Interim Monitoring Report of **Pre-Employability in Clackmannanshire**

13th April 2022

Executive Summary

This interim monitoring report sets out the progress in the implementation of the Pre Employability in Clackmannanshire (PEC).

PEC faced major challenges in its establishment caused by delays in the announcement of the funding award and securing contracts. The contract between Clackmannanshire Council (CC) and Clackmannanshire Third Sector Interface (CTSI) remain unresolved more than 3 months into the operational life of the programme. While the consortium of 10 third sector organisations worked together to overcome these challenges, delays in recruitment of the key workers required to sign up participants had a substantial impact on the programme, in essence delaying the programme by up to 6 weeks before the programme had significant numbers of participants. With concerted efforts the recruitment onto the programme and establishing action plans is now fully operational.

The performance of PEC is strong against all activity measures. On the basis of major delays in contracts, and from a delayed standing start PEC has exceeded more than 50% of its targets for the first 3 months of the programme. An assessment of its performance against outcomes will start with a programme of contact with PEC graduates which is scheduled from May 2022.

PEC Performance Against Targets as at 31 March 22

Participants	Target	Actual As at 31 March 2022	% achieved
Economically inactive	83	47	57%
Unemployed	75	77	103%
Employed	7	23	329%
Voluntary Sector Organisations	9	8	89%
Activity			
Direct Supports on 1 to 1	158	133	84%
Direct Supports 1 to many	167	258	154%
Outcome			
People in Education or Training following support	27	n/a	
People gaining a qualification following (or within) support	50	39	78%
Economically inactive people now in employment or self employment following support	13	n/a	
Economically inactive people now newly engaged in job searching following support	13	n/a	
Economically inactive who are now engaged in life skills supports following intervention	47	n/a	
Economically inactive people engaging with benfits system following support	41	n/a	

There are 158 clients targeted for PEC (made up of 150 mainstream and 8 who require additional support). The full evaluation will identify those elements of PEC which are seen to have the greatest impact on participants and their progress to employment and other positive outcomes.

PEC is an unusual programme where rather than presenting a single support to participants, it offers a suite of potential supports which are customised to the needs of individuals. This has meant that the interests and needs of participants has been the key driver to the structure and content of PEC.

By the end of March 22, there were 130 registered participants on PEC. (This has since increased to 142). Participants are broadly as expected at this stage with the majority unemployed and seeking employment, with 43% of those unemployed for more than 2 years; 30% regard themselves as having a disability which is more than the national average of 20%; the largest group of participants are under 24 (35%); 25% have no qualifications; 31% live in one of the worst 10% areas in Scotland, with a further 23% living in the second worst 10% areas for multiple deprivation.

The participants and the PEC programme is heavily integrated into other employability supports in Clackmannanshire with c75% participants referred to the programme by a public or third sector agency. The largest of the referring agencies is ClacksWorks who has referred 37% of those who are currently registered on PEC. 62% of participants report that they have already received supports from other public or third sector agency.

The most common barriers are dominated by mental health issues including self esteem, confidence and anxiety which is reflected in a below the mean score in the Warwick Edinburgh Mental Wellbeing Survey of 46.5 (compared to national average of 51.6)

Participants are active in PEC with 108 of the 130 registered participants attending at least one activity with PEC. The other registered participants are booked into other supports for next term as well as many of the 108 who have already been active on PEC.

A total of 65 courses were held (making up 99 course "sessions" where a course contains more than one day/session). Attendance rates are a challenge for PEC with attendance of only 53% in term 1 and 27% of the courses did not go ahead. Those that did not go ahead where largely in the early weeks when the number of PEC participants were low.

A total of 39 qualifications have been awarded. (Further are pending confirmation with providers.)

The college bus is successfully operating with low but growing numbers of passengers. The other infrastructure supports including the video of the programme, database of provision are progressing but not complete and term 2 will include the advisor support programme.

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There has been a very low take up of placements and employability awards. This represents a major shift from the originally designed programme where it was assumed that every participant would do a day a week placement and complete the employability award.

A number of lessons have been learnt on the operation of term 1 and coupled with the announcement of a no cost extension of the programme to end Dec 22, the programme is currently being restructured and reviewed for term 2 onwards.

Contents

1   Introduction

1.1   Scope and Content of Review

This interim monitoring report is a contractual requirement for the Community Renewal Fund. This falls three months into the envisaged 6 month Pre Employability in Clackmannanshire (PEC) programme. While a small number of participants have left or progressed from PEC, this interim report has made no attempt to gather information on outcome measures. This will be included in the end of programme evaluation report.

This interim report sets out the context of PEC, its experience of implementation so far, areas where lessons have already been learnt and the programme adjusted and those areas where it is worthy to review and amend for the second half of the programme. The recently announced no cost extension of CRF to end Dec 22 is currently being considered in detail.

The report includes as much quantitative information as possible and covers recruitment, participants, their planned and actual activities. Where available feedback from participants of the supports they have received to date is also reported.

In addition a qualitative evaluation is underway, but not complete and will be incorporated into subsequent evaluation reports.

1.2   Pre Employability in Clackmannanshire (PEC)

PEC is a Community Renewal Fund project which has the overall aim to *address multiple barriers to employment.*

Its targets included in the application are:

Participants	Target
Economically inactive	83
Unemployed	75
Employed	7
Voluntary Sector Organisations	9
Activity	
Direct Supports on 1 to 1	158
Direct Supports 1 to many	167
Outcome	
People in Education or Training following support	27
People gaining a qualification following (or within) support	170
Economically inactive people now in employment or self employment following support	13
Economically inactive people now newly engaged in job searching following support	13
Economically inactive who are now engaged in life skills supports following intervention	47
Economically inactive people engaging with benfits system following support	41

The target for qualifications attained was amended in March 22 to 50 to reflect the introduction of new definitions of a qualification and the shift of the programme away from all participants completing the SQA employability award.

The programme is designed to establish a range of supports which are structured into customised programmes of support for each individual to address their multiple barriers and to progress them to employment.

1.2   History and Timelines

The original application for Community Renewal Fund was made in June 2021 with an expected start date of beginning August 2021. The original design proposed a start for participants from October 2021 to end March 2022.

Clackmannanshire Council (who administer the grant on behalf of UK Government) were notified on 3rd November 2021 that the application was approved with an extended deadline for spend to the end June 2022. A contract between UK Government and Clackmannanshire Council was in place in December 2021.

At the time of writing, there is no contract between the Council and Clackmannanshire Third Sector Interface (CTSI), the contract holder and Project Deliverer.

The delays in securing the contract from the council meant that contracts were critical delays between the CTSI and the consortium members.

While spend from 3rd November 2021 was permitted for claim, without contracts, most consortium members did not incur any costs or enter into any legal commitments of spend to deliver the project. (CERT and CTSI did incur essential start up costs on a speculative basis).

While the contract to CTSI is still outstanding the deadlock was addressed by the council transferring funds to CTSI on the basis of a note of "intention" and the CTSI to consortium member contracts were signed between mid December to mid January 22.

These timing issues, coupled with the Christmas shut-down period have had a significant negative impact on the initial delivery of PEC. Most notably that Apex Scotland could not commit to advertising or recruiting for their two additional PEC funded posts until after their contract was signed with CTSI, which meant that the staff were not in post until February 2022. Reasonable adjustment was made by the other consortia members to help achieve sign ups of participants to PEC as initially there were low registrations and participation in the early activities of PEC. This issue has now been resolved fully and significant sign ups are now happening.

1.3   Overview of Activities and Partners

The delivery of PEC has been through a consortium of third sector organisations. Each play different roles and deliver different elements. The original designed programme comprises 10 consortium members. In addition further third and private sector organisations have been brought into the partnership to ensure the delivery of specialist services.

The consortium members and partners engaged in the delivery of PEC are

Organisation	Role	Legal Relationship
Clackmannanshire Third Sector Interface (CTSI)	Project Deliverer; contract lead with the council; financial management and strategic oversight	Lead Consortium Member
CERT (Clackmannanshire Economic Regeneration Trust)	Overall project manager of PEC; development of mapping of existing provision; evaluation of the programme; awareness raising and recruitment to PEC; PEC administration; advisor support programme. From February 2022 this has included key worker support for management.	Consortium Member

Apex Scotland	Recruitment and registration of participants; key worker support (seconded to CERT in end February 2022); delivery of training including CSCS cards, PAT, Food Safety in Catering; and Employability Awards	Consortium Member
Forth Valley College	Provider of training including personal development; IT; barista skills; customer care; First Aid and Health and Safety	Consortium Member
Ceteris (Scotland) Limited	Enterprise support programme	Consortium Member
Resilience Learning Partnership	Spaces on their TIER programme	Consortium Member
Japanese Garden	Placement opportunities	Consortium Member
All Cleaned Up	Placement opportunities	Consortium Member
Addiction Support Counselling	Addiction recovery support plus additional Literacy Support	Consortium Member
Dial-a-Journey	Operator of pilot College Bus Transport to the Japanese Garden	Consortium Member

Since the start of the programme, further specialist activities have been established to meet the needs of PEC participants, the organisations who are engaged to deliver these are (as at end March 2022):

Organisation	Role	Legal Relationship
CITB	Provider of Scaffolding Training	Subcontractor to CERT
Springboard	Provider of Hospitality Training	Subcontractor to CTSI
Sibbald Training	Provider of Forklift Driver Training	Subcontractor to CTSI
Wellbeing Scotland	Deliverer of Managing Anxiety Workshops	Partner
Jean Hamilton Limited	Evaluation	Subcontractor to CERT
Rebecca McFarlane Limited	Qualitative Evaluation	Subcontractor to CERT
Mirko Moro, University of Stirling	Independent Reviewer of Evaluation	Subcontractor to CERT
MTC Media	Developers of Database for mapping of provision	Subcontractor to CERT

GlassBullet	Production of a video of PEC; workshops for PEC participants to learn video making skills	Subcontractor to CTSI
Scottish Autism	Provision of specialist support for PEC candidates with Autism	Subcontractor to CTSI
Clacks CAB	Provision of debt and money advice	Subcontractor to CTSI

2   Recruitment

2.1   Awareness Raising, Marketing and Enquiries

A number of activities were undertaken to promote and raise awareness of PEC. In December 2021, a basic web site www.pec.scot and two leaflets (one for participants and one for their advisors) were produced. The leaflets were issued largely from January 2022 due to the festive break.

A phone number 07471 734 951 and email account – hello@pec.scot were established.

Social Media accounts were set up in December 2021 and have been used to limited success.

PR has been secured in the local press (the Alloa Advertiser) from December 2021 and throughout the programme.

The activities which had the greatest impact were a series of one to one meetings and presentations to local groups which were undertaken by the CERT Project Manager. There were particularly intensive in January and February 2022. These included:

- Referring organisations such as ClacksWorks, SDS, DWP
- Recovery Community
- Community Justice Partnership
- Clackmannanshire Women's Aid
- Alloa South & East events
- Forth Valley CAMHS
- Forth Valley NHS
- Clackmannanshire School's Support Service
- SPS – Glenochil, Polmont, Lowmoss and Barlinnie prisons
- Bernardo's
- Hawkhill community group
- Bowmar community events
- DYW (Developing Young Workforce) Clackmannanshire
- Thrive
- Stirling and Clackmannanshire City Region Deal Inclusion Project worker
- Homestart Scotland

Specific mini-promotional campaigns were undertaken around different elements of PEC eg the managing anxiety workshops, placement programmes and video workshops. These included the production of leaflets and their distribution to a network of e-mails and contacts established from the beginning of project

Through the central email and phone, enquiries were received both directly from potential participants (self-referrals) and through referrals from key partners.

The CERT Project Manager also attended a series of events where registration was undertaken. This has expanded as an approach with the establishment of the community based events (see below).

The PEC funded TIER programme also directly recruited to their element of PEC.

2.2   Registration and Sign Up

Registration and sign up was particularly slow due to the delays in appointments in January 2022 as outlined but overcome by consorted efforts together as a consortia. Prior to that time, recruitment was undertaken by the PEC Project Manager. It was discovered early that recruitment over the telephone was very difficult due to the issues faced by participants. Face to face appointments were established which has developed into a weekly "drop in" in Apex offices.

These drop ins remain the main source of securing registrations. Since the start of PEC, there have been 11 drop ins sessions.

In mid February 2022, the Apex key worker team were seconded to CERT and were fully integrated into the project management and administration team. From that point the marketing, enquiry generating, drop in, registration, PEC administration and key working were delivered by a single team with full, real time access to central sources of information on PEC participants and their programmes of support.   This was crucial to ensure data privacy and security.

Recruitment to PEC was very slow in January. This was due in part to the focus on marketing, awareness raising and establishing referral routes.

Timing of Recruitment

Week Beginning	Number	Cumulative
3rd Jan	6	6
10th Jan	0	6
17th Jan	2	8
24th Jan	0	8
31st Jan	4	12
7th Feb	7	19
14th Feb	9	28
21st Feb	9	37
28th Feb	15	52
7th March	22	74
14th March	24	98
21st March	26	124
28th March (part week)	6	130

Recruitment defined by registration form completed and received by CERT.

The speed of recruitment accelerated from Feb, with 130 registrations by 31 March 22 and a further 53 enquiries, it is anticipated that the target of 150 people supported by PEC will be significantly exceeded.

3 PEC Participants

The analysis included in this section relates to the participants at the time of writing this report (7th April 2022) and is derived from the registration forms which have been complete, describing the situation of the participant at the beginning of the programme. At the point of analysis there are 142 registrations to PEC. While this includes an additional 12 registrations, the results of this analysis which uses %, will be broadly similar to the figures for the 130 registrations to end March 22.

As part of the registration process, a rich set of data of participants has been secured and is reported in this section.

3.1 Economic Status

Q5 Current Employment Status
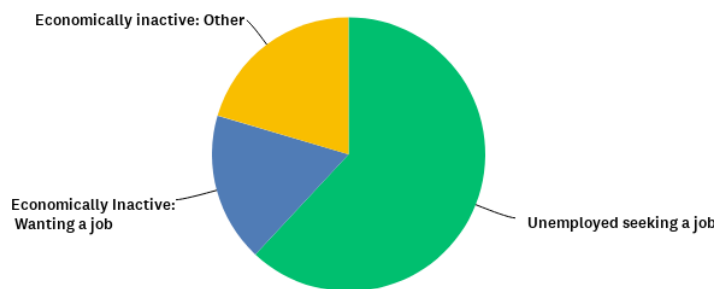
Base: 142 registrations as at 7th April 2022

The majority, 62% are unemployed and seeking a job. The remainder are economically inactive. 20% of participants are economically inactive and not currently seeking a job, highlighting the reach of PEC to those furthest from the labour market.

For those who are unemployed, 43% were previously unemployed for more than 2 years with a further 20% unemployed for an unknown length of time. 20% were short term unemployed of less than 6 months.

Q6 If previously unemployed, for how long in months
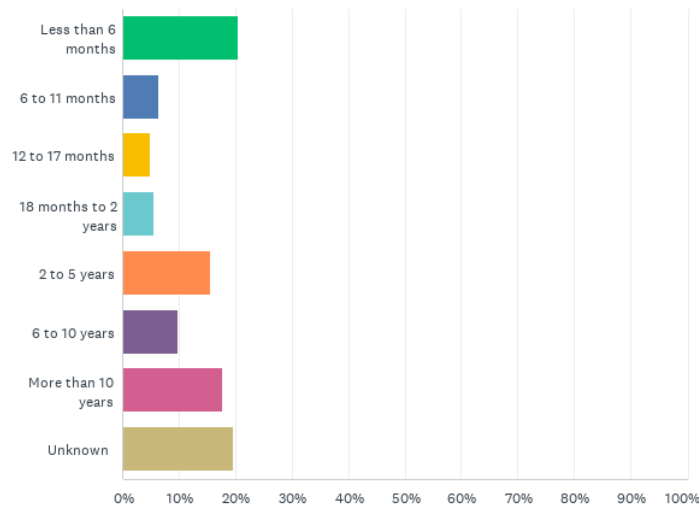
Base: 142 registrations as at 7th April 2022

It is concluded that PEC is successfully reaching those that are furthest from the labour market.
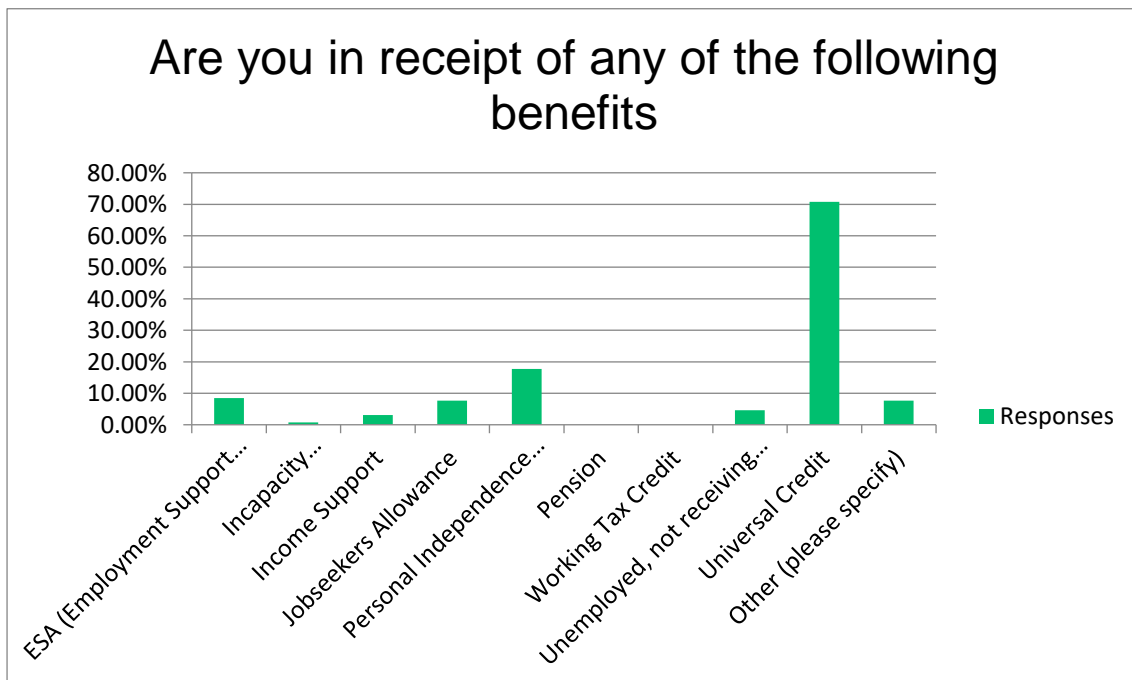
Base: 142 registrations as at 7th April 2022

The majority (71%) are in receipt of Universal Credit, with a significant proportion (18%) in receipt of Personal Independence Allowance.

3.2   Gender

Q4 Gender
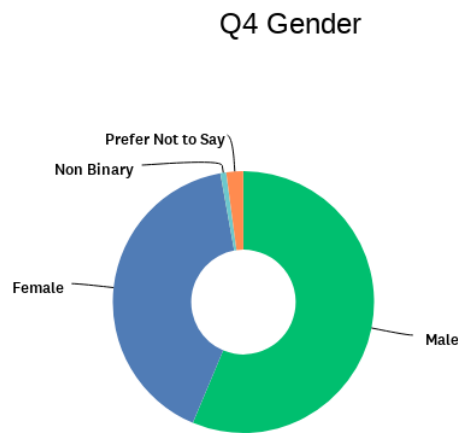
Base: 142 registrations as at 7th April 2022

56% of participants are male and 41% female.

3.3   Disability

30% regard themselves as having a disability with a further 13% preferring not to say. This is significantly above the estimated average of 20% of the population in Scotland considering themselves as having a disability.

Base: 142 registrations as at 7th April 2022
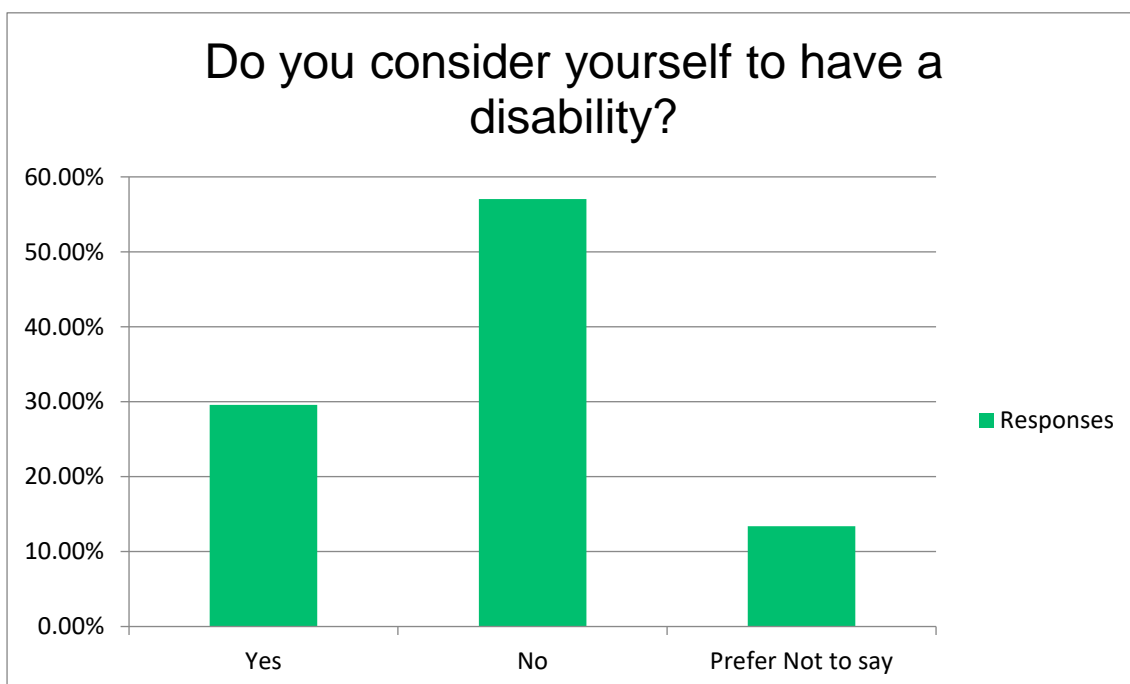
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3.4   Age
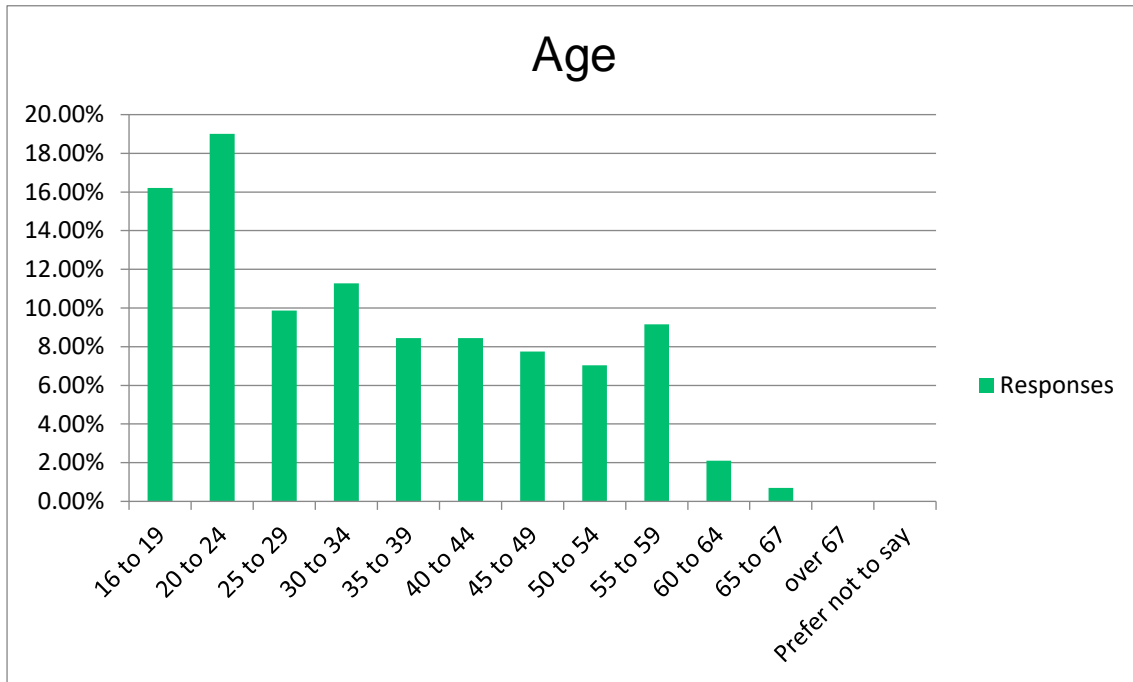
Base: 142 registrations as at 7ᵗʰ April 2022

PEC participants are spread across all age groups with the largest group 16 to 24 year olds (35%).

3.5   Ethnic Group

Base: 142 registrations as at 7ᵗʰ April 2022
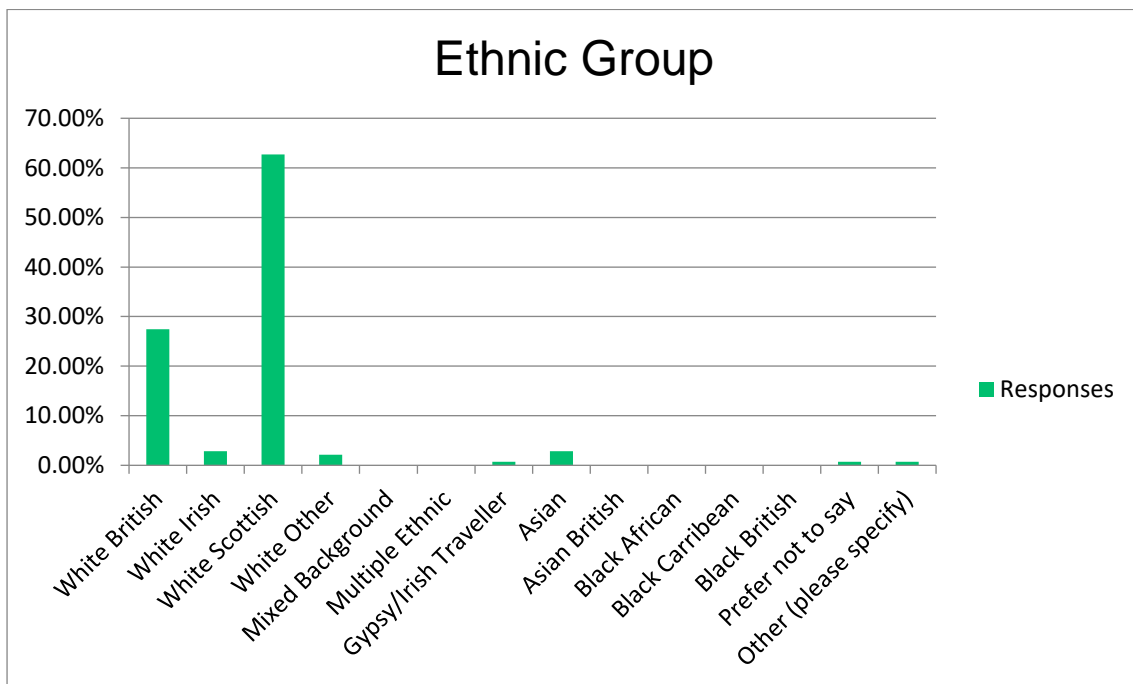
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95% regard themselves as White British, Irish, Scottish or Other.

3.6   Educational Attainment

The PEC participants have a low level of educational achievement. 25% of participants have no qualifications, a further 53% have school level qualifications and 23% have some post school qualification.
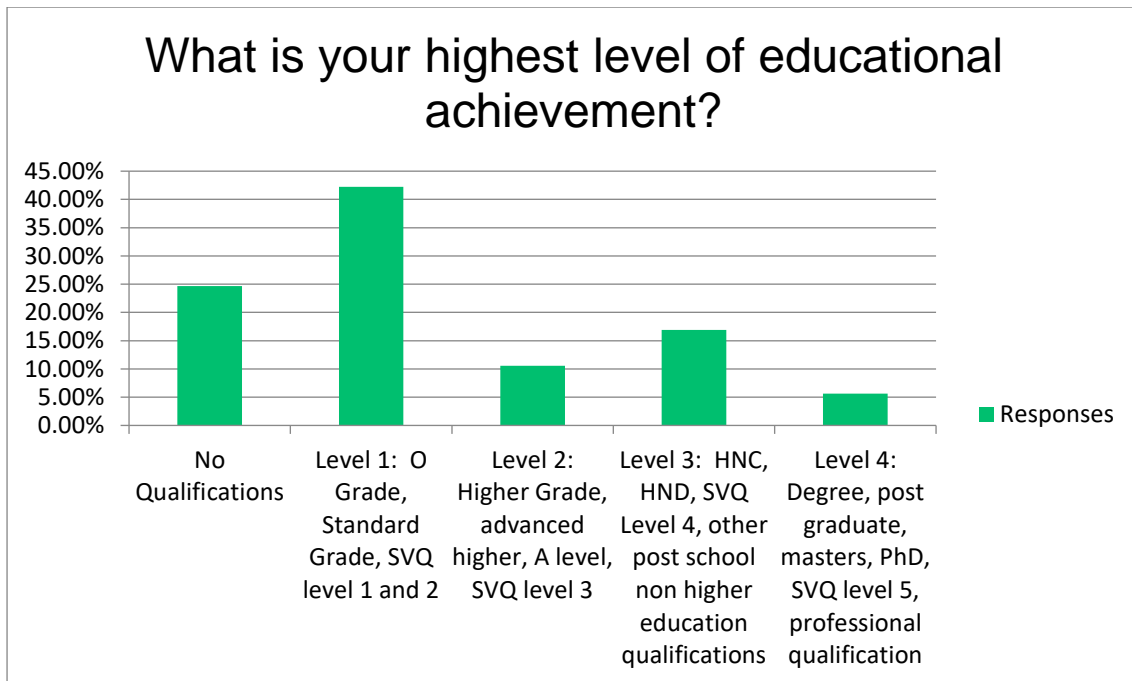
Base: 142 registrations as at 7th April 2022

3.7   Area of Deprivation

An analysis has been undertaken to identify those that live in areas of particular deprivation.

**Residence of Participants by
Scottish Index of Multiple Deprivation (SIMD) Decile**

SIMD Decile	No PEC registrations	% PEC registrations	% share of Scotland population in each Decile
1	44	31%	11%
2	32	23%	11%
3	24	17%	10%
4	14	10%	10%
5	12	9%	10%
6	1	1%	10%
7	4	3%	10%
8	1	1%	9%
9	8	6%	9%
10	0	0%	10%
Total	**140**		

Two participants have an "unknown" postcode.

All data zones (and post codes within these) are grouped into 10 bands (Deciles), each containing 10% of the data zones. Decile 1 contains the 10% most deprived data zones in Scotland.

When compared to the share of Scottish population in each SIMD decile, PEC participants are almost three times more likely to be in the most deprived decile. This is caused in part by the take up/registration of PEC participants to the most deprived areas and in part because Clackmannanshire as a whole has more deprived areas when compared to Scotland as a whole.

3.4   Source of Referrals

When asked the source of any referral, there was a mixed response. In some cases the PEC participant indicated that they had been referred from more than one sources. The results show that c75% of participants have been referred by a public or third sector agency, reinforcing the interlinked nature of PEC to other existing supports.

Source of Referrals

	Number	% registrations
ClacksWorks	52	37%
Self Referral	35	25%
DWP/Job Centre	25	18%
Skills Development Scotland	6	4%
Homestart	5	4%
Jumpstart Employability Program	4	3%
PEC Anxiety workshop	3	2%
Welcome Scotland	2	1%
ACE	2	1%
Community Justice	2	1%
Forth Valley Recovery Community	2	1%
Action for Children	1	1%
Alloa High School	1	1%
Barnardo's	1	1%
DYW	1	1%
Total	**142**	

When asked their source of referral the 25% of the participants reported that they were not referred by another organisation. For many multiple sources were cited. In such cases the first mentioned is reported above. The largest number of referrals were received from Clacks Works (37%) with DWP referring 18% of participants.

These figures are not accurate as they rely on the information provided by the registrant. Separately through liaison with Clacks Works, have reported that up to 57 of the 183 PEC registrations and enquiries to 31st March 2022 (31%) are also clients of ClacksWorks. Regular one to ones are held between the PEC project manager and ClacksWorks to confirm the number of referrals and participants.

3.5   Other Supports Received

Participants were asked what supports they had already received from the public sector. The majority, 61% reported that they had already received at least one support.

What Supports have you received in the past from the public sector on employability?
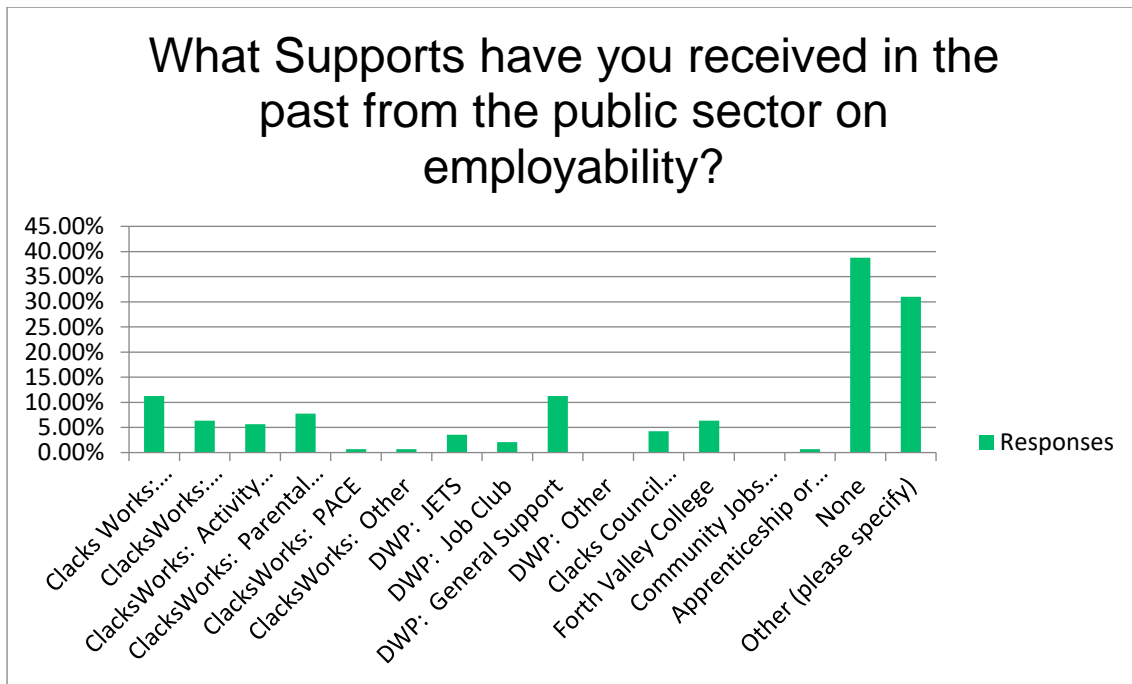
Base: 142 registrations as at 7th April 2022

62% of participants report that they have received employability supports from the public sector in the past. The table above shows the breadth of these.

Grouping the various supports offered by organisation, shows there is a dominance of supports from ClacksWorks and DWP.

Organisation		% receiving any previous support
ClacksWorks	24	38%
DWP	23	37%
CLD	6	10%
FVC	9	14%
Training	1	2%
Total receive any support	63	

The pattern of supports previously received indicates that there is an intensity in supports for some participants.

Number of Previous Supports Received

Number of Supports		% registrations
0	55	39%
1	62	44%
2	17	12%
3	2	1%
4	3	2%
5	2	1%
6	1	1%
Total Participants	142	

Over a third of participants report that they have not received any previous support from the public sector, with 44% reporting they have received one support. A small proportion 5% have reported they have received 3 or more supports.

3.6   Barriers Faced to Employment

Participants faced a wide range of barriers. The most common ones were esteem and low confidence and mental health.
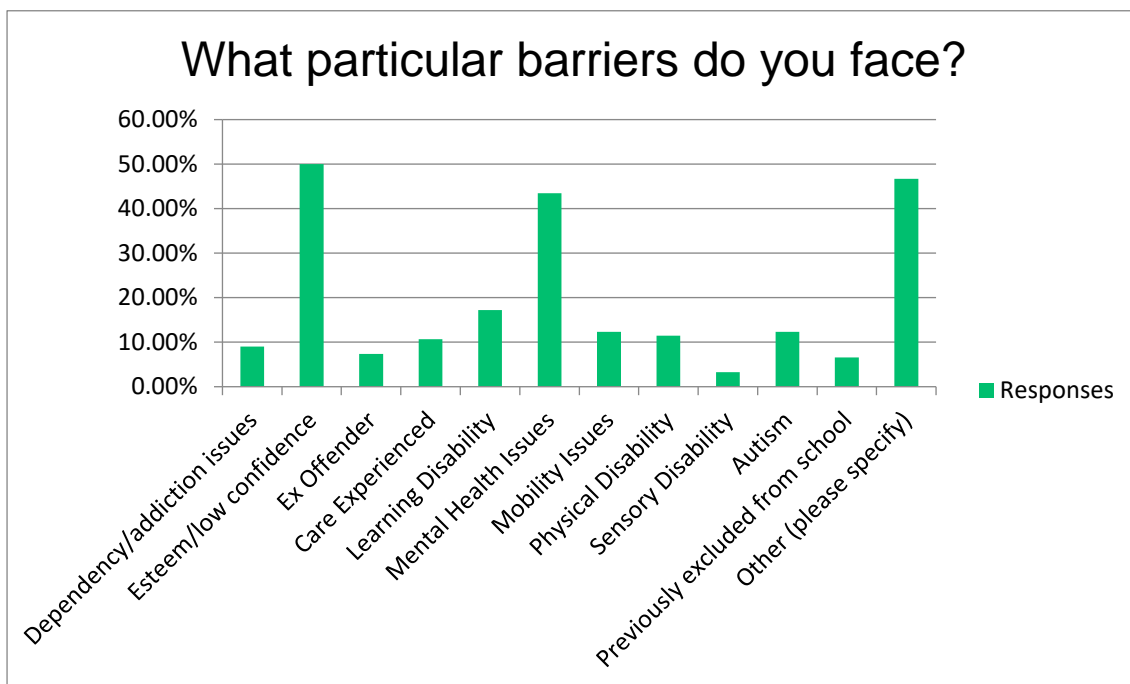
Base: 142 registrations as at 7th April 2022

The most common barriers identified were related to mental health (43%) and self esteem/low confidence (50%). Other barriers commonly identified included anxiety and dyslexia.

3.7   Wellbeing

A baseline well being score has been taken using the Warwick Edinburgh Mental Wellbeing Scale (WEMWBS). For those who completed this voluntary survey the average score is 47.4 which is below the national norm of 51.6.

More meaningful analysis of these results will be made when a comparison of scores at the end of PEC will be made to identify any improvement in wellbeing.

4   Activities Planned

4.1   Frequency of Activities Planned by Participant

On registration with PEC, the key worker develops an action plan with each participant and builds a programme of support which is customised to the wants and needs of individuals.

Number of Activities Planned as at 31/3/22

Number of activities booked	Number of Individuals		Number Supports
1	20	15%	20
2	25	19%	50
3	21	16%	63
4	20	15%	80
5	17	13%	85
6	8	6%	48
7	12	9%	84
8	1	1%	8
9	3	2%	27
10	1	1%	10
11	2	2%	22
12	0	0%	0
Total	**130**		**497**

A total of 497 activities have been identified to support the 130 PEC participants registered by the end of March 2022. For the majority (85%) this includes 2 or more activities with a significant proportion (21%) seeking more than 5 supports.

This seems to indicate that participants present with a range of needs and support areas.

5   Activities Delivered for Individual Participants

PEC delivers a range of activities to support participants an overview of activity undertaken is set out in this section.

5.1   Training and Development

PEC provides a range of training and personal development programmes. At the beginning of PEC, a total of 99 course "sessions" making up 65 courses were planned. These courses fall loosely into 5 categories:

Category of Course	Title of Course
Basic Skills	literacy, numeracy and IT
Soft Skills	Personal Development, Confidence and Wellbeing, Tier and Tier Lite, Managing Anxiety
Employability	SQA Employability Award
Vocational	PAT, 1st Aid, video workshops
Passport to Employment	CSCS, IOSH, Food Safety in Catering, Virus and Infection Control

In addition training was provided to those who are responsible for the delivery of PEC in Supervisory skills and Mental Health First Aid.

The courses range of 1 ½ hour workshops on soft skills through to structured 3 day (First Aid at Work) courses. Some are delivered on line (numeracy, virus and infection control), but the majority are delivered face to face.

Annex A sets out a full report on training and development course including bookings and attendance. A total of 65 courses were planning for Term 1, comprising 99 courses sessions.

These were a mixture of accredited and unaccredited courses.

5.1.1   Attendance

Attendance has been a significant challenge for PEC, as the client group is largely disengaged and difficult to persuade to take action. A range of reasons for lack of attendance were provided including anxiety, failure to locate the training location, inability to access on line courses due to technology problems, mental health issues, non disclosed addictions, chaotic life choices of individuals and a fear of benefit sanctions.

There were also major weaknesses in the administration of the PEC programme in early weeks. In particular, there were weaknesses at the point of recruitment where the action plans for individuals often included activities where the individual had no real enthusiasm to undertake some elements. Poor contact between the Key Worker and participants which led to poor communications with on practicalities of the courses (eg where, when, on line joining details).

All non attendance is now followed up by the key worker to ascertain reasons for non attendance. Attendance rates have increased substantially as the PEC programme progressed and is due to:

- Delays in the recruitment to PEC overall where it was mid February before there was over 30 as a "pool" of potential participants
- The administration of PEC has proven to be highly complex and the systems have not been fully operational until early March which has caused challenges in communication to participants and deliverers of location, timing, reminders of attendance etc
- The key worker structure of providing reminders to participants of their attendance was introduced in March which has led to an increase in attendance.

Of the planned 99 course sessions, 27 (27%) did not go ahead. These were due to lack of demand, lack of attendance and for 4 due to a redevelopment of the programme. Of these just over half were in the period to end February 2022, when the overall PEC participants were low.

The courses which were most likely to be cancelled were Employability and Soft Skills. This is due in part to the mismatch of programme planning to participant needs and in part a low level of demand and interest from participants. Some further discussion with participants is needed on this so that they understand the requirements of this course to run alongside other qualifications.

An analysis of attendance by type of course is set out below.

Places and Attendance of Term 1 PEC Courses.

	Places	Booked	Attendance	% attendance	% capacity
Basic: Literacy, numeracy, IT (excl literacy)	66	22	11	50%	17%
Soft Skills: Personal Development, Tier, Managing Anxiety	251	195	123	63%	49%
Employability	270	72	24	33%	9%
Vocational: PAT, 1st Aid, Video	108	79	33	42%	31%
Passport to Employment: CSCS, IOSH, Food Safety in Catering, Virus and Infection Control	95	66	25	38%	26%
Supervisors Training	40	36	32	89%	80%
	830	470	248	52.7%	30%

Source: PEC Course Reports

A total of 830 places were available on the 99 course "sessions" planned at the beginning of the programme. Of these just over 50% were booked. However attendance, for the places booked was low at 52.7%. This drop out of almost 50% from booking to attendance was particularly low for employability courses and passport skills.

To a large extent this reflects the significant barriers that these people have and is not unsurprising. This reflects the need for this wider landscape of employability offers being in place delivered by the third sector rather than statutory programmes and considering the barriers outlined above, it is positive that more and more engagement is now happening.

A policy of two non attendances meaning that a participant is deemed to have withdrawn from PEC and is asked to re-register is currently being piloted.

Programmes such as employability and personal development with multiple sessions had higher drop out rates where attendance was required over multiple sessions. This was not experienced with the TIER programme where attendance remains high throughout the programme.

The most popular type of courses, on the basis of attendance were soft skills. This reflects the make up of the provision in term 1, with Tier accounting for 44% of the soft skills' attendances.

5.1.2 Training and Development Attenders

The frequency of attendances varies across individuals and is set out below

Participants by the number of activities they have attended

Number of Attendances per person	Number of People Attending	No of attendances	% of all Attenders
1	50	50	46%
2	28	56	26%
3	9	27	8%
4	7	28	6%
5	5	25	5%
6	4	24	4%
7	0	0	0%
8	0	0	0%
9	0	0	0%
10	3	30	3%
11	1	11	1%
12	0	0	0%
13	1	13	1%
14	0	0	0%
15	0	0	0%
16	0	0	0%
Total People	108	264	

In all 108 participants have attended one or more activities in term 1. A total of 246 activities/course sessions have been attended.

Most of the remainder 22 PEC participants were recruited in late March and have activities planned for term 2. Just under half have attended one activity, although many will have other activities planned for term 2.

Attendance by type of course shows that soft skills are the highly used followed by passport skills.

PEC Interim Review   **March 22**

Attendances by Type of Course

	Number of People undertaking at least one activity	**Number of attendances**	**% of all Attendances**
Basic: Literacy, numeracy, IT	17	19	7%
Soft Skills: Personal Development, Tier, Managing Anxiety	45	119	43%
Employability	11	41	15%
Vocational: PAT, 1st Aid, Video	18	33	12%
Passport to Employment: CSCS, IOSH, Food Safety in Catering, Virus and Infection Control	28	29	10%
Supervisors Training	15	36	13%
Total		278	

Source: PEC Attendance records

An analysis of attenders by type of participants shows that the most common type of course that each participant wants is soft skills. This is in part because often soft skills courses comprise more than one session.

Proportion of Course Session attendance by type of participant

	Unemployed	**Economically inactive wanting a job**	**Economically inactive other**	**Employed**	**Unknown**	**Total**
Basic	8%	13%	11%	5%	2%	9%
Soft Skills	43%	32%	60%	17%	83%	56%
Employability	14%	19%	11%	0%	12%	14%
Vocational	21%	23%	14%	0%	2%	16%
Passport	13%	13%	3%	17%	0%	12%
Supervisor Training	0%	0%	0%	62%	0%	13%

5.1.3   Qualification

Some of the courses are externally accredited. To date a total of 39 qualifications have been achieved.

Course	Number of qualifications achieved
PAT	10
CSCS Card	11
IOSH	Pending
Mental Health 1st Aid	8
Emergency First Aid	Pending
First Aid at Work	Pending
Food Safety in Catering	4
SQA Employability Award	6
Total Qualifications Achieved	39 plus

Further qualifications pending confirmation from providers.

5.1.4   Feedback from Participants

After each course has been completed, participants have been issued with a short electronic questionnaire via surveymonkey.

The timing of the questionnaires being issued means that the response rates are relatively low, however are set out below.

This has shown that the courses which have indicated the most positive feedback are shaded in blue.

The number of responses from PEC participants (as opposed to the supervisor training) at 17 means that it would be premature to draw any conclusions from this analysis. It is hoped that more responses in the future, we will get a stronger picture of the views of participants on each element of the programme.

Participants Initial Feedback. How do you rate the course in terms of:

Type of Course	Its Content (Score out of 2)	Those Delivering It (Score out of 2)	Its Organisation (Score out of 2)	Overall (Score out of 2)	Do you feel this has helped you progress to employment (2) (Score out of 4)
Basic	n/a	n/a	n/a	n/a	n/a
Soft Skills	1.5	2	2	2	3
Employability	1.6	2	2	2	2.67
Vocational	2	1.33	1.83	2	2.5
Passport to Employment	1	1.5	1	1.25	1.75
Supervisor Training	1.45	1.9	1.8	1.6	2.6 (3)

(1) Average where Very Poor = -2, Poor = 1, OK = 0, Good = 1 and Very Good = 2. Score out of 2

(2) Average where None at all = 0, A little = 1, A moderate amount = 2, A lot = 3, A great deal = 4. Score out of 4

(3) For Supervisor Training, scored on "Extent to which this has improved your skills."

5.1.5 Development of the Term 1 Programme

PEC found early on that some programmes were of more interest than others, this has led to an adaptation and change of the programmes within Term 1 where possible. Contracts meant this was not always possible or that costs were still due for programmes cancelled at short notice. Changes which were made within this first "term" included:

- a restructuring of the soft skills programme. This was difficult to articulate and as a 2 day programme was seen as a substantial commitment for participants. The course was converted into a series of 2 hour workshops. This course was also moved to provision "in the community", with events established in each community centre and at the Alloa Recovery Centre in an approach to "take PEC to the clients" rather than central delivery in Alloa.

- In response to a need emerging from PEC participants, a series of workshops on Managing Anxiety were established in community venues

- The one day and two day IT courses (originally branded IT for Beginners and Intermediate IT) were redesigned. These had limited interest from PEC participants in part because they felt they were past IT for beginners. The courses were reviewed and restructured into "IT for Employment" and "IT: Social Media for Employment."

- Employability. Three of the proposed Employability programmes were cancelled. This was in response to limited demand or interest from participants, in part because participants felt that did not need such skills or had already participated in similar supports

- Video workshops have been added as a supplement to the commission of a video for PEC.

- Addition of a virus and infection control course to align with All Cleaned Up placements

- A suite of new courses have been established for Term 2 in response to the needs of participants. These include Barista Skills, hospitality, customer care, scaffolding and fork lift truck driving

- There has been a push for more community/localised delivery of some programmes including Managing Anxiety, confidence and wellbeing and Emergency First Aid. This has had varying success in attracting participants which is thought to be a result of the strength of the links between the community centres and their wider community. Sauchie and Tullibody have secured the highest attendance.

5.2   Placements

Placements are provided by All Cleaned Up and the Japanese Garden. In the first months, there has been limited interest in undertaking placements by participants. Reasons cited were:

- Concerns about undertaking unpaid work
- Reluctance to undertake outdoor work in winter months
- Concerns that there is limited benefit in terms of a qualification
- Uncertain travel
- Not wishing to commit to long hours and wanting to only offer service for a few hours
- Childcare concerns (school drop offs- picks ups)
- Already committing to other things on PEC and feeling overwhelmed
- Clashes with pre arranged life events
- The fear of engaging with someone new
- Lack of clarity about what each placement offered

In the last couple of weeks in March, the level of interest in the placements has increased, and the numbers as at end March 2022 are set out below. The majority of placements will start in April 2022.

Placement	No.
ACU	7
Japanese Gardens	23

This is an area of significant movement from the original PEC programme design. It was envisaged that all participants would benefit from and would wish to undertake a day a week placement.

During term 1, the resources funded by PEC at these organisations have:

- Japanese Garden. Establishing and preparing for PEC participants and supporting their existing volunteer programme of c20 volunteers
- All Cleaned Up. Undertaking community improvement activities including for Alloa First and Alva Development Trust.

5.3   Enterprise Programme

An enterprise workshop programme is included as part of PEC, with two programmes planned – February 22 and May 22. Unfortunately although 3 people expressed an interest in the enterprise workshop programme in the February 2022, there was no attendance. This was hugely disappointing and is seen to be a result of the delays in the PEC project being established and the small number of PEC participants signed up by then.

The May 2022 programme is already over-subscribed with 14 for the 10 places. It is hoped that a further workshop programme will be put in place beyond the June 2022 period to reflect the increased interest.

5.4 Literacy Support

From February 2022 one to one literacy support was established in response to a perceived need from PEC participants. As with other elements of PEC, this was slow to secure take up as the participants of PEC were recruited to the overall programme.

By end March, 6 individuals are receiving this one to one support on a regular basis and a further 11 have indicated a desire for this support.

5.5 Specialist Supports

PEC has contracts to three organisations to provide specific additional services to PEC participants.

5.5.1 Addiction Support

Delivered by a consortium member – Addiction Support Counselling (now Recovery Communities Scotland) – this service was designed to support PEC participants with addiction issues or who are being affected by those with addiction. This including the appointment of two addiction support workers.

We have found that there is a highly limited level of demand for this service with only 2 (two) referrals. It is unclear if the participants of PEC do not suffer directly or indirectly from the negative impacts of addiction or if the structure of PEC is not the environment in which participants feel comfortable to disclose issues to the PEC Key Workers.

ASC have been working with the training elements of PEC to introduce the personal development courses to the recovery cafés in Alloa.

Discussions are underway to identify how these largely unused resources can be used effectively from April 22 onwards.

5.5.2 Debt and Money Advice

Clacks Citizens Advice Bureau has been contracted to provide debt and money advice to participants directly. The level of interest in this support has been low, but is picking up as the number of PEC participants grow. One of the factors for the low level of demand is that, for those who have been referred by partners, they have already received debt and money advice prior to joining PEC.

By end March there have been 6 referrals.

5.5.3 Autism Assessment and Support

Scottish Autism has been contracted to provide additional support and assessment to PEC participants who present with Autism. This service has been provided on a one to one basis with PEC participants and has helped identified additional needs and supports that would be useful to participants.

By end March, 9 referrals have been made.

5.6   Pilot College Bus

Alongside the mainstream PEC activity and in response to transport challenges for those travelling from Clackmannanshire to Falkirk and to a lesser extent Stirling, a pilot college bus has been established by PEC.

This bus is run by Dial-a-Journey and travels from the Hillfoots villages to Forth Valley College Alloa campus and then on to FVC's Falkirk campus with a second bus running to the Stirling campus.

The college bus has run in challenge circumstances.
- In most of January, because of Covid, the college only ran a limited number of courses at the campuses with the majority were delivered online.
- On the week commencing 14th February the college was closed for half term

Because of the delays in the original PEC approval from August to Nov/Jan 22, this has meant that the bus could not be used as an encouragement to get students to consider studying those courses ONLY available in either Falkirk or Stirling campuses, but rather it is only used by those who are already committed to studying in these campuses. The extent of this factor will be identified in the full evaluation

Despite these challenges the College Bus has generated a level of demand as shown below.

Number of Passenger Trips per Bus

Week commencing	Number of Passenger trips		
	Stirling	Falkirk	Total
10/01/2022	2	3	5
17/01/2022	5	9	14
24/01/2022	4	9	13
			0
31/01/2022	4	10	14
07/02/2022	12	17	29
14/02/2022			0
21/02/2022	5	23	28
			0
28/02/2022	5	32	37
07/03/2022	9	28	37
14/03/2022	10	25	35
21/03/2022	16	20	36
28/03/2022	26	32	58
Total Trips	**98**	**208**	**306**

6   Other Infrastructure Supports

As well as the mainstream supports which are assisting individual PEC participants, PEC is funding a number of initiatives which will support the programme as a whole and/or support the improvement of the overall employability support infrastructure in Clackmannanshire.

6.1   Mapping of Existing Provision

An interactive and searchable database of the existing employability support provision is underway developed. The delivery of PEC has highlighted that wider wellbeing issues are fundamental to the progression of individuals towards employment and therefore the database will be extended to cover this wider group of wellbeing and community support programmes.

The database will be searchable by a number of factors including beneficiary, location and type of support.

As well as basic descriptions of the programme, this will also record levels of activities and performance of supports. It is designed so that individual programme deliverers can update their own entry.

6.2   Video

A video is underway which will provide:
- A short 30 second video targeted at potential PEC participants
- A 20 minute video for funders, stakeholders and policy makers providing an overview of the programme, its rationale and benefits
- A shorter, overview, 5 minute video for funders, stakeholders and policy makers

6.3   Advisor Support Programme

PEC included two courses to increase the skills of those delivering PC (Supervisor Skills and Mental Health First Aid). These have demonstrated the benefits of skills development of these staff. During the implementation of PEC and in wider discussions with advisors in Clacks it was identified that the establishment of a skills development programme for advisors would significant add to their skills set and capacity to support clients during and more importantly after the lifetime of the PEC project.

After some market research a programme of courses has been established for advisors, which will run from April to June 22:
- Mental Health First Aid
- ASIST suicide prevention
- Awareness of Autism
- Working with Clients with Anxiety
- Trauma informed practice

Jean Hamilton Limited

9   Lessons from Quarter 1

Substantial progress has been made in quarter 1. Despite major delays in contracts (not yet resolved) and the challenges of launching at programme to participants at the same time of establishing the delivery team and administrative systems, there have been notable achievements:

- Number of participants at 130 is well ahead of the target (150 after 6 months)
- Strong referral routes into the programme have been established with c75% referred from public or third sector agencies.
- The level of activity to support participants has been substantial with 72 "course sessions" held in the first 3 months
- There has been a strong engagement with participants with 108 attending at least one activity (the remainder are scheduled to start their activities in Term 2)
- there has been strong feedback from the participants on the value and quality of the supports provided
- strong financial accounting systems were put in place early in the programme and the programme is forecast to be on budget.

However

- The level of administration was hugely under-estimated and substantial effort has been required to establish appropriate and robust systems
- The client group requires continued contact to ensure engagement with a tendency to significant substantial drop out rates from courses with only 52% attendance rate
- There was a significant mismatch between the previously designed programme of supports and the needs of the participants. In particular, on the design of PEC each individual was expected to attend a placement and complete the employability programme, instead there has limited interest in either of these elements, although the demand for placements is now increasing
- The has been limited or no take up of addiction support and work is underway to restructure and reposition this to increase the effectiveness of these resources in Term 2.
- Proactive outreach activities are required to reach the economically inactive. This is time consuming.
- Some activities in PEC duplicate those already provided by other agencies, most notably debt and money advice and employability skills.

10   Future Activities and Forward Programme

A preliminary programme of training and development has been established for term 2. As with term 1, we would expect this to be amended and supplemented. The table below sets out the programme of activity, the number of courses/events proposed and their overall capacity. This also sets out the bookings currently in place for Term 2 courses. These include those who are already registered with PEC, some of whom are already active in Term 1 and some of whom will undertake their first PEC activities in term 2. This **excludes** bookings those future PEC participants who will be recruited from April 22 onwards.

Course/Activity	Term 2 bookings	Proposed Course capacity	No. Courses	Capacity assuming drop out	% capacity booked
				33%	
Japanese Gardens Placements	23	30		40	58%
ACU Placements	7	45		60	12%
PAT	3	8	1	11	28%
CSCS	9	30	3	40	23%
Employability - TIER	n/a		1	0	
Employability - Mainstream	15	10	1	13	113%
Personal Development - started	14			0	
Personal Development	8	9	1	12	67%
Food Safety in Catering	11	8	1	11	103%
Introduction to Hospitality (incl food safety in catering)	5	12	1	16	31%
Enterprise Workshops	14	10	1	13	105%
Numeracy (*)	*9*	*0*	*0*	*0*	
IT for Employment	21	18	2	24	88%
Emergency First Aid	11	9	1	12	92%
Pediatric First Aid	7	10	1	13	53%
First Aid at work (3 days)	13	9	1	12	109%
Virus and Infection control (*)	*9*	*0*	*0*	*0*	
IOSH Health and Safety at Work	22	21	2	28	79%
IT Social Media for Employment (*)	*22*	*27*	*3*	*36*	*61%*
Scaffolding	10	12	1	16	63%
Literacy	17	15	1	20	85%
Forklift	14	3	1	4	351%
Customer Services (Term 3)	6	16	1	21	28%
(*) Delivered On Line					

A drop out rate of 50% has been experienced in term 1. With the improvement in administrative systems in PEC, the establishment of the Key Worker structure and adjustment of the programme to better suit the needs and interests of the participants, an estimate of 33% drop out has been made for Term 2.

Additional programmes have been added to term 2 to reflect interest and needs of participants. These include:

- Pediatric First Aid
- Introduction to Hospitality
- Scaffolding
- Forklift Truck Driving
- Customer Services
- Further community based Emergency First Aid courses

Although not set out here, it is hoped that further activity, particularly in softer skills and those targeted at the "Pre-Pre-Employability" group are added to the programme.

Care is required to match the programme to the future Q2 recruits to PEC and seek, with others, to adjust the programme to meet the scale and nature of their needs.

The programme has been designed in part to avoid duplication with other provision such as employability programmes delivered through partners.

11   Review and Recommendations for April to December 2022

It was announced on 25th March 2022 that the Community Renewal Funding would be extended to all the programme to run until end Dec 22.

This has thrown the plans for the second quarter into disarray.

The members of the consortium have agreed that, if possible, they would like PEC to continue to operate to end Dec 22 however it is recognised that with no further funds this will be challenging.

Such an extension would seek to extend the length of support to existing PEC participants, increase the number of participants who can be supported and the quality of activity delivered

Given the timescales, of the notice, this monitoring report does not outline proposed changes for the second half of PEC at this time, however it is hoped that this will feed into the design of the next 3 or 9 months of PEC.

Challenges already identified will be:
   (i)   The management of the "back end" of the programme including appropriate onward referrals
   (ii)   Provision of ongoing key worker support past June 22
   (iii)   Ensure the programme after June 22 offers participants supports that they need and want
   (iv)   Adjustment of the programme to reduce any duplication identified

With the extension of the programme, a high quality evaluation can now be undertaken and follow up research with graduates of PEC will be undertaken at a 1 and 3 month period AFTER they have graduated. This longer term structure will also allow individuals to be reintroduced to PEC if appropriate.

Jean E Hamilton
Chair CERT
13th April 2022

Course Programme, Attendance and Drop Out

Week Beginning	Course Name	Accredited	Places	Booked	Attendance	% Attendance	Comment	New	Course Continuing	Cancelled
Week 1: w/c 3rd Jan										
NONE										
Week 2: w/c 10th Jan										
14-Jan	Mental Health First Aid (2 day online)	Y	10	9	9	100%	For the PEC employees, with some participants	1	0	
Week 3: w/c 17th Jan: None										
None										
Week 4: w/c 24th Jan										
25-Jan	TIER		5	5	4	80%		1		
26/01/2022	Health and Safety (IOSH) Working Safely	IOSH	9	10	10	100%		1		
27/01/2022	IT Intermediate Skills		9		0		Cancelled through lack of demand			1
27-Jan	Supervisory Skills (1st of 2 days)		10	9	8	89%		1		
28-Jan	Mental Health First Aid (2nd of 2 days)	Y	10	9	7	78%			1	
Week 5: 31st Jan										
31-Jan	IT One to one support		9	3	2	67%	time of tutor converted to deliver 1 to 1s	1		
31st Jan	Supervisory Skills 2nd day		10	9	8	89%			1	
01-Feb	TIER		5	5	5	100%			1	
02/02/2022	IT Beginner		9		0		Cancelled through lack of demand			1
Week 6: 7th Feb										
07-Feb	PAT Testing	Yes	8	3	3	100%		1		
07-Feb	SQA Employability Cohort 1 (1 of 4)	SQA	10	3	2	67%		1		
07-Feb	SQA Employability Cohort 2 (1 of 4)	SQA	10	5	0	0%	Postponed one week			1
08-Feb	Personal Development		9	0	0		Cancelled. Time used to redevelop course			1
08-Feb	TIER		5	5	4	80%			1	
09-Feb	SQA Employability Cohort 3 (1 of 4)	SQA	10	0			Course did not go ahead due to lack of demand			1
09-Feb	SQA Employability Cohort 4 (1 of 4)	SQA	10	0			Course did not go ahead due to lack of demand			1
10-Feb	Personal Development		9	0	0		Cancelled. Time used to redevelop course			1
Week 7: 14th Feb										
14-Feb	TIER		5	5	4	80%			1	
14-Feb	PAT Testing	Yes	8	1	0	0%		1		

Date	Activity						Notes			
14-Feb	SQA Employability Cohort 1 (2 of 4)	SQA	10	3	1	33%			1	
15-Feb	Personal Development cohort 1		9	5	2	40%		1		
15-Feb	PD Recovery Café		9	6	6	100%		1		
15-Feb	CSCS	CITB	10	4	3	75%		1		
16-Feb	SQA Employability Cohort 3 (1 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
16-Feb	SQA Employability Cohort 4 (1 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
17-Feb	Personal Development cohort 1 (2 of 4)		9	5	2	40%		1		
17-Feb	Personal Development cohort 2		9	9	2	22%				
Week 8: 21st Feb										
21-Feb	Enterprise Workshops		10	3	0	0%	Did not go ahead through non attendance	0	0	1
21-Feb	TIER		5	5	5	100%			1	
21-Feb	SQA Employability Cohort 1 (3 of 4)	SQA	10	3	0	0%	Wimpered out			1
21-Feb	SQA Employability Cohort 2 (1 of 4)	SQA	10	5	1	20%			1	
21-Feb	Food Safety in Catering	Yes	8	4	0	0%		1		
22-Feb	Numeracy		6	1	0	0%		1		
22-Feb	CSCS	CITB	10	4	4	100%		1		
23-Feb	SQA Employability Cohort 3 (2 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
23-Feb	SQA Employability Cohort 4 (2 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
24-Feb	Personal Development Cohort 1 (2 of 4)		9	5	0	0%				1
Week 9: 28th Feb										
28-Feb	TIER		5	5	4	80%			1	
28-Feb	SQA Employability Cohort 1 (4 of 4)	SQA	10	0	0		Wimpered out			1
28-Feb	SQA Employability Cohort 2 (3 of 4)	SQA	10	5	0	0%			1	
28-Feb	PAT	Yes	8	6	4	67%		1		
01-Mar	IT for Employment		9	7	3	43%		1		
02-Mar	SQA Employability Cohort 3 (3 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
02-Mar	SQA Employability Cohort 4 (3 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
03-Mar	Video Workshops 1 of 4)		8	6	4	67%		1		
04-Mar	Personal Development: Dollar		9	0	0		Cancelled Admin error			1
04-Mar	Personal Development Cohort 1 (3 of 4)		9	5	0	0%	Wimpered out			1
week 10: w/c 7th March										
07-Mar	TIER		5	5	5	100%			1	
07-Mar	SQA Employability Cohort 2 (4 of 4)	SQA	10	5	1	20%			1	
07-Mar	SQA Employability Cohort 5 (1 of 4)	SQA	10	6	0	0%		1		
08-Mar	CSCS	CITB	10	6	1	17%		1		
08-Mar	IT for Employment		9	4	1	25%		1		

Date	Course						Comments			
09-Mar	SQA Employability Cohort 6 (1 of 4)	SQA	10				Cancelled through lack of demand			1
09-Mar	SQA Employability Cohort 7 (1 of 4)	SQA	10	5	3	60%		1		
09-Mar	SQA Employability Cohort 3 (4 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
09-Mar	SQA Employability Cohort 4 (4 of 4)	SQA	10	0	0		Course did not go ahead due to lack of demand			1
10-Mar	IT for Employment		9	6	5	83%		1		
10-Mar	Personal Development: Tullibody		9	2	2	100%		1		
10-Mar	Personal Development Cohort 2 (1 of 4)		9	4	4	100%		1		
11-Mar	Managing Anxiety: Alva			4	4	100%		1		
11/03/2022	First Aid at Work. Day 1 of 3	Yes	9	10	3	30%		1		
Week 11: 14th March										
14-Mar	TIER		5	5	5	100%			1	
14-Mar	PAT Testing	Yes	8	0	0		Cancelled through lack of demand			1
14-Mar	SQA Employability Cohort 5 (2 of 4)	SQA	10	6	1	17%			1	
15-Mar	Personal Development: Alva		9	0	0					1
15-Mar	Personal Development Sauchie		9	9	9	100%		1		
15-Mar	Managing Anxiety Hawkhill			0	0					1
15/03/2022	TIER Lite (1 of 5)		7	5	2	40%		1		
15-Mar	CSCS	CITB	10	4	0	0%		1		
16-Mar	Virus and Infection Control	Yes	10	9	0	0%	2 candidates attempted to attend at ecentre with I	1		
16-Mar	SQA Employability Cohort 7 (2 of 4)	SQA	10	4	4	100%			1	
17-Mar	Personal Development Cohort 2 (2 of 4)		9	9	4	44%			1	
17-Mar	Personal Development Cohort 3 (1 of 4)		9	14	2	14%		1		
17-Mar	Managing Anxiety Tullibody						Cancelled through lack of demand			1
17-Apr	Video Workshops (2 of 4)		8	6	3	50%			1	
18/03/2022	First Aid at Work. Day 2	Yes	9	10	3	30%			1	
Week 12: 21st March										
21-Mar	TIER		5	5	4	80%			1	
21-Mar	SQA Employability Cohort 5 (3 of 4)	SQA	10	6	2	33%			1	
21-Mar	Food Safety in Catering	Yes	8	11	4	36%		1		
21-Mar	Managing Anxiety: Sauchie			10	10	100%		1		
22/3 PM	Personal Development: Recovery Café		9	7	7	100%			1	
22/03/2022	TIER Lite (2 of 5)		7	5	5	100%			1	
22-Mar	CSCS	CITB	10	11	4	36%		1		
22-Mar	Numeracy		6	1	0	0%				
23-Mar	SQA Employability Cohort 7 (3 of 4)	SQA	10	5	3	60%			1	
24-Mar	Video Workshops (3 of 4)		8	6	3	50%			1	
24-Mar	Personal Development: Cohort 2 (3 of 4)		9	9	5	56%		1		
24-Mar	Personal Development Clackmannan		9	1	1	100%			1	
25/03/2022	First Aid at Work. Day 3	Yes	9	10	3	30%			1	
25/03/2022	First Aid Emergency	Yes	9	1	0	0%	Cancelled			1

Week 13: 28th March (part week)

Date	Course									
28-Mar	SQA Employability Cohort 5 (4 of 4)	SQA	10	6	2	33%			1	
28-Mar	PAT Testing	Yes	8	14	4	29%		1		
28-Mar	TIER		5	5	4	80%			1	
29/03/2022	TIER Lite (3 of 5)		7	5	4	80%			1	
30-Mar	SQA Employability Cohort 7 (4 of 4)	SQA	10	5	4	80%			1	
31-Mar	Personal Development: Cohort 2 (4 of 4)		9	9	4	44%			1	
31-Mar	Personal Development Cohort 3 (3 of 4)		9	13		0%	Confusion between courses		1	1
31-Mar	Managing Anxiety Clackmannan		9	0	1	n/a		1		
31-Mar	Video Workshops (4 of 4)		8	6	3	50%			1	
			839	466	246	53%		38	34	27
							Total Courses Planned	65		
					% capacity	29%	Total Course sessions planned	99		
							Total Course sessions held	72		
							% Course sessions go ahead	73%		