

INFORMATION FOR EMPLOYERS

OVERVIEW

A large number of employers traditionally recruit apprentices in the autumn period, aligned to the start of the academic year. Equally, a large number of individuals, primarily school or college leavers, are available and ready to start an apprenticeship at this point, having recently completed educational commitments. We want to offer an alternative, where this traditional start period may not work in the current climate:

- For the potential apprentices, who, due to Covid-19, may have been out of education for up to six months, and will therefore need some support before they start an apprenticeship
- For the apprentice employer, who, due to Covid-19, may require some time to establish their operations and be 'economically' ready to employ a new apprentice

Employers will commit to undertaking the apprenticeship recruitment process, identifying the candidate they want to employ, and will commit to employing them no later than January 2021.

These individuals will become our targeted trainees. Traineeships prepare individuals for entry into apprenticeships, so they will spend their time with us, preparing to join your company and sector.

We will be offering this programme in three different sector areas:

- **Construction** • **Child Care** • **Professional Services**
- It will be a blended traineeship programme, meaning trainees attend college, study remotely and also, ideally visit your work place for work experience
- Employers will be actively involved in supporting them with weekly mentoring session and work experience
- Programmes will start W/C 7 September 2020 and run to W/C 14 December 2020
- There is no cost for the employer while the individual is on the targeted traineeship

HOW WILL IT WORK FOR EMPLOYERS?

- This is a necessary development to 'buffer' the impact of Covid-19. It will enable employers to maintain a commitment to developing young talent in their business, while giving them financial breathing space they may need to bounce back from Covid-19.
- Employers will be expected to undertake a 'normal' apprenticeship recruitment process, and make a delayed job/ apprenticeship offer to the selected candidate. This person will then commence the traineeship programme with us in early September, and will be employed no later than January 2021.

Employers will be expected to support the trainee with their traineeship programme, making the following commitment to support:

- 30 – 60 minutes per week of digital contact with the trainee, introducing them to their business, mentoring them and maintaining the employment commitment.
- They will make available work experience, ideally in their premises/sites (when possible), but also digitally, totalling between 70 – 100 hours, for one day per week from 7 September 2020 – 14 December 2020.
- They will offer to support the wider traineeship group where possible with guest lectures, visits and other associated delivery activity (employability skills etc)
- They will monitor and help trainees with their weekly log
- Employers will ensure trainees have an appointed mentor, who will support them on the traineeship, but also when starting employment
- Support trainees with access to IT equipment where possible for their traineeship studies