

From mountain to sea



Young Person* Factsheet

Build your
employability skills

Get a paid work
placement

Digital WORKS is an employability programme is aimed at helping young people in Aberdeenshire from a care experienced background** build skills and experience required to find a job.

Step 1 - Apply for the programme

You will meet, discuss the programme and find out if it's the right opportunity for you.

Step 2 – Employability Skills session

These sessions involve one to one support from an employability Key Worker. Together you will draw up an action plan of required training. A deeper knowledge of core employability skills which include understanding job profiles, CV writing and cover letter, completing an application form, confidence building, interview skills, job etiquette, dressing for interview and getting the most out of a work placement.

*The programme is aimed at helping young people (16 to 26) and those from a care experienced background

**The term care-experienced refers to anyone who has been or is currently in care or from a looked-after background at any stage in their life, no matter how short, including adopted children who were previously looked-after. This care may have been provided in a one of many different settings such as in residential care, foster care, kinship care, or through being looked-after at home with a supervision requirement.

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Step 3 – Digital IT Skills

Explore digital skills you may wish to develop in your future career.

Step 4 – Application form / Interview

This step gives you experience of an application and interview situation, with the safety of knowing it's a practice run.

You'll be asked to complete a detailed application form tailored to a specific job advert. The interview will give you the opportunity to put your employability skills training into practice. The interview panel will provide feedback on your application form and interview on what went well and areas to improve.



Step 5 – Work Placement

The final step is to start the paid work placement. You will be an employee for the duration of the placement and have a job description.

During the paid placement you will be paid the current Scottish Local Government Living Wage (£9.07 per hour).

If you would like to find out more about the programme, please email

gayle.walker@aberdeenshire.gov.uk

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