



backing young Britain

Apprenticeships and internships

A guide for employers

www.hmg.gov.uk/backingyoungbritain

BACKING YOUNG BRITAIN THROUGH APPRENTICESHIPS AND INTERNSHIPS

Apprenticeships and internships are good for business and good for Britain. This leaflet explains how you can harness the enthusiasm, ambition and potential of young people for your business.

Apprentices and graduates have been shown to give businesses a competitive edge. By investing in young people you will strengthen your business as we move out of recession and provide the building blocks for a shared future economic prosperity.

The Government is committed to supporting you. We have increased funding for apprenticeships by almost a quarter since 2007/08 to over £1 billion in 2009/10 and made them more flexible to fit with each business's needs. The Graduate Talent Pool connects you to highly skilled graduates who can make a real difference to your business.

The management of graduate internships is slightly different in Scotland and Wales, and details of the best delivery routes for these will be provided to companies signing up to Backing Young Britain.

Sign up at:

www.hmg.gov.uk/backingyoungbritain

What is an apprenticeship?

An apprenticeship is a work-based training programme designed to help both your new and existing employees reach a high level of competency and performance, leading to nationally recognised qualifications.

Training is either part or wholly funded by the National Apprenticeship Service. With nearly 200 different job roles an apprentice can undertake, and all designed by the Sector Skills Councils, there's bound to be a place for an apprentice in your organisation.



What is an internship?

An internship is a time-limited work experience placement, usually including an element of training. Graduate internships are therefore a flexible way to attract talent to your business for a specific period of time, and give graduates the chance to enhance their employability and career prospects.

Internships offered through the Government's Graduate Talent Pool online service typically last around three months, but could be shorter or longer to suit your needs.

Sound business sense

By harnessing fresh new talent you will bring real benefits to your business – increasing your organisation's productivity, competitiveness and innovative capacity.

Currently, 50 per cent of small and medium enterprises (of 20–199 employees) in the service sector are

experiencing difficulties recruiting staff with the right skills. Apprentices and interns provide the ideal solution, enabling businesses to create the firm foundations for continued success.

Apprenticeship facts

80% of employers who employ apprentices agree they make their workplace more productive.

81% of consumers favour using a company that takes on apprentices.

88% of employers who employ apprentices believe that apprenticeships lead to a more motivated and satisfied workforce.

83% of employers who employ apprentices rely on their apprenticeships programme to provide the skilled workers that they need for the future.



Why take on an apprentice?

Giving a young person their break can help you:

- Address skills gaps and recruitment difficulties in your business
- Provide you with a highly motivated workforce, with qualifications that reflect the latest technology and working practices in your sector
- Retain vital expertise when employees leave or retire
- Access a range of Government funded training and support
- Send a positive message about your company to the local community.

Why take on an intern?

Taking on interns can mean that you:

- Access talented, enthusiastic and ambitious individuals who are keen to work for you
- Utilise additional skills, for example with new technologies, not currently present in your organisation

- Build your business through flexible resources and new skills to complete time-limited projects
- Utilise a cost-effective and flexible solution to your recruitment needs
- Promote yourself as a desirable employer with a diverse talent pool
- Assess graduates for potential long-term employment – your intern could even be a future leader of your organisation.

Internship facts

According to a report by Lancaster University, graduate recruitment programmes generate a return of £5.30 for every £1 of investment, and the average graduate pays for themselves within 20 months of starting.

In a survey by the Federation of Small Businesses, 1 in 5 of its members said they wanted to take on a graduate intern in 2010.

THE RIGHT CANDIDATE

Finding an apprentice

The National Apprenticeship Service offers a free expert support service for employers, to guide you through the whole apprenticeship process. We also provide Apprenticeships Vacancies, a free online recruitment tool that matches potential apprentices with your vacancies.

What do I do now?

The first step is to discuss your training requirements with an apprenticeship representative, who will be able to support and guide you. Once you have identified a suitable learning provider you can begin the recruitment process using the Apprenticeship Vacancies service.

Please call 08000 150 600 to discuss your requirements or visit www.apprenticeships.org.uk to learn more about apprenticeships.

Finding an intern

The new Graduate Talent Pool online service provides you with the advice and tools you need to start offering internships and reaping the rewards.

You can shape your internship to maximise the benefit to your organisation, and advertise internship opportunities for free, directly to graduates. You can also register up to 10 sifting questions so that only the most suitable graduates apply for your vacancies. Once you have chosen your intern, they can start as soon as they are available.

Internships are also offered through Shell Step, the Economic Challenge Investment Fund (ECIF), the Low Carbon Future Leaders placement scheme, and are being promoted by the Federation of Small Businesses.



What do I do now?

The first step is to register on the Graduate Talent Pool. Then you simply create a new advert for your internship. Graduates can then search for it at www.direct.gov.uk/graduatetalentpool or receive it as an email alert. Applicants will apply straight to your organisation. From then on, you should liaise with them directly.

To register, visit the Graduate Talent Pool website at graduatetalentpool.direct.gov.uk. If you need help and advice on how to use the Graduate Talent Pool and get started, call our helpline on 0845 072 7598.

Addition information

Skillset, in collaboration Creative & Cultural Skills, Arts Council England and Skillfast-UK, are developing a code of practice to provide a guide to effective graduate internships in the creative industries and a set of best practice guidelines for employers. More information can be found at www.skillset.org/graduatecode.

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When it comes to training and interns, we want to be a guiding light for industry. We have committed ourselves to developing our existing workforce and the next generation of staff, wherever they may be.

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Philip Oliver, CEO, Blitz Games Studio

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Internships are an excellent way for companies to access graduate talent and provide graduates with vital skills and experiences to support their future employment. Microsoft is extending its internship programme in 2009 to engage the graduate talent that is essential for our long-term success.

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Stephen Uden, Head of Skills and Economic Affairs, Microsoft Ltd

WHAT GOVERNMENT SUPPORT IS AVAILABLE?

The Government now provides additional support for businesses that hire staff who have been unemployed for more than six months.

Jobcentre Plus can award a subsidy typically worth £2,500, comprising a £1,000 recruitment subsidy and Train to Gain funding worth on average £1,500. www.jobcentreplus.gov.uk/£1000.

Apprenticeships

Apprenticeship funding is at its highest ever level at over £1 billion this year. Employers who take on a 16–18 year-old apprentice only pay their salary – the National Apprenticeship Service will fund 100 per cent of their training. For apprentices who are 19+, the National Apprenticeship Service will contribute up to 50 per cent.

The minimum wage for apprentices is £95 per week. Many employers prefer to pay more, however, and research shows that the average salary is approximately £170 per week.

Internships

Internships can be paid or unpaid and structured around delivering a specific project or piece of work, and also give you an opportunity to assess the quality of potential long-term staff.

We encourage employers to pay interns for the valuable contribution that they make to businesses.

OTHER SUPPORT AVAILABLE

British Chambers of Commerce

The BCC, the accreditation body for chambers of commerce in the UK, represents UK business interests around the world and supports work-based training.

www.britishchambers.org.uk

Federation of Small Businesses

The FSB is the UK's leading business organisation with over 215,000 members. It exists to protect and promote the interests of the self-employed and all those who run their own business.

www.fsb.org.uk

Business Growth Clubs

Business Growth Clubs bring together like-minded business people and give them direct access to practical support from leading industry professionals.

www.businessgrowthclubs.co.uk

AGCAS

University careers services provide support for employers and graduates.

www.agcas.org.uk/pages/information-for-recruiters

Young Chamber

Young Chamber helps young people develop their own potential by understanding how business and commerce works.

www.youngchamber.com

Business Link

Business Link provides free advice on public funding support for businesses over the phone, online and face-to face at local branches.

www.businesslink.gov.uk

Regional Development Agencies

England's Regional Development Agencies support a number of regional graduate recruitment systems and networks.

www.englandsrdas.com

Institute of Directors

The IoD provides support in all areas of professional life, including free business information and professional development services.

www.iod.com