



Fife EmployAbility Team  
a bridge to work

# Fife EmployAbility Team

Issue 10  
Spring 05

celebrating diversity in the workplace

## RECRUITMENT SOLUTIONS FOR INCLUSIVE EMPLOYERS

Fife EmployAbility Team is one of Scotland's largest providers of employment services to people, and employers of people with disabilities. Our expertise and practical support enables Fife Employers to successfully recruit and select, train and retain people with disabilities in employment.

WHAT'S AVAILABLE:

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Features:

- Fife Business Diversity Award Winners (page 3)
- Matrix (page 3)
- Recruitment and Selection Guide (pictured right—see page 2)



## Workstep—latest success

employment support

Giacomo's in Dunfermline, recently employed Samantha Lamb (pictured right) through the Workstep programme, supported by Fife EmployAbility Team.

Owner Mark Watters said, "Workstep offers us practical and financial support, which enhances our equal employment opportunities. The link with Fife EmployAbility Team gives us on-going disability employment guidance—helping us to keep up with new legislation."



## Permission to land a job

If you're one of the many employers who has difficulty recruiting part time workers, why don't you consider encouraging candidates with disabilities through Permitted Work?

Permitted Work supports people on Incapacity Benefits into parttime work (jobs which offer a few hours, up to 16 hours per week.)

Adam Buchanan Smith of McDonald's Restaurant Ltd, Dunfermline says "Our disabled employees are long-standing, respected members of the team and they're amongst the most reliable, conscientious employees we have." Pictured below are Pamela Williamson and Kevin Cowie of McDonald's.

Fife EmployAbility Team can provide you with ongoing support and advice on how to realise your potential as an employer of people with disabilities. For more information on Permitted Work and how it can be used as a solution for your part -time recruitment drive, contact Angela Hamilton on 01592 414956.



Workstep offers employers a range of services:

- Support to employ people with disabilities
- Access to financial assistance or specialist equipment
- Guidance to help long term sick employees return to work

For more information on how the Workstep programme can be used to recruit or retain staff within your company contact Kenny West on 01592 413821

## SAY It's Workable launch new guide for employers

As seen on this month's cover, the SAY It's Workable team will launch their new brochure 'Employing People with Learning Disabilities—a Guide to Recruitment and Selection' in June at the Rothes Halls. The guide helps local employers to implement procedures that comply with the Disability Discrimination Act 95 in relation to employment.

free copy

The brochure covers the recruitment process, from inclusive recruitment and selection, job descriptions and person specifications, through to interviews and induction.

If you are interested in attending this event, contact Shona Davidson on 01592 415186.

# Celebrating Success with Fife Business Diversity Awards



Diversity in the workplace is increasingly recognised as a key factor in improving efficiency, productivity and overall business success. It also shows a company's commitment to complying with the Disability Discrimination Act in relation to recruitment and selection, training and retention in employment.

The Fife Business Diversity Awards give recognition to those companies who apply fair and equal employment policies. Recruitment winner John Pride of Pegasus Interiors, Kirkcaldy says "Winning the award shows that I'm an employer who looks for the best person for the job. That's not about disability, that's just good business sense. The award is recognition for being a good employer. Customers realise that it's a reflection of how I run the company." Seen right is Alison Henry of Pegasus.



Fife Business Diversity Awards will be held in November, with nomination forms available in June. If you wish to find out more about these awards or to discuss your disability employment practice, please contact Angela Hamilton on 01592 414956. Every caller will receive a free copy of the 'Guide to Recruitment and Selection of people with learning disabilities' and advice on Disability Awareness Packages. Fife Business Diversity Awards are sponsored by Fife EmployAbility Team, Jobcentre Plus, Careers Scotland, Fife Employability Network and Fife Chamber of Commerce and Enterprise.

## Curtains go up on new management at Matrix

Matrix, a supported factory in Dalgety Bay, is now producing a quality range of furniture and soft furnishing in line with customer's requirements. Matrix have also been involved in some unusual customer commissions such as pew covers for a local church and radiator covers for a residential unit in Fife. Matrix employs a large number of people with disabilities, who are supported through the Workstep programme. Iris Kernaghan, newly appointed Manager at Matrix says, "I'm enjoying the friendly atmosphere amongst the employees, who've made me feel very welcome. I'm also looking forward to the challenge of developing a thriving factory serving individual customers and organisations throughout Fife. Matrix has huge potential, and sure that with the quality products and services we have to offer, that we'll go from strength to strength."

### What's available at Matrix:

The woodwork section produces radiator covers, waste management units, chairs and tables. The upholstery section works closely with the sewing section, refurbishing chairs, producing curtains and cushions, as well as refurbishing and cleaning occupational therapy equipment. The packing section is currently contracting with factories and organisations both nationally and locally.



Grant Smith Senior Supervisor, Iris Kernaghan Manager and Jim Jarvie Temporary supervisor.

quality  
products,  
personal  
service

If you are interested in finding out about the range of products and services which Matrix offers we'll be happy to discuss your requirements however large or small. Contact us on 01383 821975.

## Celebrating Success



Fife EmployAbility Team will be Celebrating Success in 2005 at the Rothes Halls, Glenrothes on May 25th.

Celebrating Success highlights how people with disabilities, employers and Fife EmployAbility Team are working together to make employment for people with disabilities a reality.

## FACET Social Enterprise

In addition to its regular training workshop programme, FACET is developing self-employment and business opportunities.



**Claywood Crafts** (pictured left) have completed their first commission - a tiled mural for Rosyth

Health Centre. The group have produced a business plan and are working with the Social Enterprise Development Partnership. The group also attend a 'New Beginnings' business course.

### Woodside Weavers

The project generates enough income to buy its own equipment and yarns and recently purchased a spinning wheel. A donation of sheep fleeces has been given from a local farm and the project plan to design and produce a wider range of garments. Mary Millar has now completed an NC module in hand weaving and the project continues to offer 8 placements.

### Cycle maintenance

This project has operated successfully as a FACET Workshop. The aim is to establish this as a social enterprise and FACET is seeking funding in order to employ a project worker to take this forward.

## Employers must listen

disability  
training  
available

The Disability Discrimination Act ensures that people with disabilities are treated fairly and equally, in line with other potential and existing employees at work. A recent case in West Lothian brought attention to the benefits of disability awareness training for staff in the workplace.

A classroom assistant accused colleagues of failing to address her increasing feelings of isolation and stress due to her loss of hearing as a result of a viral infection. Neither her work colleagues nor her managers changed the way they communicated with her and a hearing impairment team had failed to provide deaf awareness training to relevant staff. An employment tribunal found that training would have been considered a 'reasonable adjustment' and should have been organised.

Disability Awareness Training provides staff with the confidence to communicate with colleagues and customers with disability. Lisa Mulligan, who delivers Fife Employability Team's Disability Awareness Training says "Training can be tailored to meet employer's needs. It provides a safe environment for staff to discuss any issues they may have. It helps the company to recognise and avoid the attitudes that create prejudice. Training can be introduced through induction or as part of on-going staff development."

Find out more about the positive impact that Disability Awareness Training can have on your management and staff team by contacting Fife Employability Team on 01592 414957.



Our picture shows Lisa providing a Training Session in the computer training suite at Matrix



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## We've moved!

**Our new address is:**

**Fife EmployAbility Team, Q8 Flemington Road**

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**tel: 01592 414957**

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