

# Employment & Skills Toolkit

This toolkit has been produced to help employers and business advisers in the South East Midlands to identify support and pathways and engage with providers to assist with employing people, filling vacancies, upskilling and reskilling employees and developing a talent pipeline for the future.



A range of government programmes, are available for employers who are considering hiring employees, offering work experience or upskilling existing staff, some of which offer financial incentives. Find out more at [gov.uk/skills-support](https://www.gov.uk/skills-support).

All these programmes are included within this toolkit together with other support for employers and local contact information.

## Employing People and Filling Vacancies

- [Jobcentre Plus](#)
- [The Work and Health Programme](#)
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- [T Levels \(work placements whilst in education\)](#)
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## Job Centre Plus

Jobcentre Plus (JCP) was an agency of the Department for Work and Pensions and provides services primarily to those attempting to find employment and employers to link to people seeking work.

Some of the programmes listed in this document including sector-based work academies, Restart and the Kickstart Scheme are either organised or referenced to by work coaches in JCPs. JCP also work with partners to deliver [Job Entry Targeted Support \(JETS\)](#) for individuals.

Phone contact for all: 0800 169 0190

Local Offices:

Bedfordshire

- Bedford, 57 Bromham Road, Bedford, MK40 2EH
- Biggleswade, 73 High Street, Biggleswade, Bedfordshire, SG18 0JH
- Leighton Buzzard, Bossard House, West Street, Leighton Buzzard, Bedfordshire, LU7 1DA

Luton

- Cheviot House, Guildford Street, Luton, LU1 2ER

Milton Keynes

- Southgate House, 449-499 Midsummer Blvd, Milton Keynes, MK9 3BN

Northamptonshire

- Corby, House, Thoroughsale Road, George Street, Corby, Northamptonshire, NN17 1PH
- Daventry, Civic Offices, Lodge Road, Daventry, Northamptonshire, NN11 4FP
- Kettering, Derbyshire House, Lower Street, Kettering, Northamptonshire, NN16 8BG
- Rushden, 71 Rectory Road, Rushden, Northamptonshire, NN10 0AF
- Northampton, Frances House, 21 Lower Mounts, Northampton, NN1 3LY
- Wellingborough, Lothersdale House, West Villa Road, Wellingborough, NN8 4NE

## The Work and Health Programme

Through this website, you can access people who have experienced barriers to work and are immediately available. Once you have shared information about the vacancies you have, the WHP team will understand your business needs and identify candidates.

The jobs you share can be from anything from entry level to managerial and be any meaningful work.

In addition to identifying jobseekers with suitable skills for your roles, the WHP also provides support to prepare them to begin working for you.

This service is completely free and delivered by the Prime Provider Partnership.

More information at <https://www.whprecrUIT.co.uk/>.

## Sector-based work academy programme (SWAP)

SWAP can be tailored to meet recruitment needs, including pre-employment training, a work experience placement, with a guarantee of a job interview for participants. They run for up to 6 weeks, with a work experience placement usually at the business and with pre-employment training off site or online.

Accessed via local Job Centre Plus.

Potential benefits to a business:

- Recruitment of staff with the right training and skills from the outset, developed through fully funded pre-employment training.
- Reduces the risks within the overall process of recruiting new employees.
- Opportunity to work with like-minded businesses to contribute to wider priorities around diversity and inclusion, or social mobility, in an organisation.
- Work experience placements allow developmental opportunities for existing employees such as mentoring, supervisory and coaching skills.

Financial incentives available:

- This is Government-funded tailored support with no direct cost to the employer.

Contact:

- Employer Services Line on 0800 169 0178
- Bedford and Central Bedfordshire - JAMES.GARLO@DWP.GOV.UK
- Luton - ANGELA.ROBERTS@DWP.GOV.UK
- Milton Keynes – JENNY.MCARADY@DWP.GOV.UK and NATALIE.MALTBY@DWP.GOV.UK
- North Northamptonshire - MICHELLE.WASS@DWP.GOV.UK
- West Northamptonshire - ANNE-MARIE.DEANE@DWP.GOV.UK

More information <https://find-employer-schemes.education.gov.uk/schemes/sector-based-work-academy-programme-swap>.

## Restart

Provides Universal Credit claimants who have been out of work for between 12 to 18 months enhanced support to find jobs. The Restart Scheme breaks down employment barriers that could be holding people back from finding work. Our local prime provider, Jobs 22 Limited, will work with employers, local government and other delivery partners to deliver tailored support for individuals.

Referrals will be made over a 3-year period and the Restart Scheme will benefit more than 1 million Universal Credit claimants who are expected to look for and be available for work but have no sustained earnings. The scheme will provide up to 12 months of tailored support for each participant.

How the programme works is explained at <https://jobs-22.co.uk/restart-scheme>.

Potential benefits to your business:

- By engaging with Jobs 22 and their partners, you can develop a pipeline of potential employees, keen to start to work.
- There are no costs for the employer.

Contacts:

Bedfordshire	Jobs 22	Daventry	Acorn
Luton	Jobs 22	Northampton	Jobs 22 and EADS
Milton Keynes	Jobs 22	Rushden	Jobs 22
Corby and Kettering	Workpays	Wellingborough	Jobs 22 and EADS

Contact: [stanislas.faure@jobs-22.co.uk](mailto:stanislas.faure@jobs-22.co.uk)

## National Careers Service

Provides free information, advice and guidance to help you make decisions on learning, training and work.

Potential benefits to a business:

- Help to develop current workforce and supplement with talented individuals who have the skills needed.
- Recruitment through national virtual jobs fairs.

National Careers Service main website at <https://nationalcareers.service.gov.uk/> and local delivery partners are:

Northamptonshire

- Ace Workplace Learning [info@aceworkplacelearning.co.uk](mailto:info@aceworkplacelearning.co.uk)
- Evolve your Future [enquiries@evolveyourfuture.co.uk](mailto:enquiries@evolveyourfuture.co.uk)
- Key Business Skills [info@keybusinessskills.org.uk](mailto:info@keybusinessskills.org.uk)
- Mallows [ilham@themallowscompany.com](mailto:ilham@themallowscompany.com)

Bedfordshire

- Adviza [info@adviza.org.uk](mailto:info@adviza.org.uk)
- Central Bedfordshire Council (Central Bedfordshire) [ncs@centralbedfordshire.gov.uk](mailto:ncs@centralbedfordshire.gov.uk)
- Polish British Integration Centre (PBIC) [ncs@pbic.org.uk](mailto:ncs@pbic.org.uk)

Milton Keynes

- Milton Keynes College [Anna.Clarke@mkcollege.ac.uk](mailto:Anna.Clarke@mkcollege.ac.uk)
- Prospects Services [Luke.Ezard@Prospects.co.uk](mailto:Luke.Ezard@Prospects.co.uk)
- Thames Valley Community Rehabilitation Company (01908 679734)

Luton

- Adviza [info@adviza.org.uk](mailto:info@adviza.org.uk)
- Polish British Integration Centre (PBIC) [ncs@pbic.org.uk](mailto:ncs@pbic.org.uk)

## Skills Support for the Unemployed

Skills Support for the Unemployed offers a flexible programme of employability and skills training, tailored to a person's needs. It is for people who are out of work and helps overcome the challenges faced when looking for employment or an Apprenticeship.

There are a variety of programmes to help specific groups including, long-term, over 50s, lone parents, ex-offenders and those with wellbeing issues.

As an employer you can engage with our local provider TCHC with PeoplePlus to create a pipeline of prospective talent to your organisation.

Contact details:

<https://www.tchc.net/individual/get-into-work/skills-support-for-the-unemployed>

## Find a Job Website

Employers can advertise jobs for free at the 'Find a Job' website at [www.gov.uk/advertise-job](http://www.gov.uk/advertise-job).

## Apprenticeships

Apprenticeships are jobs which combine practical on-the-job skills training with sustained off-the-job learning, available from entry level to master's degree-equivalent. Employees get training in the knowledge, skills and behaviours that are relevant to their job and they need to be paid a salary.

Apprentices spend 80% of their time in the workplace and 20% undertaking off-the-job training in a setting that suits the needs of the business – this could be a college, a training provider or at an Institute of Technology (IoT). Training can also be delivered at your place of business.

Information at <https://www.apprenticeships.gov.uk/#>

SEMLEP - A quick guide to apprenticeships for business

[https://www.semlep.com/modules/downloads/download.php?file\\_name=881](https://www.semlep.com/modules/downloads/download.php?file_name=881)

Potential benefits to a business:

- A majority of apprentices stay with their employer when they finish their apprenticeship. This can make a sustainable investment in the skills to support your business.
- Improve productivity; apprentices are motivated to learn new skills.
- Productive and effective way to grow talent.
- Opportunity to capitalise on new ideas and a fresh perspective.

Financial incentives available:

- Businesses can apply for a new payment of £3,000 for each apprentice they take on as a new employee between 11<sup>th</sup> January 2022 to 15<sup>th</sup> May 2022.
- There are payments to support specific groups of apprentices such as 16 to 18-year-olds, those with disabilities, or young people leaving care.
- Employers must have an apprenticeship [service account](#) to apply for incentive payments.
- More information [here](#).

Employer costs:

- Apprentice National Minimum Wage, though many employers choose to pay more than this to reflect the labour market.
- May have to contribute 5% of the apprentice's training and assessment costs – depending on the size of business and the age of your apprentice. The training provider will be able to advise you on this.

## Traineeships

Aimed to prepare a young person aged 16-24 (25 with an EHCP) for specific apprenticeship or employment roles in a business, a traineeship is a skills development programme that includes a work placement. The full programme can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months.

The business needs to be able to offer at least 70 hours of a safe, meaningful, and high-quality work experience.

The trainee will gain English, maths, digital and work-related qualifications which can lead them on to an apprenticeship, work or further education.

Potential benefits to a business:

- Allows an employer to design a programme that suits both the needs of the business and the needs of the trainee.
- Can help you develop a loyal and talented workforce.
- Allows the support of young people into meaningful work.

Financial incentives:

- £1,000 per young person placement (up to 10 incentive payments per employer, per region) for employers offering traineeship work placements between 1 September 2020 and 31 July 2022.

Employer cost:

- No cost (it is optional whether the employer chooses to pay the young person a wage and/or payment for expenses such as travel and subsistence).

Information at <https://www.gov.uk/guidance/traineeship-information-for-employers> and case studies <https://www.gov.uk/government/case-studies/how-employers-are-benefitting-from-traineeships>

Provider lists at <https://www.gov.uk/government/publications/traineeship-providers>

## Further Education Colleges

Opportunities for employers to engage with the local colleges to access the talent pipeline through engagement with work placements, apprenticeships, traineeships, vocational courses, higher education, professional certificates as well as helping develop employability skills and community training.

- [Barnfield College \(Luton\)](#) - [Tammy.Nuthall@barnfield.ac.uk](mailto:Tammy.Nuthall@barnfield.ac.uk)
- [Bedford College \(Bedford and Shuttleworth\)](#) - [training@bedford.ac.uk](mailto:training@bedford.ac.uk)
- [Central Bedfordshire College \(Dunstable and Leighton Buzzard\)](#)  
[Milton Keynes College \(Milton Keynes\)](#) - [Anna.Clarke@mkcollege.ac.uk](mailto:Anna.Clarke@mkcollege.ac.uk)
- [Moulton College \(Northampton and Rushden\)](#) - [Steven.Thompson@moulton.ac.uk](mailto:Steven.Thompson@moulton.ac.uk)
- [Northampton College \(Northampton and Daventry\)](#)  
[Patrick.Leavey@northamptoncollege.ac.uk](mailto:Patrick.Leavey@northamptoncollege.ac.uk)  
[Donna.Rowland@northamptoncollege.ac.uk](mailto:Donna.Rowland@northamptoncollege.ac.uk)
- [Tresham College \(Corby, Kettering, Wellingborough\)](#) -  
[businessdevelopment@tresham.ac.uk](mailto:businessdevelopment@tresham.ac.uk)
- [National College for Motorsport \(Silverstone\)](#) - [businessdevelopment@tresham.ac.uk](mailto:businessdevelopment@tresham.ac.uk)

## Higher Education - Universities

A diverse range of courses and qualifications at higher levels including degrees, Higher National Diplomas (HNDs), foundation degrees and masters providing opportunities to work with students through internships, developing talented people into your business.

- [University of Bedfordshire](#) - [eamonn.keenan@beds.ac.uk](mailto:eamonn.keenan@beds.ac.uk)
- [University of Northampton](#) - [Charlotte.Patrick@northampton.ac.uk](mailto:Charlotte.Patrick@northampton.ac.uk)
- [MK:U](#) - [kamila.falkowska@cranfield.ac.uk](mailto:kamila.falkowska@cranfield.ac.uk)
- [Cranfield University](#) - [business@cranfield.ac.uk](mailto:business@cranfield.ac.uk)
- [The Open University](#) - The OU offers ways to engage with employers to understand their business challenges and provide staff development solutions including apprenticeships. For recruitment, they offer channels to access OU students.

## Skills Bootcamps

Skills Bootcamps offer free, flexible courses of up to 16 weeks for aged 19 or over and who are either in work, self-employed, recently unemployed or returning to work after a break.

Devised to build up valuable sector-specific skills based on local employer demand including digital, construction and logistics and are a direct path to a job on completion.

Employers who want to use Skills Bootcamps for their existing employees contribute 30% of the cost if they are a large employer, or 10% if they are a small to medium employer (SME).

Benefits include:

- Develop a talented workforce with the skills you need quickly
- Can futureproof your business in a rapidly changing labour market
- Recruit staff with the right training and skills from the outset
- Access to a pipeline of skilled adults by working with existing Skills Bootcamp providers

More information at <https://find-employer-schemes.education.gov.uk/schemes/skills-bootcamps>.

## SEMLEP SEND Community of Practice

Aimed at supporting engagement between Special Educational Need and Disability (SEND) schools and Employers, together with Track NN we have produced a range of resources to encourage engagement between Employers and Education, with a focus on SEND.

The website provides a variety of resources, and links to support which can help employers create opportunities for individuals that evidence shows are reliable, hardworking and loyal.

### [SEND Community of Practice - Employers](#)

Contact to help guide is Tom Cliffe, [thomas@track.org.uk](mailto:thomas@track.org.uk).

Part of the resources include the MENCAP Traineeships <https://www.mencap.org.uk/advice-and-support/employment/traineeships>. Contact is David Ogden, [david.ogden@mencap.org.uk](mailto:david.ogden@mencap.org.uk).

Ambitious about Autism have a collection of toolkits to help employers to develop their awareness and understanding of autism. They will support the hiring and retaining of talented autistic young people. <https://www.ambitiousaboutautism.org.uk/what-we-do/employment/toolkits>

## Supported Internships

An unpaid 6 to 12-month work placement for 16 to 24-year-olds with additional needs, including Special Educational Needs and Disabilities (SEND), supported by a qualified job coach.

Supported interns are enrolled with and supported by a learning provider, but spend most of their learning time - typically around 70% in the workplace.

Benefits include:

- Creation of a diverse workforce
- Provision of a job coach who will support the intern and increase your confidence of employing individuals with additional needs
- Allows you to shape a job role that suits both the needs of your business and the needs of the supported intern

More information at <https://find-employer-schemes.education.gov.uk/schemes/supported-internships>.

## Recruiting Ex-Services Personnel

The Ministry of Defence's Career Transition Partnership (CTP) connects experienced, trained and skilled ex-service people with employers. The CTP provide a personalised service to employers, regardless of size.

This relationship recognises and builds on the talent that ex-service personnel have to offer the labour market and employers demand for high quality employees.

More information at [Career Transition Partnership](#).

Businesses of all sizes who wish to support the armed forces community can sign the [Armed Forces/Military Covenant](#). Employers make their own promises on how you will demonstrate their support.

## Care-Leaver Covenant

The Care-leaver Covenant is a way employers can support 16 to 25-year-olds leaving care to become independent.

Organisations can pledge support including apprenticeships, work experience or free or discounted goods or services.

This support can create and support a diverse and loyal workforce for your business.

More information at <https://find-employer-schemes.education.gov.uk/schemes/care-leaver-covenant>.

## Employing Prisoners and Prison Leavers

New Futures Network (NFN) arranges partnerships between prisons and employers.

This is a free government scheme, but you may have your own business costs. If you recruit someone you must pay the minimum wage.

Of those surveyed, more than 80% of employers positively rated those they employed as reliable and hard-working.

More information at <https://find-employer-schemes.education.gov.uk/schemes/employing-prisoners-and-prison-leavers>.

## Skills Support for the Workforce

The Skills Support for the Workforce programme (SSW) helps support small and medium businesses in South East Midlands to upskill their employees with training courses & qualifications to help business growth.

The provider, Serco, can work with employers to develop a bespoke training programme relevant to their business needs, and as the SSW programme is co-financed by the European Social Fund (ESF) and the Education and Skills Funding Agency (ESFA), a wide range of training can be accessed at no cost to your business, subject to eligibility.

The programme has a network of training providers who can deliver fully funded and accredited training courses covering a range of subjects such as: IT & Digital Skills, Leadership and Management, Engineering, Manufacturing, Construction, Health and Social care, Customer Service, Business Administration, and many more.

More information at [Skills Support for the Workforce](#)

Contact: [Matt.clark@serco.com](mailto:Matt.clark@serco.com), T: 07738 897161

## Free level 3 qualifications for eligible adults

Part of the Lifetime Skills Guarantee, any adult aged 19 and over who is looking to achieve their first full level 3 qualification, can access a fully funded course. A full level 3 qualification is equivalent to an advanced technical certificate or diploma, or A levels.

The course list has been selected with input from employers as well as the FE sector. The list includes courses that can apply to and support the local labour market such as digital skills, accountancy and business skills.

Potential benefits to your business

- Help develop a loyal and talented workforce with the skills needed (94% of employees would stay at their company longer if it invested in their career – LinkedIn Workplace Learning report 2019).
- Help futureproof a business in a rapidly changing labour market.
- Improve productivity; learners are motivated to learn new skills, provide new ideas and a fresh perspective.
- Support staff to upskill or reskill into a higher-level role in your business, without funding the training.

Employer costs

- The courses are fully funded for eligible adults. Employees may need time to study and attend classes depending on their working hours and status and the flexibility of the course.

Find a free level 3 qualification at <https://www.gov.uk/government/publications/find-a-free-level-3-qualification> or contact local [Further Education Colleges](#).

## T-Levels

T Levels are a new, 2-year qualification for 16- to 19-year-olds. Designed with employers, each T Level is equivalent to 3 A levels and helps young people develop the knowledge, attitude and practical skills to thrive in the workplace.

At the heart of each course is a 45-day industry placement, that will give you early access to the brightest talent entering your market.

Potential benefits to a business:

- Use industry placements as an extended interview for entry-levels and help develop core competencies, attitudes, behaviours, technical and practical skills.
- Reduce many of the costs associated with recruitment by working with local colleges to connect with young people who are deciding on their careers.

Financial incentives available

- Employers can claim a £1,000 cash boost for every T Level student they host on a high-quality industry placement until July 2022.

More information and to register go to <https://www.tlevels.gov.uk/employers>.

## Growing Talent – School and College Employer Engagement

Our Skills Strategy aims to ensure we have a talent pipeline that ensures all young people understand what career opportunities exist, develop core competencies, attitudes and behaviours and engage with relevant pathways aligned to the needs of employers.

Evidence also shows that employer engagement with young people makes a real impact. Young people who receive four or more employer encounters whilst at school and college are significantly less likely to become Not in Education, Employment or Training (NEET).

SEMLEP Growing Talent presents employers with a number of opportunities to help develop the talent pipeline.

Benefits include:

- Raising the profile of the employer
- Opportunity to recruit young people and/or identifying potential talented people early
- CPD and motivation for team(s) within a business
- Contribution to CSR by giving back to your local community

Review the conduits available at [SEMLEP Growing Talent](#).

