

Your staff recruitment & training  
puzzle solved!

# Skills for Work

[www.skills-for-work.co.uk](http://www.skills-for-work.co.uk)

City of Bradford MDC

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



# Skills for Work aims...

- To work with employers to link local jobs to local people
- To provide bespoke training packages to meet employers needs to improve skill levels in the workplace

# How Skills for Work can help

- Pool of job ready people to fill your vacancies immediately
- Provide you with people on work-placement so you can create your own staff
- Support you with employing a person with a disability or ill health
- Provide NVQ, Apprenticeship and Skills for Life training to help you develop your new and existing staff



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# Employing Disabled People

**It makes good business sense to employ disabled people**

**Over 10 million people in Great Britain have a disability or long-term health condition and there are many benefits in having disabled employees in your workforce.**

- They represent a significant pool of talent that you can tap into to get the best person for the job.
- Through our pre employment screening and work trial arrangements you can “Try before you buy”.
- Have a workforce that understands your disabled customers – they have an estimated spending power of £80 billion a year.
- Improve morale, performance and bottom line results.
- Ensure you are compliant with current legislation.
- Enhance your company’s social responsibility.

## **Welcome to Work Choice at Work-Able**

Work Choice is an employment programme that supports people with disabilities who are facing real barriers when it comes to finding and keeping work.

**Work Choice** is flexible and individually tailored to the needs of each individual to assist them to either return to work, find new work, or support them in their existing workplace.

**Work Choice** offers employers the opportunity to conduct pre-employment screening and work trial arrangements so you can “Try before you buy”.

**Work Choice** helps individuals to reach their full potential so as to move into independent, unsupported employment.

**Work Choice** helps people who wish to work at least 16 hours a week.

## **How Work Choice at Work-Able can help Employers**

- We will agree a support plan for each individual
- We will stay in regular contact with you the employer

## **We can also:**

- Help you to apply for government funding to make workplace adjustments if required.
- For some people, we can help with ‘on the job’ coaching to assist in the learning of work tasks.
- Offer disability awareness training to you and your staff in the workplace. If necessary, this can be tailored so as to give more understanding of an individuals specific needs.
- Help with planning travel to and from work (for people with learning disabilities)
- Continually update a development plan to help individuals achieve agreed career goals.

If you think that Workchoice could help you, please contact either of our Co-ordinators :

**Younna Khan on: 01274 433553,  
Mobile : 07582 103553  
e-mail : youmna.khan@bradford.gov.uk**

**Or Fran Howes on: 01274 431858,  
Mobile, 07582 101858  
e-mail: fran.howes@bradford.gov.uk**



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# Job Matching Service

Skills for Work offer a free job matching service to employers in the district. We work with Jobcentre Plus and other agencies to provide opportunities for unemployed people to join our service so have a pool of labour aged 16+ which will be a cost effective recruitment solution for you.

**Just follow the 6 step programme to a full staff team today!**

**STEP 1** Call us and we will listen to your needs. Your Employer Liaison Officer:  
Name .....  
Tel: .....

**STEP 2** We will document and pass this information to our Employer Liaison Officers who will match the job vacancy to the skills and experience of our learners.

**STEP 3** C.V.s will be submitted for your consideration

**STEP 4** Notify us of your interview selection

**STEP 5** We will make arrangements for the learners to attend your premises at the appointed interview time

**STEP 6** Undertake the interviews and notify us of the results, this will be fed back to interviewees and arrangements made for the successful learner to start with you as soon as possible.

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# Work Placement

**Work Placements enable you to mould your own staff and develop them in ways that suit your working practices. Work placements are a cost effective recruitment solution.**

**Click or call now for learner C.V.s or interviews for immediate starts, on either Bradford 01274 432139 or Keighley 01535 438192**

**Identify a potential vacancy or apprenticeship opportunity that you could give to a learner and we will help you do the rest -**

- Supply FREE off-the-job learning to support the duties undertaken by the learner in the workplace
- Monitoring learner progress with you and providing ongoing help and support where necessary
- Assessing learner competence in the workplace
- Planning and designing a work placement programme to meet your needs and those of the learner

**We have learners on our training programmes who will benefit from -**

- An opportunity to practice their new skills in a work-related environment
- Opportunities to develop life skills and work ethics
- Be in the pole position for when a vacancy comes up
- The chance to make a good impression and make useful contacts for the future
- Obtain work references



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# Training for Staff

Skills for Work can offer the following training to both your new and existing staff:

- NVQ qualifications
- Apprenticeships
- Skills for life
- Bespoke training

As an employer, you will benefit from training that is tailored to your requirements as well as from the benefit of having motivated and well trained staff on the premises, enhanced staff morale, better employee retention rates and improved efficiency and productivity.

## How does it work?

We will visit your workplace to discuss your business and training needs. We will produce a tailor made training package to meet your needs. Where appropriate we will access funding on your behalf to help with the costs of the training.

## What is an Apprenticeship?

Suitable for all staff aged 16 and over. There is no upper age limit. Most apprenticeship frameworks are subsidised.

For a young person an apprenticeship is the first step towards a long-term career. For an adult, an apprenticeship is a way to develop and learn new skills to enable career progression. A successful apprentice will gain

an industry-recognised qualification, which gives them professional skills for life.

Participants will experience a combination of work-based 'on-the-job' training and off the job workshops whilst being paid a wage or training allowance. An apprenticeship consist of:

- NVQ level 2 or 3 - provide practical skills in specific occupational areas.
- Key/functional skills transferable work-related skills e.g. English and maths
- Technical certificate vocationally related qualifications that support the NVQ theory.

Eligible employees will have the opportunity to gain a qualification at either level 2 or 3 nvq. They can also gain a Skills for Life qualification in either literacy, numeracy and /or ESOL.

Participants will experience a combination of work-based 'on-the-job' training and off the job workshops.

Training for staff continues on the following page.



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# Training for Staff *...continued*

## Apprenticeship & qualification subject areas

- Customer Service
- Business Administration
- Hospitality
- Health and Social Care
- Team Leader
- Management
- Skills for Life (numeracy, literacy)

## Bespoke training

If an apprenticeship does not meet your requirements we will design an individual training programme tailored to your business needs.

We will produce a training proposal form which will include: Delivery methodology, venue, timescales and cost.

You will have the opportunity to discuss this with us and make any necessary amendments before we sign a service level agreement.

## We will. . . .

- Provide highly qualified staff
- Provide interactive and informative training
- Work with you to design appropriate training packages
- Evaluate all training
- Carry out assessment in your workplace with minimal disruption
- Provide individual support this may include the provision of specialist equipment, adjusting visit times or adapting assessment methods to suit your staff needs.

**For further information, please do not hesitate to call : 01274 434770**

**Or you can e-mail either:  
michelle.smith@bradford.gov.uk or  
danielle.armstead@bradford.gov.uk**



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# Where are we based?

## Our centres across the district:

- 1 Appleton House Training Centre**  
Barkerend Road, Bradford  
01274 433648
- 2 Kershaw House Training Centre**  
Well Street, Bradford 01274 432895

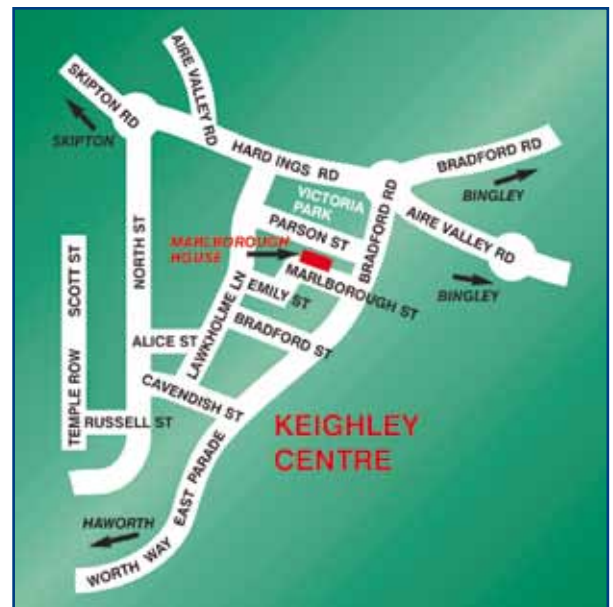
- 3 Work-Able Training Centre**  
Jacobs Well, Manchester Road,  
Bradford BD1 5RW 01274 433553  
**Business Development Section**  
Jacobs Well, Manchester Road,  
Bradford BD1 5RW
- 4 Accredited Learning Section**  
21-23 Neal St, Little Horton  
Bradford BD5 0BX  
Tel: 01274 434770

- 5 Keighley Training Group:**  
Marlborough Street, Keighley  
01535 618330



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