

## Educational Services

**Head Teacher: Oonagh Browne**

Queen Margaret Academy  
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Our Ref: CO/JP Your Ref:  
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Dear Parent/Carer

### **PAVE – Pathways for Adults Volunteering**

Queen Margaret Academy will be working alongside The Employability & Skills Team in the 2025-2026 academic year to deliver the PAVE (Pathways for Adults Volunteering) Programme. The PAVE Programme offers adults within our school community an 8-week supportive placement within the school.

#### **Aims**

The aims of the programme are to:-

- Provide up to date work experience to enhance individuals job applications/CVs, specifically for individuals who have had a longer gap in work history
- Provide up to date qualifications
- Provide up to date knowledge on how to search and apply for vacancies
- Provide up to date knowledge on how to prepare for interview, enhance experience to relate to throughout interviews
- Increase confidence for individuals to make the transition into paid employment
- Create a routine and make connections with individuals
- Experience of working as part of a team as well as using own initiative

Individuals who are interested in taking part in the programme should send an expression of interest to [connor.oates@south-ayrshire.gov.uk](mailto:connor.oates@south-ayrshire.gov.uk). There will also be **information session** on the programme that will take place at Queen Margaret Academy on **Tuesday 10<sup>th</sup> June at 12pm**. Those interested will then be invited to take part in an interview. PVG checks will be completed, and successful candidates would be identified.

Each candidate will be inducted onto the programme and made aware of the code of conduct, data protection, responsibilities, boundaries, and they will receive a tour of the school and be provided with identification.

The individuals who take part in the programme will be allocated to a specific department. The placement opportunity will be supportive and flexible to enable individuals who have faced barriers getting into employment to participate.

Individuals will also complete a range of qualifications while on placement including Emergency First Aid training and Building Own Employability Skills (SCQF Level 4).

If you have any questions, please contact me at the school.

Yours faithfully

Connor Oates  
Principal Teacher of Employability & Developing the Young Workforce