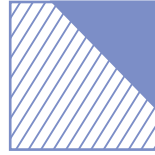
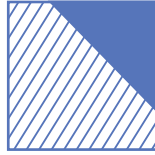


# Withdrawn

## **This publication is withdrawn.**

This publication is no longer current.

Read current guidance for employers about [work experience](#).



# **GROW YOUR OWN**

**HOW YOUNG PEOPLE  
CAN WORK FOR YOU IN  
NORTHERN IRELAND**



Department for  
**Employment  
and Learning**

[www.delni.gov.uk](http://www.delni.gov.uk)



**UK COMMISSION FOR  
EMPLOYMENT AND SKILLS**

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## **Bill McGinnis**

### **Northern Ireland Adviser on Employment and Skills and UK Commissioner**

“As an employer, you have a unique opportunity to help a young person gain the skills to make them work ready. And it’s not all one way - recruiting an apprentice, for instance, can benefit your company in many ways. Even if you can’t offer a permanent job, a good work placement can improve someone’s prospects elsewhere. Young people are keen to work, so let’s help them do it”.

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# INTRODUCTION

One of the biggest challenges businesses face is finding the right people to help them grow. Recruiting and developing young people is a great way to build a dynamic and productive workforce. They have the talent and skills to help you succeed.

But only a minority (27%) of businesses in Northern Ireland have recruited straight from school, college or university in the last 2 to 3 years. And the fact is that the vast majority who do take on young people find them well prepared for work.

So why do many businesses shy away from recruiting young people? The biggest complaint is that young people lack experience of the workplace. This means that young people find themselves in a 'Catch 22' situation – can't get a job without experience and can't get experience without a job.

**There is a clear message here: if we want young people who are ready for the workplace, we need to be ready to help build their employability skills.**

Even in tough economic conditions, opening up your business to young people is worth it. If you are still unconvinced, take a look at some of the many benefits there are to recruiting a young person...

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**Michelle Hatfield,  
Director of HR and  
Corporate Responsibility,  
George Best Belfast  
City Airport**

“As a responsible employer it is important that we put faith in our young people by offering meaningful work experience and equipping each individual with a ‘tool box’ of employability skills. I also believe it is about much more than this, it is about believing in them, nurturing their talents and ultimately playing a critical role in igniting future careers”.

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# WHAT CAN YOUNG PEOPLE BRING TO YOUR ORGANISATION?

## **Help your business enter new markets**

Young people often bring fresh ideas and approaches which open up new and emerging customer groups and markets. A younger perspective is valuable where markets are rapidly changing or rely on a youthful customer base.

## **Improve staff retention**

Investing in young people brings you returns in commitment and loyalty. Remember, they are with you because they want to be. Nurturing and unlocking young people's talent will motivate and engage them even further. People who have bought in to the company values and culture from the start, and who have trained and progressed with a business, are more likely to stay with that business. For you, this helps maintain productivity and reduce future recruitment costs.

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# MOST BUSINESSES FIND EDUCATION LEAVERS WELL PREPARED FOR THE WORLD OF WORK<sup>1</sup>

16 YR OLDS



**58%**

17-18 YR OLDS LEAVING SCHOOL



**56%**

17-18 YR OLDS LEAVING COLLEGE



**76%**

YOUNG PEOPLE LEAVING UNIVERSITY



**81%**

<sup>1</sup> UK Commission's Employer Skills Survey, 2011

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# WHAT CAN YOUNG PEOPLE BRING TO YOUR ORGANISATION?

## **Grow your own talent**

Growing your own talent by working with young people helps with succession planning as it reduces the risks associated with unplanned retirements, staff absences and skills shortages.

It's also an effective and simple way of developing a talent pipeline. Opening your business up to young people will make working for you attractive to other bright young minds and their networks.

## **Skills tailored to your needs**

Skills gaps are a big challenge; but when it comes to apprenticeships and work experience placements, the mixture of on and off the job learning ensures that young people will learn the skills that work best for your business. This guarantees your workforce will have the practical skills and qualifications that you need, both now and in the future.

## **Support business growth**

Young people are flexible in terms of their work patterns and can be more willing to move and work in different locations around the country. They bring creativity, innovation and a willingness to learn. Their flexibility and adaptability are integral to enhancing productivity and contributing to business growth.

Interested yet? The next section will outline the support that is available to help in your drive to recruit young people. [website](#).



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**Currently, only  
around  
1 in 4 employers  
take on a young  
person from  
education<sup>2</sup>.**

<sup>2</sup> UK Commission's Employer Skills Survey, 2011: 27% of employers recruiting an education leaver into their first job in the last 2-3 years

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# WHAT SUPPORT IS AVAILABLE TO HELP RECRUIT YOUNG PEOPLE?

Once you decide to help young people help your business you can build a 'youth policy' into routine business planning. Your policy could include jobs, apprenticeships or work experience placements. Any of these will give both young people and your business a fantastic opportunity to grow.

The many benefits of recruiting and developing young people outweigh the costs – even so, times are tough. But there is a lot of support out there to help you make it happen.

## **Offering a young person a job**

The easiest way to advertise a vacancy is through the Employment Service. This is free and, as well as saving you money and time, will provide access to a wide pool of candidates suitable for the job. Your vacancy will be advertised on the Service's vacancy website: [www.Jobcentreonline.com](http://www.Jobcentreonline.com).

- You can advertise a vacancy with the Employment Service by visiting the online vacancy management service [www.employersonlineni.com](http://www.employersonlineni.com) or by contacting your local Jobs and Benefits office.
- Employer subsidies are available for up to twelve months if you are interested in taking on a young person. To find out more, visit the Department for Employment & Learning's (DEL) website: [www.delni.gov.uk/](http://www.delni.gov.uk/)

Often additional support for recruiting young people will be available. This may include support and training available to individuals who are disadvantaged in the labour market. A good starting point is your local Jobs and Benefits office. Here you can get extra help with your recruitment needs, including sifting and matching candidates.

## EMPLOYER CONTACT MANAGERS

Employer Contact Manager	Contact details	
	Tel	E-mail
Karen Doyle	028 7127 6930	karen.doyle2@nissa.gsi.gov.uk
Bridgeen O'Hagan	028 7127 6949	bridgeen.Ohagan1@nissa.gsi.gov.uk
Heather McKeown	028 7930 2079	heather.mckeown@nissa.gsi.gov.uk
Mary Mullan	028 8775 4913	mary.mullan1@nissa.gsi.gov.uk
Clare Mooney	028 3025 3149	clare.mooney1@nissa.gsi.gov.uk
Roberta Donaghy	028 2563 7104	roberta.donaghy@nissa.gsi.gov.uk
Tommy Kelly Lisa Lindsay	028 9025 2382	tommy.kelly@delni.gov.uk lisa.lindsay@delni.gov.uk
Robert Preshaw	028 9025 2340	robert.preshaw@delni.gov.uk
Bernie Blaney	028 9072 6762	bernie.blaney@delni.gov.uk
Martin O'Hagan	028 9025 2070	martin.o'hagan2@delni.gov.uk

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## **Area/ Sector**

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Londonderry, Limavady and Strabane

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Londonderry, Limavady and Strabane

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Cookstown, Dungannon and Magherafelt

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Armagh, Enniskillen and Omagh

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Ballynahinch, Banbridge, Downpatrick, Kilkeel, Lurgan, Newcastle, Newry and Portadown

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Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine and Larne

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Greater Belfast Area (including Bangor, Newtownards, Ballynahinch and Downpatrick):

*Creative Industries and Media; Printing; Property; Cleaning; Security; Health and Social Care; Education; Other Public Sector; Motor Trades; Transport; Utilities*

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Greater Belfast Area (including Bangor, Newtownards, Ballynahinch and Downpatrick):

*Retail; Warehousing, Storage and Wholesale Distribution; Catering and Agrifoods; Agriculture, Forestry and Fishing; Environmental; Services; Professional, Scientific and Technical*

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Social Clauses Northern Ireland

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Greater Belfast Area (including Bangor, Newtownards, Ballynahinch and Downpatrick):

*Hospitality and Tourism; ICT, Information and Communication; Financial Services; Business Admin and Support Services; Engineering; Manufacturing; Construction*

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## **Mercer Consulting, Outsourcing, Investments.**

Mercer is a leading global provider of consulting, outsourcing and investment services, with more than 25,000 clients worldwide.

“Bridge to Employment provided Mercer with a unique opportunity to identify and select top performing local graduates with financial and mathematical degrees as well as excellent candidates from outside of these traditional academic backgrounds. They were on hand throughout the recruitment process, providing vital support for the training required to equip these graduates with the skills necessary to transition into the actuarial industry. Mercer has reaped benefits from using Bridge and we hope to continue to do so.”

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## Taking on an apprentice

ApprenticeshipsNI is a programme that offers apprenticeships at Level 2 and Level 3, in a diverse range of work areas. Employers play a vital role by ensuring quality instruction in the workplace and supporting 'off-the-job' training. It can be available to both existing and newly recruited employees.

To arrange an appointment with a Skills Adviser, telephone 028 90905251 or email: [skillsdeliverybranch@delni.gov.uk](mailto:skillsdeliverybranch@delni.gov.uk)

Apprenticeships:

- take 2-4 years to complete
- are a series of planned on and off-the-job training and development activities;
- lead to an externally accredited qualification;
- are industry driven and designed to meet the needs of the occupational sector;
- offer remunerative employment on a permanent contract of a minimum of 21 hours per week including off-the-job training
- off-the-job training is 100% funded for 18-24 year olds in all sectors and 50% funded for apprentices aged 25+ in defined economically important sectors
- offer employer incentive payments ranging from £500 to £1500

To find out more visit: [www.nidirect.gov.uk/apprenticeshipsni](http://www.nidirect.gov.uk/apprenticeshipsni)

## Bridge to Employment

This programme provides assistance to companies taking on new staff. The programme helps with vacancy advertising, customised training of unemployed people to the job requirements and other associated recruitment services. The costs of these services are fully funded.

The average number of participants on a Bridge to Employment programme is ten, however programmes can be arranged for one company or a group of companies with similar needs.

The benefits of this service are:

- assistance with recruitment and training costs;
- access to a wide recruitment base;
- testing and interviewing of applicants;
- customised training programmes focused on your company's needs;
- no financial commitment.

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## **Extra Care – Domiciliary Care Providers**

Extra Care is one of Northern Ireland's leading domiciliary care providers.

“Extra Care benefited from the partnership with the DEL's team. As a not for profit organisation, we welcomed the assistance with advertising costs, as well as administrative help with short listing, information days and interviews. The programme helped potential employees learn more about our organisation and gave us the opportunity to learn about them in a customised training environment. Throughout the programme, the DEL provided advice and support and helped us to find motivated and enthusiastic young employees”.

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## **Offering a work experience placement or skills development opportunity through the Youth Employment Scheme**

Even if you can't offer a young person a job, the experience of work they can gain from a period of work experience means that your community or sector will benefit from an increased pool of work ready recruits.

The Employment Service can help you take a young person on work experience for between two and eight weeks, or into a Skills Development Programme placement of between 6 and 9 months. You may also be eligible for an enhanced subsidy of £5,000 if you offer full-time employment in jobs growth sectors to a young unemployed person. To find out more, visit the Department for Employment & Learning's website:

[www.delni.gov.uk](http://www.delni.gov.uk)

The Chartered Institute of Personnel and Development (CIPD) has developed a work experience guide to help employers and young people get the most out of a work experience placement. This guide is available on the CIPD website.

## **The Graduate Acceleration Programme (GAP)**

GAP provides the opportunity for employers to benefit from the fresh enthusiasm and the additional skills that graduate talent can bring to the workplace, while providing them with the opportunity to position themselves as an employer of choice.

If you are interested in benefiting from graduate talent, you can find information on the GAP website [www.gapni.com](http://www.gapni.com)



## LEARN MORE

If you would like to speak to someone in detail about what is on offer please contact the Department for Employment and Learning by telephone at 0300 200 7822 or go online at: [www.delni.gov.uk/youthemploymentscheme](http://www.delni.gov.uk/youthemploymentscheme)

Alternatively please contact any Employer Contact Manager.

The UK Commission has published a number of reports that provide employer perspectives on youth employment and the changing nature of work for young people. For more information, please visit: [www.ukces.org.uk/ourwork/youthemployment](http://www.ukces.org.uk/ourwork/youthemployment)



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