

The Viking Project Employability Programme

Information for referral agencies

We are welcoming referrals for a practical programme at Eyemouth Marine. Participants will help build a small boat and help construct the boat shed while developing skills, confidence, and a plan for their next steps towards work or further learning.

Who it is for

Young people and adults who are unemployed or not currently working or looking for work, and who face barriers to finding or sustaining employment. It will suit people who enjoy learning through hands-on practical activity. It will also appeal to those who would like to explore work in construction, engineering, manufacturing or the marine sector.

Please speak to us if you are unsure whether someone could take part. Eligibility and individual support requirements will be discussed before a place is confirmed.

What participants can expect

- Around 10- 12 hours on site each week. Planned delivery is through to March 2027.
- Guided boatbuilding activity and elements of boatshed construction, including measuring, woodworking, using hand tools safely, fitting and assembly.
- Support to build teamwork, communication and confidence, and work towards using Personal Development Award framework and CSCS card.
- Individual goals, progress reviews and help to explore work experience, employment, apprenticeships or further training.

Location: Eyemouth Marine Ltd, Browns Bank, Eyemouth, TD14 5DQ.

Start date and weekly timetable: 06 November 2027. The programme will be delivered on Wednesdays and Fridays

How to refer

Discuss the opportunity with the person and, with their agreement, complete the one-page referral form. A few sentences are enough. For an initial enquiry, contact Kevin McClure, via email kevin@elementscotland.co.uk, or call 07498 539 795

We will arrange an initial conversation with the person and, where helpful, their referrer. This will cover their interests, eligibility, timetable and any support needed. A referral does not guarantee a place.

This project is (funded/part-funded) by the UK Government through the Local Growth Fund



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Please flag travel or other practical barriers early so we can explore options with you. Detailed registration and support planning will follow separately; please do not send case files or medical records with the referral.

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**BORDERS LOCAL
EMPLOYABILITY
PARTNERSHIP**

Participant referral form

The Viking Project Employability Programme

Please complete with the person's agreement. Short answers are fine. Return through via email to: kevin@elementscotland.co.uk

Person's name and preferred name

Age and home postcode

Telephone or email and preferred way or time to be contacted

Initial contact through: ☐ The person ☐ Referrer ☐ Either

Referrer name and organisation

Referrer telephone or email and referral date

Current situation — tick the closest option

- ☐ Not working and looking for work
☐ Not working and not currently looking for work
☐ Other or unsure — please explain: _____

What interests the person about this programme or what would they like to gain?

Anything that would help them take part or speak with us? Optional

For example, travel, caring commitments or communication preferences. Share only what is needed now; sensitive details can be discussed separately.

☐ I confirm that the person knows about this referral, agrees to the information above being shared with The Viking Project, and agrees to contact through the route selected above.

Referrer name: _____ Date: _____

This form is for arranging an initial conversation and considering a place.

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Referral privacy notice

The Viking Project Employability Programme

For questions about this notice, contact Kevin McClure at kevin@elementscotland.co.uk.

How we use your information

We receive information from you or your referring organisation, including your contact details, age, postcode, work situation, interests and any practical support needs you choose to share. We use it to consider your referral, contact you and discuss whether the programme is suitable. Without basic contact and eligibility information, we may be unable to progress your referral.

Please do not include medical records or detailed health information on the referral form. We can discuss any sensitive support needs separately and explain how that information will be used.

Our legal basis and access to your information

We use your referral information on the basis of our legitimate interests in considering applications, contacting potential participants and arranging appropriate support. We collect only what is necessary for these purposes. You can object to this use of your information by contacting kevin@elementscotland.co.uk.

You do not need to include a diagnosis or detailed medical information on the referral form. If we need to record health or disability information to help arrange support, we will explain why, who needs access and ask for your explicit consent first. You can withdraw that consent at any time by contacting us; this will not affect information already used lawfully.

Access to your information is limited to authorised people who need it to manage your referral or arrange agreed support.

If you join, we will explain separately how participant records, progress information and any required funder reporting or Helix registration will be handled.

How long we keep your information:

If you join the programme, we keep your information during your participation and for follow-up and project reporting, including follow-up for up to 12 months after you leave or complete the programme. Some records may need to be retained longer to meet the funder's reporting or audit requirements. Where this applies, we will explain which records are retained and for how long. If your referral does not lead to a place, we normally delete your referral information within six months of closing it.

When information is no longer needed, we securely delete or anonymise it.

Your choices and rights

You can ask to see your information or correct inaccuracies. Depending on the legal basis and circumstances, you may also ask us to delete it, restrict its use or provide a portable copy. Where we rely on consent, you may withdraw it at any time without affecting earlier lawful use.

You may object to use of your information where the right to object applies. Contact Kevin using the email above. You can also complain to the Information Commissioner's Office.

[Information Commissioner's Office — ico.org.uk/make-a-complaint/](https://ico.org.uk/make-a-complaint/)

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