

# StepUP Programme Evaluation August 2012 – July 2013



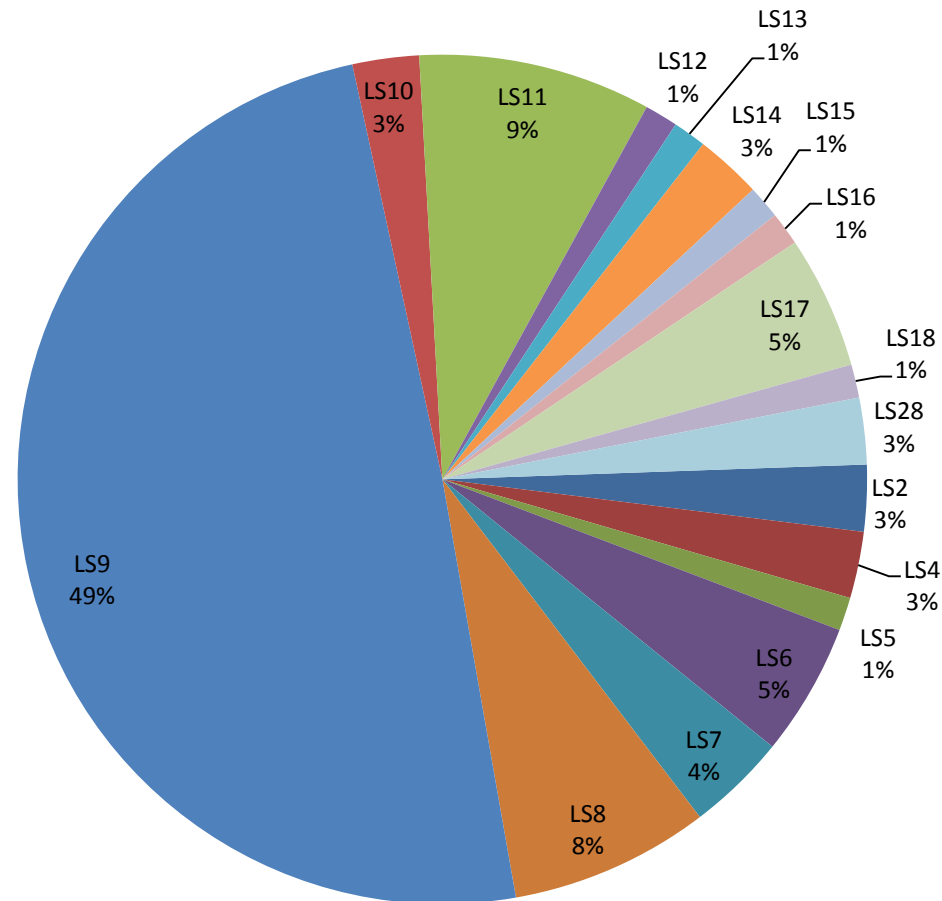
## Project Summary

The first year for StepUP has been very challenging. Both external factors such as the increased requirement for online job applications, as well as varying skills and needs of our clients have impacted the StepUP programme greatly. However, we were able to adapt to these factors due to our holistic support service which provides education, volunteering, debt advice, counselling and employability support. Our StepUP programme has brought together our range of services to provide participants with a programme of learning, volunteering and employability support. Participants have taken part in literacy and IT classes, vocational training, accredited courses and completed a volunteer work placement. Working in partnership with the National Careers Service and Job Centre Plus participants also receive careers advice, CV support and help searching and applying for jobs. Over the past 12 months we have had a lot of success delivering this programme, all participants have either completed the programme, been signposted to appropriate education or training, continued with support at St Vincent's or moved in to employment. The following report provides a breakdown of who has taken part and their outcome, an update on each area of the project over the past year as well as update on the individual circumstances of each client.

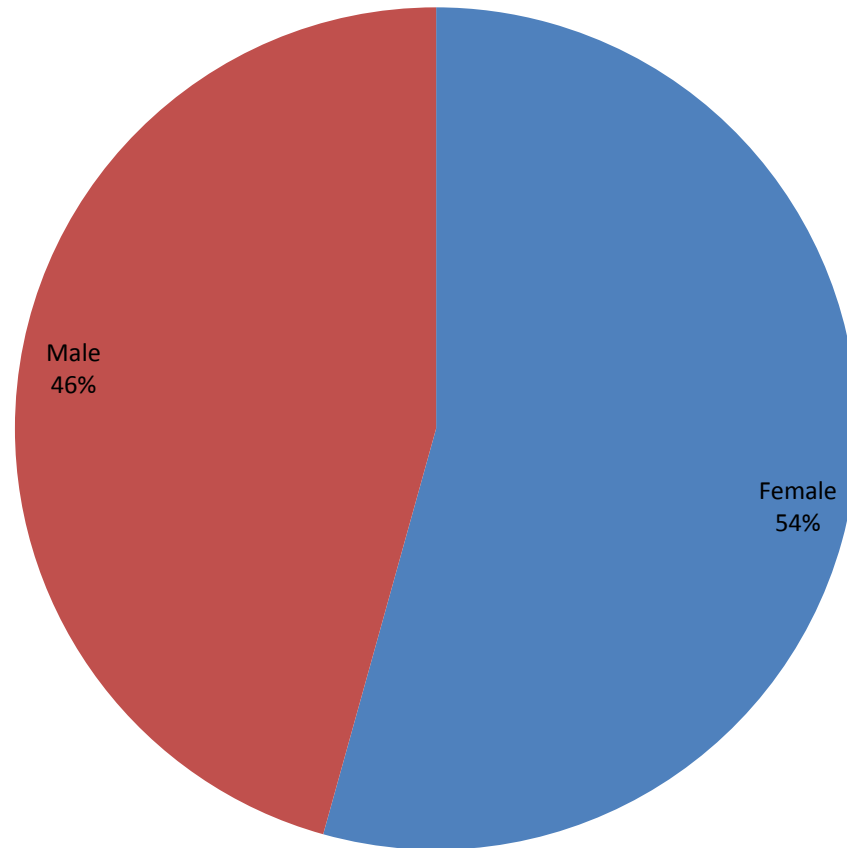
We have found that this project was not a one size fits all and through the funding provided by Jimbo's Fund, we have been able to provide provision through our volunteer and education department that meets different needs. The journey to employment can require a different path depending upon the individual client and we have provided this in the form of work experience, learning and direct employability support. Some of our participants have needed to take part in all three areas, while others have needed specific support from a combination. At times, improving CVs and offering sound careers advice has been enough, other participants have required hands on experience through volunteering to boost their CV and confidence, while others have taken part in accredited learning or improved their reading, writing and IT skills. All of this support leads to one destination; employment. Participants have found work as teaching assistants, factory workers, cleaners, social care assistants, ESOL tutors, translators, security guards, shop assistants, restaurant assistants and community workers. Some participants are working through the programme whilst others have moved on to further education and training at college or with community providers.

**98 Clients – 42 Jobs (LS9 - 32, LS14 – 1, LS15 – 1 – Other – 8 ) – 10 Withdrawn – 50 On-going support with education, training, volunteering and employment.**

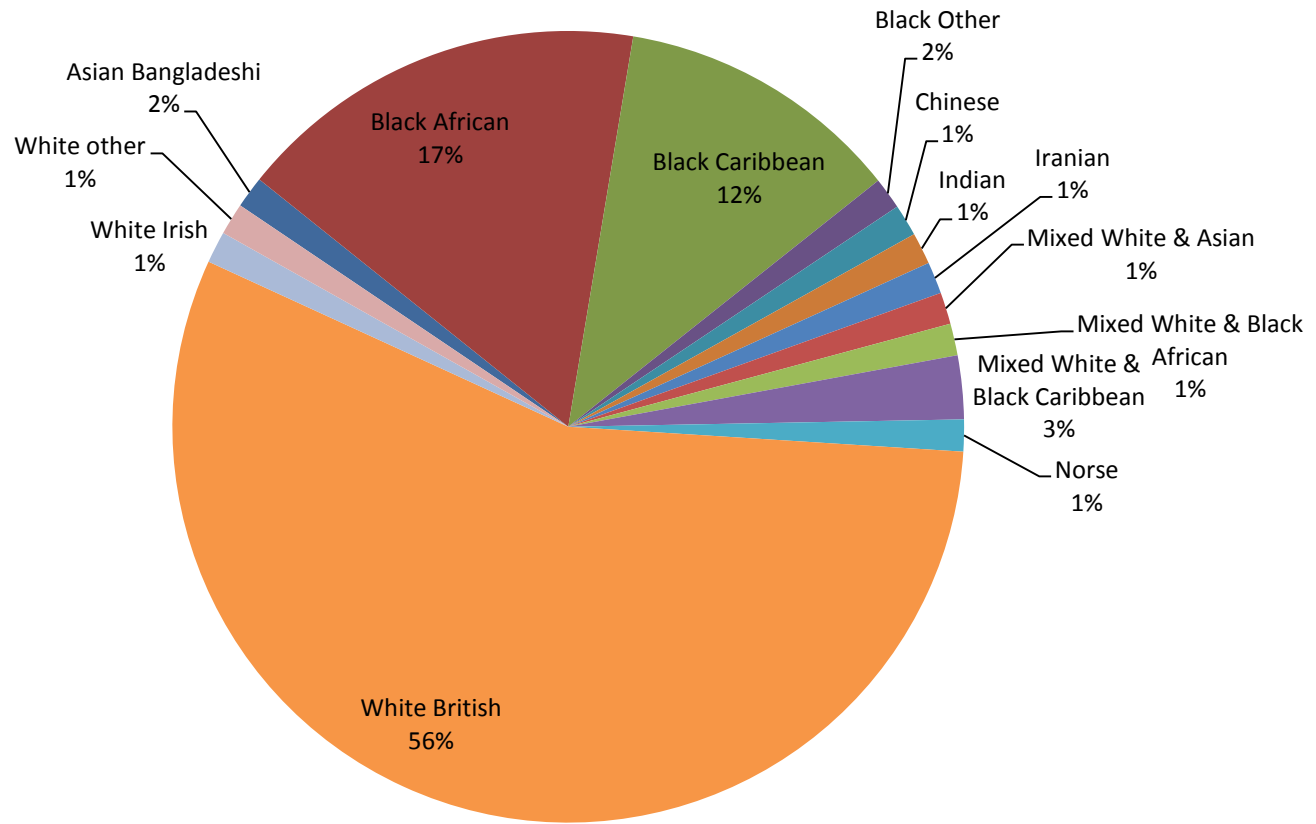
### Post Codes for StepUP participants



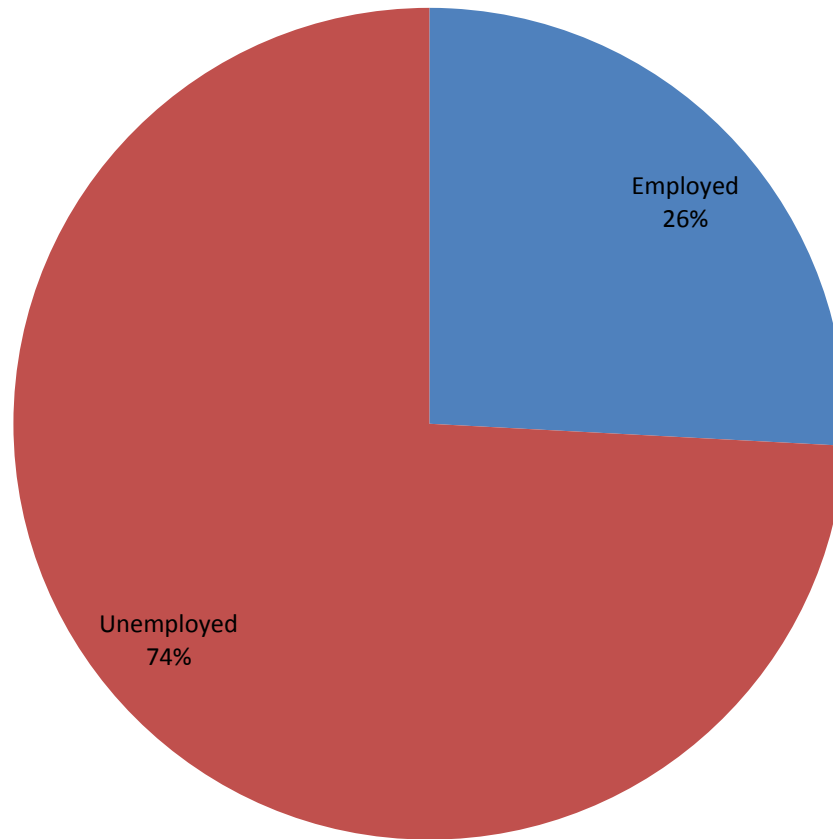
## Gender of participants



# Ethnicity of participants



## StepUP Project Outcome for participants



# Project Update – Year 1

Area of Project	Update
<p>Allocate and recruit appropriate resources to set up the StepUP programme.</p>	<ul style="list-style-type: none"> <li>• Filing system created.</li> <li>• Online database set up.</li> <li>• Application form, reference form agreed.</li> <li>• StepUP agreement created.</li> <li>• Volunteer work placements have been created.</li> <li>• Extensive course programme has been put in place.</li> <li>• Work club has been set up in partnership with Job Centre and National Careers Service.</li> <li>• Accredited courses have been set up for First Aid and Healthy and Safety.</li> </ul>
<p>Identify appropriate work experience placements, both internally and externally, to provide a variety of opportunities.</p>	<ul style="list-style-type: none"> <li>• Placements created in shops, St Judes, SVSC, Education, Admin etc.</li> <li>• Partnership set up with 2-way-street projects and other volunteer providers.</li> </ul>
<p>Become officially registered with an accreditation body (e.g. OCN) to allow us to offer accredited courses when appropriate.</p>	<ul style="list-style-type: none"> <li>• OCN Registration achieved and maintained.</li> <li>• Three accredited courses have been set up with 20 students completing.</li> </ul>
<p>Enable 75 adults to complete the StepUP programme combining work experience with learning and training opportunities to meet the individual needs of the participant.</p>	<ul style="list-style-type: none"> <li>• 100 Adults have completed course.</li> <li>• 35 people have got jobs from LS9, LS14 and LS15.</li> <li>• All participants have moved on to further education or training.</li> </ul>
<p>Encourage 20 participants to engage in additional support services at St Vincent's to include debt advice/money management and counselling.</p>	<ul style="list-style-type: none"> <li>• Work on-going with other departments.</li> <li>• Clients have engaged with debt advice and counselling service.</li> <li>• ESOL tutors recruited.</li> <li>• Shop volunteers recruited.</li> <li>• Administration volunteer recruited.</li> </ul>

<p>Achieve a minimum 85% of participants reporting increased confidence, improved skills, and feeling positive about the future.</p>	<ul style="list-style-type: none"> <li>• 100% of those taking part in course have fed back an increase in confidence.</li> <li>• Evaluation forms have been completed.</li> </ul>
<p>Develop a peer mentoring system, whereby people who have completed the programme will support others entering as new recruits.</p>	<ul style="list-style-type: none"> <li>• 2 peer mentors are currently working in Work Club.</li> <li>• Further system to be set up involving whole programme.</li> <li>• Peer mentor training programme to be created and advertised.</li> </ul>
<p>Ensure 24 participants will go on to engage in volunteering activities in East Leeds to further develop their skills and improve chances of employment.</p>	<ul style="list-style-type: none"> <li>• A number of participants are engaging in extra volunteer activity.</li> <li>• Volunteers have gone on to work at RETAS.</li> <li>• Volunteer have found placement siwht other volunteer organisations.</li> <li>• Partnership set up with 2-way street.</li> </ul>
<p>Build relationships with a minimum of 5 private sector partners, who would help support participants through interview practice, work experience placements, and employment opportunities.</p>	<ul style="list-style-type: none"> <li>• Partnerships are being built through centre initiatives including: Price Water House Cooper, British Gas, RETAS, Zest, Ring Automotive, Country Style Foods.</li> </ul>
<p>Enable 30 adults to successfully gain employment as a result of participation in StepUP.</p>	<ul style="list-style-type: none"> <li>• 42 people have gained employment.</li> <li>• All engaging in further education or training.</li> </ul>
<p><b>Other developments supporting employability skills through Step UP funding:</b></p> <ul style="list-style-type: none"> <li>• 16 ESOL classes, 3 IT classes and 5 employability courses have been set up involving over 300 students</li> <li>• An additional 45 volunteers have been supported and recognised for their achievements.</li> <li>• Work club has seen over 200 people for careers advice, CV support, job search and careers advice.</li> </ul> <p><b>On-going developments:</b></p> <ul style="list-style-type: none"> <li>• Develop peer mentor system and possibly recruit dedicated employment paid or volunteer advisors with AIG training through NCS.</li> <li>• Improve system of enrolling participants on Step Up – requires more admin support (specific tasks to be set and agreed).</li> <li>• Promote programme more in local area and recruit focus on target area of LS9, LS14 and LS15.</li> <li>• Develop interactive work placement mapping though area.</li> <li>• Develop work placements with other providers and private sector.</li> <li>• Develop partnerships with employers and further routes into employment.</li> <li>• Health and safety and safeguarding support to be reviewed.</li> </ul>	



## Step Up Client Update – Year 1

NAME	POST CODE	OUTCOME
XXXXXXXXXX	LS11 6JN	Employed (FT factory work)
XXXXXXXXXX	LS9 7RR	Employed (FT cleaner/chef)
XXXXXXXXXX	LS28 7TN	Employed (FT care assistant)
XXXXXXXXXX	LS9 6BH	Employed (FT ASDA)
XXXXXXXXXX	LS9 9LD	Employed (PT bar work)
XXXXXXXXXX	LS15 4AU	Employed (FT community work)
XXXXXXXXXX	LS9 7DJ	Employed (PT cleaner)
XXXXXXXXXX	LS9 6JB	Employed (FT call centre)
XXXXXXXXXX	LS8 7EJ	Employed (PT Factory/Security)
XXXXXXXXXX	LS11 7JB	Employed (FT Teaching assistant)
XXXXXXXXXX	LS9 9AA	Employment (FT English teacher)
XXXXXXXXXX	LS17 5HW	Employment (FT Call centre)
XXXXXXXXXX	LS9 7PQ	Employed (PT cleaner)
XXXXXXXXXX	LS10 4TT	Employed (FT call centre)
XXXXXXXXXX	LS9 0BJ	Employed (PT ESOL teacher)

XXXXXXXXXX	LS9 9DL	Employed (PT shopping centre)
XXXXXXXXXX	LS9 9HH	Employed (FT primark)
XXXXXXXXXX	LS14 2NT	Employed (FT call centre)
XXXXXXXXXX	LS9 8QB	Employed (PT teaching assistant)
XXXXXXXXXX	LS28 7BP	Employed (PT translator)
XXXXXXXXXX	LS9 8PC	Employed (FT cleaning)
XXXXXXXXXX	LS9 9LR	Employed (PT security guard)
XXXXXXXXXX	LS9 7LR	Employed (FT warehouse)
XXXXXXXXXX	LS9 6BZ	Employed (PT cleaning)
XXXXXXXXXX	LS9 9LD	Employed (FT car showroom)
XXXXXXXXXX	LS9 OLT	Employed (employed )
XXXXXXXXXX	LS9 9JF	Employed (employed)
XXXXXXXXXX	LS9 7QN -	Employed (employed)
XXXXXXXXXX	LS9 9LN	Employed (employed)
XXXXXXXXXX	LS9 6AE	Employed (PT security)
XXXXXXXXXX	LS9 7PE	Employed (PT take away shop)
XXXXXXXXXX	LS9 OEY	Employed (PT glass collector)
XXXXXXXXXX	LS9 9JL	Employed (FT MacDonalds)

XXXXXXXXXX	LS9 7PQ	Employed (FT shop work)
XXXXXXXXXX	LS9 6BA	Employed (FT restaurant)
XXXXXXXXXX	LS9 9AA	Employed (FT factory work)
XXXXXXXXXX	LS9 9LW	Employed (FT primary school assistant)
XXXXXXXXXX	LS9 OEX	Employed (FT Care assistant)
XXXXXXXXXX	LS9 6RT	Employed (FT kitchen assistant)
XXXXXXXXXX	LS9 7PU	Employed (FT cleaning)
XXXXXXXXXX	LS17 8TZ	Employed (FT Community Work)
XXXXXXXXXX	LS9 7PS	Employed (PT Cleaner)
XXXXXXXXXX	LS9 8AH	On-going education and training.
XXXXXXXXXX	LS16 7SF	On-going education and training.
XXXXXXXXXX	LS8 2NB	On-going education and training.
XXXXXXXXXX	LS9 9AA	On-going education and training.
XXXXXXXXXX	LS7 3EQ	On-going education and training.
XXXXXXXXXX	LS14 5BL	On-going education and training.
XXXXXXXXXX	LS2 9BR	On-going education and training.
XXXXXXXXXX	LS7 3HJ	On-going education and training.
XXXXXXXXXX	LS9 6DH	On-going education and training.
XXXXXXXXXX	LS18 4LT	On-going education and training.

XXXXXXXXXX	LS9 0HB	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 6PQ	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 7AB	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 7LP	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 9JL	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 9LZ	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 8PQ	<b>On-going education and training.</b>
XXXXXXXXXX	LS17 6BB	<b>On-going education and training.</b>
XXXXXXXXXX	LS12 2LW	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 8PQ	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 9DL	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 0BA	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 0HL	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 7ET	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 9AA	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 9JP	<b>On-going education and training.</b>
XXXXXXXXXX	LS9 9AA	<b>On-going education and training.</b>
XXXXXXXXXX	LS6 3RV	<b>On-going education and training.</b>

XXXXXXXXXX	LS6 3RV	On-going education and training.
XXXXXXXXXX	LS17 8BE	On-going education and training.
XXXXXXXXXX	LS11 0JN	On-going education and training.
XXXXXXXXXX	LS9 7ES	On-going education and training.
XXXXXXXXXX	LS9 6AT	On-going education and training.
XXXXXXXXXX	LS6 1NR	On-going education and training.
XXXXXXXXXX	Ls11 8LD	On-going education and training.
XXXXXXXXXX	LS8 5AU	On-going education and training.
XXXXXXXXXX	LS14 1JT	On-going education and training.
XXXXXXXXXX	Ls11 8LD	On-going education and training.
XXXXXXXXXX	LS9 6NS	On-going education and training.
XXXXXXXXXX	LS9 9AA	On-going education and training.
XXXXXXXXXX	Ls9 9AA	On-going education and training.
XXXXXXXXXX		On-going education and training.
XXXXXXXXXX	Ls9 6NS	On-going education and training.
XXXXXXXXXX	LS9 8NJ	On-going education and training.
XXXXXXXXXX	Ls11 0DB	On-going education and training.
XXXXXXXXXX	Ls8 1QQ	On-going education and training.
XXXXXXXXXX	LS8 5JG	On-going education and training.
XXXXXXXXXX	LS9 9AA	Withdrawn (training)

XXXXXXXXXX	LS9 9LR	Withdrawn (training)
XXXXXXXXXX	LS12 2QZ	Withdrawn (training)
XXXXXXXXXX	LS9 6LL	Withdrawn (moved)
XXXXXXXXXX	LS9 7PS	Withdrawn (family issues)
XXXXXXXXXX	LS6 4AZ	Withdrawn (housing issues)
XXXXXXXXXX	LS7 3HB	Withdrawn (college)
XXXXXXXXXX	LS2 9AX	Withdrawn (college)
XXXXXXXXXX	LS9 9JG	Withdrawn (college)
XXXXXXXXXX	LS10 2LR	Withdrawn (unknow)