**Apex Scotland – Steps**

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| **Specialist Support for: Jobless residents in Dundee with an offending background** | |
| **What are we doing and how are we doing it?** | Help to create an action plan and initial assessment to determine what the clients’ goals are and what are their barriers. Working with them to address barriers. |
| **Who’s Eligible?** | Unemployed clients who have an offending background, though the offending background is not a requirement, being unemployed is. |
| **Target Audience:** | Unemployed offenders. |
| **When can we apply?** | Office hours |
| **Where will it be held?** | The service is catered for the individual and appointments will be made to suit them. Service is provided 8:30-4:30 Monday to Friday. The work will be outreach when necessary and workers are able to attend appointments with the client. The aim of the service is to get clients job ready. They deal with any barriers that prevent them from gaining employment and support them in preparing for the world of work. |
| **How do we refer?** | Use the form at the end of this guide or Click on the link [here](https://www.dundeecity.gov.uk/employability-map/referral-form) for a copy of the referral form and send it to the contact below. |
| **Contact Details** | Name: Jacqui or Lauren  Tel: 07498067869/07498067865  Email: [Tayside.admin@apexscotland.org.uk](mailto:Tayside.admin@apexscotland.org.uk) |
| **Stages Covered** | 1, 2 |
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