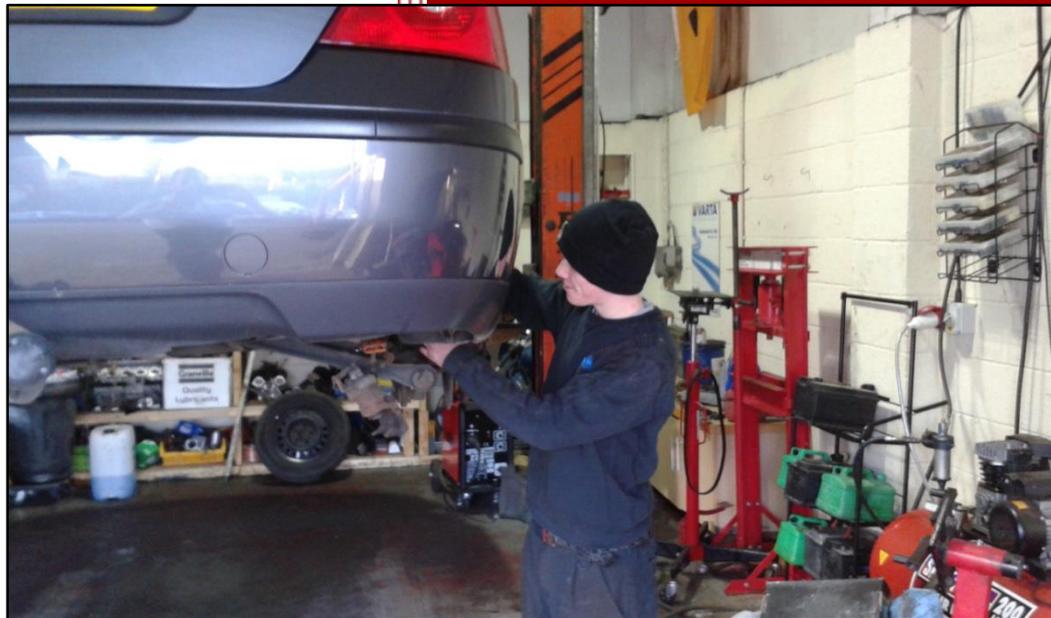




Talent Pledge Guide



The Talent Pledge

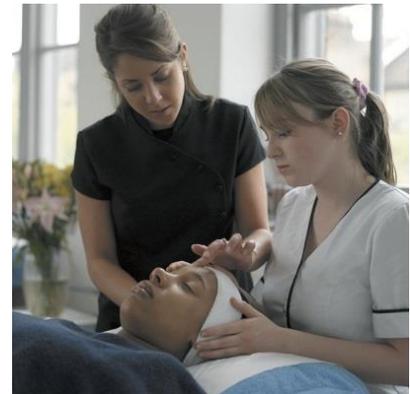
By accepting the Talent Pledge you are guaranteeing your support to young people looking to find employment, training and work experience.

In this guide we have summarised some of the issues that young people encounter when searching for work.

Although national unemployment figures have been steadily declining, there are still a high percentage of young people that are disproportionately represented within this group. It can be difficult for them to get recognised ahead of the large amount of applicants competing for each vacancy and this is where extra support from employers is invaluable.

As a recipient of the Pledge, we anticipate that you will consider offering any of the following opportunities:

- ✓ Work Experience
- ✓ Work Taster Days
- ✓ Mock Interviews
- ✓ Employment
- ✓ Traineeships
- ✓ Apprenticeships



We also expect you to consider hiring a young person where possible, and have outlined below are some of the main benefits in doing so:

- ✓ You receive access to great young talent.
- ✓ Supporting a young person fits with many businesses requirement for their Corporate Social Responsibility.
- ✓ They can be trained the way that you desire.
- ✓ They offer new, fresh and innovative ideas.
- ✓ Their talent can be nurtured in a way that is suited to you.
- ✓ They are extremely dedicated and motivated individuals.
- ✓ There are monetary incentives available from the government e.g. Apprenticeship AGE Grant.
- ✓ You have the privilege of watching them develop and evolve into an invaluable member of staff.

Recruitment

It is common to see entry level positions being advertised that require experience or specific qualifications. This leads to a general consensus among young people of “*how do I get experience if all jobs need experience*”.

We would encourage you to consider several aspects when advertising a vacancy. These are:

- ✓ Do you require someone with experience or could you train-up a suitable candidate instead?
- ✓ When advertising, consider if the application process is too complex for the intended applicants.
- ✓ Where possible, provide feedback on their applications, interviews and CV.
- ✓ Are you able to offer individuals interviews without the need for a full application process? This could be achieved through working in partnership with youth support programmes like Talent Match.



Apprenticeships/Training

Apprenticeships are an ideal way to nurture and grow young talent to become an invaluable addition to the team. There are frameworks for almost all types of roles, with endless opportunities to offer an Apprenticeship.

The majority of Apprenticeships are conducted entirely in the work place, allowing the trainee to continue learning whilst on the job without being required to go to college. Assessments are conducted on site, meaning there is a reduced impact on the business.



If an entry-level position becomes available, we anticipate that you would consider whether this could be occupied by an Apprentice. There are numerous benefits to employing an Apprentice:

- ✓ Effective way of increasing your current skill base.
- ✓ Lower staff turnover and fewer skills related vacancies.
- ✓ Improved productivity.
- ✓ Government grants available – a possible £1500 if you haven't recruited an apprentice within the last 12 months.
- ✓ Leads to a highly skilled, loyal and more motivated workforce.

The national minimum wage for an apprentice is £2.73 (since October 2014), though we suggest that you consider paying a salary reflective of the role and current cost of living.

When beginning a new role, many young people must consider their circumstances, such as paying rent, and could struggle on a low wage. This may affect the quality of applications you receive.

Apprenticeships are not the only way to upskill your staff. There is funding available to gain Level 2 qualifications (or equivalent) in English and Maths, which is available through most colleges.

Employers can also offer Traineeships to people aged 16 – 24 that act as a gateway into Apprenticeships. These are up to 6 month long courses that combine with work experience to provide the necessary work based skills.

Work Experience/Other Opportunities

Any opportunity for a young person to gain experience or improve their skills is vital for their development. This could be a work experience placement that lasts from a few days to a number of weeks, or work taster days that provide an insight into a business sector and the various job roles involved.



Work experience offers a taste of the working environment. Whilst on a placement the young person should:

- ✓ Be supervised by a member of staff.
- ✓ Be given tasks to complete.
- ✓ Have a structured plan for their work placement, detailing what they are expecting to learn and achieve.
- ✓ Be provided with a work reference at the end of the placement.

A placement should last as long as is required to gain the relevant work place skills. A time frame of 2 – 4 weeks should be sufficient; depending on the structure of the placement and the roles the young person will be taught.

A placement should not exceed 8 weeks unless there is a particular reason for doing so, as this could impact upon any benefits they may be receiving.

If you are unable to commit to supporting a work placement then offering an opportunity to tour the business and speak to members of staff can be equally valuable.

Alternative examples of support would be conducting mock interviews with constructive feedback or delivering a presentation about your organisation.

Work Experience Quality Standard

The Work Experience Quality Standard is a nationally recognised accredited framework that can be obtained by organisations which offer opportunities to young people.

This was created by Fair Train and is separated into three different levels; Bronze, Silver and Gold.

The frameworks are to ensure employers are delivering work experience of a high standard and include all the qualities proven to enhance the chance of gaining employment.

Further assistance is provided for any employer that wishes to offer a work experience placement to make the process more manageable.



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Useful Information

You can use the links below to find out further information:

Recruitment:

<https://www.gov.uk/contract-types-and-employer-responsibilities/overview>

<http://www.parliament.uk/business/publications/research/briefing-papers/SN05871/youth-unemployment-statistics>

Apprenticeships:

<https://www.gov.uk/take-on-an-apprentice/overview>

<https://www.gov.uk/national-minimum-wage-rates>

<https://www.gov.uk/government/collections/apprenticeship-grant-for-employers-of-16-to-24-year-olds>

Work Experience:

<http://www.fairtrain.org/>

<https://www.gov.uk/moving-from-benefits-to-work/work-experience-and-volunteering>

Traineeships:

<https://www.gov.uk/government/collections/traineeships-programme>