <li>• Liaise with schools as part of BGE/Senior Phase curricular development</li> </ul>	<b>ESO/School Coordinators/ Transition officers/DHT Senior Phase planning group</b>	<b>Sept. 2013</b>	<ul style="list-style-type: none"> <li>• Time to develop courses</li> <li>• Time within the curriculum to embed the skills</li> <li>• Cost to present young people</li> <li>• Time to coordinate / moderate the skill development</li> </ul>

<p><b>Awareness raising with employers of the part they can play within the curriculum to support young people</b></p>	<p><b>Business partner breakfast:</b>  - info re changing curriculum/awards,  - sharing of practise (employers/pupils),  - information re opportunities,  - invitation to engage with education</p>	<p><b>ESO/ Transition officers/DHT Senior Phase planning group</b></p>	<p><b>June 2013</b></p>	<ul style="list-style-type: none"> <li>• <b>Venue</b></li> <li>• <b>Employers to share experiences</b></li> <li>• <b>Pupils to share experiences</b></li> <li>• <b>SQA ? to outline changes in courses</b></li> <li>• <b>QIO to outline changes in delivery</b></li> </ul>
<p><b>Recording of wider achievement out with the curriculum</b></p>	<p><b>Work with CLD to look at systems of information sharing</b></p>	<p><b>HoS, ESO</b></p>	<p><b>December 2013</b></p>	<ul style="list-style-type: none"> <li>• <b>Shared database or other , to be explored</b></li> </ul>
<p><b>Streamlining of Employability programme and embedding within CfE</b></p>	<ul style="list-style-type: none"> <li>• <b>Move Transition officers into Education</b></li> <li>• <b>All pupils access the one service with appropriate levels of support</b></li> <li>• <b>Officers based within secondary schools, more contact time</b></li> </ul>	<p><b>ESO/ 16+Coordinator/ Employability Transition officers/DHT's</b></p>	<p><b>August 2013</b></p>	<ul style="list-style-type: none"> <li>• <b>Bases within OLSP and CBHS</b></li> <li>• <b>Access to x drive within schools for transition officers</b></li> <li>• <b>One set of paperwork, used as appropriate</b></li> </ul>

<b>Development of Evaluations</b>	<ul style="list-style-type: none"> <li>• Pupils evaluations collated on return from placement</li> <li>• Parent evaluations introduced</li> <li>• Employer evaluations available electronically</li> </ul>	<b>Transition officers/ESO/school coordinators</b>	<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Evaluation forms</li> </ul>
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