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WHY EMPLOYERS ARE IMPORTANT TO US

Sussex Careers Ltd is an independent, not-for-profit company providing a range of services to young people of 13 years of age and over and to adults.

Working with employers is key to our objectives: it is common to all our activities and is central to government initiatives that affect our work.

We aim to:

- develop strong and effective links between Sussex Careers and the business community in East Sussex and Brighton and Hove
- enhance the guidance process for all client groups by ensuring that personal advisers and other staff have sound, up-to-date knowledge of the local labour market and are aware of the future and current skill needs of the economy.

Liaison with employers, and awareness of the labour market and employment and training issues, are crucial for our placing service for young people and for our education business partnership work. For our all-age provision of advice, information and guidance it underpins the quality and relevance of our interaction with clients. They reasonably expect us to be familiar with trends in employment and training, especially its impact on the Sussex economy, and with effective ways to prepare for, obtain and retain appropriate employment or self-employment.

Further details about our services are included under the following headings:

- Vacancy Placing and Matching Service
- Education Business Partnership (EBP) Activities
- Work Experience
- Professional Development Placement
- Adult Career Development.

We hope you find something of interest to your company within this pack and we look forward to having the opportunity of working in partnership with you in the future.

Please visit our website www.sussexcareers.com 'How we can help you' - 'Employers' or contact any of the named personnel as shown on the information sheets.

QUALIFICATIONS CHANGES AND UPDATES

Qualifications have undergone many changes over the years but hopefully the brief guide below will give an overview of 'current' qualifications.

LEVEL	Revised National Qualification Framework (NQF)
Entry Level	Certificate of (educational) achievement
Level 1	GCSEs Grade D-G, GNVQ Foundation, Key Skills, Vocational certificates and diplomas, NVQ 1, New Diplomas*
Level 2	4-5 GCSEs grade A-C, BTEC First Diploma/Certificate, GNVQ Intermediate, Key Skills, Vocational certificates and diplomas, NVQ 2, New Diplomas*
Level 3	A Level (AS & A2), International Baccalaureate, BTEC National Diploma/Certificate, Key Skills, Vocational certificates and diplomas, NVQ 3, New Diplomas*
Level 4-6	Degrees (BA/BSc), HND Diploma/Certificate, Key Skills, Vocational certificates and diplomas, NVQ 4
Level 7-8	Post-Graduate, Key Skills, Vocational certificates and diplomas, NVQ 5

***New Diplomas** These are brand new multi purpose qualifications for 14-19 year olds and will prepare young people for further and higher education and the world of work innovative and exciting way. They have been designed in collaboration with employers through Sector Skills Councils and will be available in selected areas in England from September 2008.

For further information please go to www.dcsf.gov.uk.

GCSE General Certificate of Secondary Education (Equivalent to the old GCE O-level and CSE grade 1).

Standard of achievement at the age of 16, also open to adults. Grades awarded on a scale of A* to G. Many employers/colleges are looking for grades A*-C.

GCE A-Level General Certificate of Education Advanced Level. This incorporates original A-levels and previously named vocational A-levels (VCE). They are taken in two halves, AS (Advanced Subsidiary) in year one and A2 in year two. These will be available in a variety of subjects e.g. English, Maths, Travel and Tourism, Health and Social Care.

Key Skills These are essential skills that learners need to support their vocational skills. They link in with vocational and occupational qualifications and include:

- Application of Number
- Information Technology
- Improving own Learning and Performance
- Communication Skills
- Working with Others

For more information:

www.nextstepsussex.org.uk/learning/qualifications.asp - section on qualifications.

www.qca.org.uk - guardian of standards in education and training.

www.naric.org.uk - information on the comparability of overseas qualifications.

DEVELOPING YOUR WORKFORCE - APPRENTICESHIPS

No matter what size your organisation, if you employ young people, you could almost certainly benefit from an Apprenticeship of some kind. Some larger employers may organise their own Apprenticeship training programmes, but most employers take advantage of the existing programme for their industry.

What are Apprenticeships?

They are work-based training programmes designed for current and future employees aged between 16 and 24 at the start of the Apprenticeship. Apprentices learn while working, building up knowledge and skills, gaining qualifications and earning money at the same time.

There are different levels of Apprenticeships leading to National Vocational Qualifications (NVQs), Key Skills qualifications and, in most cases, a technical certificate such as BTEC or City & Guilds.

How long does it take?

An Apprenticeship normally lasts between a minimum of one and three years and there are two levels: Apprenticeship (Level 2) and Advanced Apprenticeship (Level 3).

What will it cost the company?

For a young person aged 16-24 the training is funded by the Government through the appropriate Training Provider. You pay the young person a minimum of £80 per week, however your company may choose to pay more than this for the right person. The Training Provider you choose may have nominal registration and exam charges. Older employees may still take part in the Apprenticeship programme but there will be charges which you would have to discuss with your chosen Training Provider.

How can I find out more about Apprenticeships and Training Providers?

- 1.The Sussex Council of Training Providers website www.apprenticeships-in-sussex.com.
- 2.The Learning and Skills Council on **0800 150 600** or visit www.apprenticeships.org.uk.
- 3.Sector Skills Council www.ssda.org.uk.

How do I find a young person for an Apprenticeship?

The Apprenticeship Clearing House www.apprenticeships-in-sussex.com manages a database of all young people seeking an apprenticeship, contact them directly and they will take your vacancy and match to all suitable applicants.

VACANCY PLACING AND MATCHING SERVICE

What we can do:

For all vacancies offering an Apprenticeship please contact the Sussex Council of Training Providers www.apprenticeships-in-sussex.com who offer a **free** advertising and matching service.

All other vacancies are managed by Connexions. We offer the following service **free of charge**:

- **ADVICE** on rates of pay, the number of potential applicants and other relevant information
- **ACCESS** to a pool of young jobseekers in the local area between the ages of 16 and 19 years
- **ASSURANCE** that young people registered with us are notified of your vacancy within 24 hours
- **REGULAR** updates on the progress of your vacancy
- **PUBLICATION** of your vacancy via our website and displayed in local Connexions Centres.

What you can do:

All we ask of the employer is that you:

- Keep us updated on the progress of any applications
- Notify us when the vacancy is filled and who you have employed
- Ensure any vacancy exceeds or meets the requirements of the national minimum wage (National Minimum Wage Helpline: 0845 6000 678).

How do I place a vacancy?

Complete the vacancy form on the following page and fax, post or phone through to your local Connexions Centre (see page 12).

To see our current vacancies and to find out more about our services visit www.sussexcareers.com - 'Work and study options' - 'Current job vacancies'



VACANCY DETAILS

To place your vacancy, photocopy, fill in and fax back the proforma below to your local Connexions Centre (fax details on page 12 in this pack)

Name & address of employer _____

Type of business _____

Telephone number _____

Mobile number _____

Fax number _____

Email _____

Name of main contact _____

Title of job _____

Nature of work/duties _____

Number required _____

Qualifications required _____

Additional skills required _____

Wages _____

Hours of work _____

Training offered _____

Company benefits _____

Method of application _____

Closing date _____

Office use only:

Vacancy taken by: Date:

EDUCATION BUSINESS PARTNERSHIP (EBP) ACTIVITIES

An education business partnership aims to develop a productive relationship between education and business. It may be defined as a joint venture in the local community to raise aspirations and achievements of young people and to enable them to become part of a skilled and adaptable workforce.

This work commences at primary school and more recently has begun to focus on the 14-19 age range as part of new vocational, enterprise and work-related learning agendas. This is often interpreted as '*learning through work, learning about work and learning for work*'.

EBP activities in Sussex are mainly funded from the Sussex Learning & Skills Council via local children's services. In East Sussex there are local groups in Bexhill, Eastbourne, Hastings, Lewes and Wealden with a separate group covering Brighton & Hove. Further details may be found at www.sussexcareers.com.

Sussex Careers Ltd is involved at all levels including central contracting and management reporting. In addition, the EBP Manager publishes 'Partnership Works', which recognises good practice and celebrates achievement in education business link activities across East Sussex.

How can I become involved as an employer?

There are numerous opportunities for employer involvement including:

- mentoring and mock interviews
- providing work placements and site visits
- contributing to curriculum workshops and conferences
- supporting literacy and numeracy projects
- hosting teacher placements
- becoming school governors.

What are the benefits?

Participating employers gain many benefits from taking part in EBP activities including:

- raised profile
- access to potential trainees
- contributing to local skill requirements
- staff development.

New employers from all sectors are always very welcome.

To find out more about EBP activities in East Sussex, please contact:

Tim Sorensen, Strategic EBP Manager

Telephone: 01273 223076

Fax: 01273 223041

Email: tim.sorensen@sussexcareers.com

WORK EXPERIENCE

Work experience is a valuable insight into the world of work and students benefit enormously from the opportunity to spend time in a work place.

Work experience takes a variety of forms for students between the ages of 14 and 19. Block placements of one or two weeks may provide either a general introduction to the world of work or they may be vocationally orientated. Work experience may also be provided on a more extended basis with students undertaking one or two days per week for up to two years. This could be relevant to those who need a more vocationally focused placement to enhance a course of study.

Work experience placements provide many opportunities and benefits for both employers and students.

Benefits for employers

The most common benefits are:

- influencing the quality of future employees
- the development of recruitment channels
- influencing career choice
- raising the company profile within the local community
- the creation of management development opportunities for employees.

Benefits for students

Work experience provides the opportunity for students to:

- become more confident in their abilities
- work alongside adults as part of a team
- develop and practice key employability skills and competences
- make informed decisions about their future
- relate their school/college curriculum to the workplace and vice versa
- increase their understanding of employment and enterprise
- collect evidence for work-related learning projects or vocational courses.

By participating in the work experience programme you will be helping students prepare for their future.

For an informal discussion, please contact:

Rowan Westwood, Work Experience Manager

Telephone: 01273 223051

Fax: 01273 223041

Email: rowan.westwood@sussexcareers.com

or

Angela Anthony, Work Experience Liaison Officer

Telephone: 01273 223052

Fax: 01273 223041

Email: angela.anthony@sussexcareers.com

PROFESSIONAL DEVELOPMENT FOR TEACHERS THROUGH BUSINESS PLACEMENTS

The professional development placement scheme provides exciting opportunities for teachers to learn about local business. Spending time with business people can help teachers understand the many ways in which their subject is applied in the workplace.

Professional development opportunities are organised as either individual one-day placements with a single company, or as workshops with short presentations from several different organisations.

Many companies in East Sussex and Brighton & Hove have already been involved in the scheme. Here is what one business host had to say about their involvement:

“It gave us the opportunity to update ourselves on the vocational courses offered in schools and to provide help and input relating to how and what could be covered for our industry.”

Placements help business to:

- demonstrate cost-effective corporate social responsibility
- develop staff
- influence the attitude of thousands of young people towards business practices
- inform relevant teaching and learning in schools
- better understand current changes in education
- improve company image within the community.

Teachers use professional development placements to inform their subject and ensure that what they are teaching is up-to-date and relevant to the world of work. One science teacher commented recently:

“I found it extremely stimulating to find out about the use of science in the real world outside school and, as a consequence, I will be able to make my science teaching much more relevant.”

With the support of local business this scheme can help link teaching and learning with the world of work.

Teachers use business placements to:

- improve professional development
- provide a relevant business context for teaching and learning
- increase awareness of work roles and career opportunities
- understand the needs of business for particular skills and attitudes
- develop links for vocational courses
- better prepare young people for the world of work.

For further information, please contact:

PDP Coordinator

Telephone: 01273 223040

Fax: 01273 223041

ADULT CAREER DEVELOPMENT

The following information summarises the services that are available to employers through Sussex Careers' Adult Career Development Department.

Information Advice & Guidance (IAG)

A face-to-face service for individuals (whether employed or not) that gives advice on work and learning. This can include:

- career planning
- planning of learning
- job search skills
- accessing any available learning grants.

Transition Management

Transition Management is the process by which organisations adapt the size, shape and skills profile of the workforce in response to the changing needs of the organisation. Our experienced consultants work with empathy and professionalism to provide career management services for employees who need to redirect their careers within the organisation or to consider the wider market place. Programmes on offer include:

- Career Counselling
- Job Finder Workshops
- Psychometric Assessment.

Training

A range of short training courses are available to employees through our personal and professional development programmes covering areas such as:

- Time Management
- Building Confidence
- Assertiveness
- Presentation Skills
- Project Management
- Working with Others.....and many more.

Price and Location

The above services can take place at our centres, at the workplace or at other pre-arranged locations. As with most bespoke services price will vary according to the customer's requirements - sometimes it is possible to attract Government subsidies that can contribute to some or all of the costs.

Companies we have worked with include.....

Army & Navy, Barclays Bank, NHS Direct, Securicor and many smaller local organisations.

For further information, please contact:

Adam Chugg, Brighton & Hove

Telephone: 01273 223050

Email: adam.chugg@sussexcareers.com

or

Peter Callard, Brighton & Hove

Telephone: 01273 223066

Email: peter.callard@sussexcareers.com

USEFUL WEBSITE LINKS FOR EMPLOYERS

Sussex Careers Ltd www.sussexcareers.com

Connexions www.connexions.gov.uk

EMPLOYMENT LEGISLATION

www.dti.gov.uk/employment

A detailed site covering employment legislation from the Department of Trade and Industry.

www.dcsf.gov.uk/

The Department for Children, Schools and families.

www.dius.gov.uk

The Department for Innovation, Universities and Skills.

www.direct.gov.uk/en/employment/employees/index.htm

See TIGER (Tailored Interactive Guidance on Employment Rights) - an interactive guide on the topics of minimum wage, maternity, paternity and adoption rights.

www.acas.org.uk

A site from the Advisory, Conciliation and Arbitration Service providing up-to-date information and advice on a range of employment issues.

www.bbc.co.uk/consumer/guides_to_employment_index.shtml

A site from the BBC providing a brief introduction to some of the rights contained in employment legislation which benefits employees, thus helping employers to do the right thing.

www.jobcentreplus.com

Help to meet recruitment needs, plus other useful information for employers. This service was traditionally known as The Job Centre.

www.employmenttribunals.gov.uk

Employment Tribunals are judicial bodies established to resolve disputes between employers and employees over employment rights. This site provides information about the tribunals and guidance about how to make and respond to claims.

www.lowpay.gov.uk

The Low Pay Commission.

www.inlandrevenue.gov.uk/nmw

The Inland Revenue and DTI guidelines.

www.eastsussex.gov.uk/educationandlearning/

An excellent site for information about child employment for employers and young people.

www.hse.gov.uk

A site from the Health and Safety Executive, warning of health and safety issues in the workplace; also provides a list of resources including videos and publications on these issues.

www.eastsussex.gov.uk

Information on local bye-laws and regulations.

www.futureworkforce.co.uk

An easy to use website informing Employers how to develop, recruit and train young people and create links with local education and the community.

DISABILITY

www.disability.gov.uk

Government information on disability.

www.drc-gb.org

Disability Rights Commission.

EQUAL OPPORTUNITIES

www.eoc.org.uk

The Equal Opportunity Commission.

www.cre.gov.uk

The Commission for Racial Equality.

QUALIFICATIONS

www.qca.org.uk

Qualifications and Curriculum Authority (QCA). Guardian of Standards in education and training in schools, colleges and at work.

www.naric.org.uk

Information and advice on the comparability of overseas qualifications with those from the UK.

CONNEXIONS CENTRE CONTACT DETAILS

HEAD OFFICE

Reed House
47 Church Road
HOVE BN3 2BE
Tel: 0845 450 6075
Fax: (01273) 223041
e-mail: hq@sussexcareers.com

BEXHILL

Bexhill High School
Down Road
BEXHILL TN39 4HT
Tel: (01424) 736391

BRIGHTON & HOVE

Frederick House
42 Frederick Place
BRIGHTON BN1 4EA
Tel: 0845 450 6071
Fax: (01273) 827407
e-mail: brighton@sussexcareers.com

CROWBOROUGH

Beacon Community College
Green Lane Site
Green Lane
CROWBOROUGH TN6 2DY
Tel: (01892) 661550
e-mail: crowborough@sussexcareers.com

EASTBOURNE

Eastbourne House
22-24 Gildredge Road
EASTBOURNE BN21 4SA
Tel: 0845 450 6072
Fax: (01323) 431190
e-mail: eastbourne@sussexcareers.com

HASTINGS

1st Floor, Queensbury House
Havelock Road
HASTINGS TN34 1BP
Tel: 0845 450 6073
e-mail: hastings@sussexcareers.com

LEWES

Sussex Downs College
Mountfield Road
LEWES BN7 2XH
Tel: 0845 450 6074
e-mail: lewes@sussexcareers.com

NEWHAVEN

Tideway School
Southdown Road
NEWHAVEN BN9 9JL
Tel: (01273) 514427
e-mail: newhaven@sussexcareers.com

RYE

Thomas Peacocke Community College
The Grove
RYE TN31 7ND
Tel: (01797) 224426
e-mail: rye@sussexcareers.com

SEAFORD

Seaford Head Community College
Arundel Road,
SEAFORD BN25 4LX
Tel: (01323) 896051
e-mail: seaford@sussexcareers.com

WADHURST

Youth & Community Centre
Lower High Street
WADHURST TN5 6AX
Tel: (01892) 782172
e-mail: wadhurst@sussexcareers.com